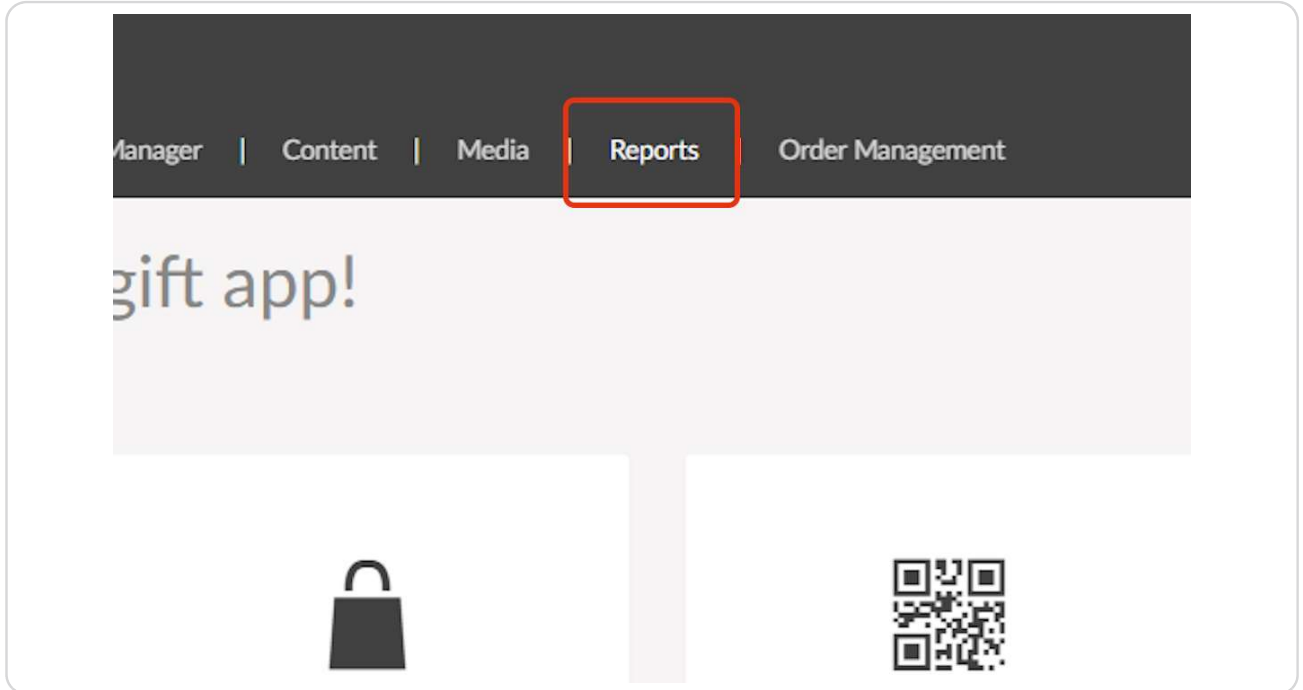


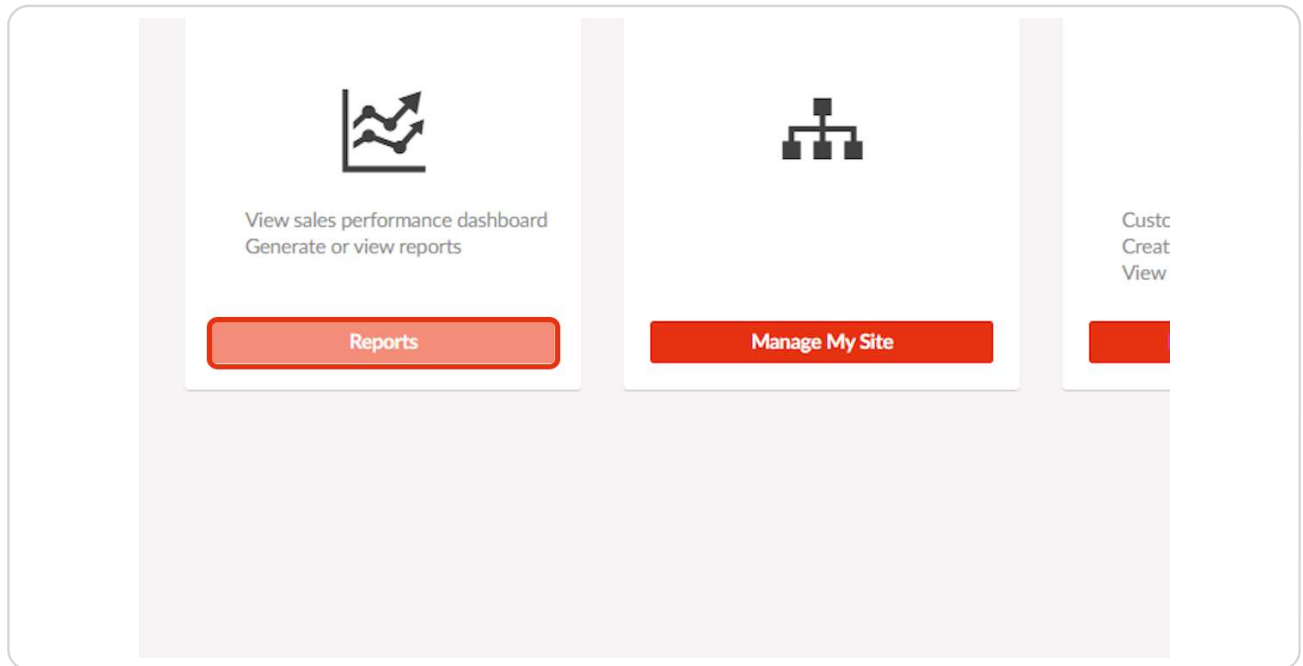
STEP 1

Click on Reports in navigation bar



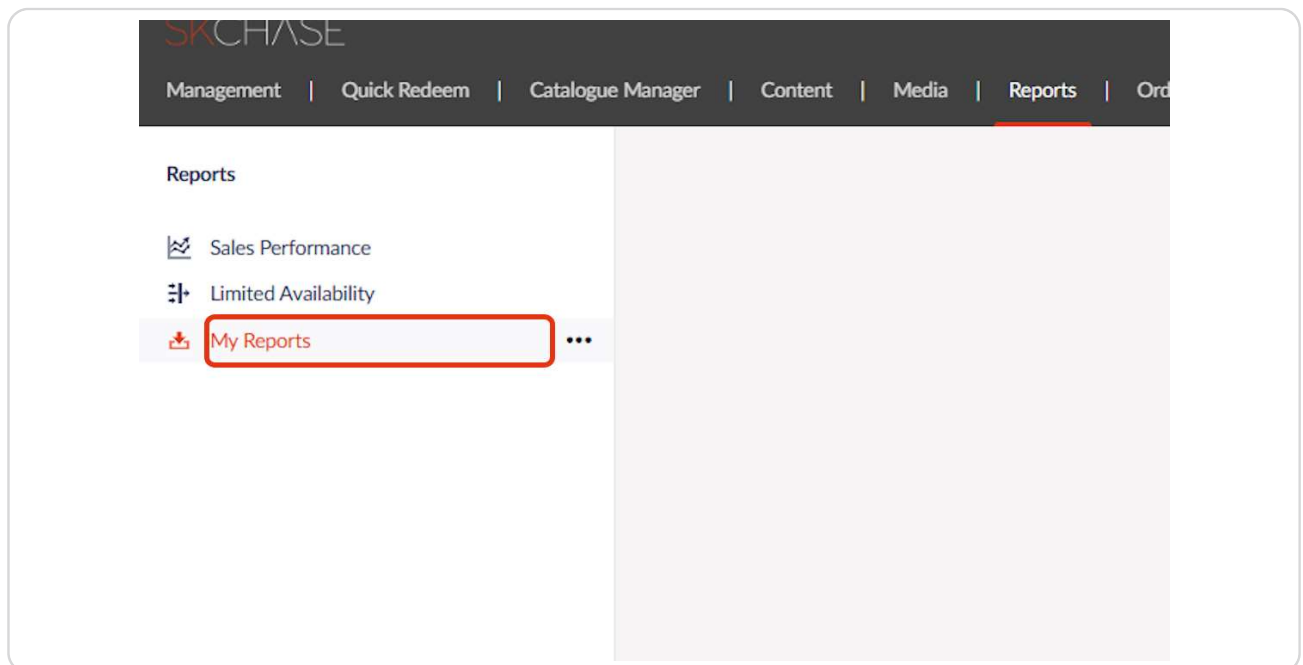
STEP 2

OR click on Reports in panel



STEP 3

Click on My Reports



STEP 4

Click on Create Report

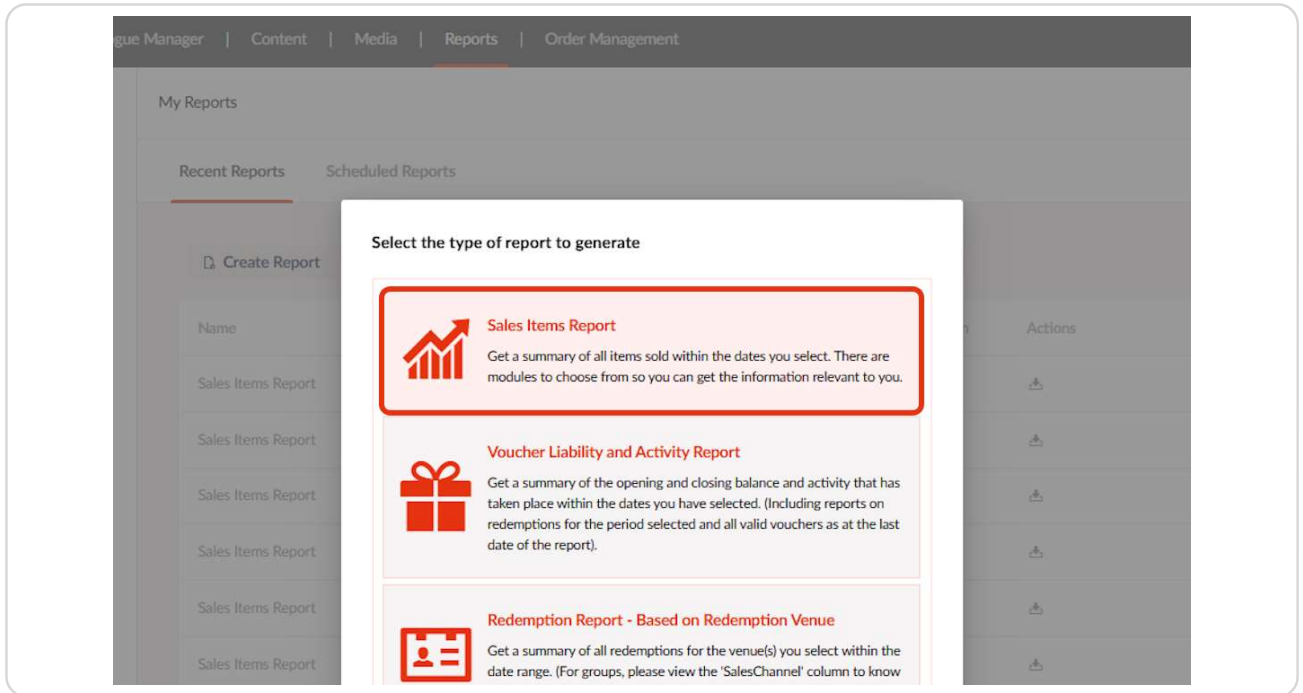
The screenshot shows a web interface for managing reports. On the left, there is a sidebar with the text 'ance' and 'bility'. The main content area is titled 'My Reports' and has