

exporting reports

Follow these steps to export a report.

Exporting a Report

1. From the SalonBiz®/SpaBiz® menu bar, click on the Reports icon.
2. Select the report you wish to export from the category menu.
3. Once the report has been created, locate the Save (disk) icon.
4. Click on the drop down arrow to the right of the Save button.
5. Select one of the options to save the report.
6. Select the folder to save the report.
7. Type in a file name for the report.
8. Click on the Save button.
9. The report will then export and be saved in the location specified.

