

Filter And Manage Reports

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SALON MANAGER

This tutorial explains how to manage report filters in Salon Manager. You will learn how to adjust and reset report filters effectively.

Go to app.salonmanageronline.com

01 Filter Employment Status

I'm showing how to filter a report in Salon Manager. Here I've already got a report in front of me that I have run. What I'm going to do is filter the employment status. Across every single column, there is a little symbol here for filtering. If I click that, a new menu will appear, giving you all of the available options that appear within that column.

The screenshot shows the 'REPORTING' section of the Salon Manager application. The title is 'Self Employed Team Members > Manchester'. Below the title, there are filters for 'Choose salons' (10 salons selected), 'Start date' (27 July, 2026), and 'End date' (3 August, 2026). A 'Run Report' button is visible. The report displays a table with the following data:

Team Member	Employment Status	Total Service Takings	Total Retail Takings	Cash	Cards	Voucher Payments	Account Payments	Loyalty Points Payments	Other Payments	Tips
Daniel	Self employed	£94.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£94.00	£0.00
Natalie	Employed	£15.00	£0.00	£0.00	£15.00	£0.00	£0.00	£0.00	£0.00	£0.00
Rikki	Self employed	£93.00	£0.00	£0.00	£90.00	£0.00	£0.00	£0.00	£0.00	£0.00
Samantha	Self employed	£94.00	£0.00	£0.00	£94.00	£0.00	£0.00	£0.00	£0.00	£0.00
		£296.00	£0.00	£0.00	£199.00	£0.00	£0.00	£0.00	£94.00	£0.00

The interface also includes a sidebar with navigation options, a top bar with user information (Lee T), and a bottom bar with export options (Print as a PDF, Export to Excel, Export to CSV).

02 Apply Filter Changes

Let's say I get rid of one of the filters specifically and click Apply. That will then reduce the report down to the filter that I have selected.

The screenshot shows a web application interface for reporting. The main heading is "Self Employed Team Members > Manchester". Below this, there are filters for "Choose salons" (18 salons selected), "Start date" (27 July, 2026), and "End date" (3 August, 2026). A "Run Report" button is visible. A dropdown menu is open, showing options to filter by "Employment Status". The options are "Select All", "Employed", and "Self employed". The "Self employed" option is currently selected. The table below shows data for four team members: Daniel, Natalie, Rikki, and Samantha. The table has columns for "Team Member", "Employment Status", "Total Service Takings", "Total Retail Takings", "Cash", "Cards", "Voucher Payments", "Account Payments", "Loyalty Points Payments", "Other Payments", and "Tips".

Team Member	Employment Status	Total Service Takings	Total Retail Takings	Cash	Cards	Voucher Payments	Account Payments	Loyalty Points Payments	Other Payments	Tips
Daniel	Ascending	£94.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£94.00	£0.00
Natalie	Descending	£15.00	£0.00	£0.00	£15.00	£0.00	£0.00	£0.00	£0.00	£0.00
Rikki	Filter by Condition Filter by Value	£93.00	£0.00	£0.00	£90.00	£0.00	£0.00	£0.00	£0.00	£0.00
Samantha	Search	£94.00	£0.00	£0.00	£94.00	£0.00	£0.00	£0.00	£0.00	£0.00
		£296.00	£0.00	£3.00	£199.00	£0.00	£0.00	£0.00	£94.00	£0.00

03 Reset Customized Report

If you wish to undo this, you can hit this report's customized reset. Use this button here and I'll return it back to its original format.

The screenshot shows a web application interface for generating reports. The top navigation bar includes a 'REPORTING' tab and a user profile section for 'Lee T' with a 'Change user' link. The main header displays 'Self Employed Team Members > Manchester'. Below this, there are filters for 'Choose salons' (18 salons selected), 'Start date' (27 July, 2026), and 'End date' (3 August, 2026), along with a 'Run Report' button. A green callout bubble on the right states 'This Report is customized. Reset'. The table below lists data for 'Natalie', showing employment status and various payment types.

Team Member	Employment Status	Total Service Takings	Total Retail Takings	Cash	Cards	Voucher Payments	Account Payments	Loyalty Points Payments	Other Payments	Tips
Natalie	Employed	£15.00	£0.00	£0.00	£15.00	£0.00	£0.00	£0.00	£0.00	£0.00

At the bottom of the interface, there are buttons for 'Print as a PDF', 'Export to Excel', and 'Export to CSV'.

This tutorial demonstrates how to filter a report by employment status, apply filter changes, and reset the report to its original format in Salon Manager.

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