two tabs: 'Recent Reports' (which is selected and underlined) and 'Scheduled Reports'. Below the tabs, there is a light gray 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'. The table contains two rows of data.

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

STEP 5

Click on Sales Items Report...

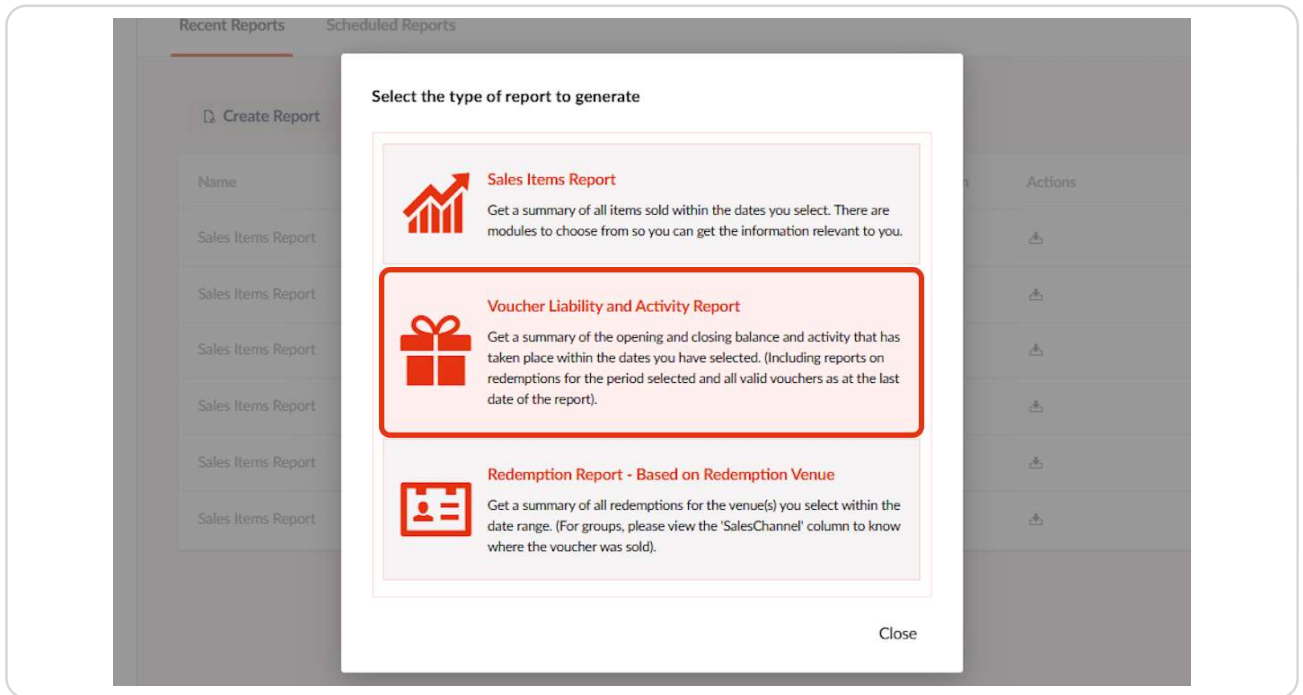
This report gives a summary of all vouchers sold within a specific date range



STEP 6

OR click on Voucher Liability and Activity Report...

