

Export Reports As PDF

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SALON MANAGER

01 Introduction To PDF Export

Hello, today I'm going to show you how to extract a report into a PDF in Salon Manager.

The screenshot displays the 'REPORTING' section of the Salon Manager software. The main heading is 'Self Employed Team Members > Manchester'. Below this, there are filters for 'Choose salons' (10 salons selected, View all salons), 'Start date' (27 July, 2026), and 'End date' (3 August, 2026). A 'Run Report' button is visible. The report data is presented in a table with the following columns: Team Member, Employment Status, Total Service Takings, Total Retail Takings, Cash, Cards, Voucher Payments, Account Payments, Loyalty Points Payments, Other Payments, and Tips. The data rows are for Daniel, Natalie, Nikki, and Samantha. The bottom of the interface shows a sidebar with various icons and a bottom bar with buttons for 'Print as a PDF', 'Export to Excel', and 'Export to CSV'.

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
Nikki	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

02 Apply Filters And Select PDF Export

Once you've found the report you wish to run, and you've applied the filters you need, and checked the date range to make sure it's correct, you can go to the bottom left and select print as PDF. This will start a download from the top right-hand side of the screen in your browser.

The screenshot shows a web application interface for reporting. The top navigation bar includes a 'REPORTING' tab, a user profile 'Lee T', and a 'Change user' link. The main heading is 'Self Employed Team Members > Manchester'. Below this, there are filters for 'Choose salons' (10 salons selected, View all salons), 'Start date' (27 July, 2026), 'End date' (3 August, 2026), and a 'Run Report' button. A 'Go back a level' button and a 'Report explanation' link are also present. The main content area 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	£3.00	£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	£3.00	£199.00	£0.00	£0.00	£0.00	£94.00	£0.00

At the bottom left, there are buttons for 'Print as a PDF', 'Export to Excel', and 'Export to CSV'. A sidebar on the left contains various icons for navigation, including a 'Live View' button and a 'Reports List' button.

03 Open Downloaded PDF File

And that means you'll be able to open it from within your downloads folder.

REPORTING

Self Employed Team Members > Manchester

Go back a level Report explanation Back to Reports List

Choose salons: 10 salons selected View all salons

Start date: 27 July, 2026 End date: 3 August, 2026 Run Report

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
Nikki	Self employed	£93.00	£0.00	£3.00	£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	£3.00	£199.00	£0.00	£0.00	£0.00	£94.00	£0.00

Print as a PDF Export to Excel Export to CSV

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