STEP 1
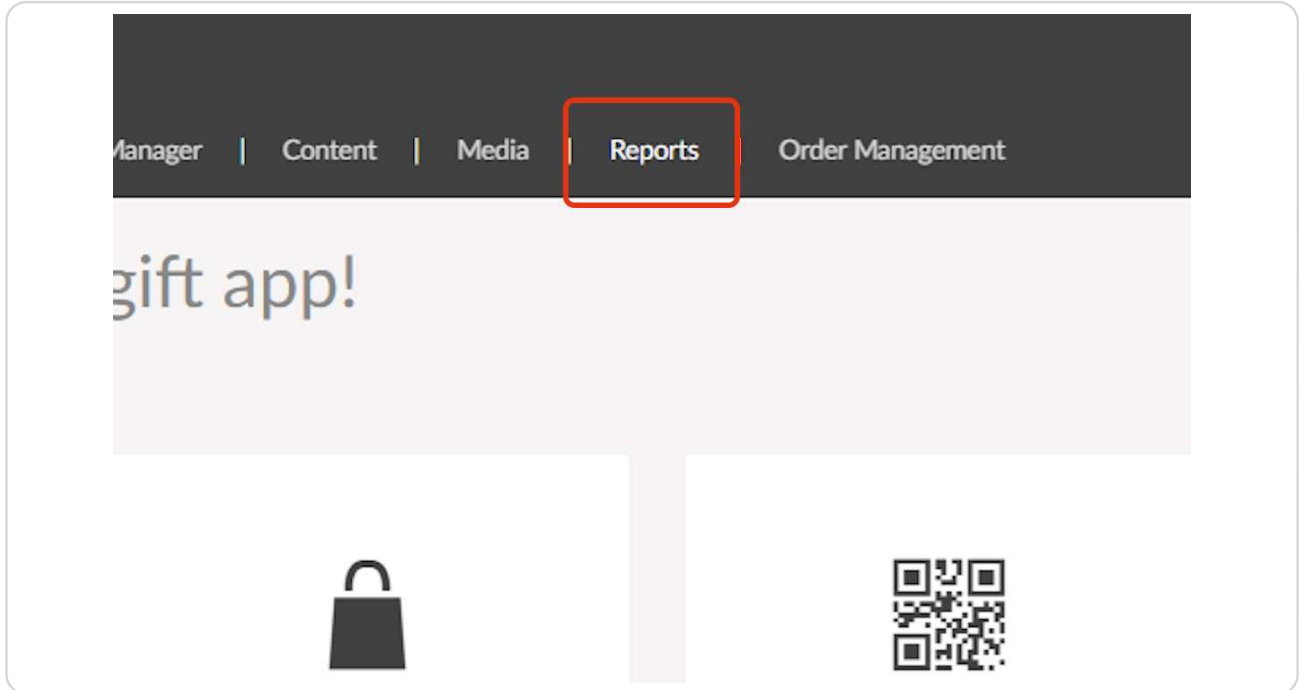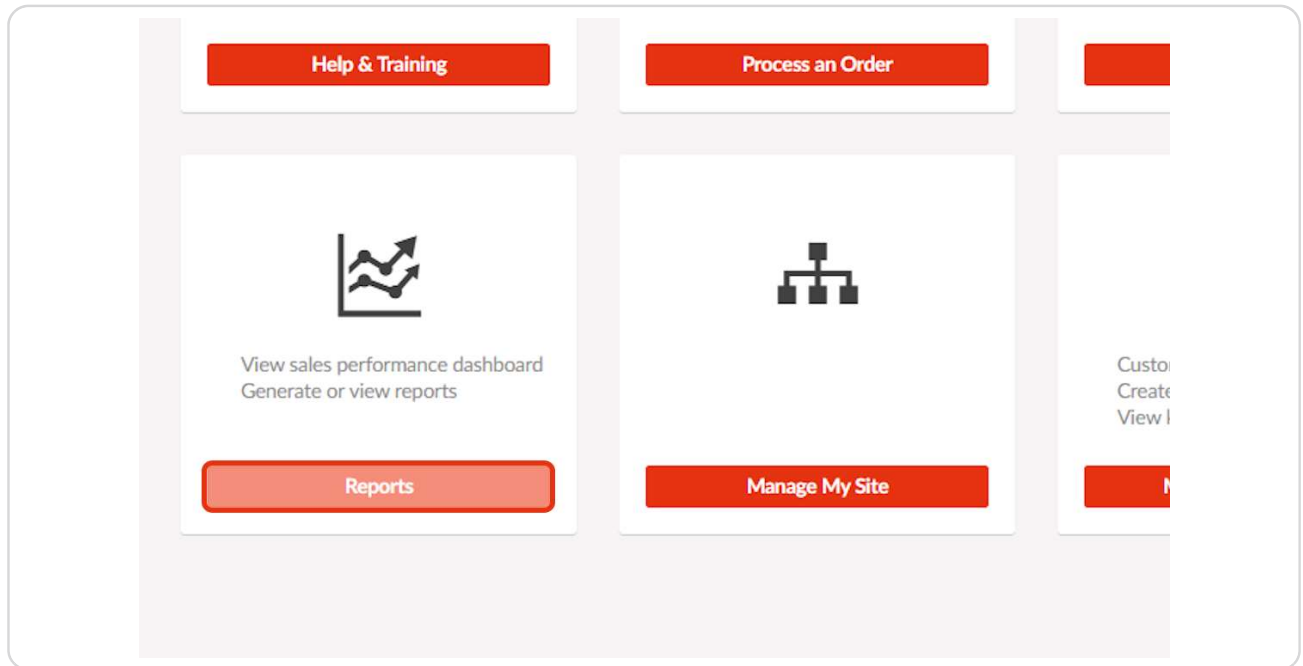
Click on Reports in navigation bar
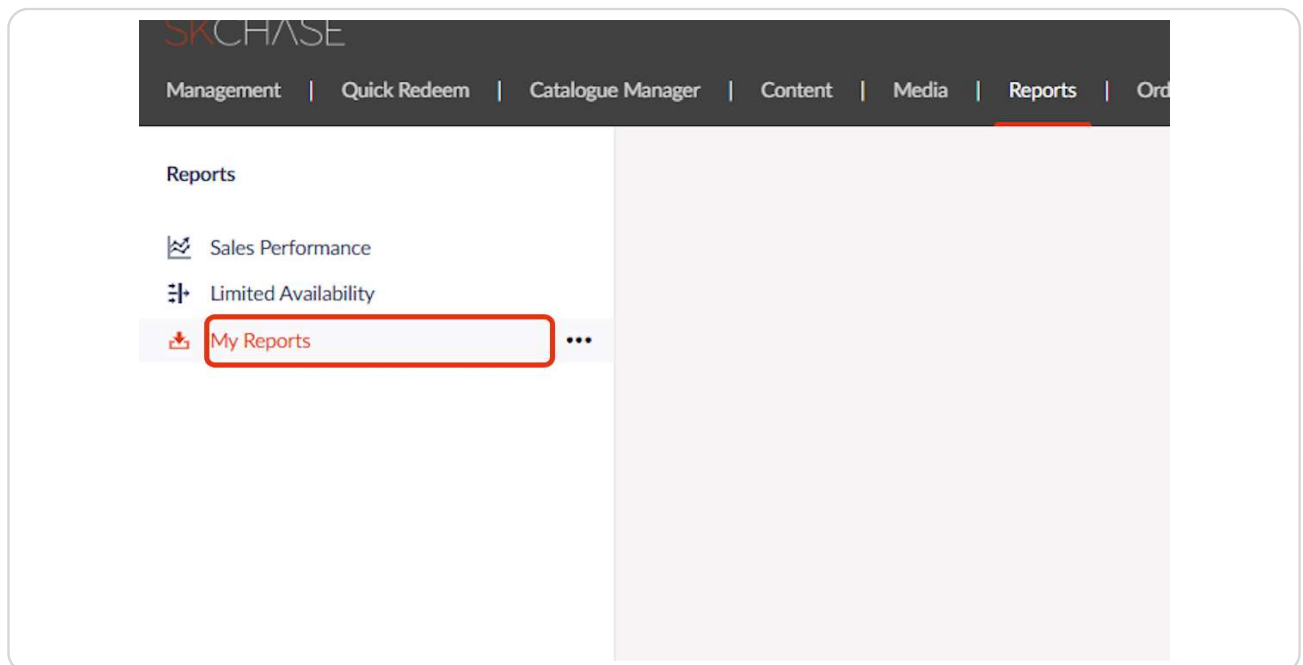
STEP 2

