

# exporting reports - HA

Follow these steps to export a report to a local computer if you are using our Enterprise Edition - SalonBiz® HA/SpaBiz® HA.

## Exporting Reports

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