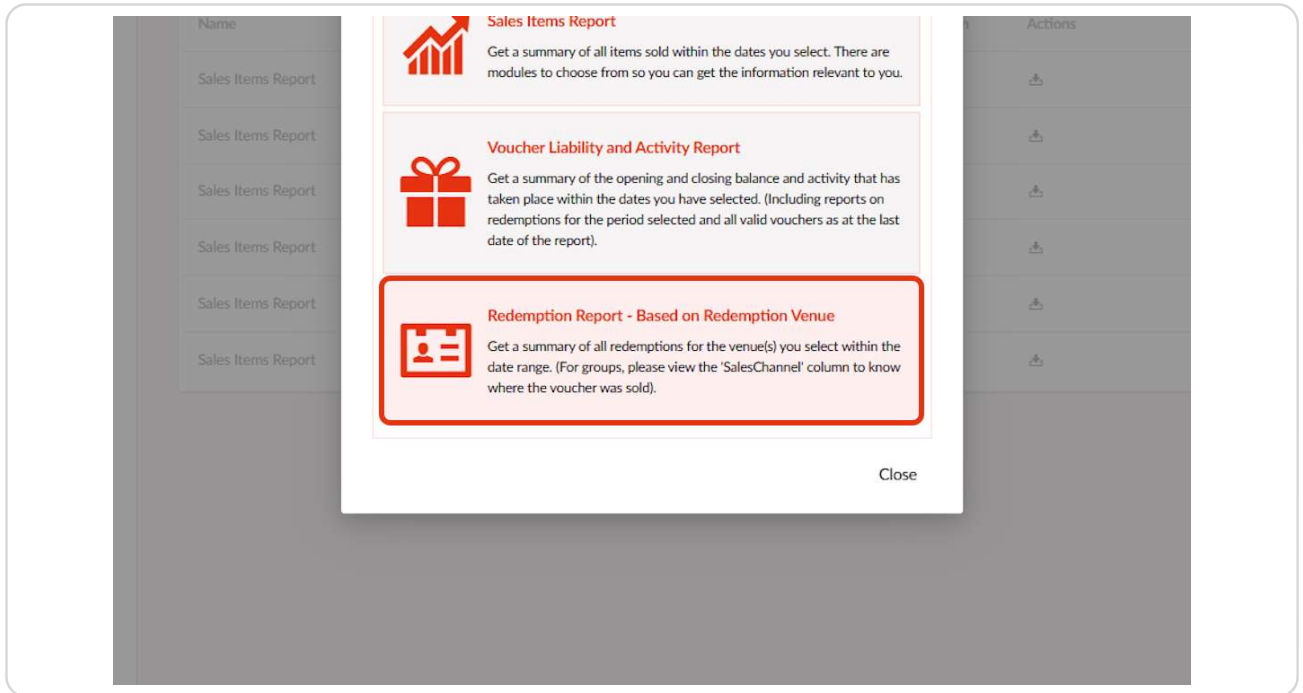
This report gives a summary of opening and closing balance and activity over a specific date range



STEP 7

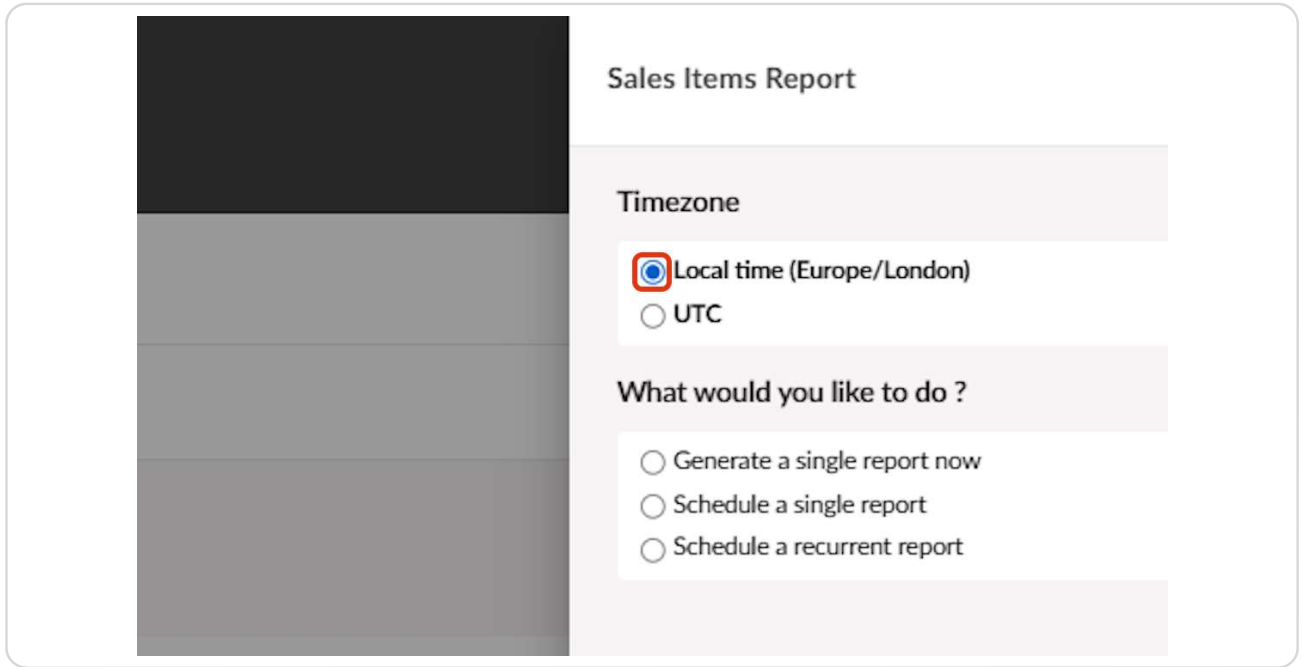
OR click on Redemption Report – Based on Redemption Venue...

