STEP 1

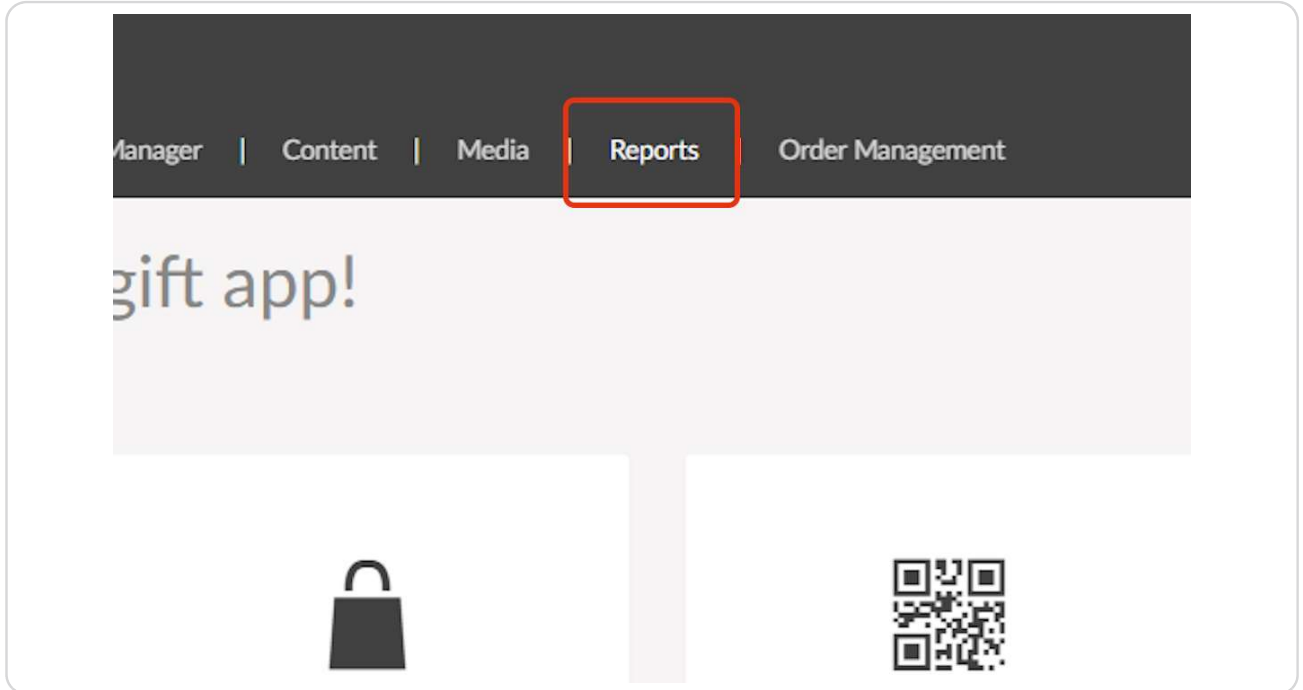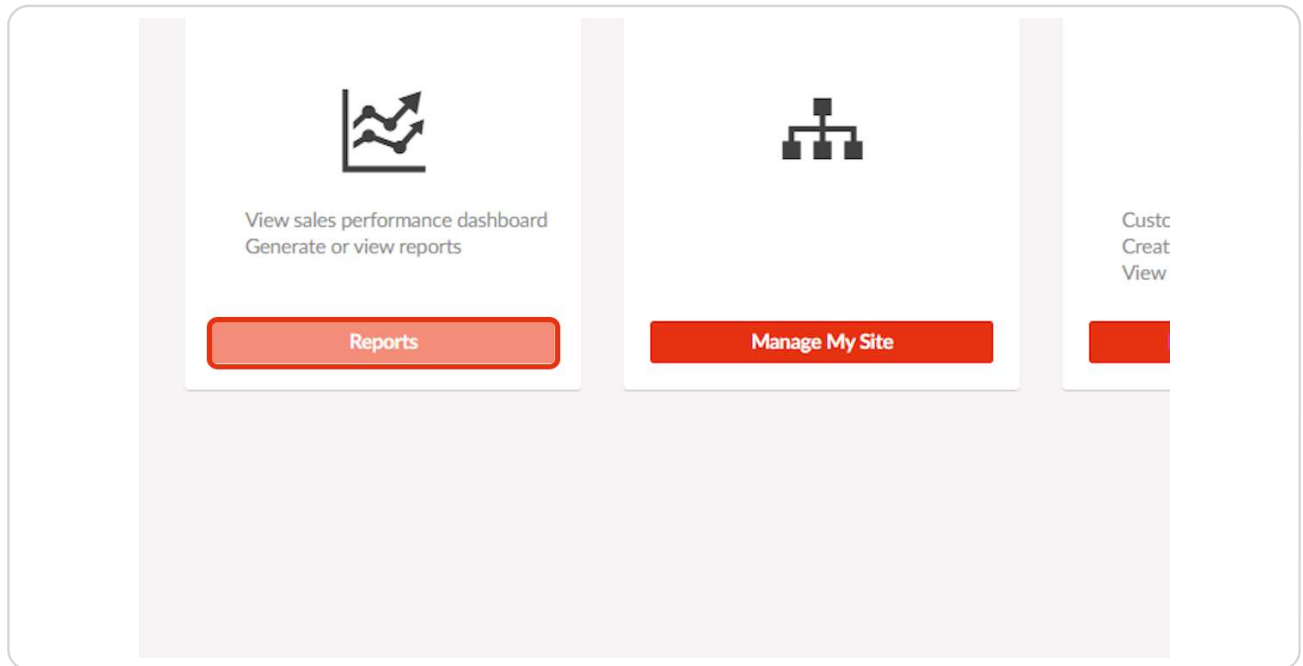## Click on Reports in navigation bar

