

Favourite Reports

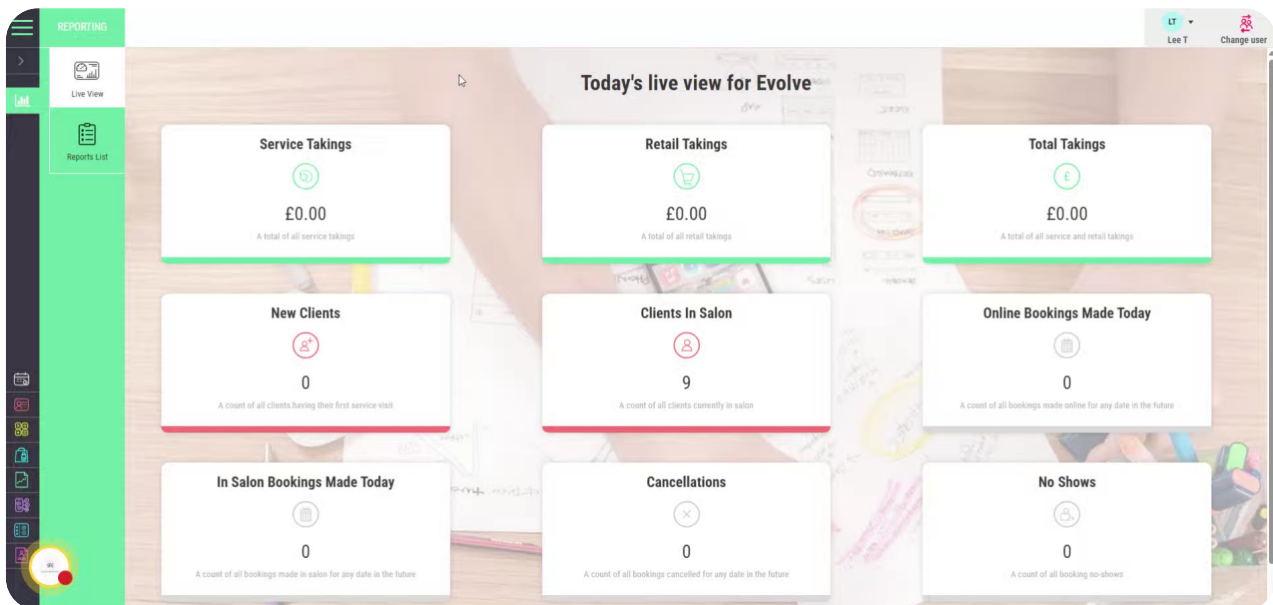
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SALON MANAGER

