

automatically print reports

Follow these steps to configure your reports to print automatically.

The screenshot shows a software interface titled "Reports" with a sub-header "Daily Summary" and a "Return to Previous Screen" button. The interface is divided into three main sections: "Name", "Dates", and "Print Schedule".

- Name:** Includes a "Name" field with "Daily Summary" entered, a "Select a Report" dropdown menu, a "Report Category" dropdown menu with "Management" selected, and a "Report Name" dropdown menu with "Daily Summary" selected.
- Dates:** Includes checkboxes for "Print when opening the day" (unchecked) and "Print when closing the day" (checked). It features a "Date Criteria" dropdown menu with "Current Day" selected, a "Number of days to add to" field, and "From Date" and "End Date" fields.
- Print Schedule:** Includes a "Print Schedule" section with a "Daily" sub-section containing checkboxes for "Monday", "Tuesday", "Wednesday", "Thursday", "Friday", "Saturday", and "Sunday" (all checked). It also has a "Periodically" sub-section with a checked "End of Month" option.

At the bottom left, there are fields for "Object File Name" and "Date Format", and a checkbox for "Print to file on Auto Print?". A red error message is visible in the center: "Management report not found. Please check the report name and category." A yellow highlight is present on the "Name" section header.

Report Setup

1. From the SalonBiz®/SpaBiz® menu bar, click on the Blueprints icon.
2. Click on the Reports button.
3. In the Table to Edit box, click on Reports.
4. Click the Add button.
5. Type in the report name that you wish to automatically print in the Report Name field.
6. Click the Add button.
7. In the Select a Report field:
 - Select a category from the Report Category drop down menu.
 - Select the report from the Report Name drop down menu.
8. In the Dates field:
 - Place a check in the box when you would like the report to print, either when opening the day or while closing the day.
 - Select from the Date Criteria drop down menu.
9. In the Print Schedule field, place check marks in each box next to the corresponding day that you would like the report to print. Note: You do not need to check a day that you are not open for business.
10. If you would also like your report to print monthly, place a check in the End of Month box.
11. Click the Return to Previous Screen button.

