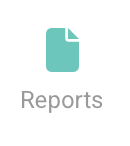
Reports Module

December, 2023

# Overview

Access detailed reports derived from real-time data that ensure informed decision-making. Explore interactive reports based on user data, or tailor your reports to specific requirements by applying various filters. This versatility ensures you have the insights you need for effective decision support.



## Report dashboard

Access a dashboard featuring detailed sales, revenue, patient, members and visit reports specific to the services you provide, enabling you to retrieve essential data.

Report by clients

Filter reports to customize it according to your needs. This enables you to view data for specific clients or service memberships.

# How To

1. [Change report interval](#p2wiowr7zo3d)
2. [Download report](#fejxj3qjq785)
3. [Filter report and export](#pa2yjh1fi8rv)

**Change report internal:**

All the reports in the dashboard can be viewed at different time intervals. To change the interval for each chart in the dashboard use dropdown on the top right of the chart. The dropdown gives the option to view reports by:

* Week
* Month
* Quarter
* Year
* Custom date

**Download report:**

Each report on the dashboard can be downloaded as an image or viewed in full-screen view. Goto ellipses on the top right of each chart and choose:

* Download as Image
* View Full Screen

**Filter report:**

Retrieve reports for various client types, membership categories, membership dates, or membership statuses by navigating to the Reports > Clients tab. After applying your desired filters, export these customized reports effortlessly using the export button.