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



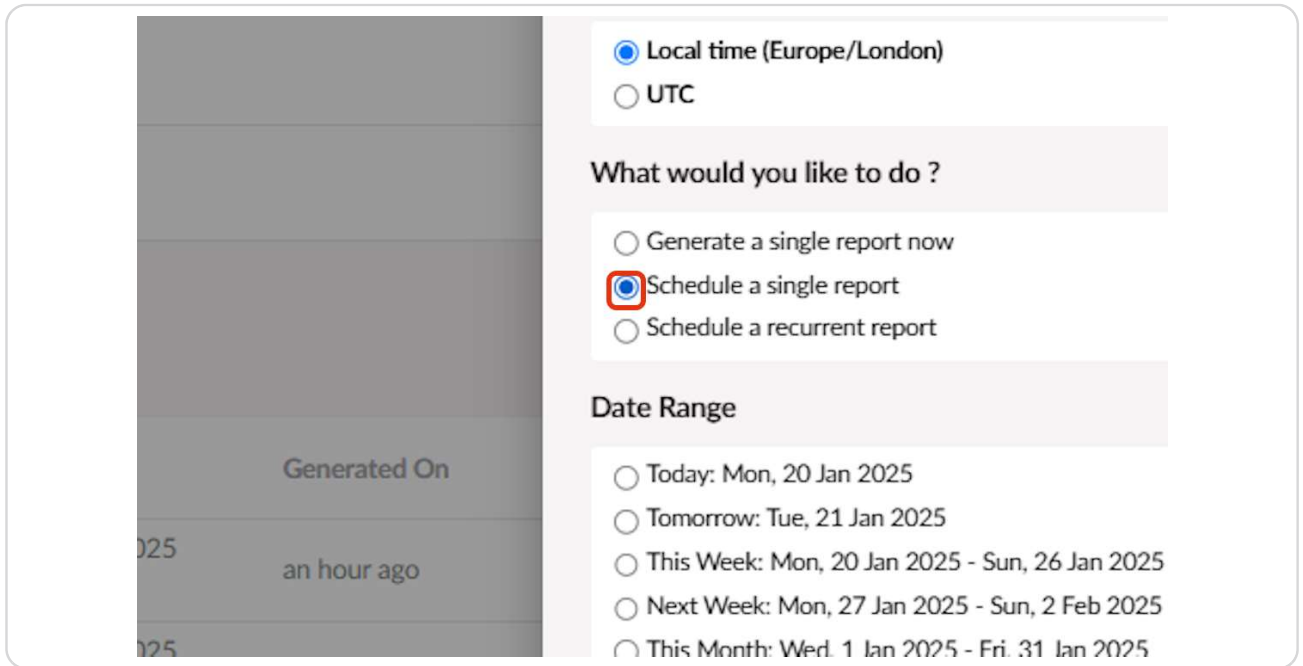
STEP 8

Choose Timezone



STEP 9

Choose to Schedule a single report



STEP 10

OR choose to Schedule a recurrent report

The screenshot shows a configuration panel for a report. On the left, a table lists report entries with columns for 'Generated On' and 'an hour ago'. The right side contains several sections with radio button options:

- Time Zone:** 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**
 - Daily from Tue, 21 Jan 2025
 - Weekly from Mon, 27 Jan 2025
 - Monthly from Sat, 1 Feb 2025
- Venue(s)**

STEP 11

Select a Date Range


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

Generated On	
025	an hour ago
025	an hour ago
025	an hour ago
024	20 days ago
024	a month ago

Date Range

- 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
- Next Month: Sat, 1 Feb 2025 - Fri, 28 Feb 2025

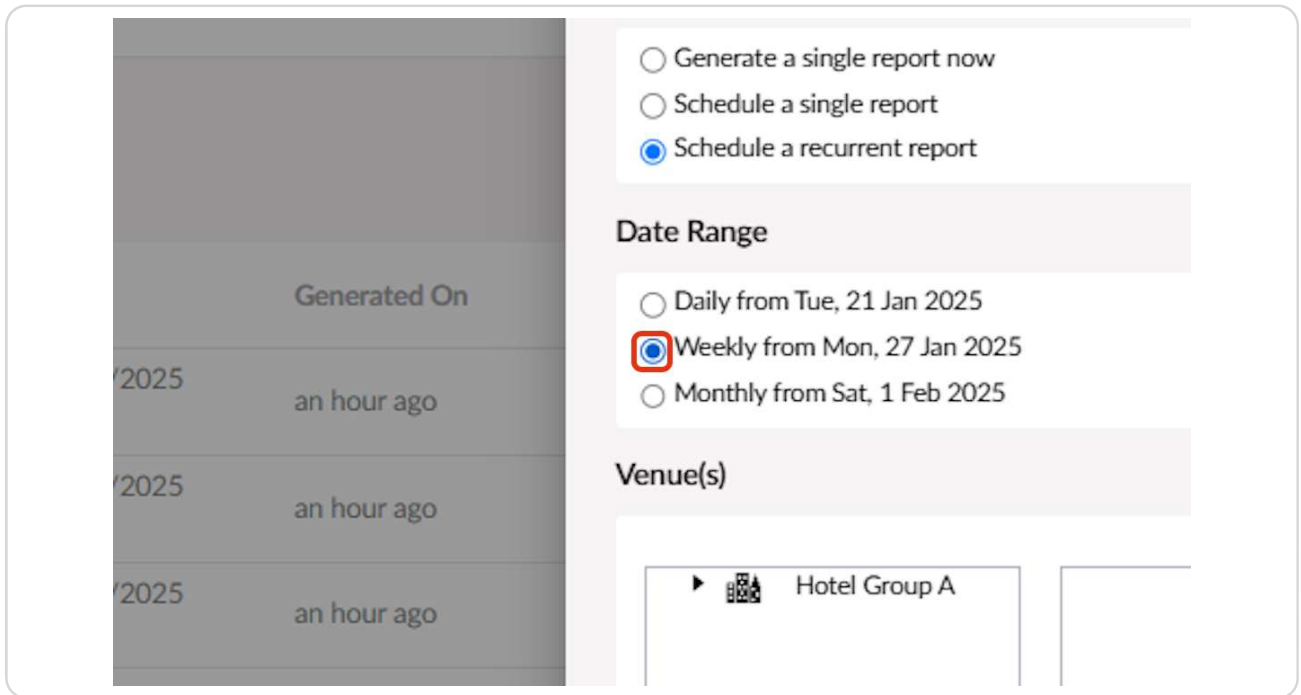
Venue(s)

▶  Hotel Group A	
---	--

STEP 12

Select a Date Range

When scheduling a recurrent report you can choose to run the report either daily, weekly or monthly



The screenshot displays a user interface for scheduling a report. On the left, a table shows a list of reports with columns for 'Generated On' and 'an hour ago'. The right side contains a form with three radio button options: 'Generate a single report now', 'Schedule a single report', and 'Schedule a recurrent report' (which is selected). Below this is a 'Date Range' section with three radio button options: 'Daily from Tue, 21 Jan 2025', 'Weekly from Mon, 27 Jan 2025' (which is selected and highlighted with a red square), and 'Monthly from Sat, 1 Feb 2025'. The 'Venue(s)' section shows a dropdown menu with 'Hotel Group A' selected.