STEP 2
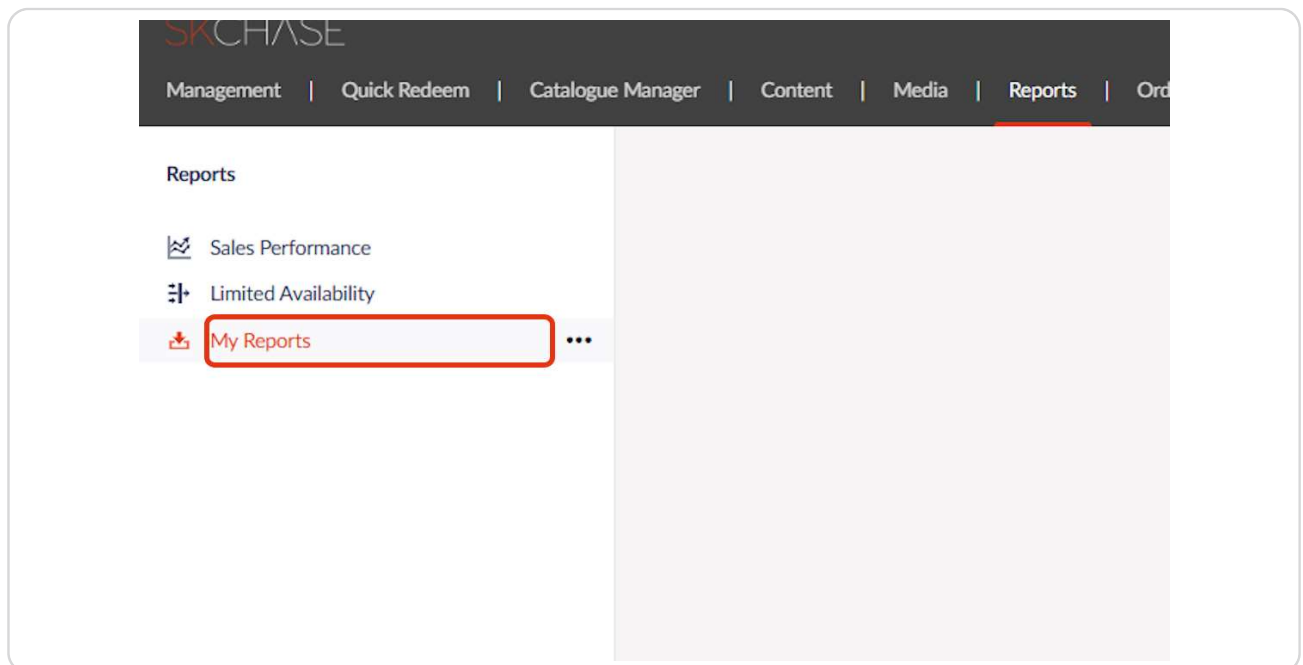
OR click on Reports in panel

STEP 3

Click on My Reports

Click on Create Report

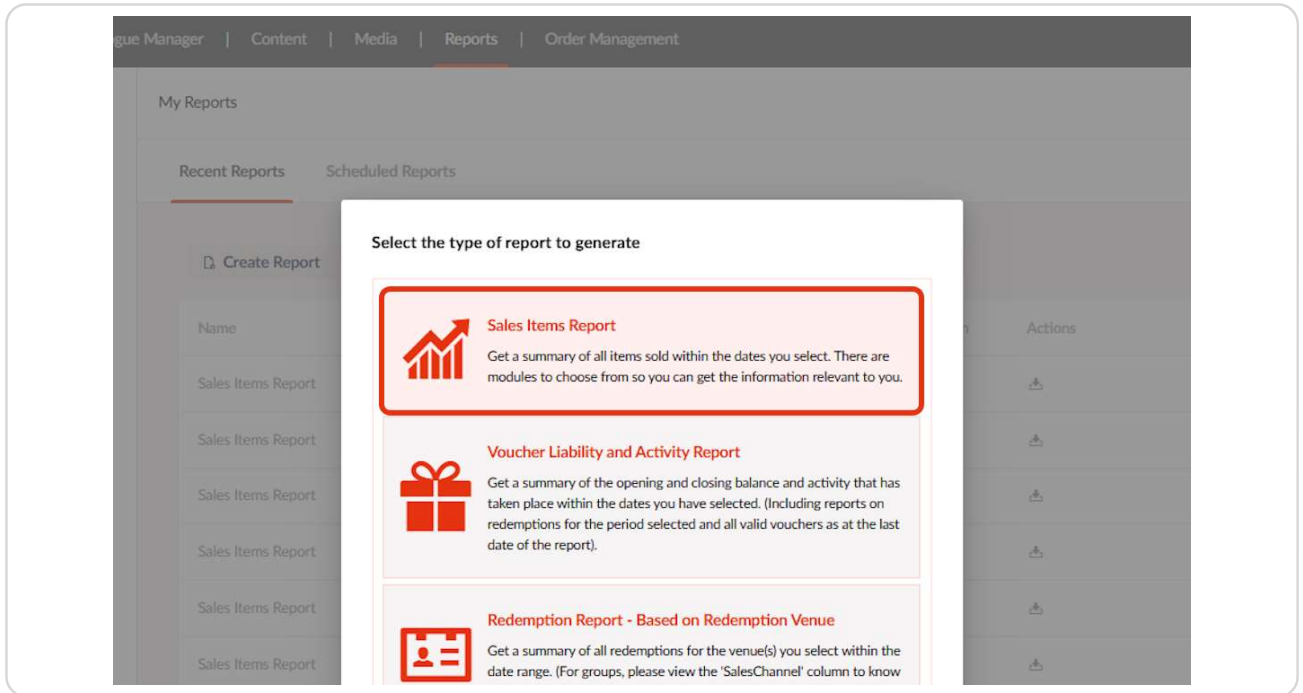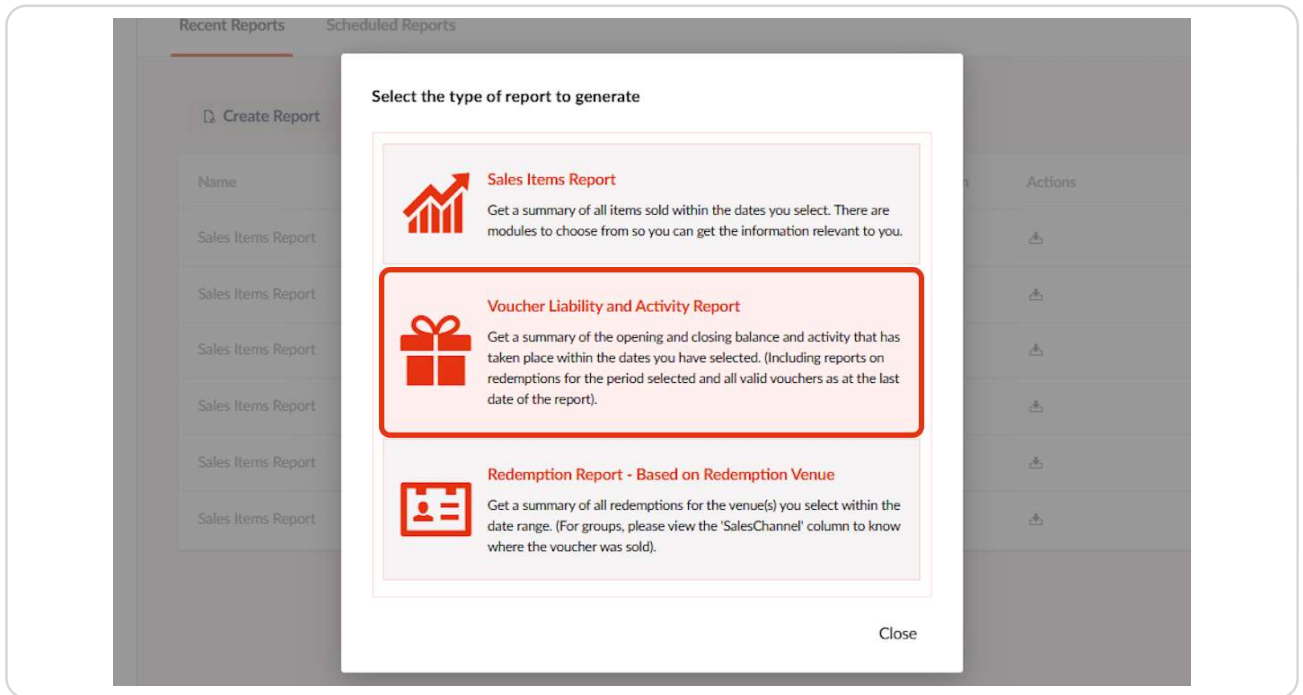## Click on Sales Items Report...