OR click on Reports in panel

STEP 3

Click on My Reports

Click on Create Report
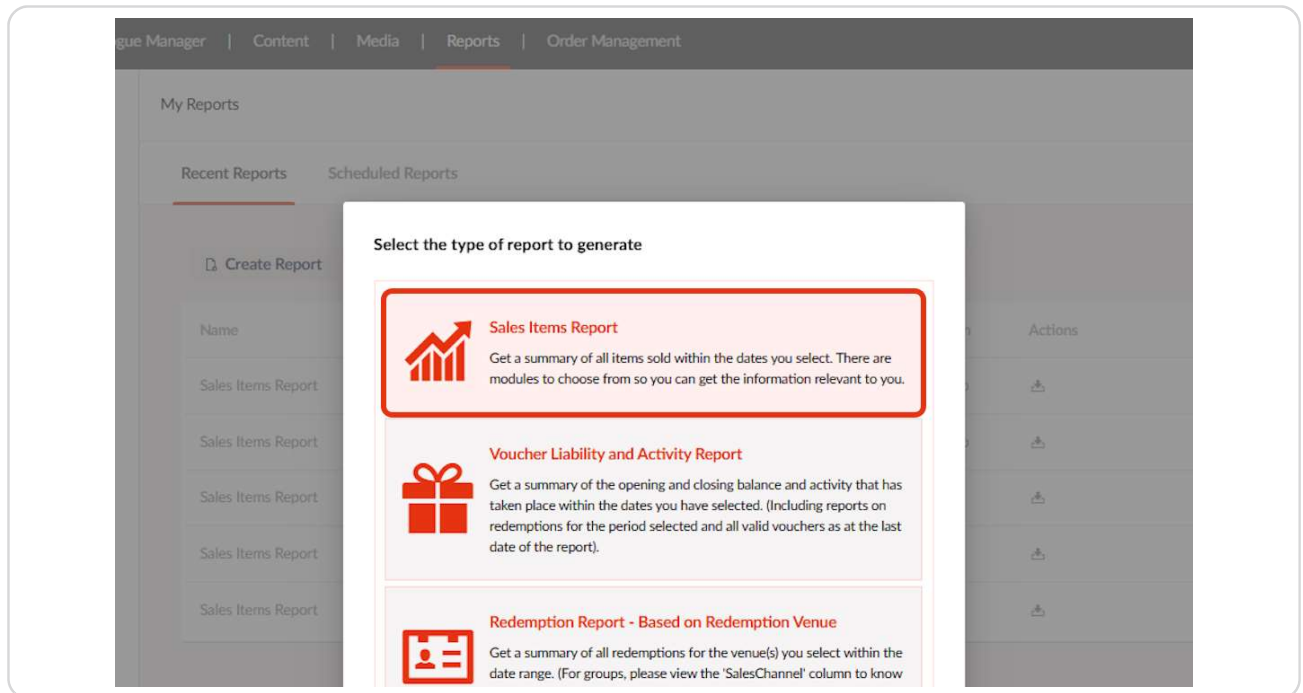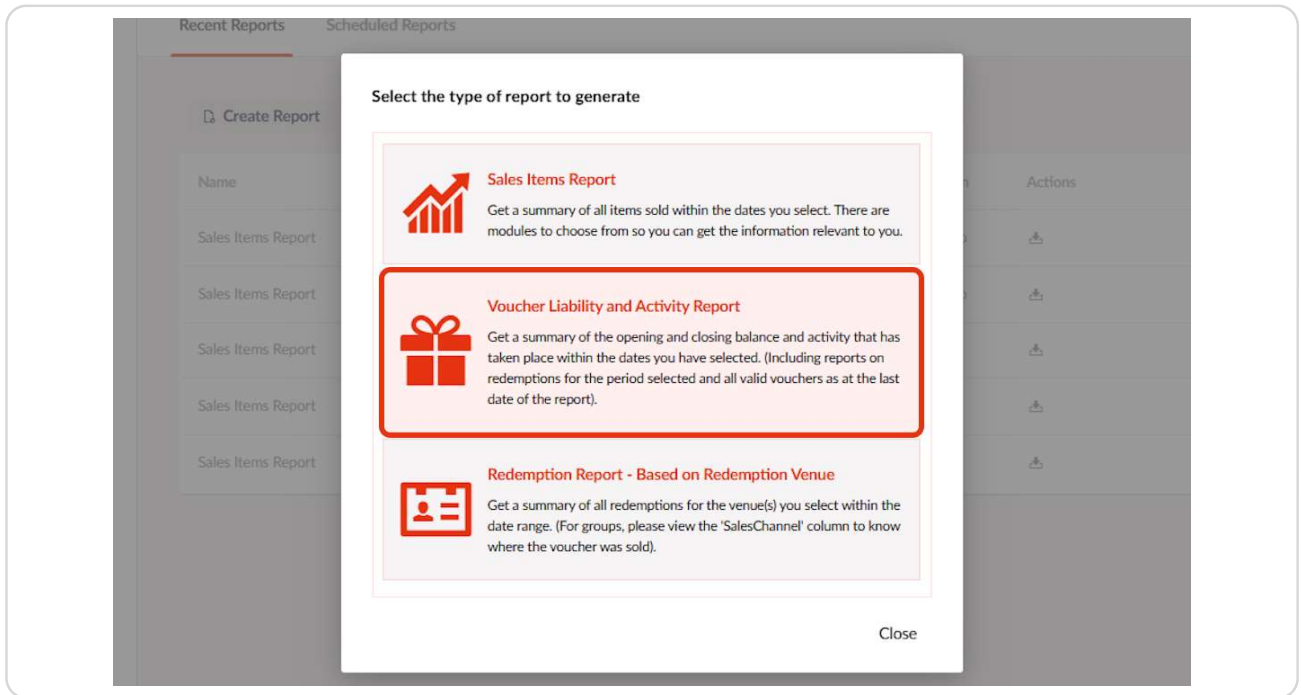
Click on Sales Items Report...

