

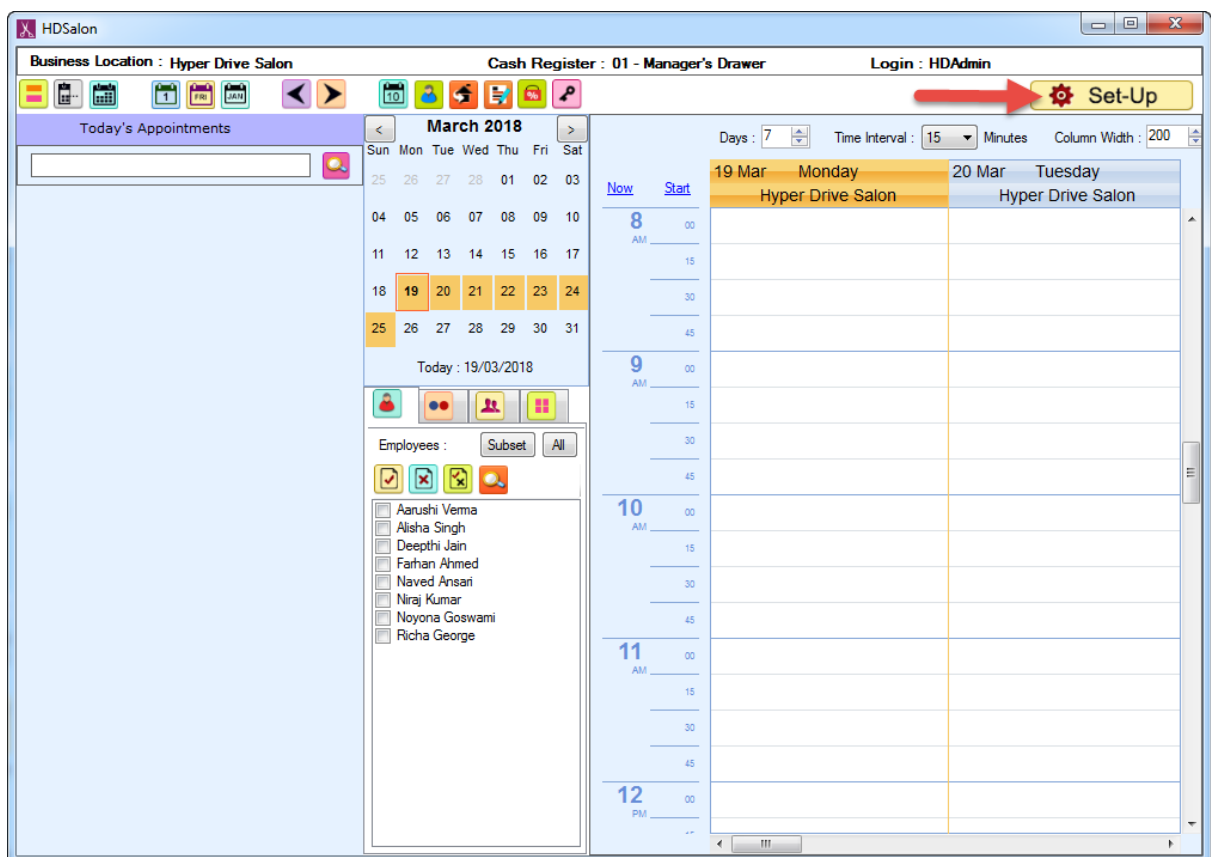
How to import a customized report to HDSalon?



When you receive any customized or updated report from our team, we will mail you that report. To view that report, you need to import it to HDSalon.


To import a report to HDSalon, follow the steps below.