Generated On	an hour ago
2025	an hour ago
2025	an hour ago
2025	an hour ago

Generate a single report now

Schedule a single report

Schedule a recurrent report


Date Range

Daily from Tue, 21 Jan 2025

Weekly from Mon, 27 Jan 2025

Monthly from Sat, 1 Feb 2025

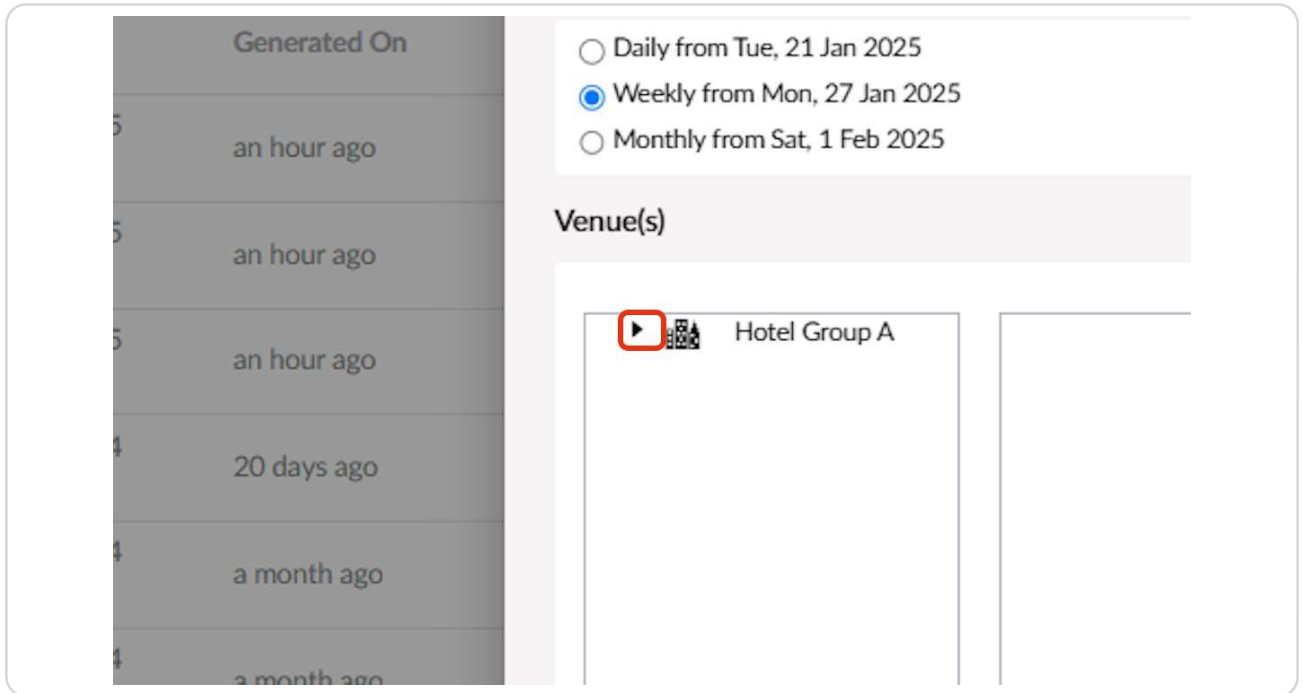
Venue(s)

▶  Hotel Group A

STEP 13

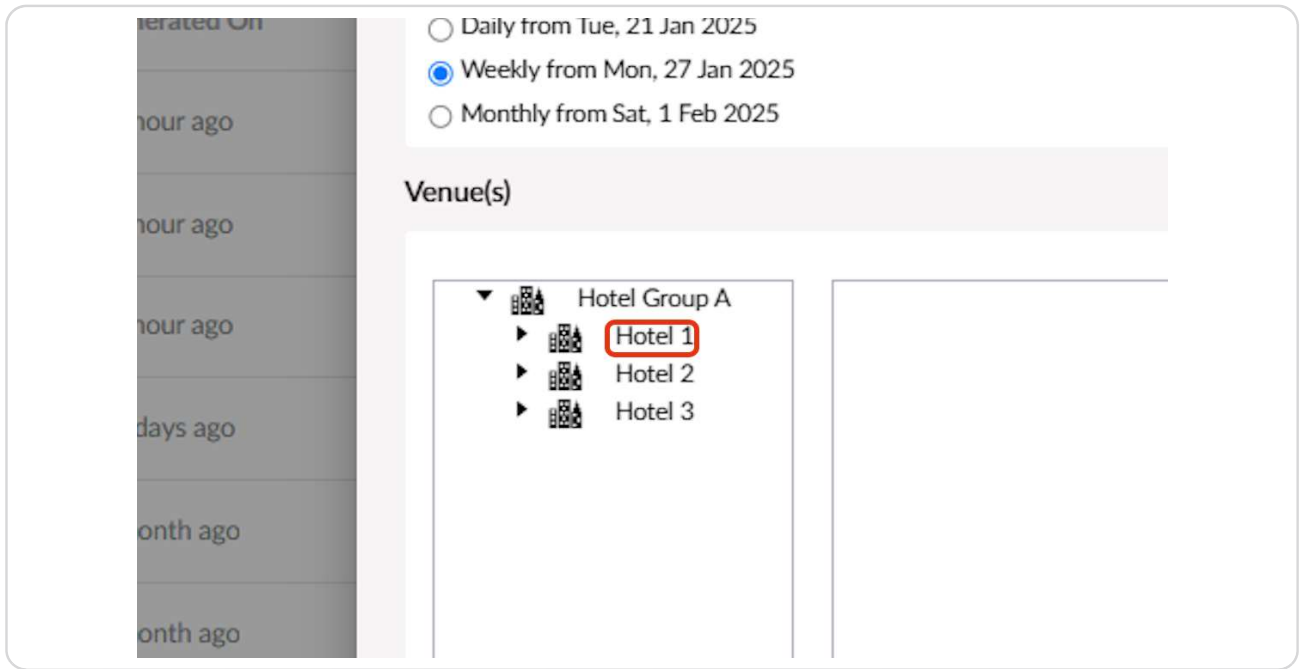
Select Venue(s) you would like to schedule the report for