This report gives a summary of all vouchers sold within a specific date range
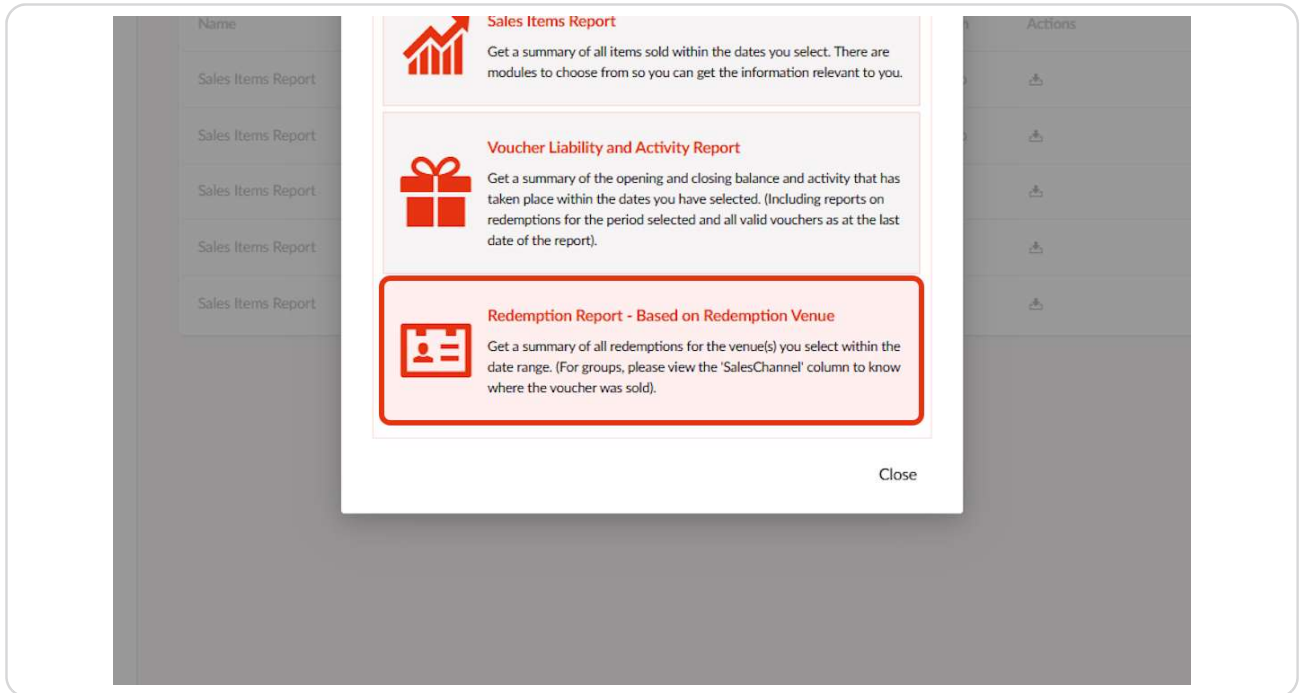
OR click on Voucher Liability and Activity Report...