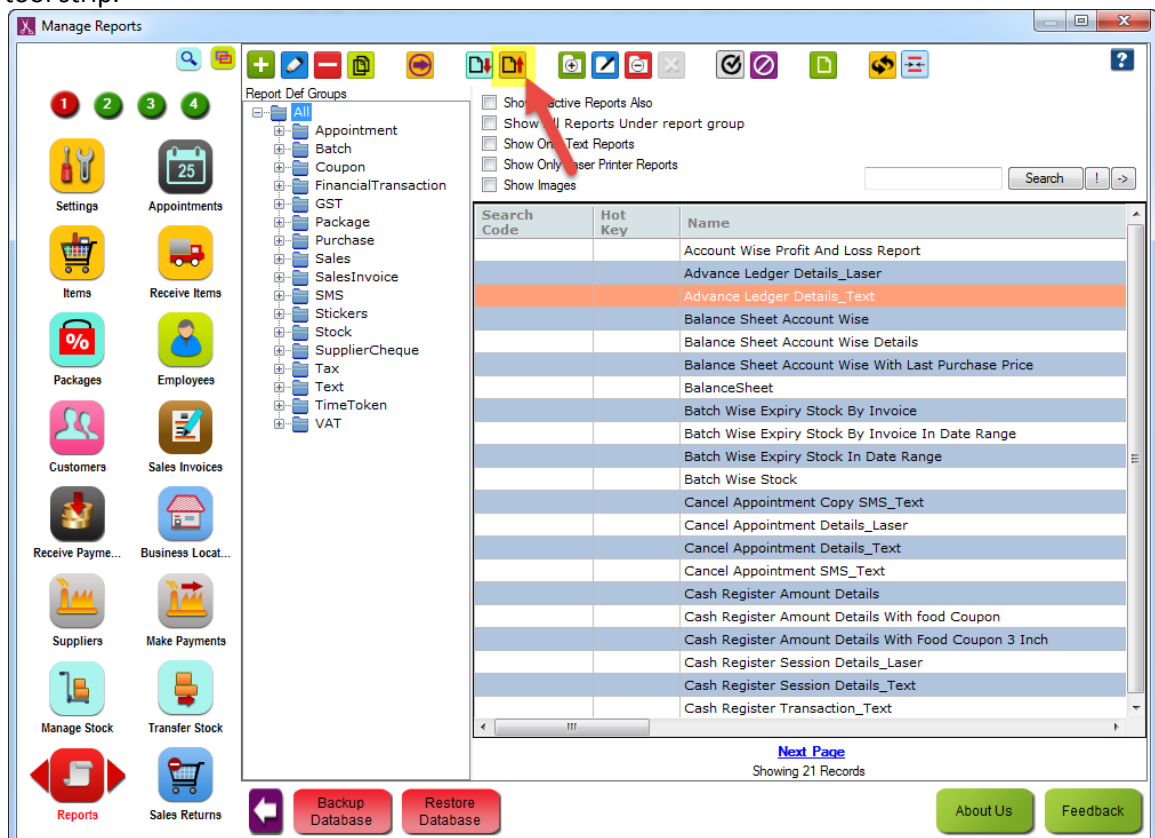
1. Download the attached report files from email to a separate folder on your computer.
2. Run **HDSalon**.
3. Click on **the Set-Up** button from the Calendar Dashboard.



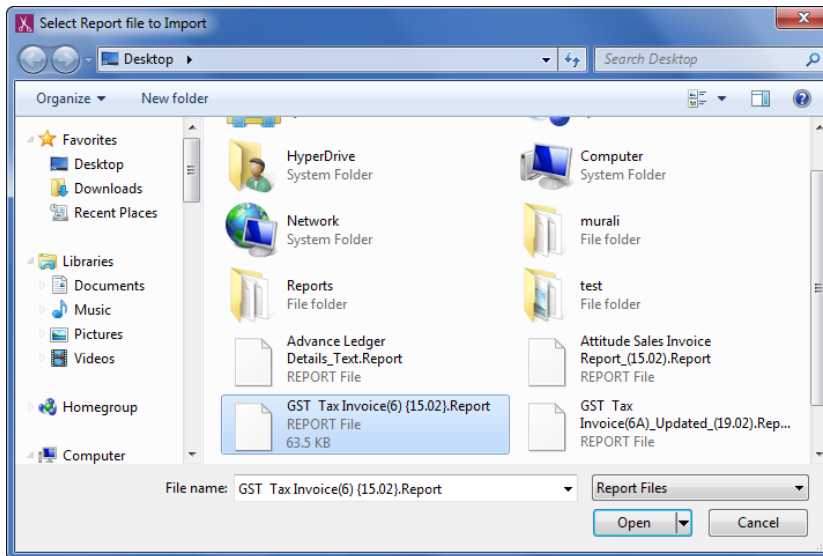
4. Go to 1st Page from **Set-Up**, click on **Reports**.



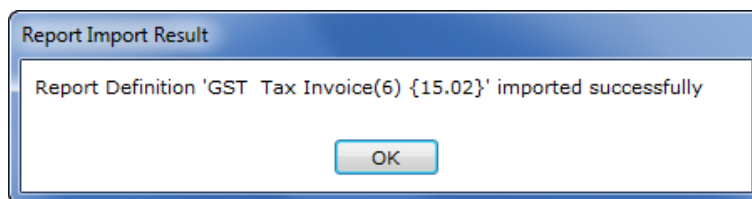
3. You will see the **Manage Reports** screen as shown below. Click on the **Import**  button on tool strip.



4. Choose the folder where you have downloaded the reports. Select the report and click on **Open button**.



5. The report will be added to **HDSalon**. You will see the following message as the report added successfully. Click on **OK**.



6. Select the report and double click on it to run it and see.