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

OR click on Voucher Liability and Activity Report...

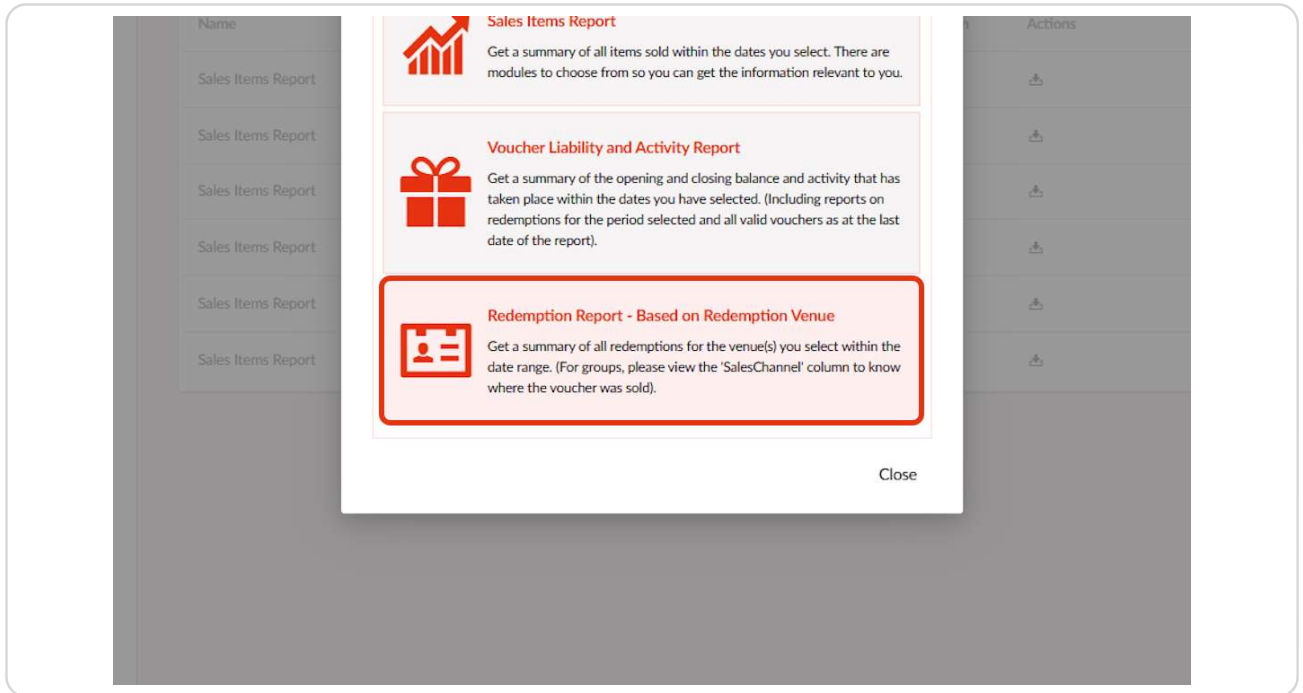This report gives a summary of opening and closing balance and activity over a specific date range
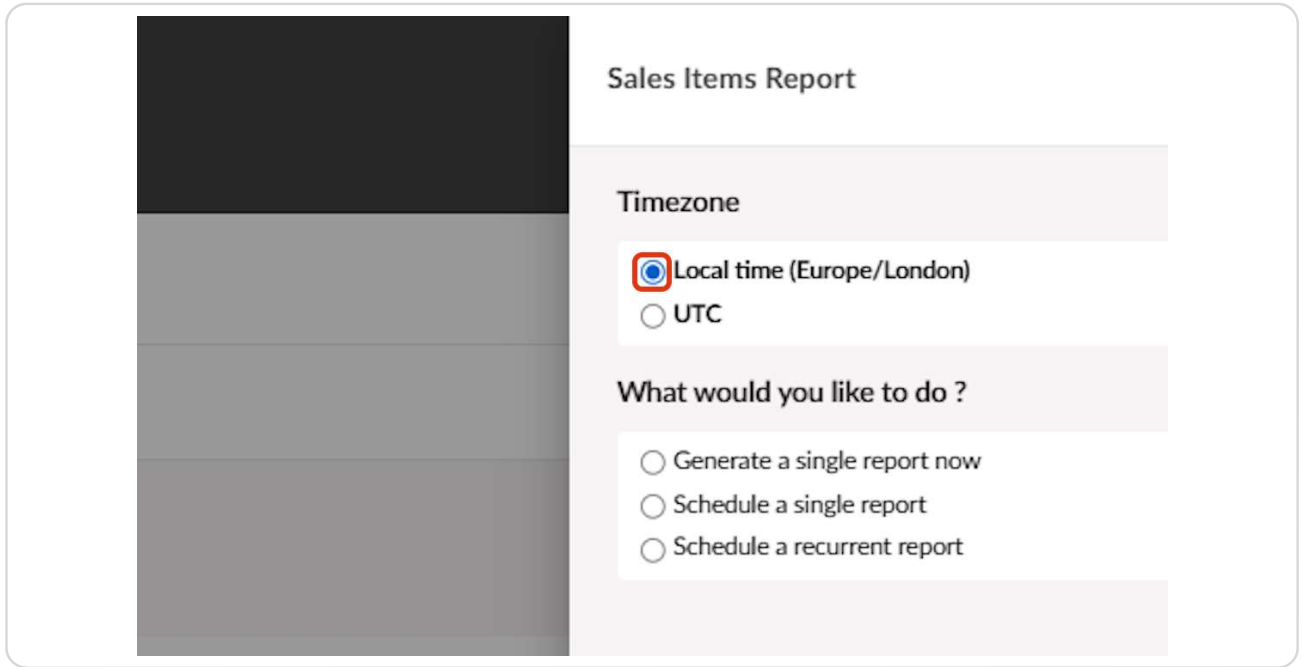
OR click on Redemption Report – Based on Redemption Venue...

