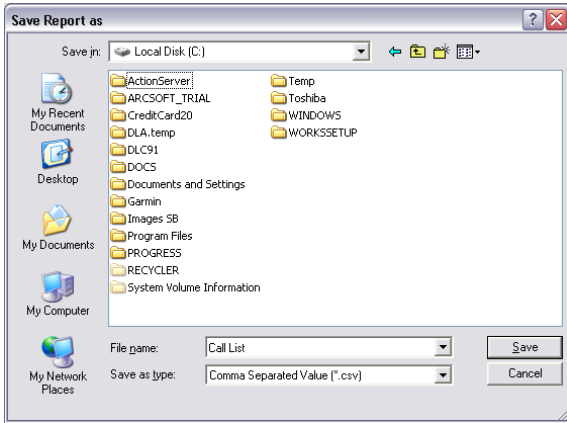


exporting reports - HA

Follow these steps to export a report to a local computer if you are using SalonBiz®/SpaBiz® High Availability.

Exporting Reports

1. From the SalonBiz®/SpaBiz® menu bar, click on the Reports icon.
2. Click on the Open button.
3. Under Report Sub-Categories, select Customer as an example.
4. Under Reports To Choose From, select Confirmation Call List.
5. Select the Date Range for the customers that need to be called
6. Click on the drop down arrow to the right of the Save button.
7. Select Comma Separated Values (*.csv).
8. Click the OK button on the Restrictions pop up box.
9. In the Save Report As box, select the My Computer icon on the left.
10. Select the hard drive to save the file to. (Ex: C\$ on 'Client' (v:))
11. Select the folder to save the report.
12. Type in a file name for the report.
13. Click on the Save button.
14. The report will then export and be saved in the location specified.



Customer Support 888.809.2802

Our Customer Support team is ready to assist you.



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