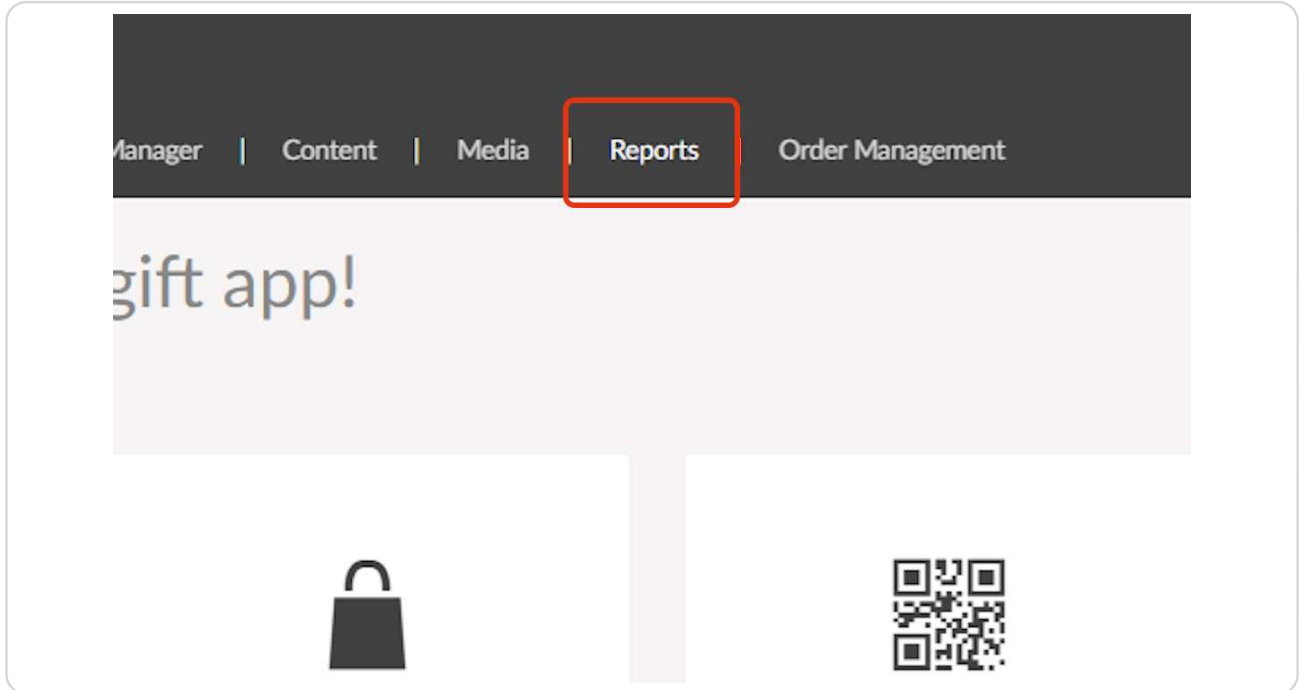


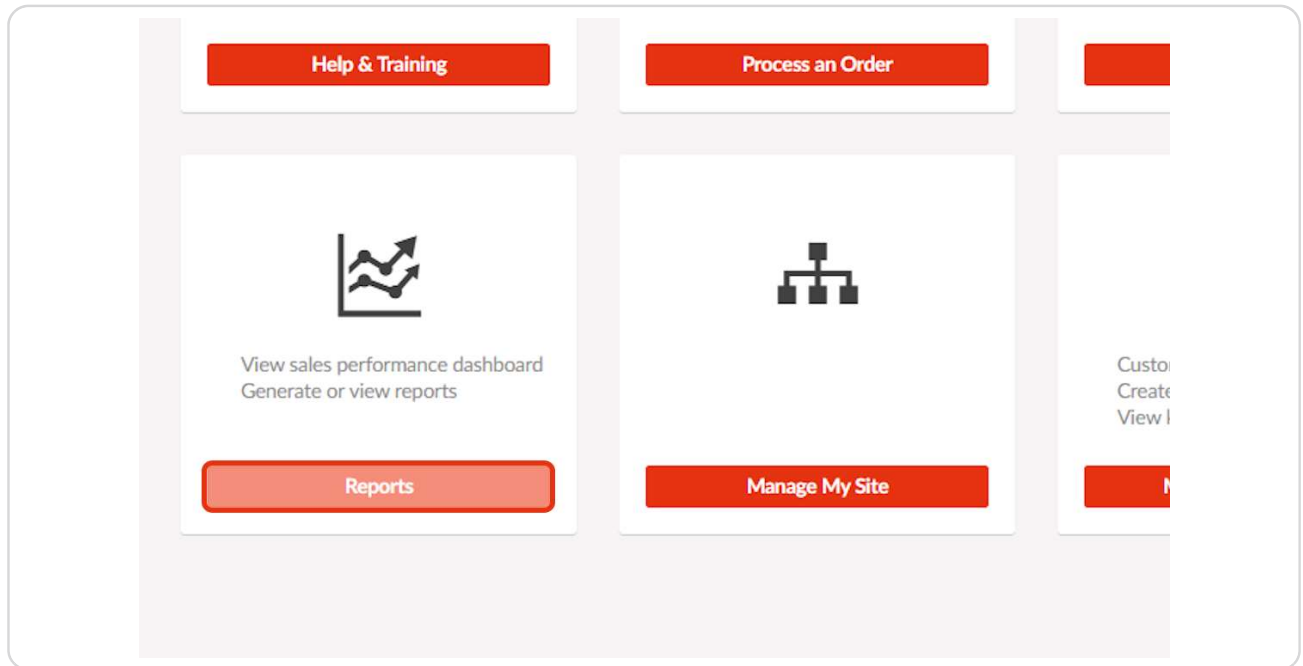
STEP 1

**Click on Reports in navigation bar**



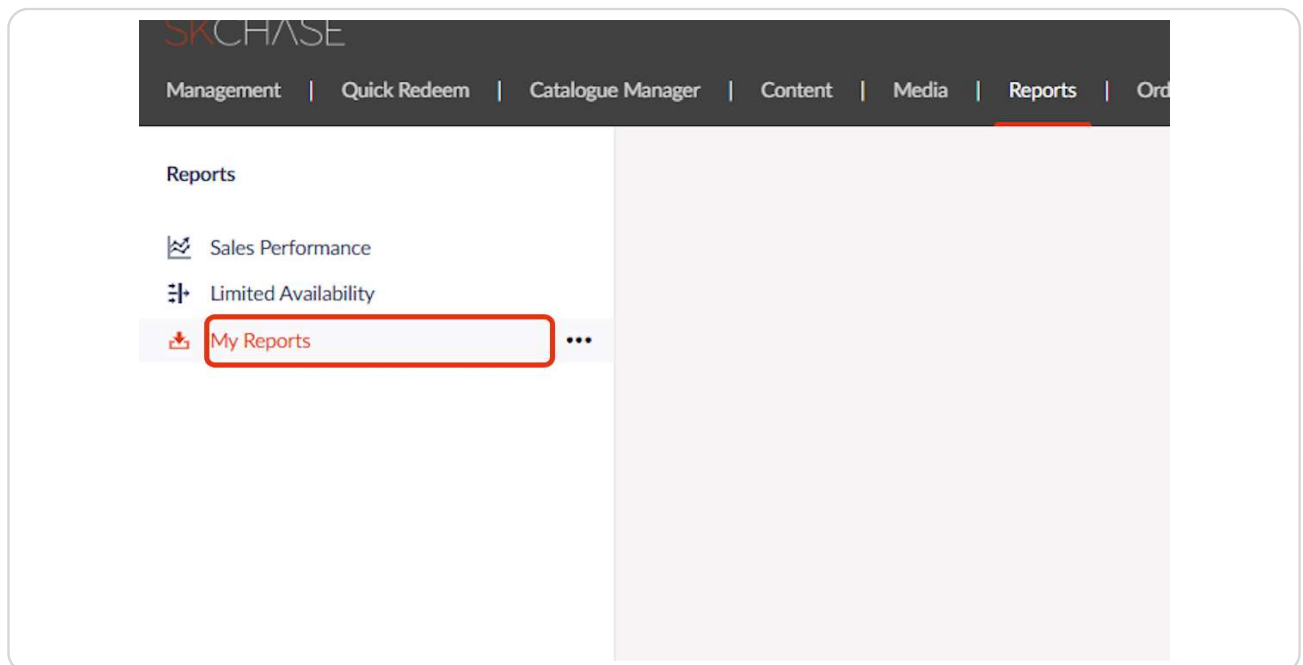
## STEP 2

OR click on Reports in panel



## STEP 3

Click on My Reports



## STEP 4

### Click on Create Report

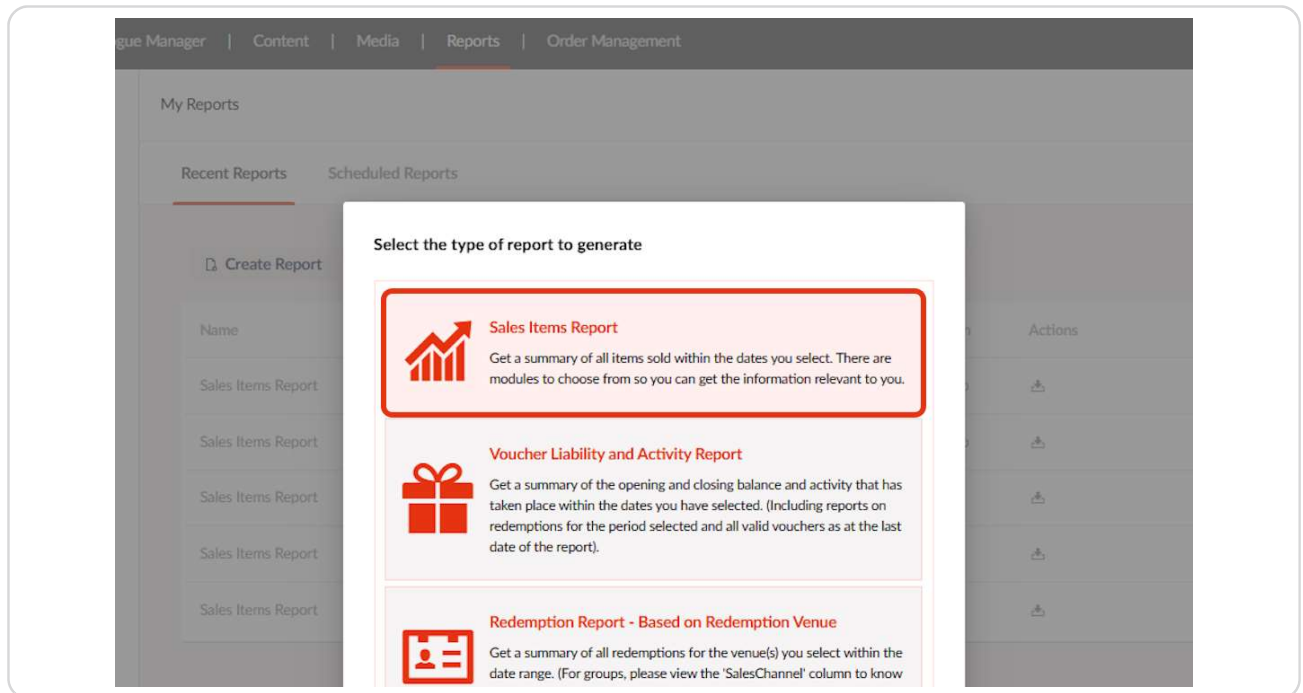
The screenshot shows a web interface for managing reports. On the left, there is a sidebar with the text 'ance' and 'bility'. The main content area is titled 'My Reports' and has two tabs: 'Recent Reports' (which is selected