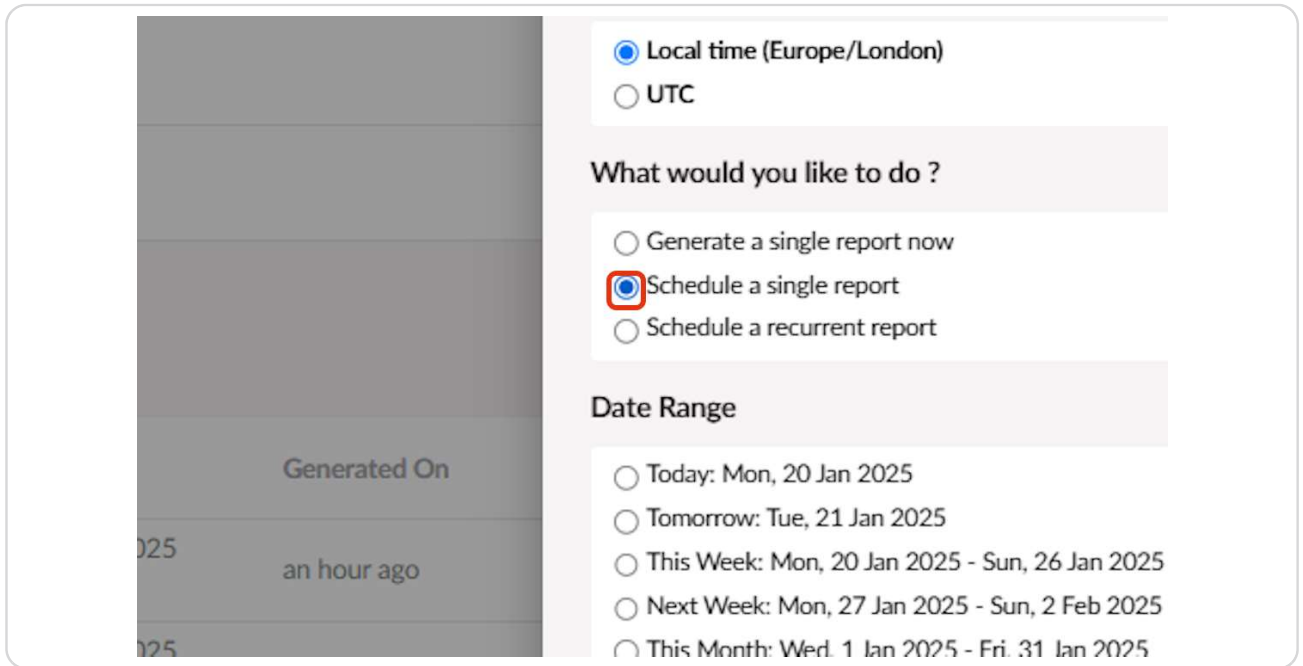This report gives a summary of all voucher redemptions for the venue(s) selected

STEP 8

Choose Timezone

Sales Items Report

Timezone

◉ Local time (Europe/London)
○ UTC

What would you like to do ?

○ Generate a single report now
○ Schedule a single report
○ Schedule a recurrent report

STEP 9

Choose to Schedule a single report

◉ Local time (Europe/London)
○ UTC

What would you like to do ?

○ Generate a single report now
◉ Schedule a single report
○ Schedule a recurrent report

Date Range

Generated On

○ Today: Mon, 20 Jan 2025
○ Tomorrow: Tue, 21 Jan 2025
○ This Week: Mon, 20 Jan 2025 - Sun, 26 Jan 2025
○ Next Week: Mon, 27 Jan 2025 - Sun, 2 Feb 2025
○ This Month: Wed, 1 Jan 2025 - Fri, 31 Jan 2025

025

an hour ago

025

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OR choose to Schedule a recurrent report

Select a Date Range

When scheduling a single report you will be given a choice of daily weekly or monthly options
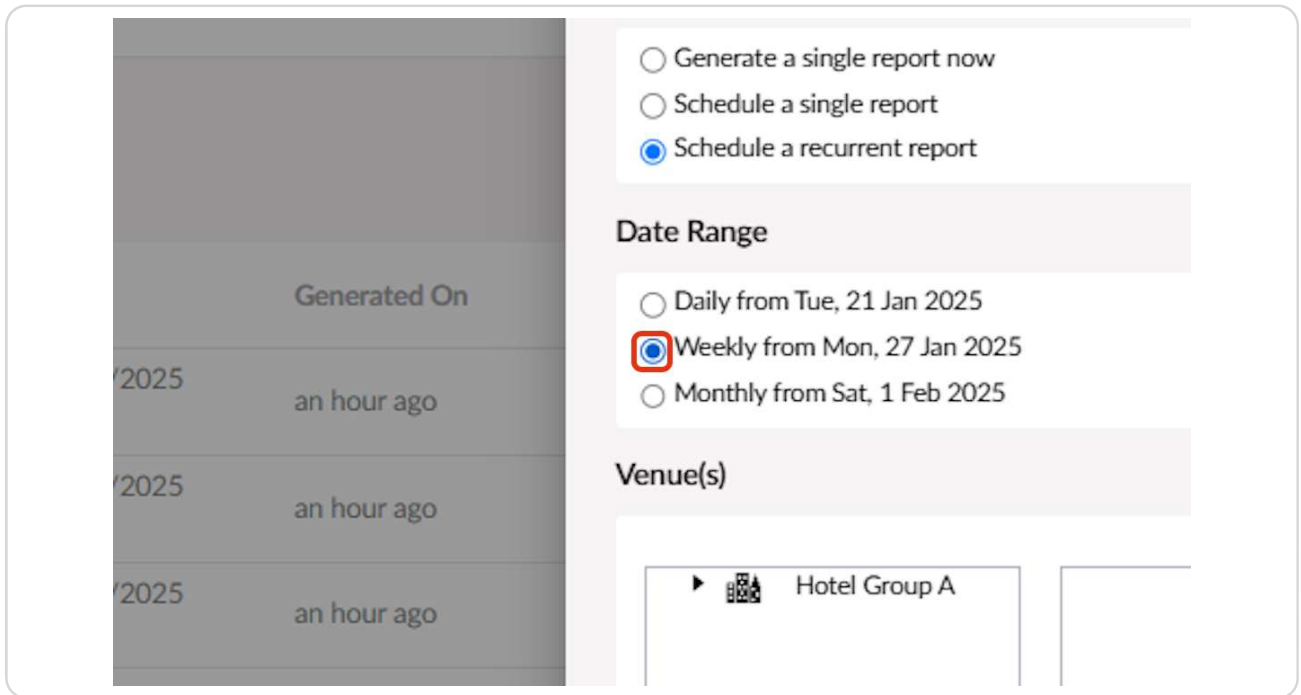
Select a Date Range