You can expand groups of Venues by clicking on the arrow



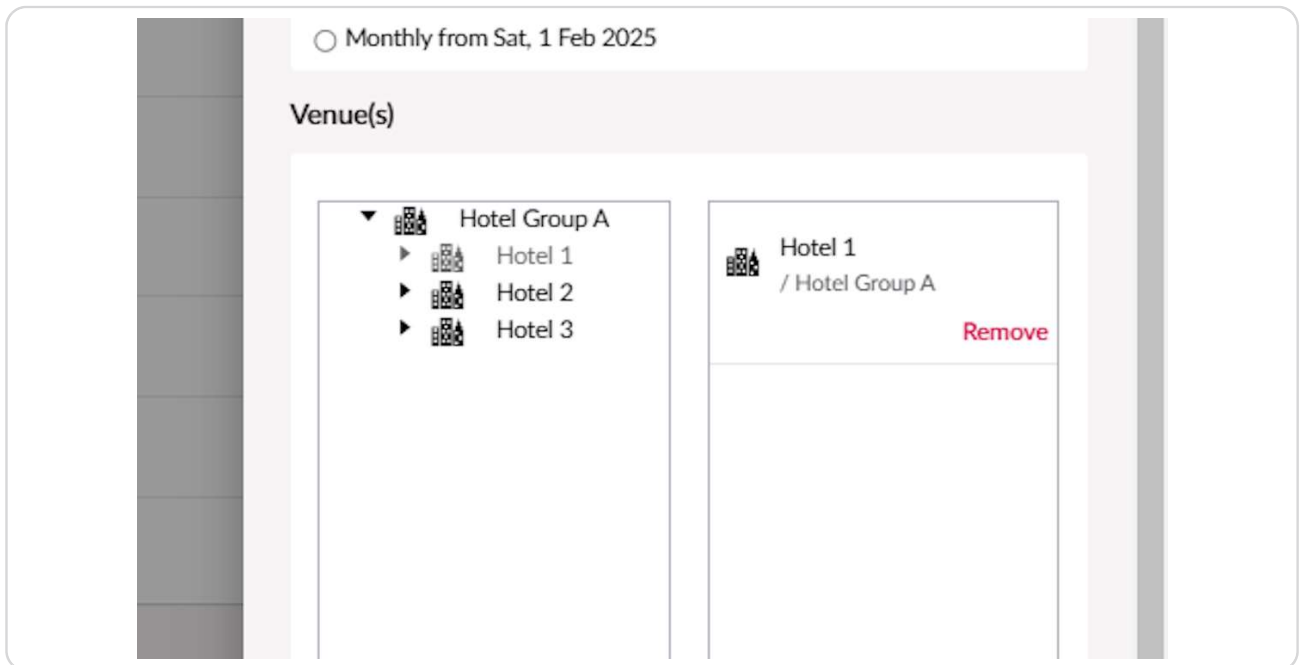
STEP 14

Click on the venue name to select it



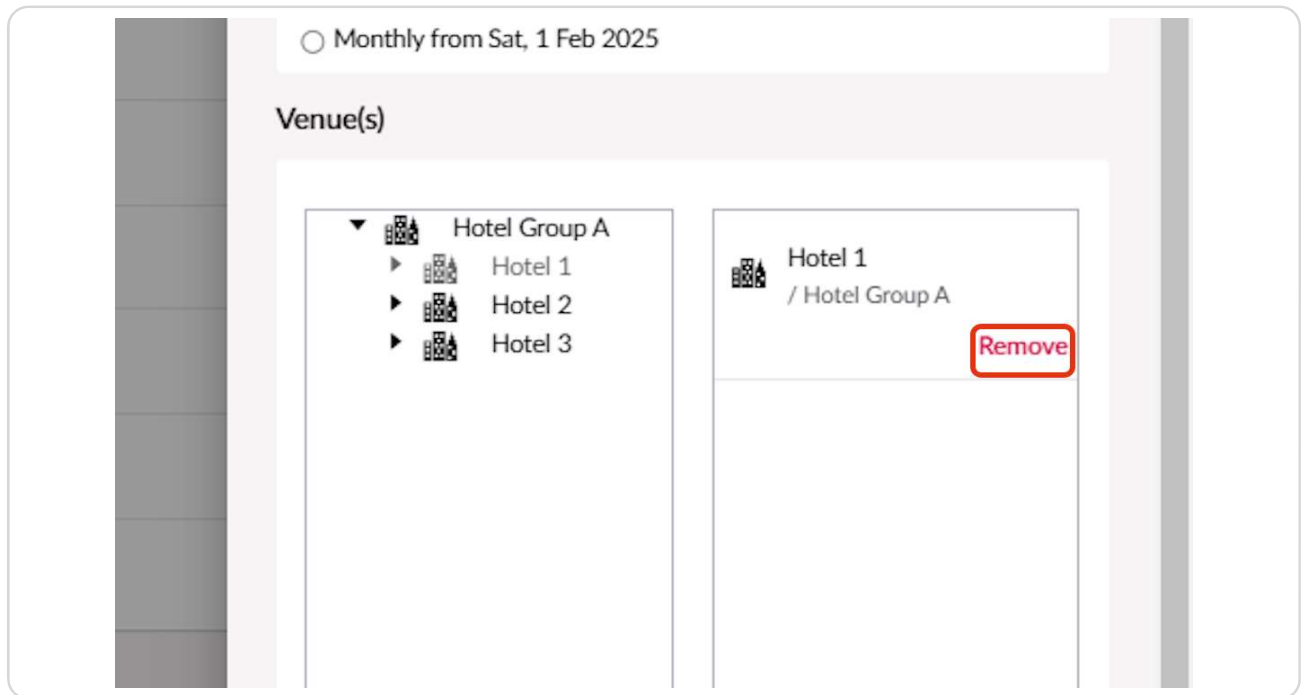
STEP 15

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



STEP 16

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

The screenshot shows a configuration interface for a report. At the top, there are two empty rectangular boxes. Below them is a section titled "Optional Data to include" with a list of five items, each with a checkbox:

- 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)

STEP 18

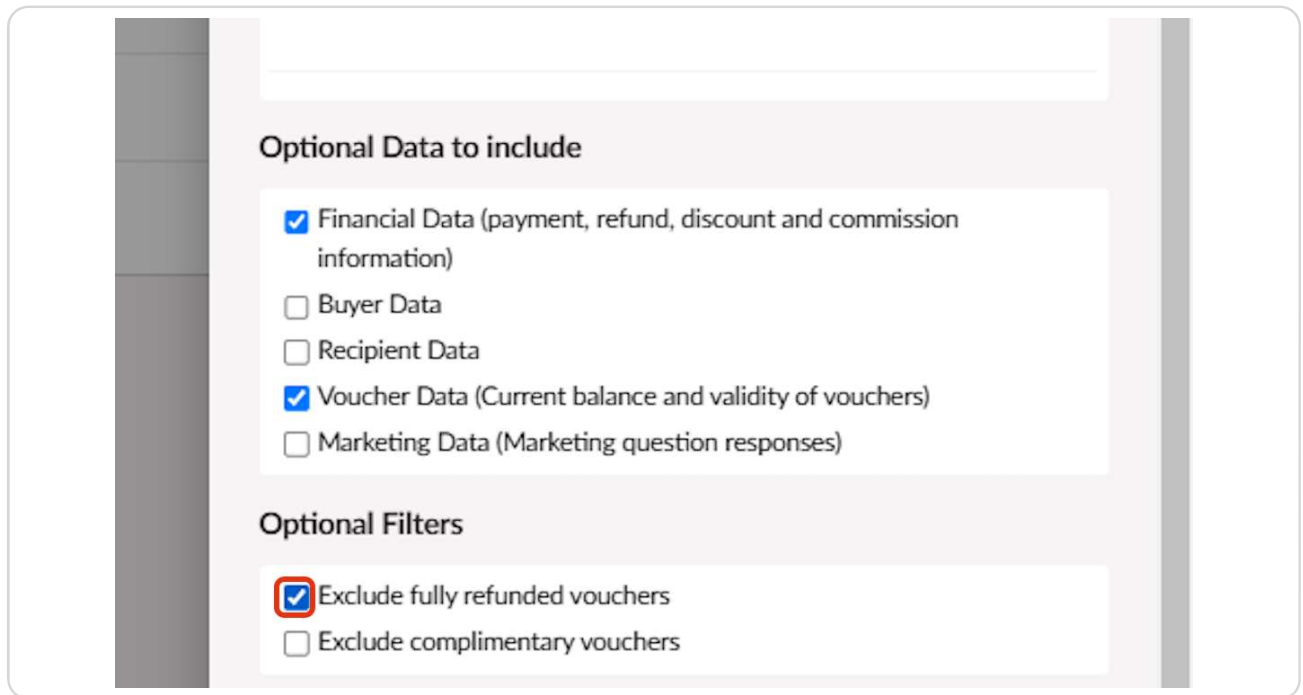
Tick any additional info you would like to include

The screenshot shows the same configuration interface as in Step 17. In this step, two checkboxes are selected:

- 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)

STEP 19

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



The image shows a screenshot of a report configuration interface. It features two main sections: 'Optional Data to include' and 'Optional Filters'. The 'Optional Data to include' section has a light gray background and contains four items, each with a checkbox: 'Financial Data (payment, refund, discount and commission information)' (checked), 'Buyer Data' (unchecked), 'Recipient Data' (unchecked), and 'Voucher Data (Current balance and validity of vouchers)' (checked). Below this is the 'Optional Filters' section, also with a light gray background, containing two items: 'Exclude fully refunded vouchers' (checked) and 'Exclude complimentary vouchers' (unchecked). The interface is framed by a dark gray border on the left and right sides.