and underlined in red) and 'Scheduled Reports'. Below the tabs, there is a light gray background area containing a button labeled 'Create Report' with a plus icon, which is highlighted with a red rectangular border. Below this area is a table with two columns: 'Name' and 'Parameters'.

Name	Parameters
Sales Items Report	Venue(s): Hotel Group A
Sales Items Report	Venue(s): Hotel 1

## STEP 5

### Click on Sales Items Report...

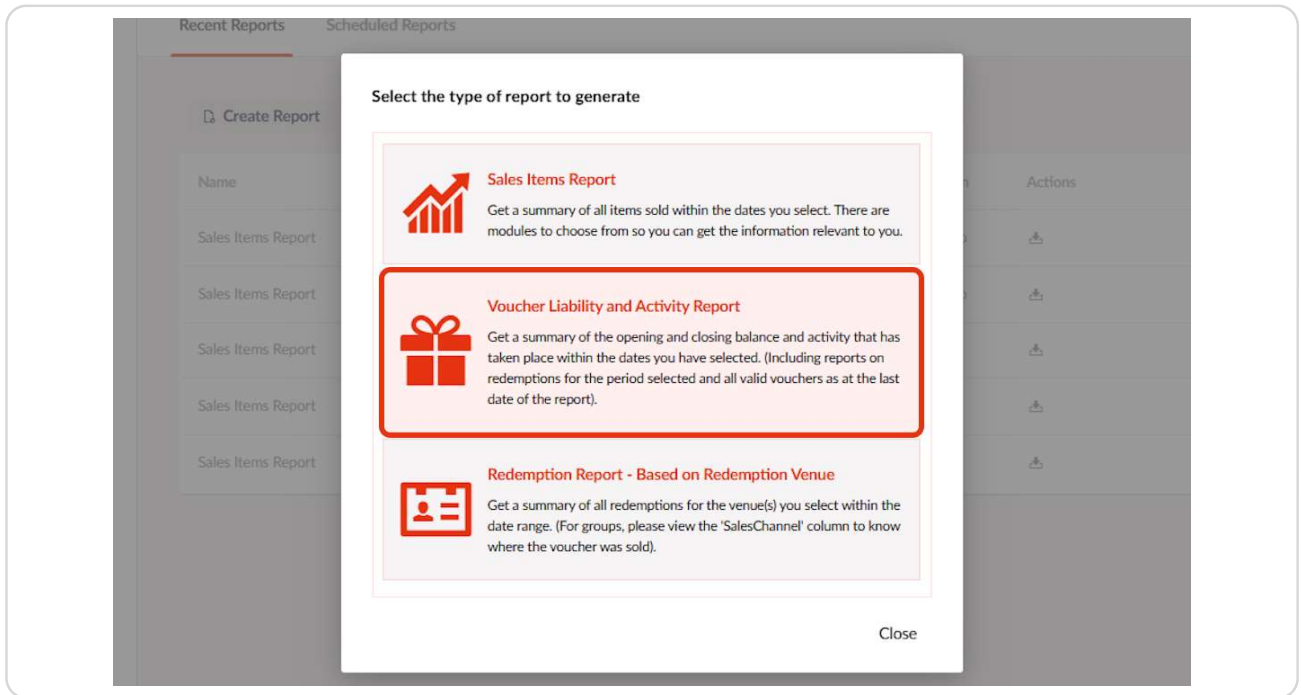
This report gives a summary of all vouchers sold within a specific date range