When scheduling a recurrent report you can choose to run the report either daily, weekly or monthly
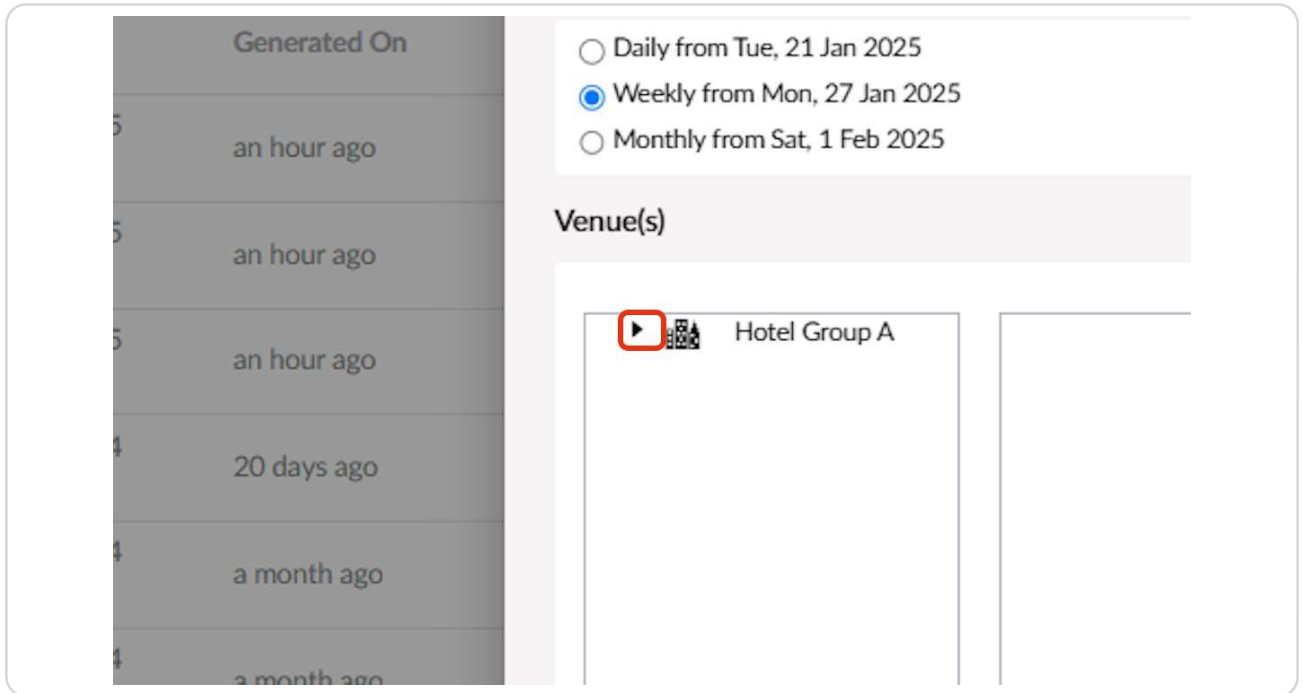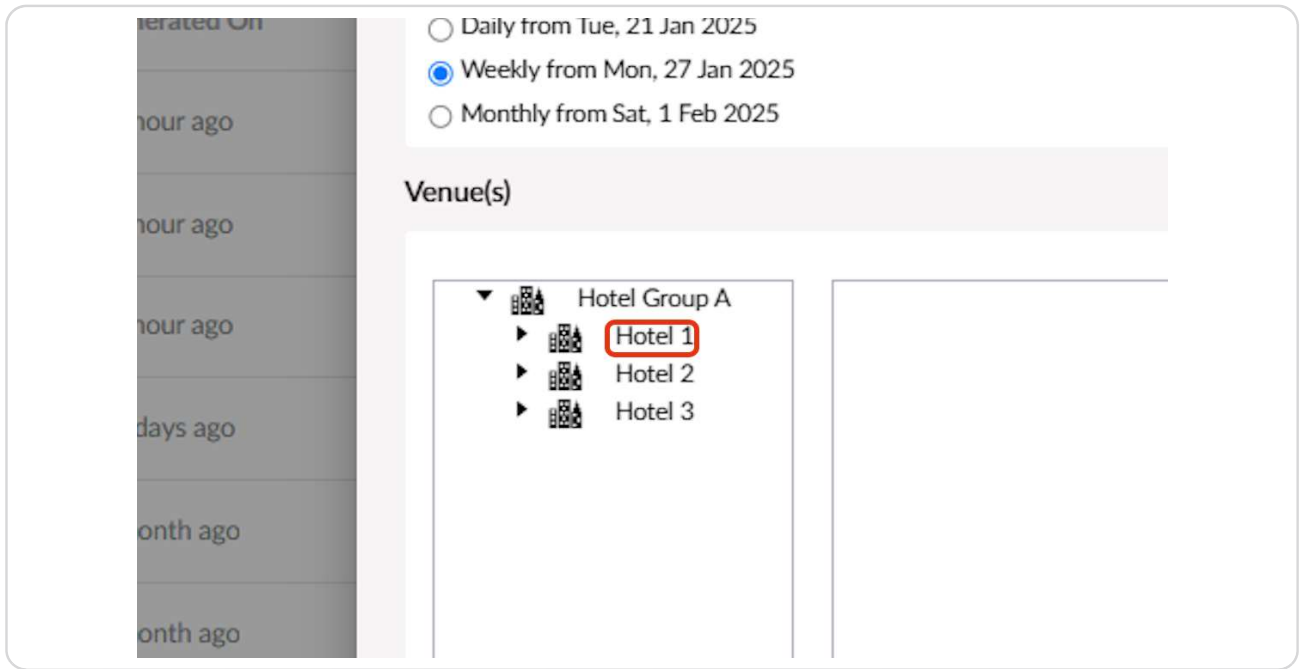
Select Venue(s) you would like to schedule the report for

