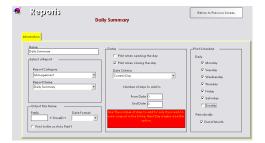
automatically print reports

Follow these steps to configure your reports to print automatically.



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.