## STEP 6

### OR click on Voucher Liability and Activity Report...

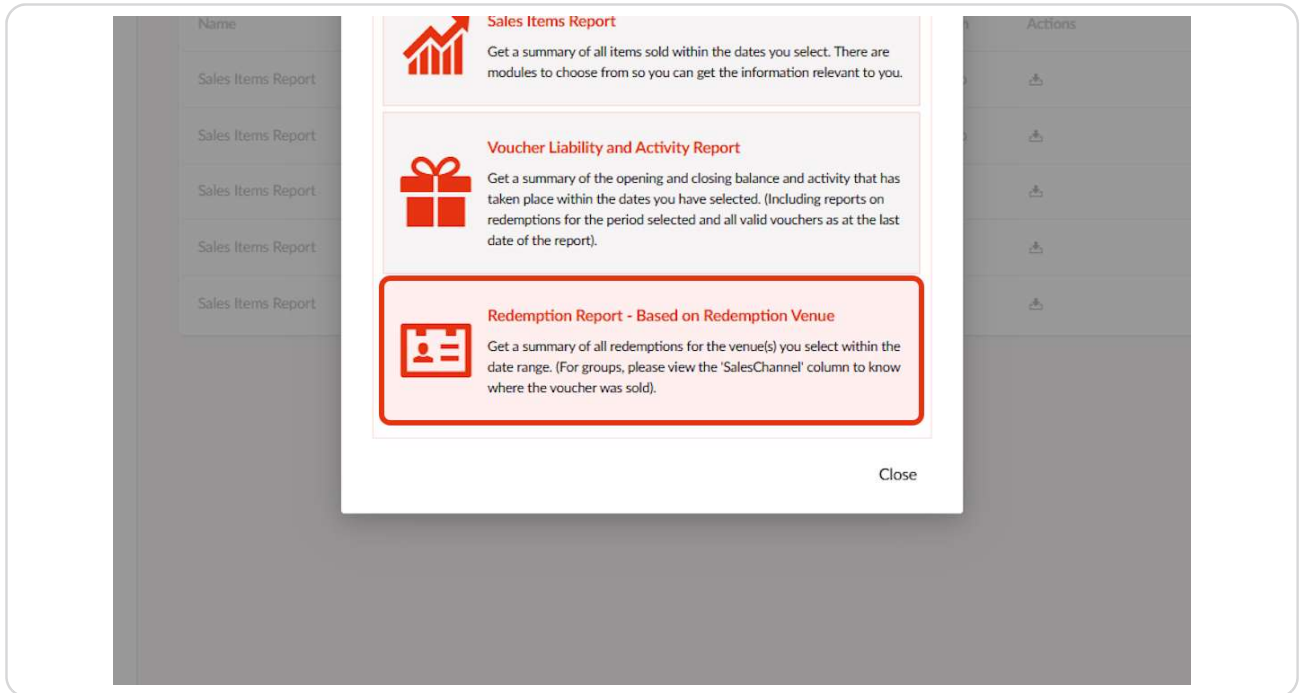
This report gives a summary of opening and closing balance and activity over a specific date period



**STEP 7**

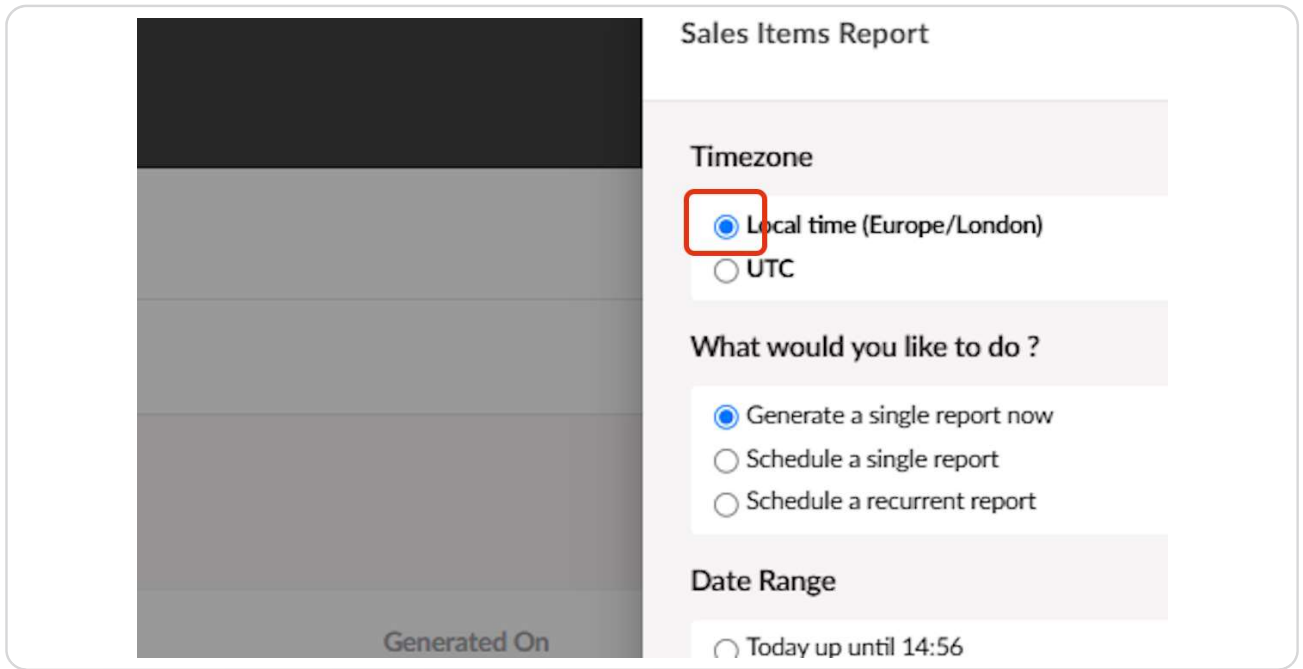
**OR click on Redemption Report – Based on Redemption Venue...**