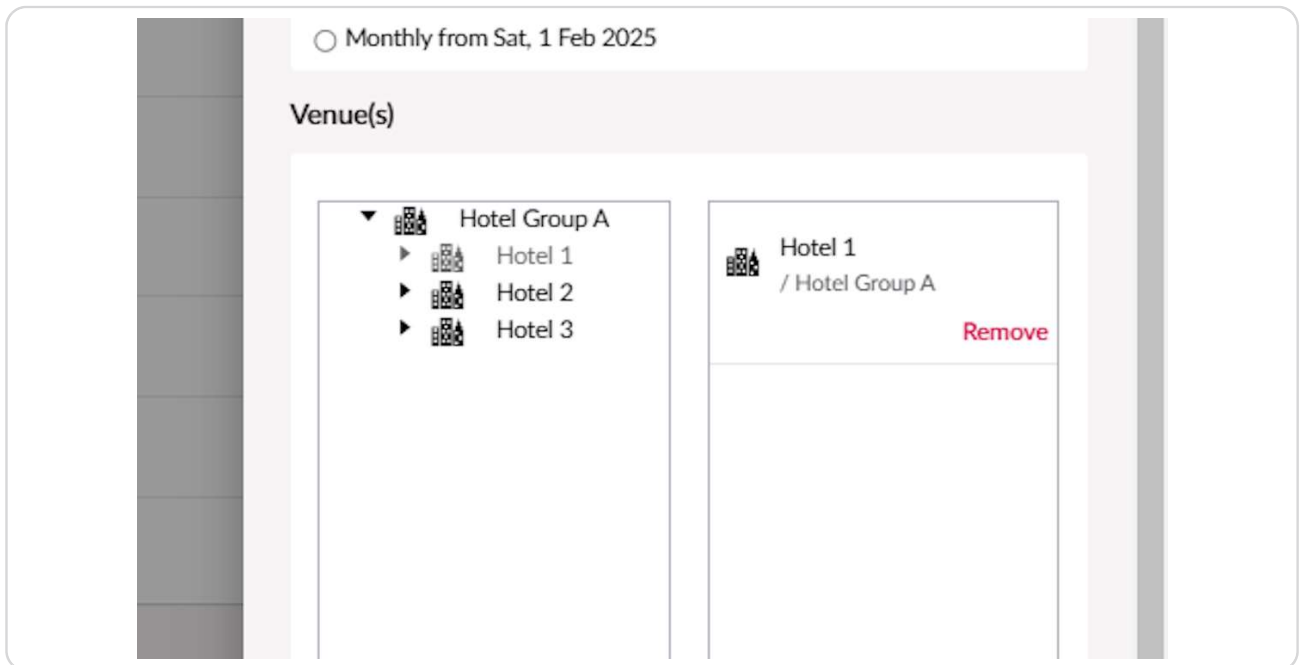You can expand groups of Venues by clicking on the arrow
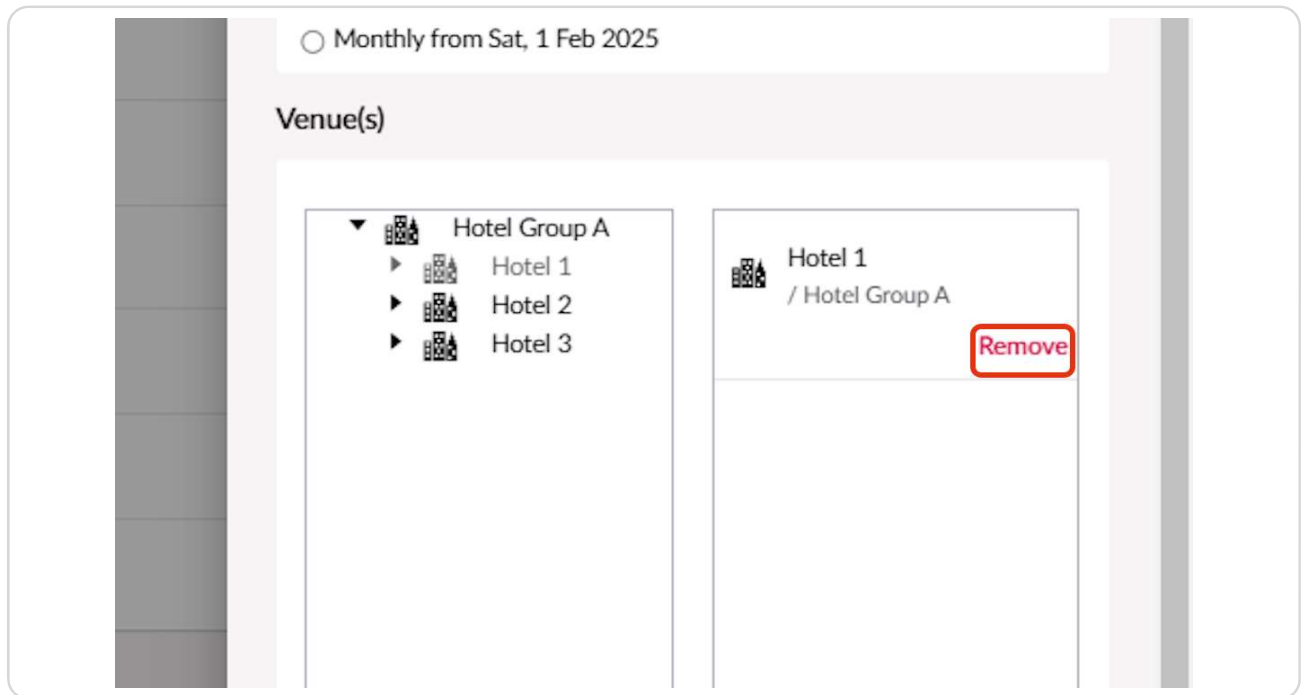
STEP 14