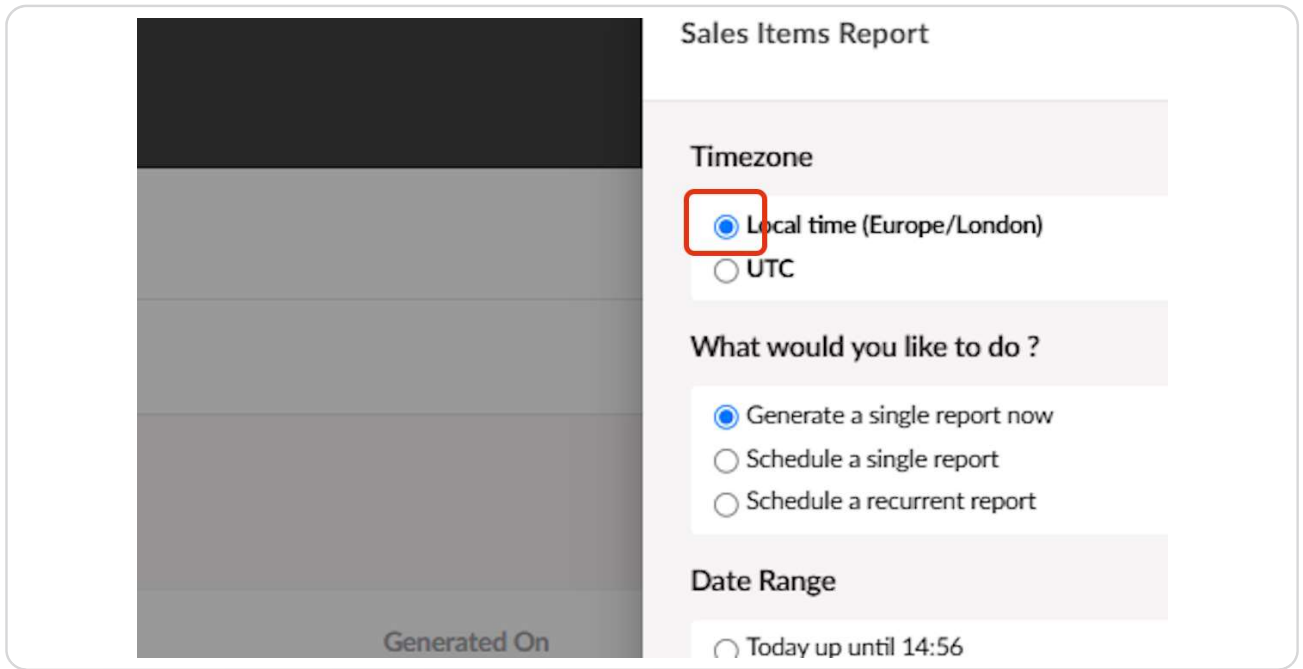This report gives a summary of opening and closing balance and activity over a specific date period

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

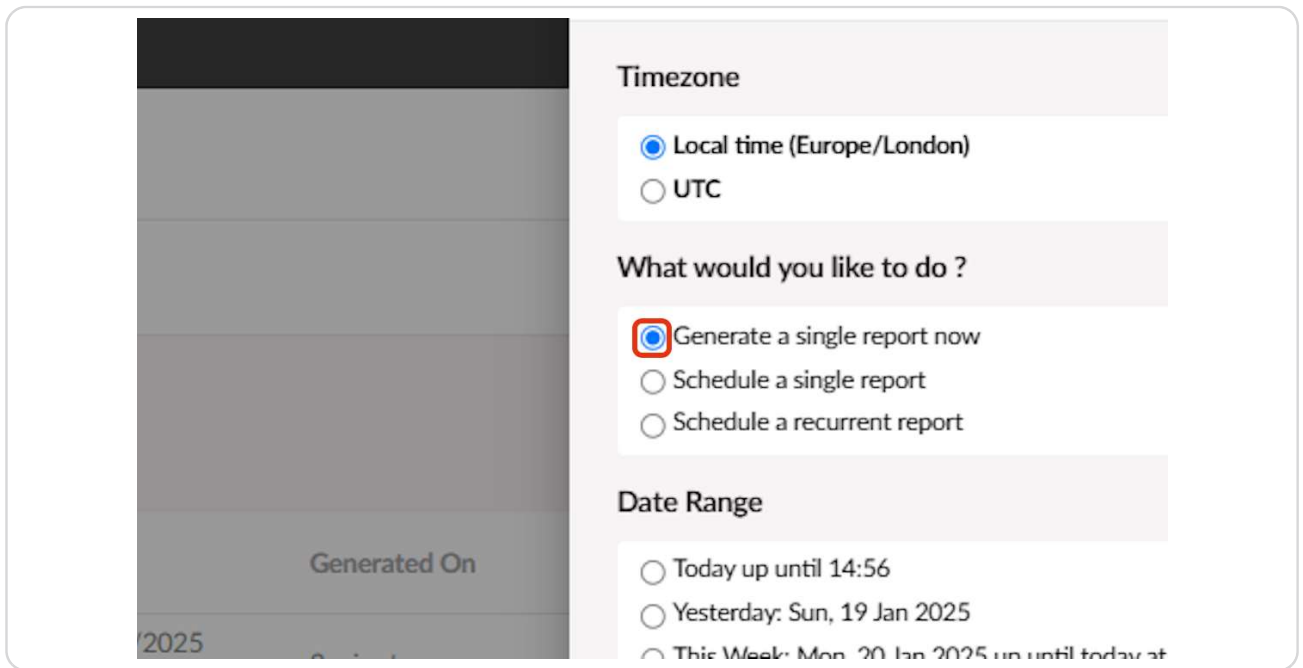This report gives a summary of all voucher redemptions for the venue(s) selected