This report gives a summary of all voucher redemptions for the venue(s) selected



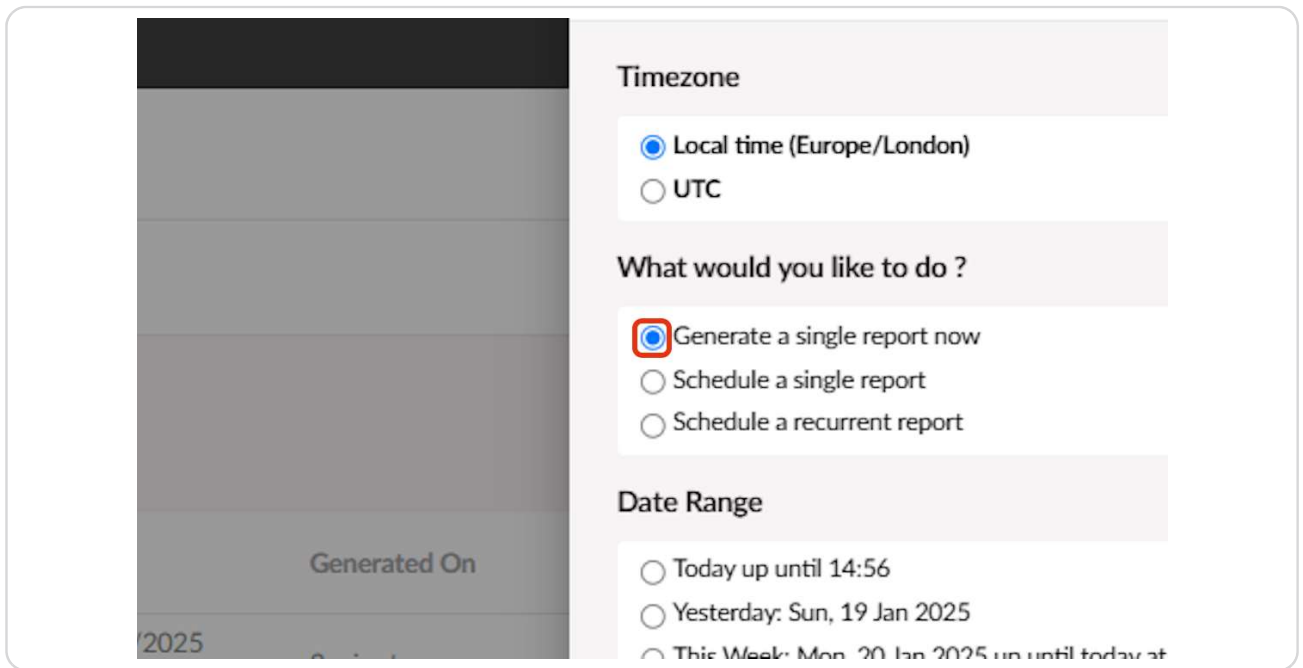
STEP 8

Choose Timezone



STEP 9

Choose to Generate a single report now



STEP 10


Select a Date Range

Generated On	
2025	3 minutes ago
2025	8 minutes ago
2024	20 days ago
2024	a month ago
2024	a month ago

### Date Range

- Today up until 14:56
- Yesterday: Sun, 19 Jan 2025
- This Week: Mon, 20 Jan 2025 up until today at
- Last Week: Mon, 13 Jan 2025 - Sun, 19 Jan 202
- This Month: Wed, 1 Jan 2025 up until today at
- Last Month: Sun, 1 Dec 2024 - Tue, 31 Dec 202
- Custom Range