Click on the venue name to select it

STEP 15

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 17

When running a Sales Items Report there is optional data you can include
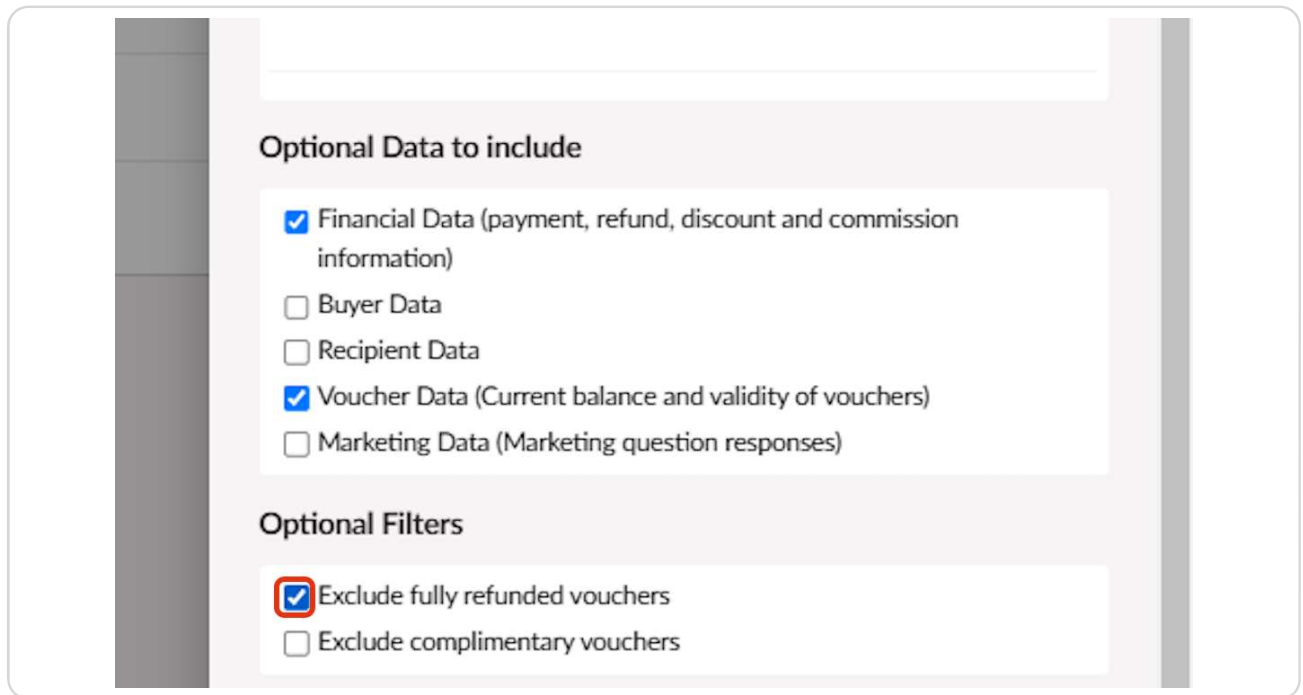
STEP 18

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

Tick any filters you would like to apply

If you would like to receive an email notification when your scheduled report is ready to download tick the Email completed report box

Click Generate

A pop up message will appear telling you when your report will be available to download
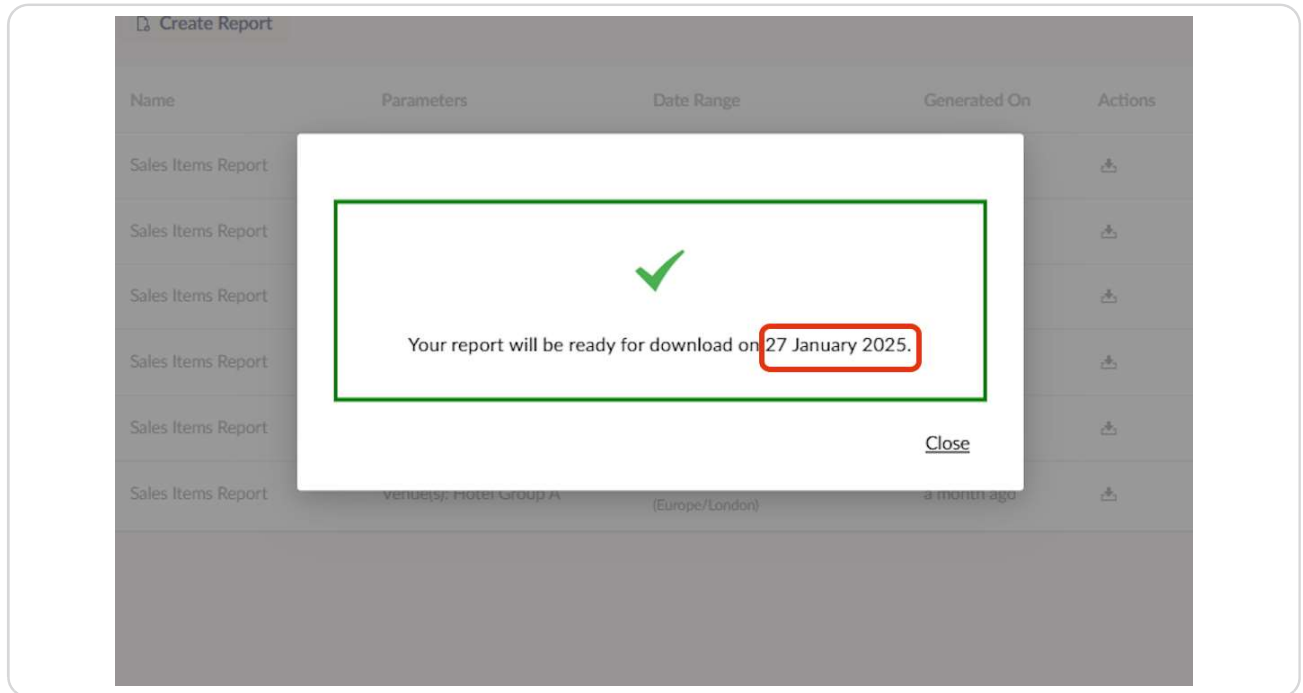
STEP 24

You can view a summary of reports you have scheduled in the Scheduled Reports tab

You can delete any Scheduled Reports you have set up under the Actions column

	Scheduling	Next Date Range	Email To	Actions
otel 1	Weekly	20/01/2025 - 26/01/2025 (Europe/London)	trainingteam@skchase.com	🗑
otel Group A	Monthly	01/01/2025 - 31/01/2025 (Europe/London)	trainingteam@skchase.com	🗑

On the date your scheduled report becomes available to download it will appear under the Recent Reports tab. Login and navigate to this section