STEP 8

Choose Timezone

STEP 9

Choose to Generate a single report now

Select a Date Range
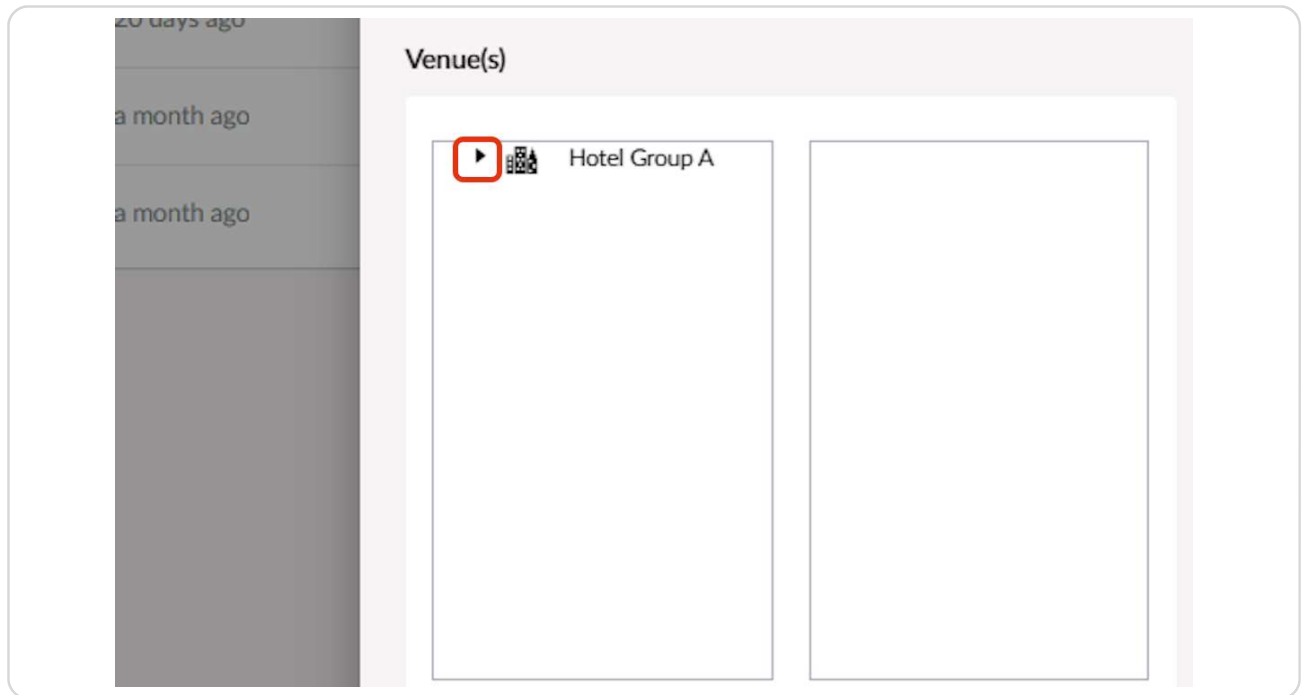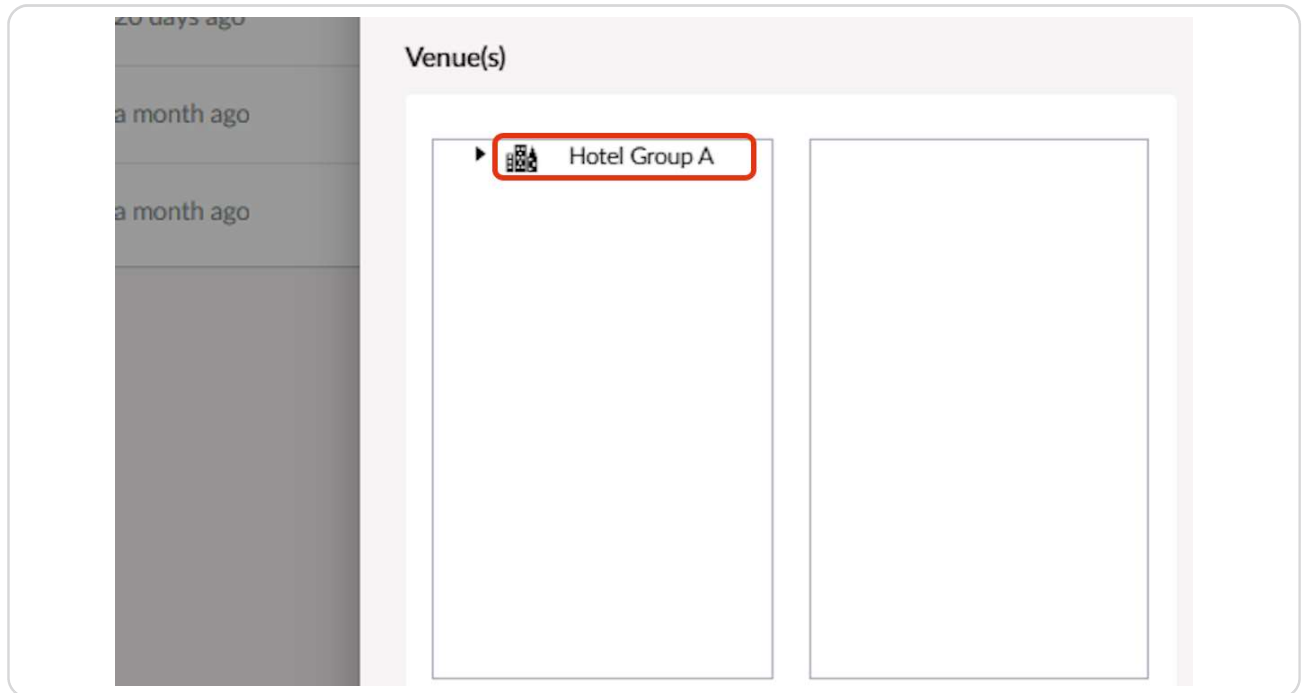
Select Venue(s) you would like to run the report for