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

STEP 20

Tick any filters you would like to apply

The screenshot shows a user interface for selecting filters. It is divided into two main sections: 'Optional Data to include' and 'Optional Filters'. The 'Optional Data to include' section contains four items, each with a checkbox: 'Financial Data (payment, refund, discount and commission information)' (checked), 'Buyer Data' (unchecked), 'Recipient Data' (unchecked), and 'Voucher Data (Current balance and validity of vouchers)' (checked). The 'Marketing Data (Marketing question responses)' item is also present but its checkbox is not clearly visible. The 'Optional Filters' section contains two items, each with a checkbox: 'Exclude fully refunded vouchers' (checked) and 'Exclude complimentary vouchers' (checked). The 'Exclude complimentary vouchers' checkbox is highlighted with a red square.

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

STEP 21

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

The screenshot shows a web interface for generating a report. It features three main sections: data selection, optional filters, and email notification. At the bottom, there are 'Cancel' and 'Generate' buttons.

- Recipient Data
- Voucher Data (Current balance and validity of vouchers)
- Marketing Data (Marketing question responses)

Optional Filters

- Exclude fully refunded vouchers
- Exclude complimentary vouchers

Email completed report

- trainingteam@skchase.com

Buttons: Cancel, Generate

STEP 22

Click Generate

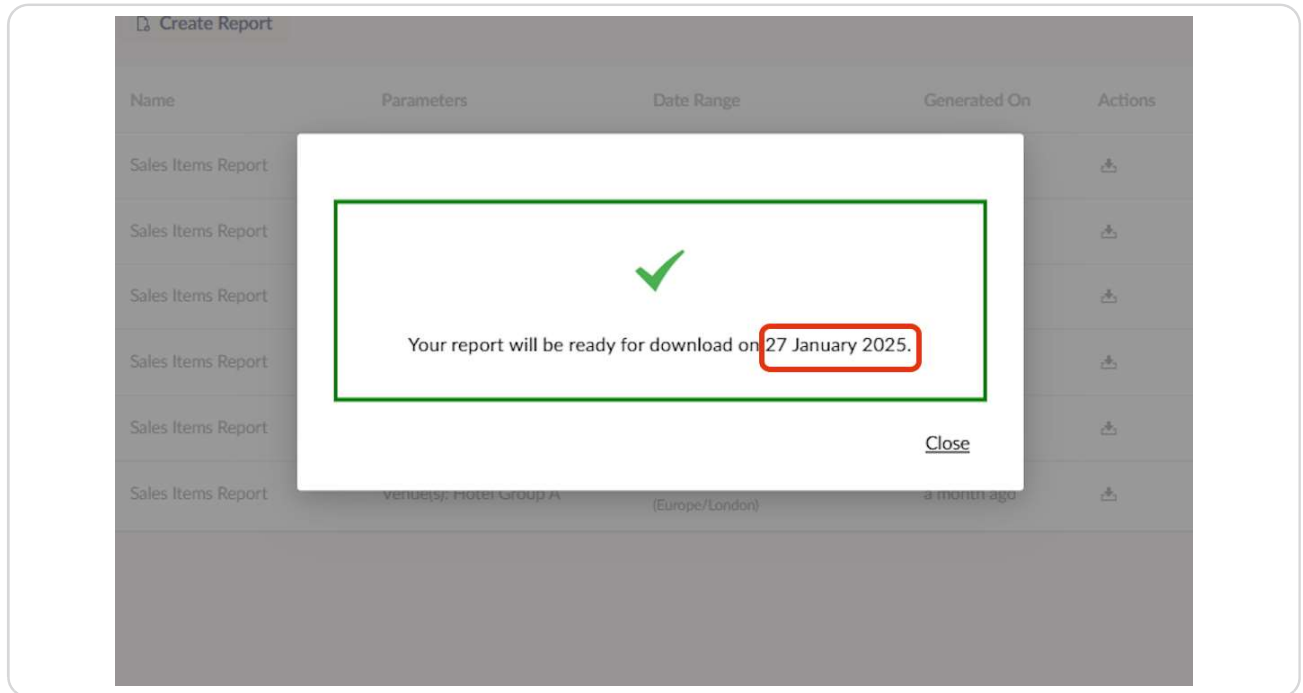
The screenshot shows a report generation interface with the following sections:

- Data Selection:**
 - 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
- Email completed report:**
 - trainingteam@skchase.com

At the bottom right, there are two buttons: a white "Cancel" button and a green "Generate" button with a red border.

STEP 23

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

The screenshot shows a web interface for managing reports. At the top, a dark navigation bar contains the following menu items: [Deem](#), [Catalogue Manager](#), [Content](#), [Media](#), [Reports](#) (highlighted with a red underline), and [Order Management](#). Below the navigation bar, the page is titled 'My Reports'. There are two tabs: 'Recent Reports' and 'Scheduled Reports', with the latter being highlighted by a red rectangular box. Below the tabs is a 'Create Report' button. Underneath the button is a table with the following data:

Name	Parameters	Scheduling	Next Date Range	Email To
Sales Items Report	Venue(s): Hotel Group A	Monthly	01/01/2025 - 31/01/2025 (Europe/London)	trainingteam@skc

STEP 25

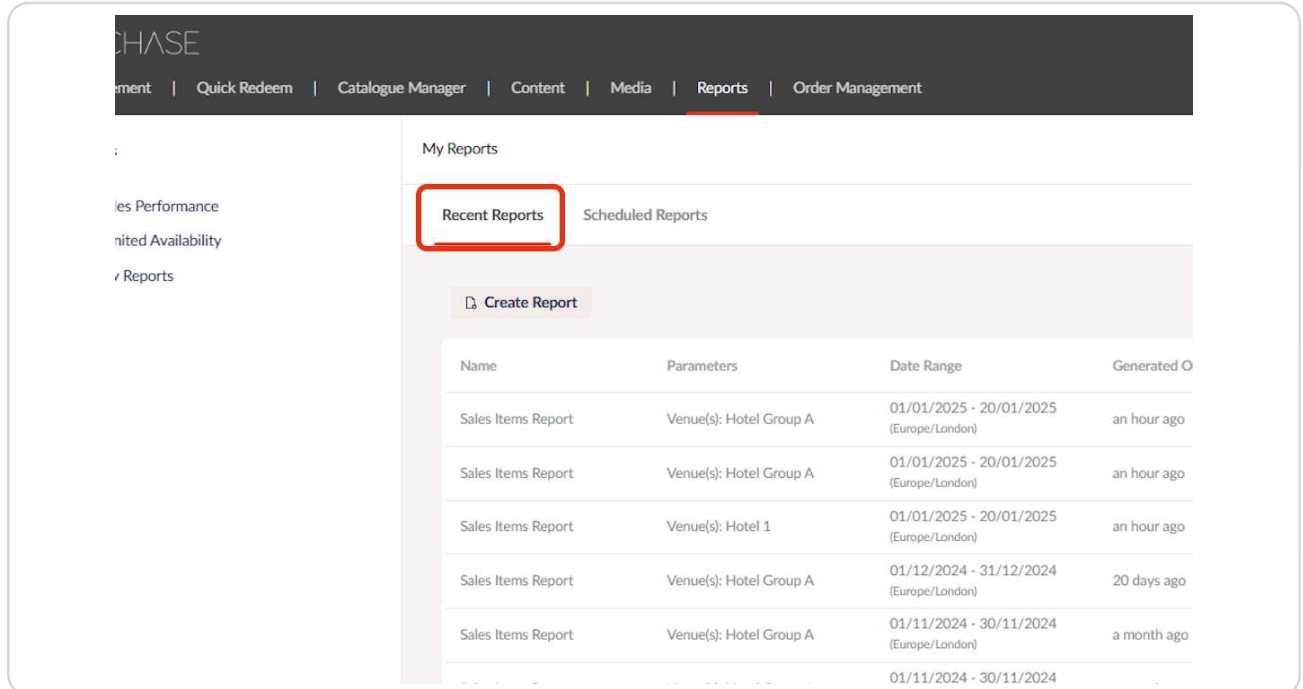
You can delete any Scheduled Reports you have set up under the Actions column