### Venue(s)

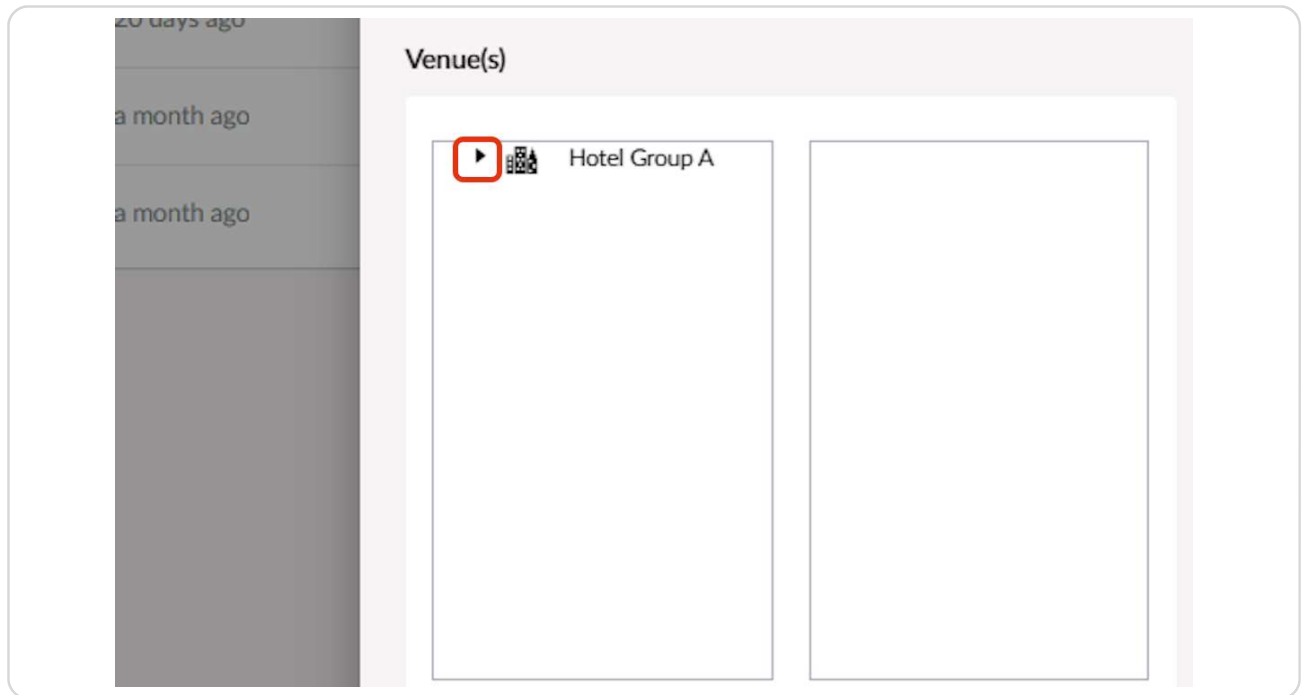
▶  Hotel Group A	
---	--



**STEP 11**

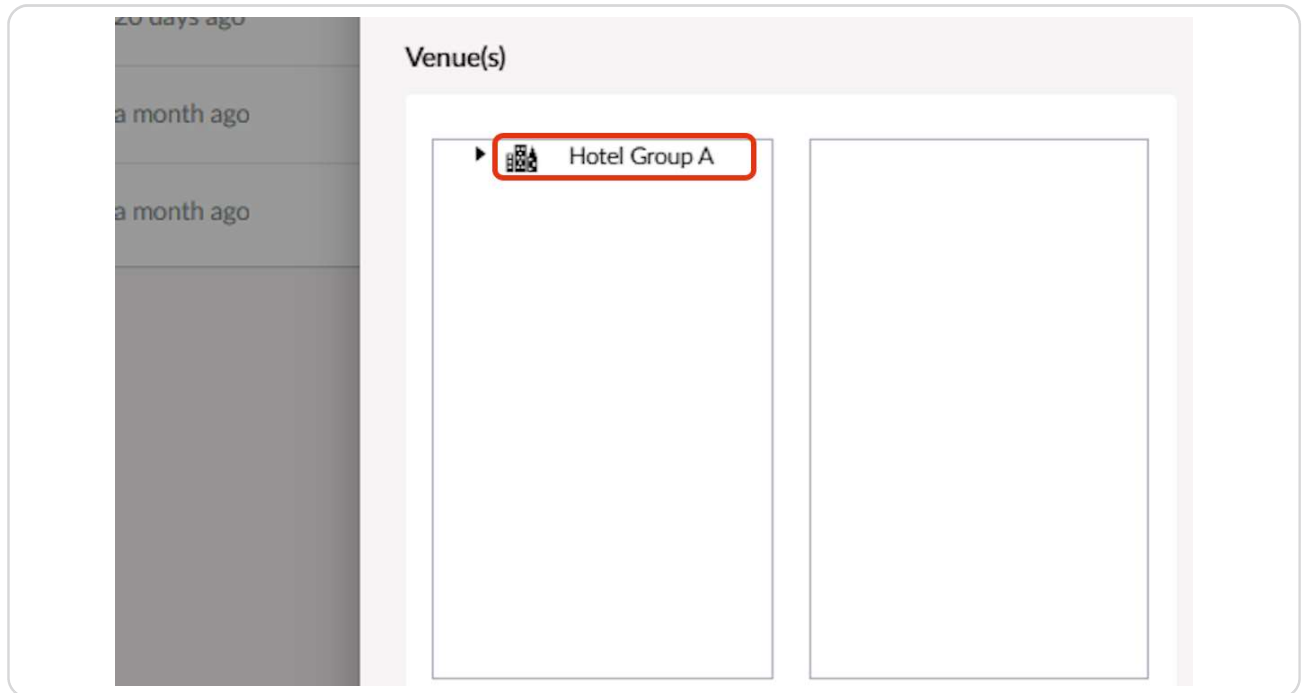
**Select Venue(s) you would like to run the report for**