You can expand groups of Venues by clicking on the arrow

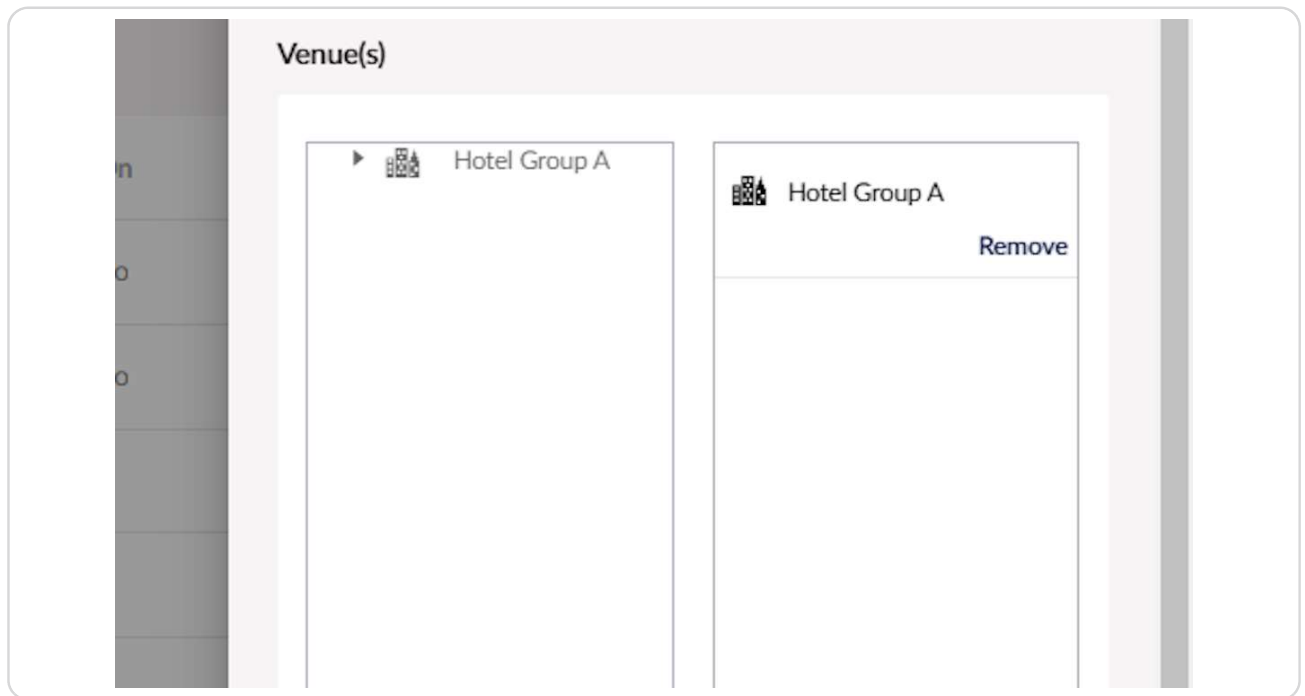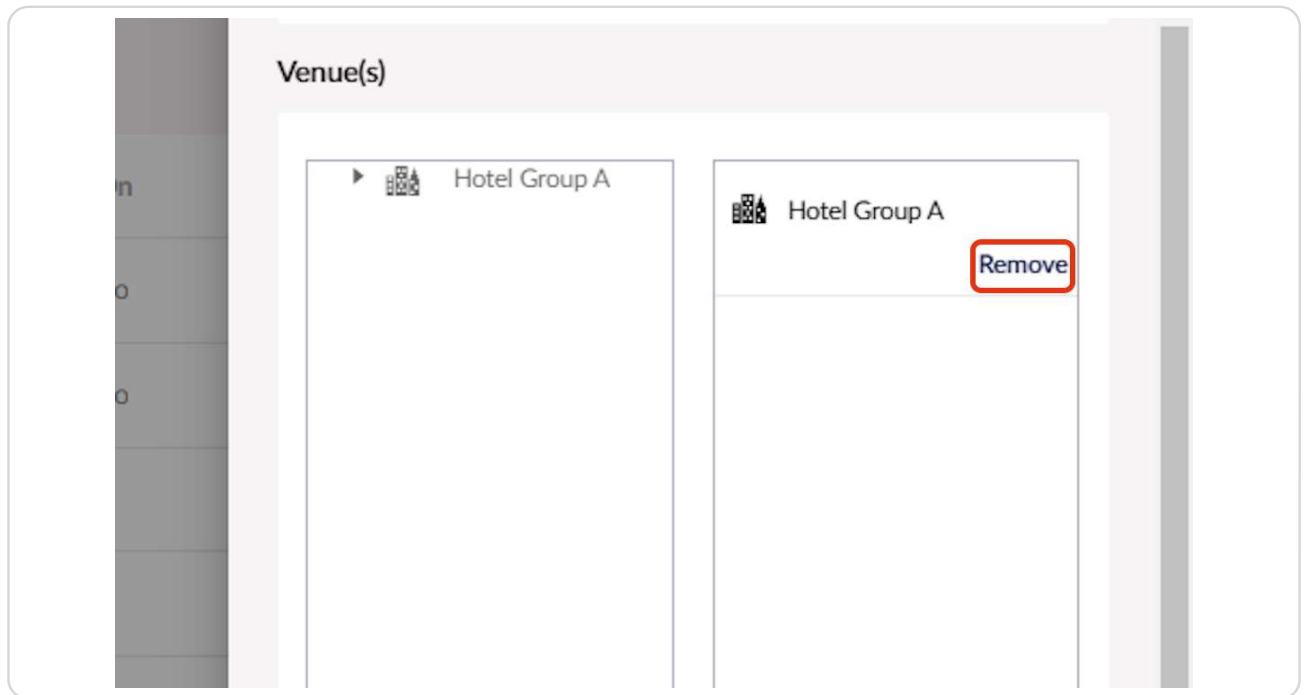## Click on the Venue Name to select it

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

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

STEP 16

Tick any additional info you would like to include
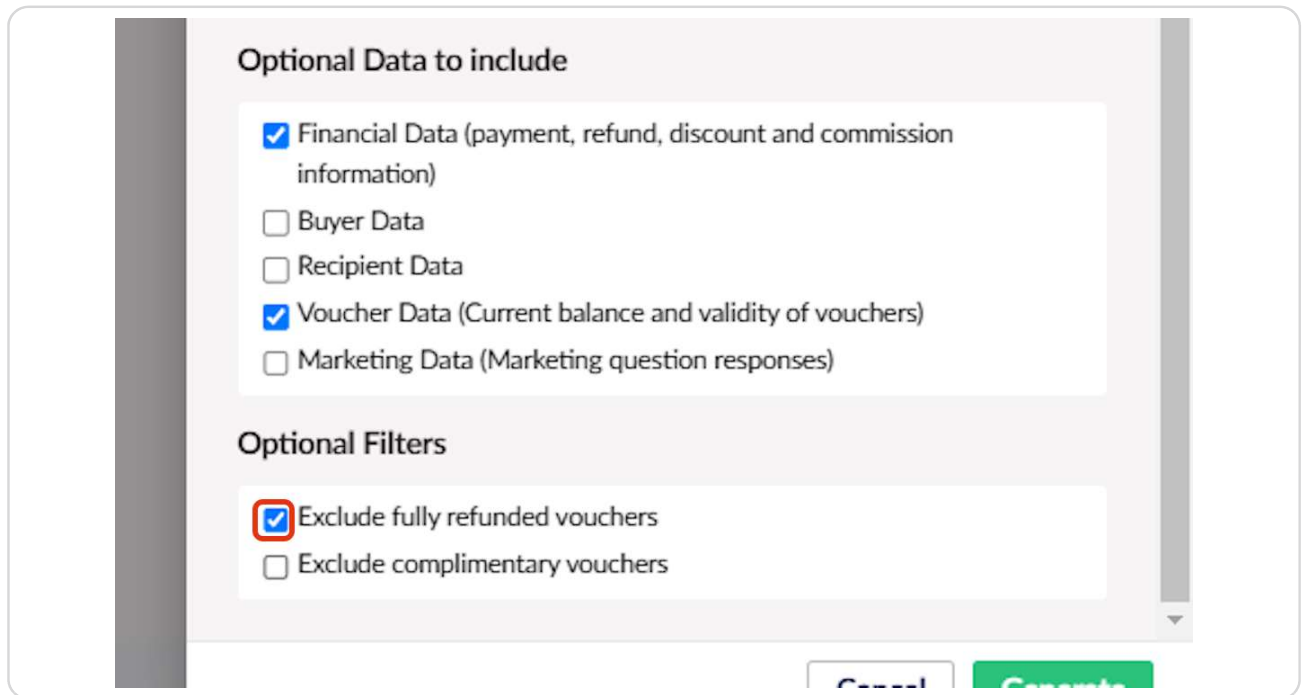
When running a Sales Items Report there are also Optional Filters you can apply to exclude data