You will also receive an email notification when your report becomes available if you opted to receive this when scheduling
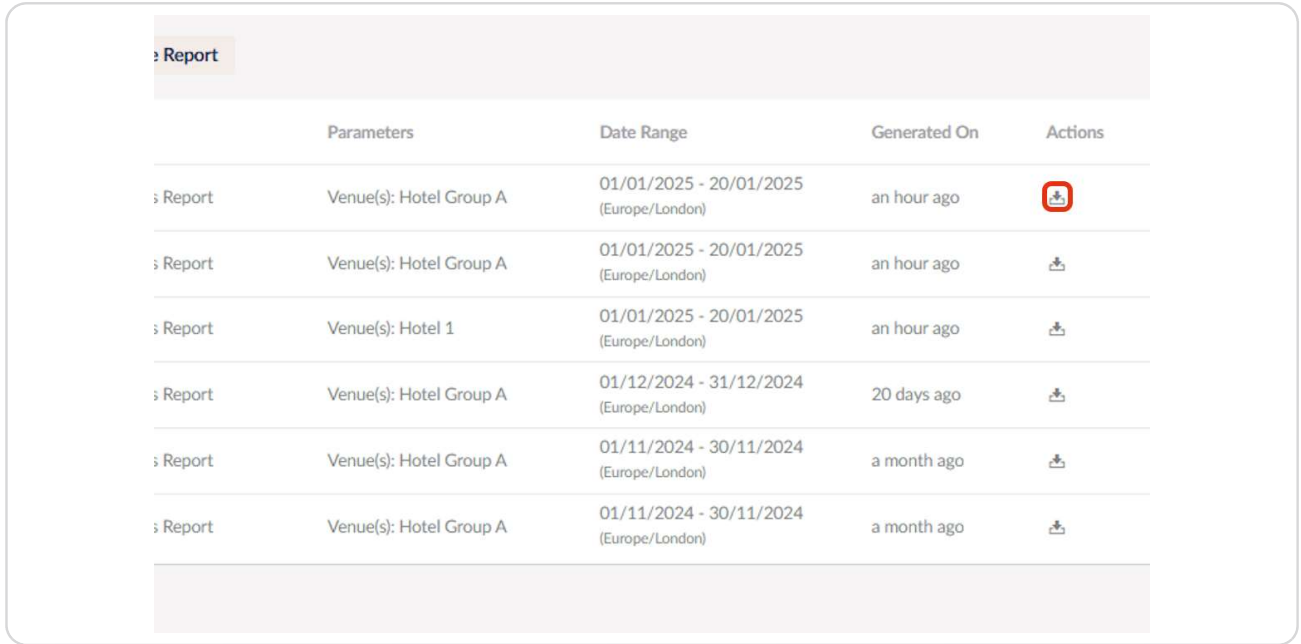
STEP 27

Click on the download button
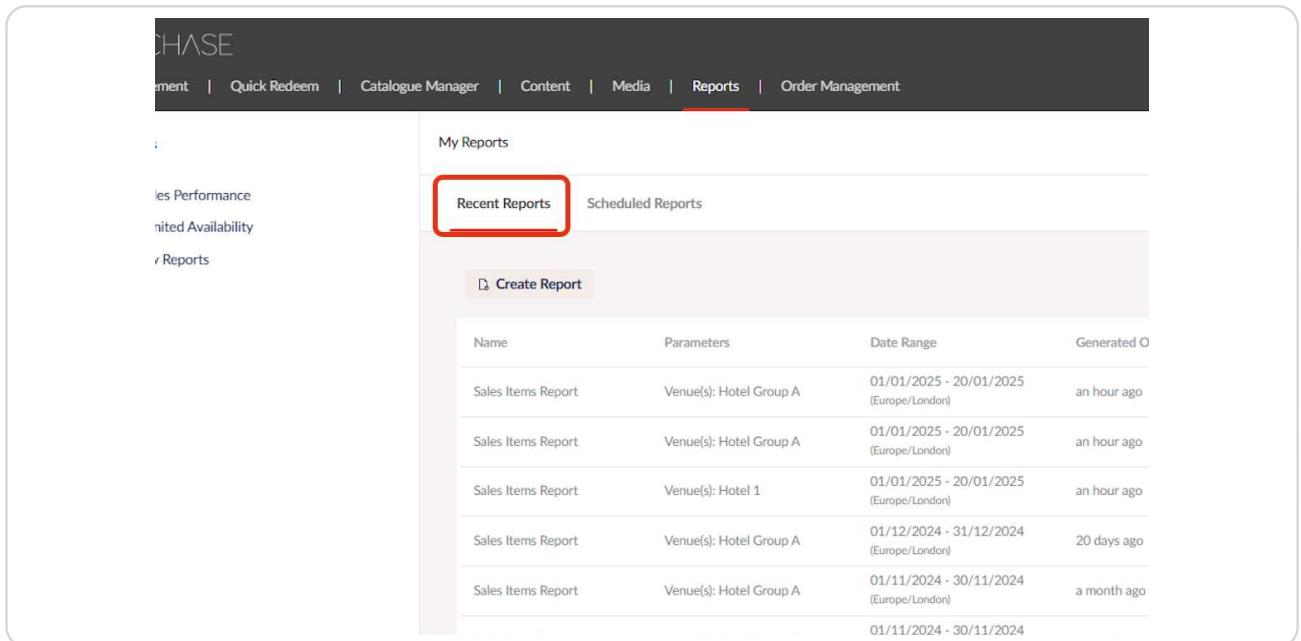
	Parameters	Date Range	Generated On	Actions
s Report	Venue(s): Hotel Group A	01/01/2025 - 20/01/2025 (Europe/London)	an hour ago	⬇
s Report	Venue(s): Hotel Group A	01/01/2025 - 20/01/2025 (Europe/London)	an hour ago	⬇
s Report	Venue(s): Hotel 1	01/01/2025 - 20/01/2025 (Europe/London)	an hour ago	⬇
s Report	Venue(s): Hotel Group A	01/12/2024 - 31/12/2024 (Europe/London)	20 days ago	⬇
s Report	Venue(s): Hotel Group A	01/11/2024 - 30/11/2024 (Europe/London)	a month ago	⬇
s Report	Venue(s): Hotel Group A	01/11/2024 - 30/11/2024 (Europe/London)	a month ago	⬇

STEP 28

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

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ement | Quick Redeem | Catalogue Manager | Content | Media | **Reports** | Order Management

My Reports

Recent Reports   Scheduled Reports

les Performance
nited Availability
v Reports

☐ Create Report

Name	Parameters	Date Range	Generated O
Sales Items Report	Venue(s): Hotel Group A	01/01/2025 - 20/01/2025 (Europe/London)	an hour ago
Sales Items Report	Venue(s): Hotel Group A	01/01/2025 - 20/01/2025 (Europe/London)	an hour ago
Sales Items Report	Venue(s): Hotel 1	01/01/2025 - 20/01/2025 (Europe/London)	an hour ago
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	

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