You can expand groups of Venues by clicking on the arrow



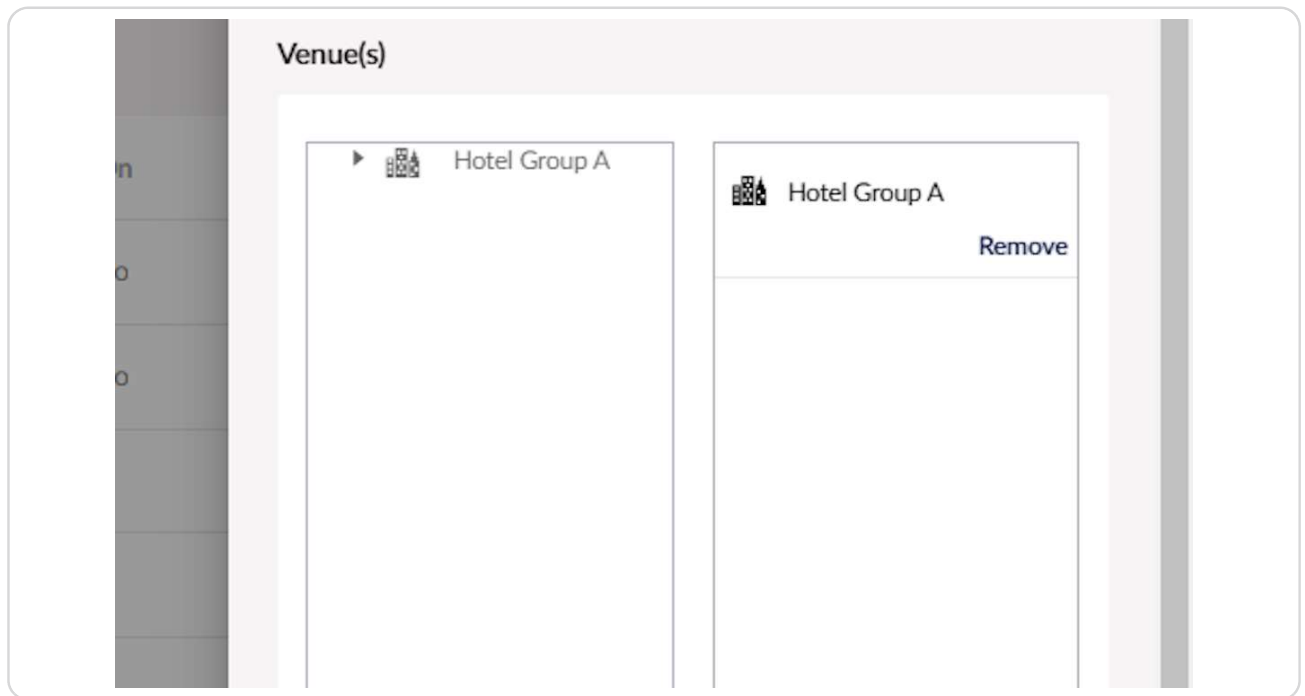
STEP 12

Click on the Venue Name to select it



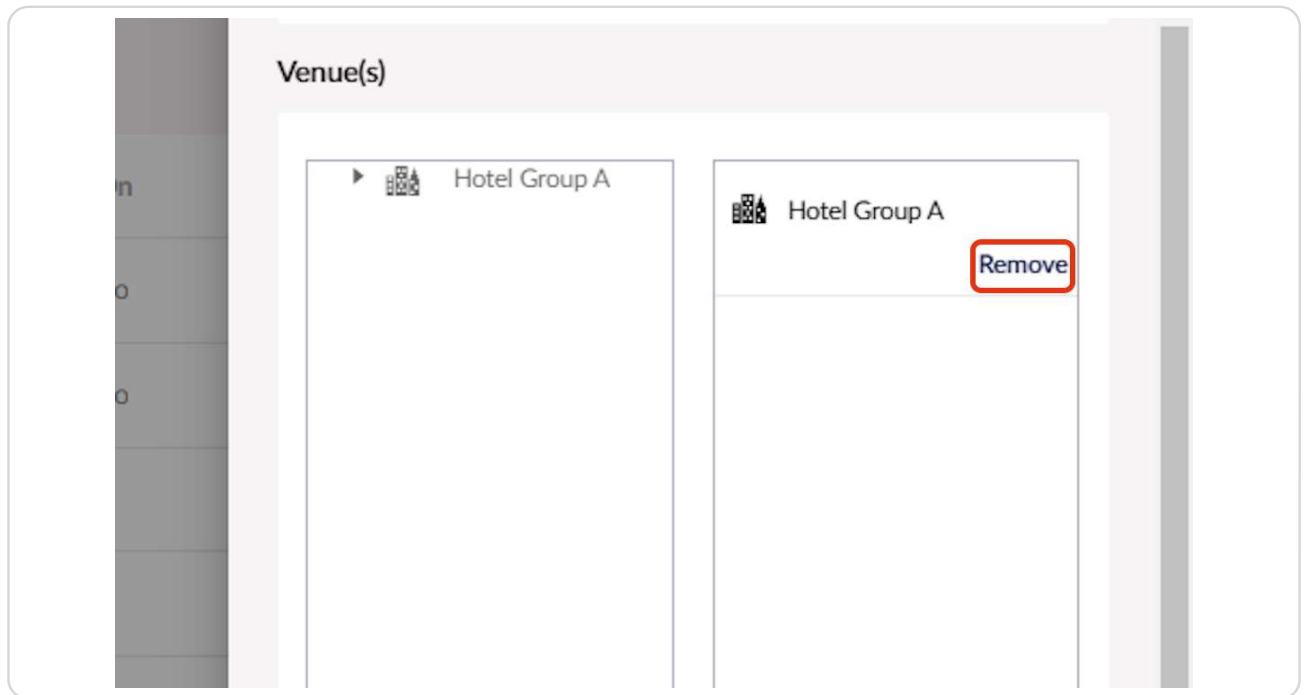
STEP 13

The venue will then move into the right-hand side column



**STEP 14**

**You can remove Venue(s) from the right-hand side column by clicking on Remove**



## STEP 15

When running a Sales Items Report there is optional data you can include

2025 - 20/01/2025 (London) 8 minutes ago

2024 - 31/12/2024 (London) 20 days ago

2024 - 30/11/2024 (London) a month ago

2024 - 30/11/2024 (London) a month ago

Optional Data to include

- Financial Data (payment, refund, discount and commission information)
- Buyer Data
- Recipient Data
- Voucher Data (Current balance and validity of vouchers)
- Marketing Data (Marketing question responses)

Optional Filters

## STEP 16

Tick any additional info you would like to include

2025 - 20/01/2025 (London) 8 minutes ago

2024 - 31/12/2024 (London) 20 days ago

2024 - 30/11/2024 (London) a month ago

2024 - 30/11/2024 (London) a month ago

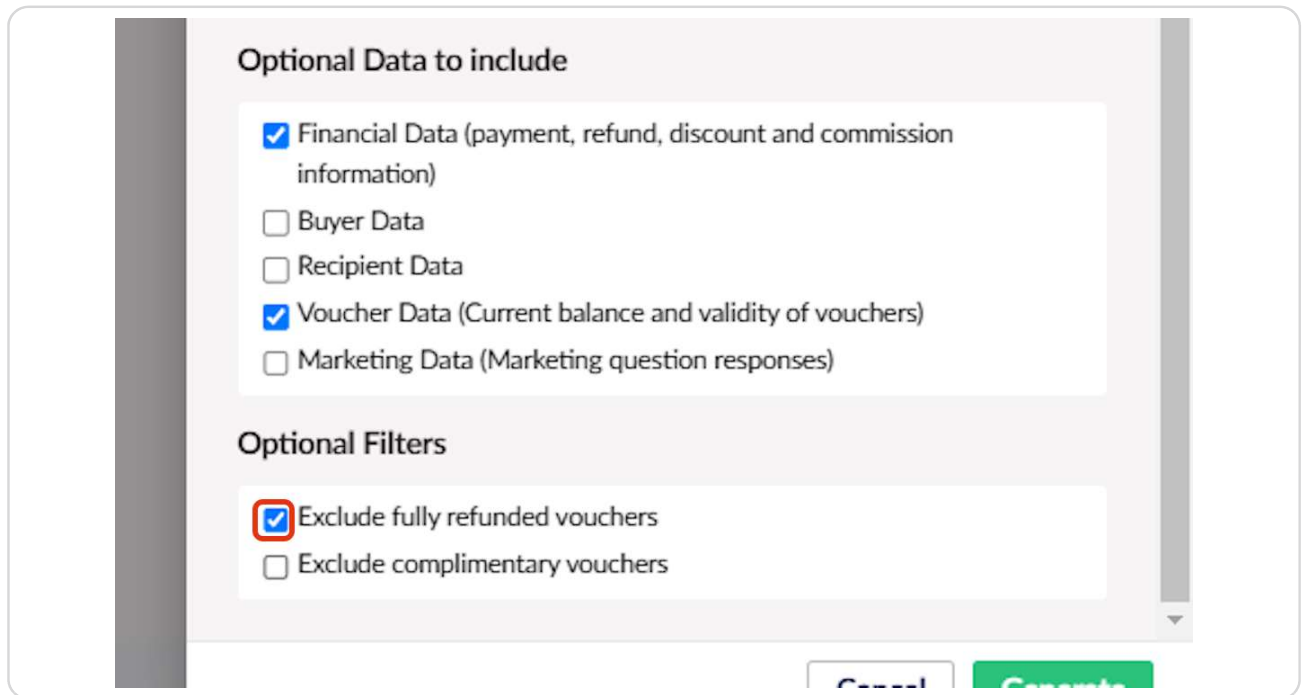
Optional Data to include

- Financial Data (payment, refund, discount and commission information)
- Buyer Data
- Recipient Data
- Voucher Data (Current balance and validity of vouchers)
- Marketing Data (Marketing question responses)

Optional Filters

## STEP 17

When running a Sales Items Report there are also Optional Filters you can apply to exclude data



The screenshot shows a configuration window for a report. It is divided into two main sections: "Optional Data to include" and "Optional Filters".

**Optional Data to include**

- Financial Data (payment, refund, discount and commission information)
- Buyer Data
- Recipient Data
- Voucher Data (Current balance and validity of vouchers)
- Marketing Data (Marketing question responses)

**Optional Filters**

- Exclude fully refunded vouchers
- Exclude complimentary vouchers

At the bottom right of the window, there are two buttons: "Cancel" and "Create".

STEP 18

Tick any filters you would like to apply

Optional Data to include

- Financial Data (payment, refund, discount and commission information)
- Buyer Data
- Recipient Data
- Voucher Data (Current balance and validity of vouchers)
- Marketing Data (Marketing question responses)

Optional Filters

- Exclude fully refunded vouchers
- Exclude complimentary vouchers

Cancel Generate

STEP 19

Click Generate

Buyer Data

Recipient Data

Voucher Data (Current balance and validity of vouchers)

Marketing Data (Marketing question responses)