STEP 18

Tick any filters you would like to apply

STEP 19

Click Generate

A pop up message will appear once your report is ready to download, click on Download
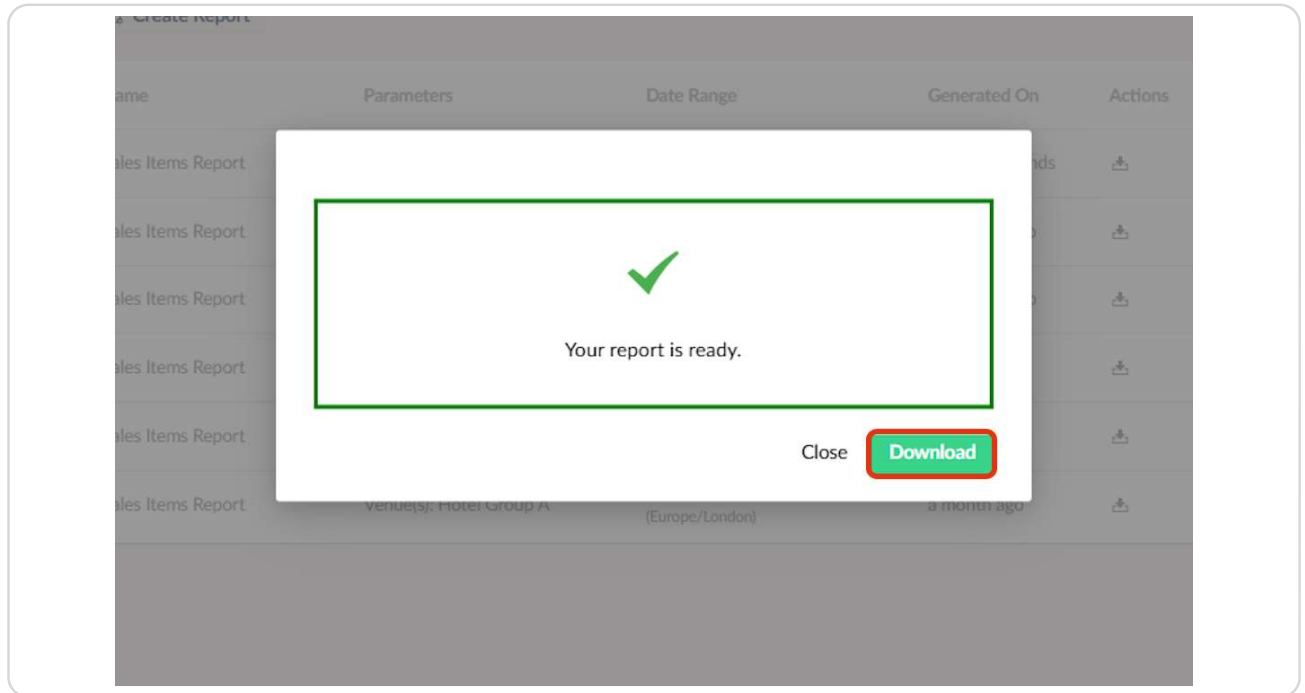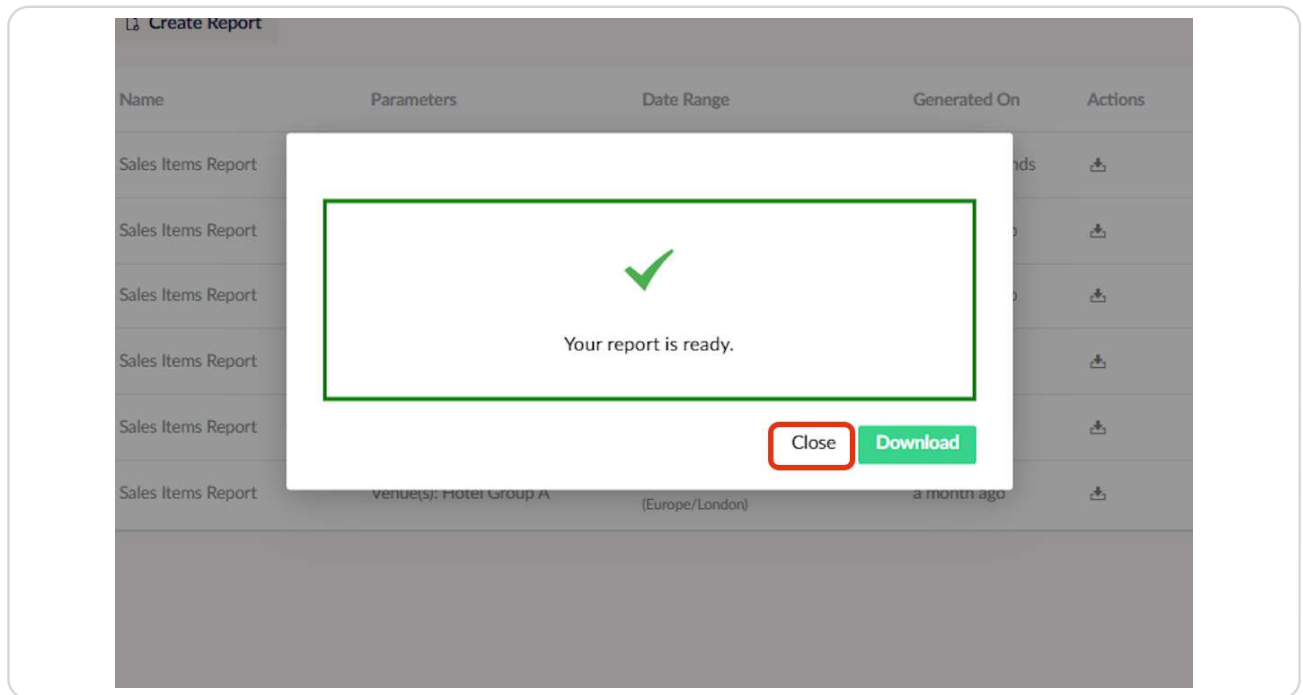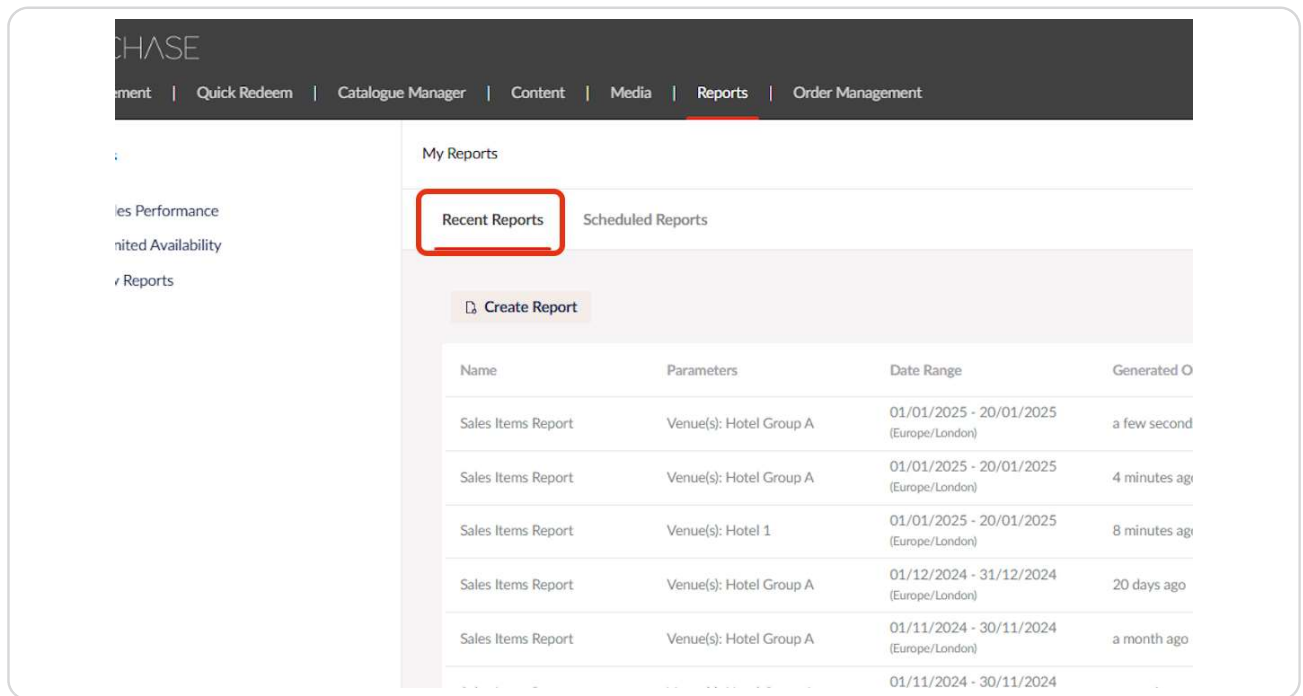
Your report will download into your device's Downloads folder, once the report is downloaded click Close to close the box