	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	

STEP 26

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

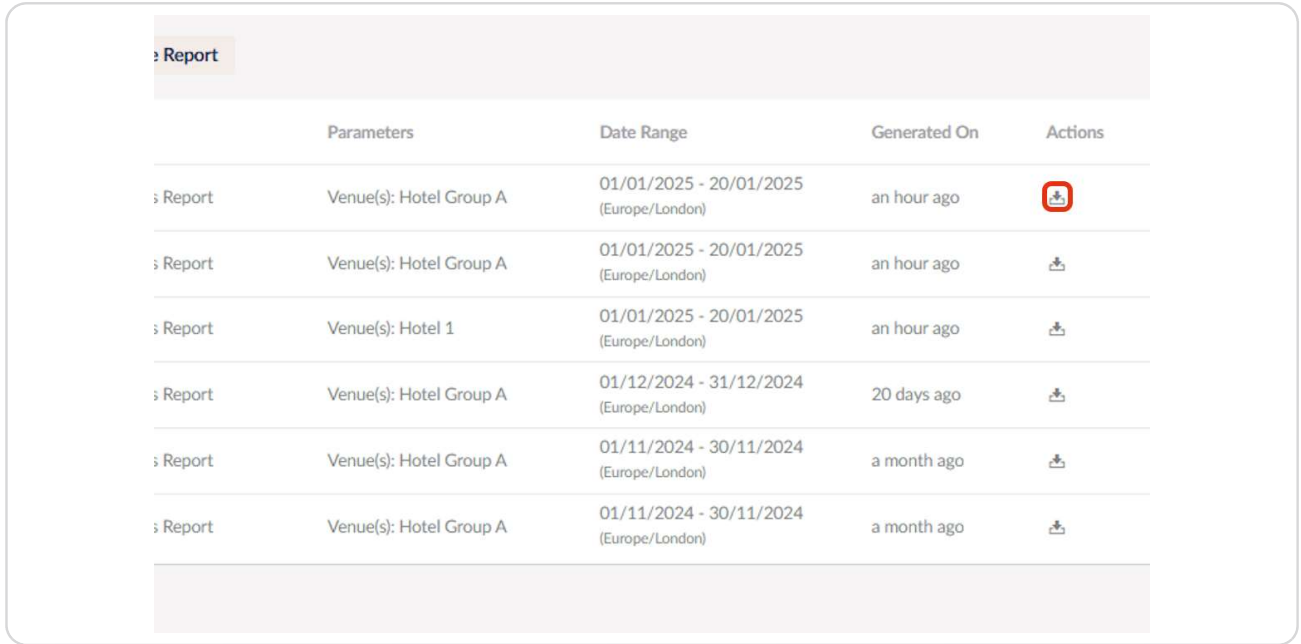


The screenshot shows the SKCHASE Reports interface. The 'Reports' menu item is highlighted in the top navigation bar. The 'My Reports' section is active, with the 'Recent Reports' tab selected and highlighted by a red box. Below the tabs is a 'Create Report' button. A table lists several 'Sales Items Report' entries with their respective parameters, date ranges, and generation times.







Name	Parameters	Date Range	Generated On
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	

STEP 27

Click on the download button

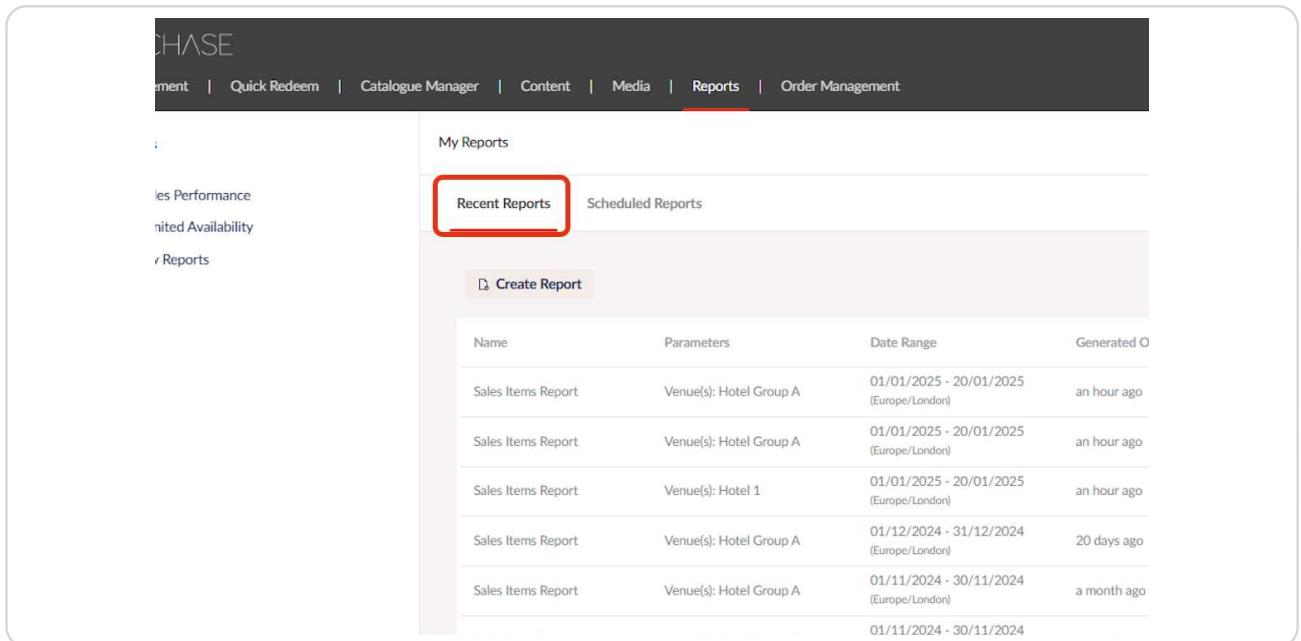


A screenshot of a web interface showing a list of reports. The table has four columns: Report, Parameters, Date Range, Generated On, and Actions. The first row's 'Actions' column contains a download icon (a document with a downward arrow) which is highlighted with a red square. The other rows contain similar icons.

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



A screenshot of a web interface showing a navigation menu on the left and a main content area. The navigation menu includes 'Reports'. The main content area is titled 'My Reports' and has two tabs: 'Recent Reports' (which is highlighted with a red box) and 'Scheduled Reports'. Below the tabs is a 'Create Report' button and a table of reports.

Name	Parameters	Date Range	Generated On
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
Sales Items Report	Venue(s): Hotel Group A	01/11/2024 - 30/11/2024	

SKCHASE