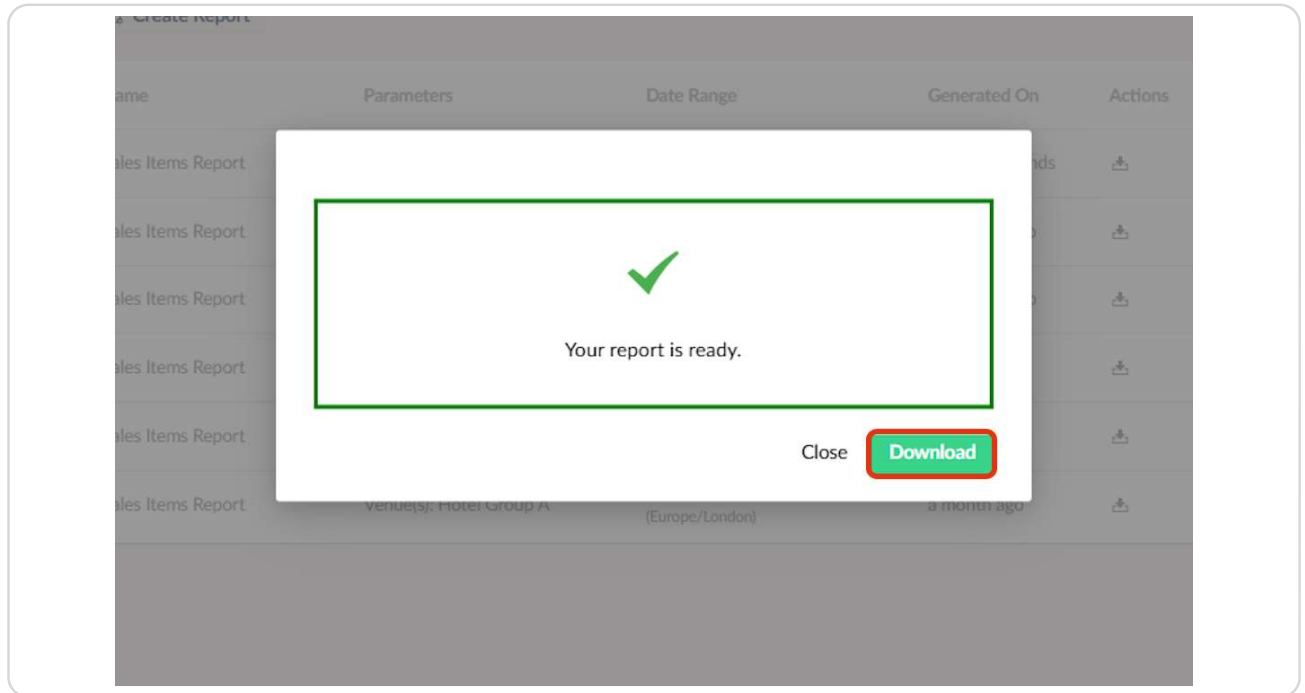
Optional Filters

- Exclude fully refunded vouchers
- Exclude complimentary vouchers

Cancel Generate

## STEP 20

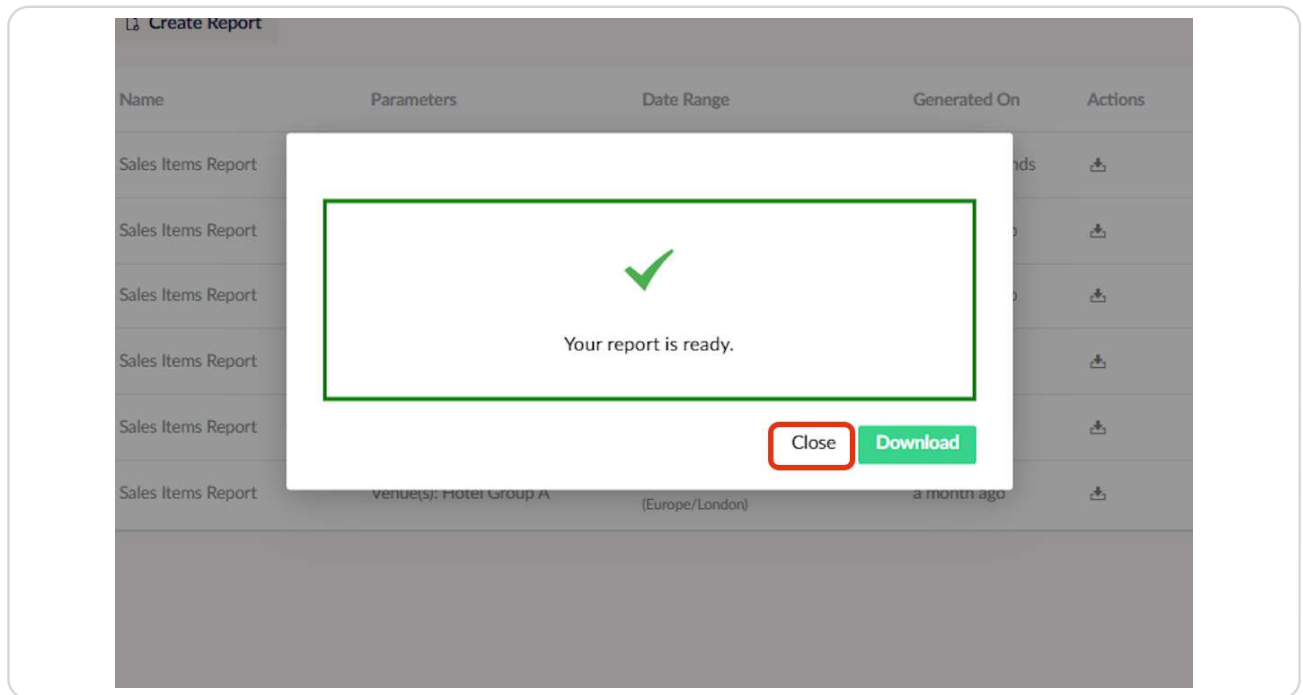
A pop up message will appear once your report is ready to download, click on **Download**





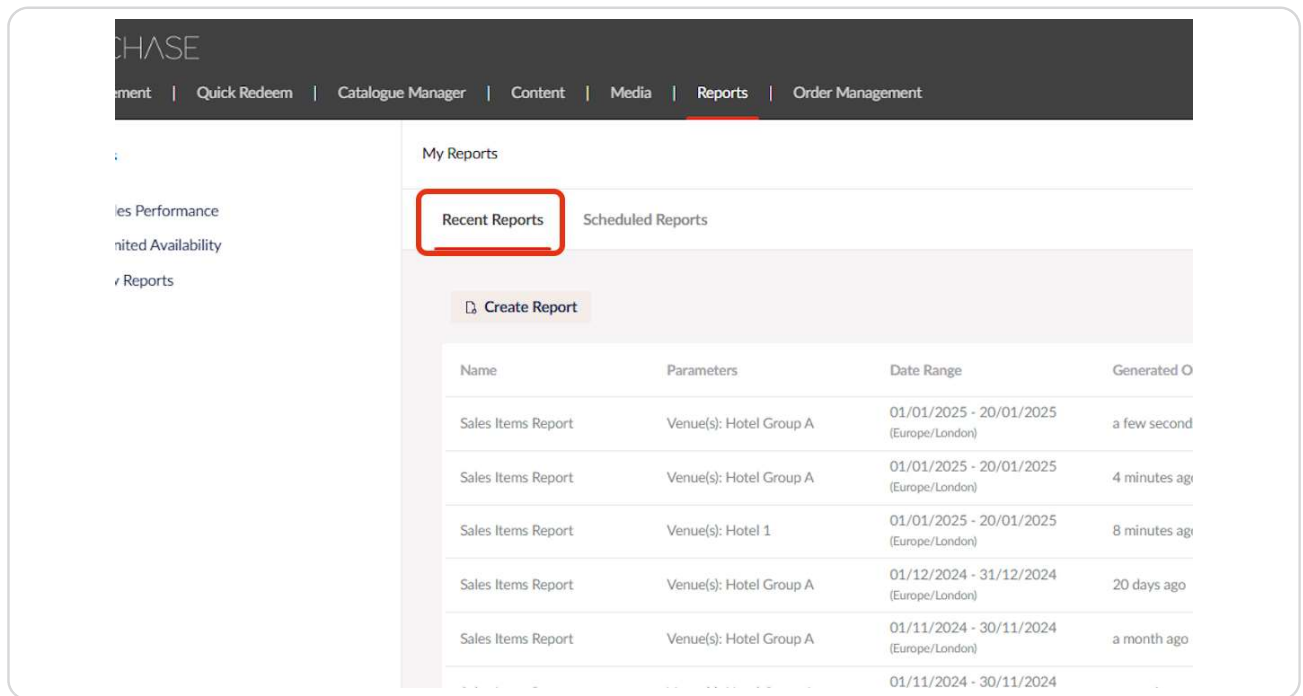
## STEP 21

Your report will download into your device's Downloads folder, once the report is downloaded click Close to close the box



