

Run Reports

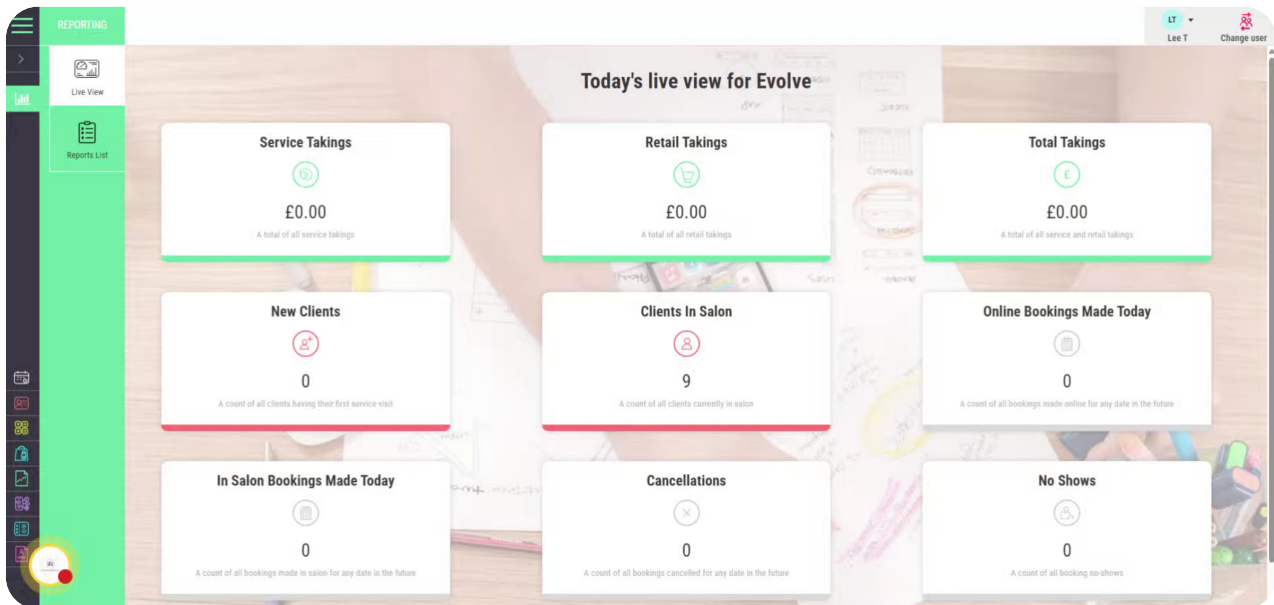
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SALON MANAGER

01 Navigate To Reports List

To run a report in Salon Manager, from the report module, we need to navigate to the reports list on the left-hand side menu. Clicking this will load our reports list. In here find the report you wish to run



02 Select Sites And Date Range

This will load us in to the report. If you've got multiple sites, you can select which ones to run this report for. It brings data specific to that site. If you have a single site, you don't have to worry, you can leave this bit alone. We have the start date here, where we choose the data's starting point, and the end date here, where we choose the data's ending point. We can go back as far as needed and click any start date, and choose a custom end date as well. Once we've selected the start and end dates, click run the report.

The screenshot shows a web application interface for a 'REPORTING' section. The main heading is 'Bookings'. Below the heading, there are two input fields: 'Start date:' and 'End date:', both set to '3 August, 2026'. To the left of these fields is a button labeled 'Choose salons' with a sub-label '10 salons selected View all salons'. To the right of the date fields is a green 'Run Report' button with a circular arrow icon. Above the 'Run Report' button is a 'Report explanation' link. To the right of the 'Run Report' button is a 'Back to Reports List' link with a close icon. Below the date fields, the text 'No data to display.' is visible. The interface includes a left sidebar with a 'Live View' button and a 'Reports List' button. The top right corner shows a user profile for 'Lee T' with a 'Change user' link. The bottom of the screen features a dark navigation bar with various icons.

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