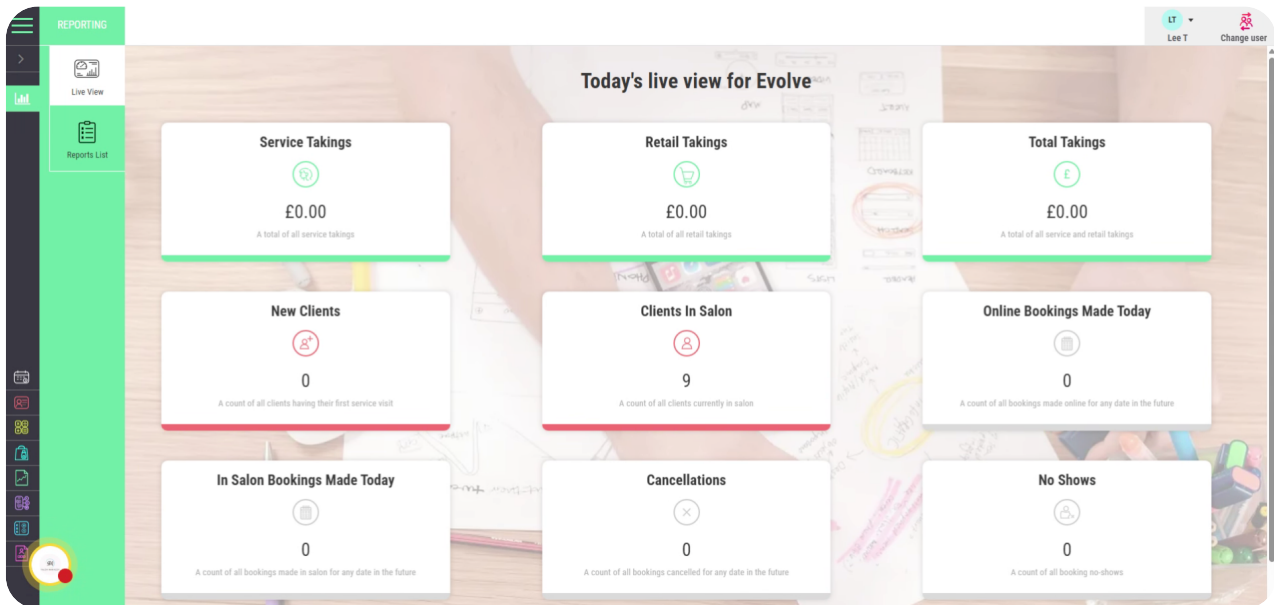
01 Introduction To Favoriting Reports

Hello, today I'm going to show you how to favorite reports in Salon Manager.



02 Navigate To Reports List

From the report module, navigate to the left-hand side menu and click Reports List. This will load the reports list with all available sections and reports.



03 Select Report Star Icon

To favorite a report, go to the report and click the star icon on the right-hand side of the report name.

The screenshot displays a web application interface for reporting. On the left is a dark sidebar with a menu and a 'Live View' button. The main area is titled 'REPORTING' and shows three categories of reports: Booking Reports, Client Reports, and Salon Reports. Each report card includes a small bar chart icon, the report name, and a star icon for favoriting. The top right corner shows the user 'Lee T' and a 'Change user' link.

Category	Report Name	Star Icon
Booking Reports:	Bookings	☆
	Bookings Audit	☆
	Day Bookings	☆
	Internet Bookings	☆
Client Reports:	Room Utilisation	☆
	Who Booked What	☆
	Account Balance Transactions	☆
	Client Gender And Age Analysis	☆
	Client Retention	☆
	Marketing Opt In Log	☆
	Marketing Opt In Stats	☆
	Outstanding Account Balances	☆
	Salon Regular Analysis	☆
Top Spending Clients	☆	
Track And Trace	☆	
Salon Reports:	Aspect Code Analysis	☆
	Course Activity	☆
	Income Projection	☆
	Product Price List	☆
	Retail Sales Analysis	☆
	Sales Summary	☆

04 Add Report To My Reports

Clicking the star will add the report to the My Reports section and remove it from its original section.

The screenshot shows a web application interface for reporting. The top navigation bar includes a 'REPORTING' tab and a user profile 'Lee T' with a 'Change user' link. The left sidebar contains various icons for navigation. The main content area is divided into sections:

- My Reports:** A section where users can manage their favorite reports. It currently contains one report, 'Bookings', which is highlighted. A star icon is visible next to it, indicating it can be added to this section.
- Booking Reports:** A section containing reports related to bookings. It includes 'Bookings Audit', 'Room Utilisation', 'Day Bookings', 'Who Booked What', and 'Internet Bookings'. Each report has a star icon.
- Client Reports:** A section containing reports related to client data. It includes 'Account Balance Transactions', 'Marketing Opt In Log', 'Salon Regular Analysis', 'Client Gender And Age Analysis', 'Marketing Opt In Stats', 'Top Spending Clients', 'Client Retention', 'Outstanding Account Balances', and 'Track And Trace'. Each report has a star icon.
- Salon Reports:** A section containing reports related to salon operations. It is currently empty.

05 Build Favourite Reports List

You can favourite multiple reports from different sections to build your personalised favourite reports list.

The screenshot displays a web application interface for reporting. On the left is a dark sidebar with a 'REPORTING' header and a 'Reports List' button. The main content area is titled 'My Reports:' and features a grid of report cards. Each card includes a bar chart icon, a title, and a star icon for favouriting. The reports are categorized into 'Booking Reports' and 'Client Reports'. A 'Salon Reports' section is partially visible at the bottom. The top right corner shows a user profile for 'Lee T' and a 'Change user' link.

REPORTING LEARN MORE

LT Lee T Change user

My Reports:

- Bookings ★

Booking Reports:

- Bookings Audit ☆
- Day Bookings ☆
- Internet Bookings ☆
- Room Utilisation ☆
- Who Booked What ☆

Client Reports:

- Account Balance Transactions ☆
- Client Gender And Age Analysis ☆
- Client Retention ☆
- Marketing Opt In Log ☆
- Marketing Opt In Stats ☆
- Outstanding Account Balances ☆
- Salon Regular Analysis ☆
- Top Spending Clients ☆
- Track And Trace ☆

Salon Reports:

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