## STEP 22

You can view your recently downloaded reports in the Recent Reports tab









The screenshot shows the SKCHASE Reports interface. The top navigation bar includes 'CHASE' and menu items: 'ment', 'Quick Redeem', 'Catalogue Manager', 'Content', 'Media', 'Reports', and 'Order Management'. The 'Reports' menu item is highlighted. On the left, a sidebar contains 'les Performance', 'nited Availability', and 'Reports'. The main content area is titled 'My Reports' and has two tabs: 'Recent Reports' (which is selected and highlighted with a red box) and 'Scheduled Reports'. Below the tabs is a 'Create Report' button. A table displays a list of reports with the following columns: Name, Parameters, Date Range, and Generated O.

Name	Parameters	Date Range	Generated O
Sales Items Report	Venue(s): Hotel Group A	01/01/2025 - 20/01/2025 (Europe/London)	a few second
Sales Items Report	Venue(s): Hotel Group A	01/01/2025 - 20/01/2025 (Europe/London)	4 minutes ag
Sales Items Report	Venue(s): Hotel 1	01/01/2025 - 20/01/2025 (Europe/London)	8 minutes ag
Sales Items Report	Venue(s): Hotel Group A	01/12/2024 - 31/12/2024 (Europe/London)	20 days ago
Sales Items Report	Venue(s): Hotel Group A	01/11/2024 - 30/11/2024 (Europe/London)	a month ago
		01/11/2024 - 30/11/2024	

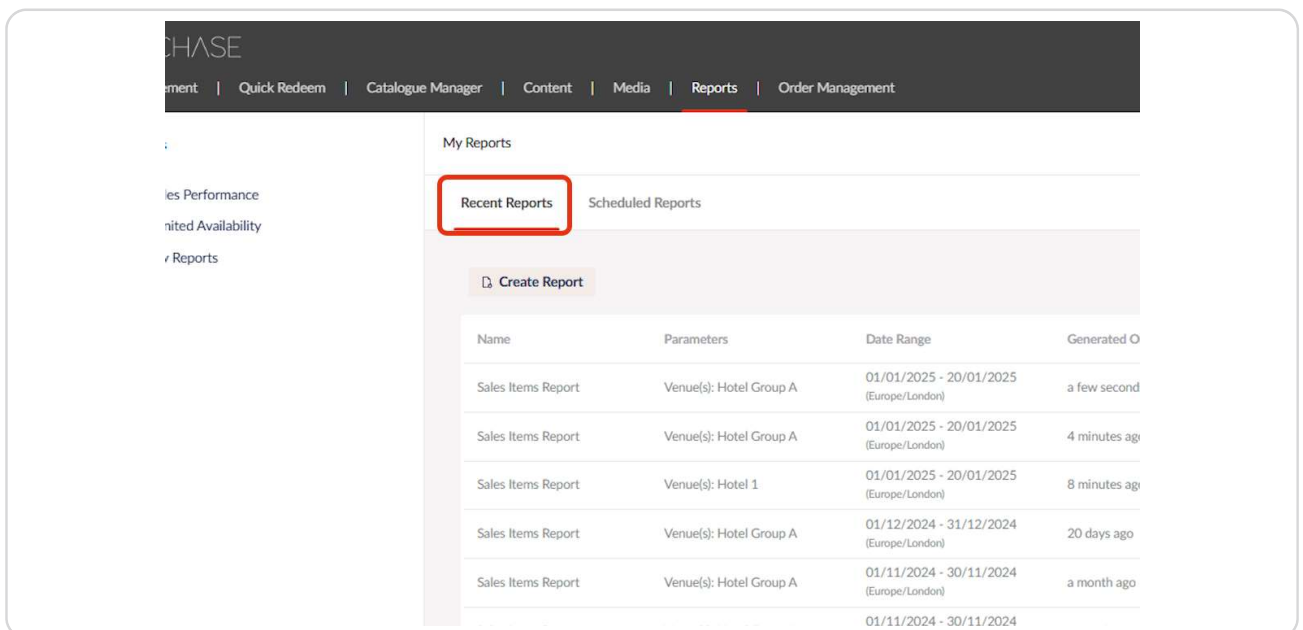
## STEP 23

You can download a recent report again by clicking on the Download button under the Actions column

Parameters	Date Range	Generated On	Actions
Venue(s): Hotel Group A	01/01/2025 - 20/01/2025 (Europe/London)	a few seconds a...	
Venue(s): Hotel Group A	01/01/2025 - 20/01/2025 (Europe/London)	4 minutes ago	
Venue(s): Hotel 1	01/01/2025 - 20/01/2025 (Europe/London)	8 minutes ago	
Venue(s): Hotel Group A	01/12/2024 - 31/12/2024 (Europe/London)	20 days ago	
Venue(s): Hotel Group A	01/11/2024 - 30/11/2024 (Europe/London)	a month ago	
Venue(s): Hotel Group A	01/11/2024 - 30/11/2024 (Europe/London)	a month ago	

## STEP 24

Reports will remain available in the Recent Reports tab for 45 days after download



The screenshot shows the SKCHASE Reports interface. The 'Reports' menu item is highlighted in the top navigation bar. On the left sidebar, the 'Reports' section is expanded. In the main content area, the 'My Reports' section is visible, with the 'Recent Reports' tab selected and highlighted by a red box. Below the tabs, there is a 'Create Report' button and a table of reports.

Name	Parameters	Date Range	Generated O
Sales Items Report	Venue(s): Hotel Group A	01/01/2025 - 20/01/2025 (Europe/London)	a few second
Sales Items Report	Venue(s): Hotel Group A	01/01/2025 - 20/01/2025 (Europe/London)	4 minutes ag
Sales Items Report	Venue(s): Hotel 1	01/01/2025 - 20/01/2025 (Europe/London)	8 minutes ag
Sales Items Report	Venue(s): Hotel Group A	01/12/2024 - 31/12/2024 (Europe/London)	20 days ago
Sales Items Report	Venue(s): Hotel Group A	01/11/2024 - 30/11/2024 (Europe/London)	a month ago
Sales Items Report	Venue(s): Hotel Group A	01/11/2024 - 30/11/2024	

SKCHASE