STEP 22

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

STEP 23

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

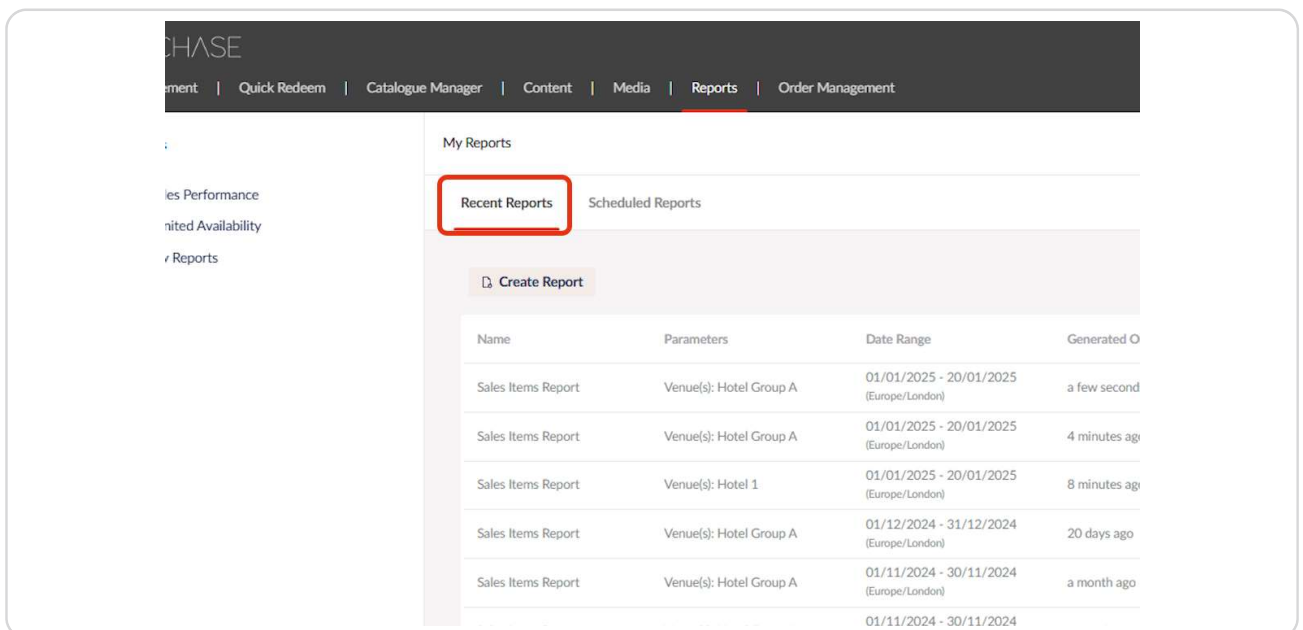| Parameters	Date Range	Generated On	Actions
Venue(s): Hotel Group A	01/01/2025 - 20/01/2025 (Europe/London)	a few seconds a...	⬇
Venue(s): Hotel Group A	01/01/2025 - 20/01/2025 (Europe/London)	4 minutes ago	⬇
Venue(s): Hotel 1	01/01/2025 - 20/01/2025 (Europe/London)	8 minutes ago	⬇
Venue(s): Hotel Group 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

SKCHASE