

How to export a report from HDRestaurant?

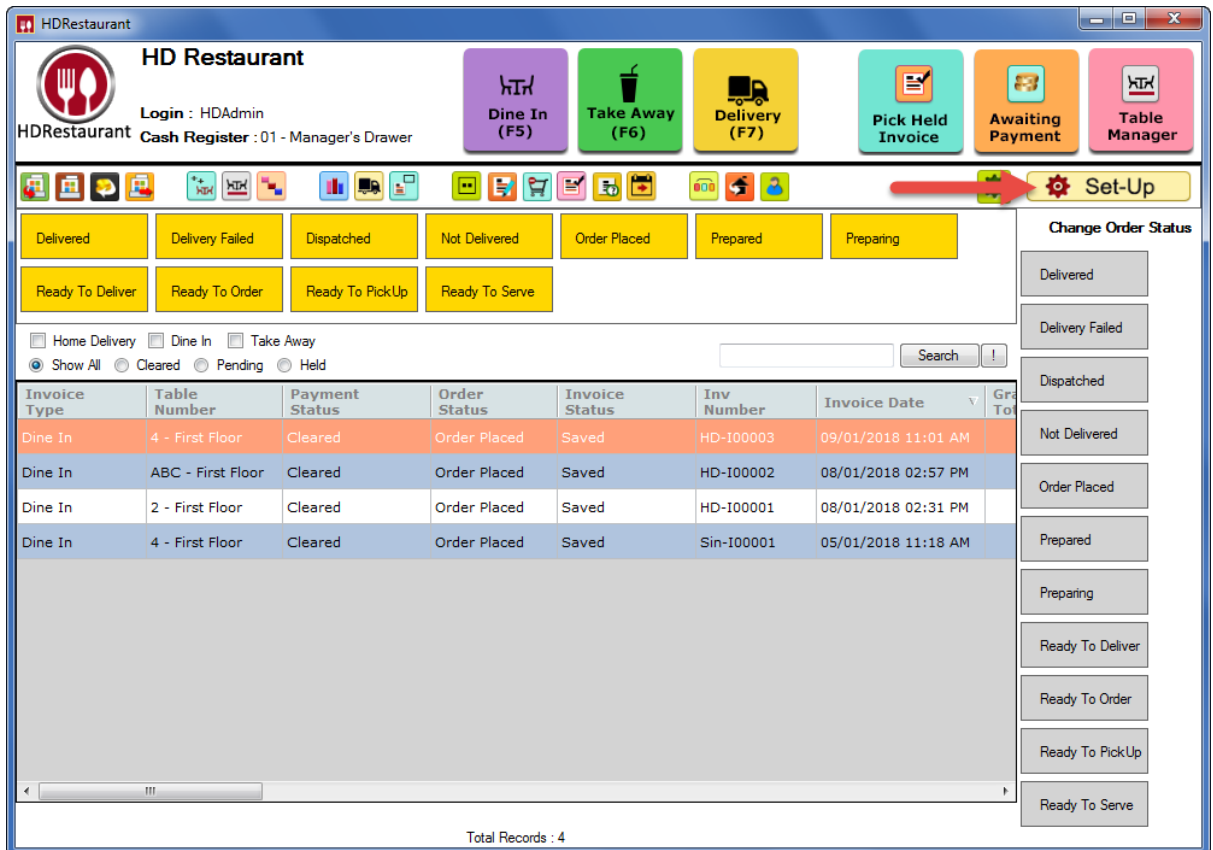


HDRestaurant Tutorials

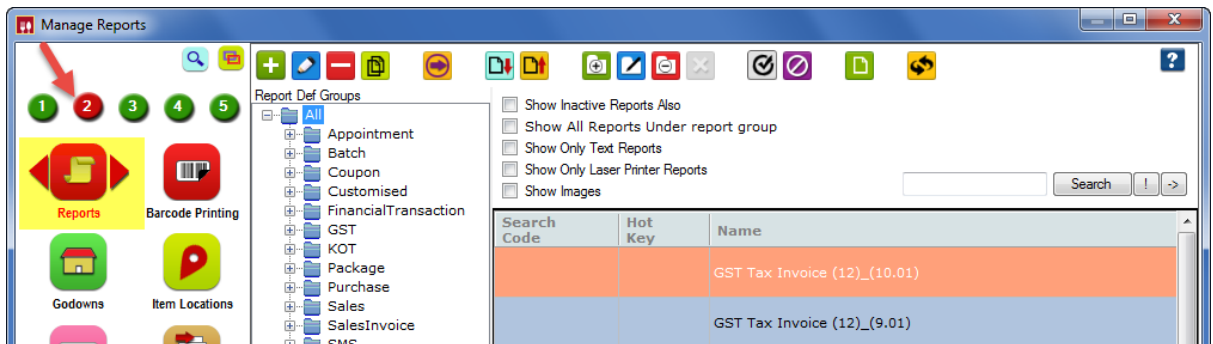
Exporting a report means, you are bringing a report from HDRestaurant and saving it in any drive on your computer.

To export a report from HDRestaurant, follow the steps below


1. Run **HDRestaurant**.
2. Click on the **Set-Up** button from Restaurant Dashboard.

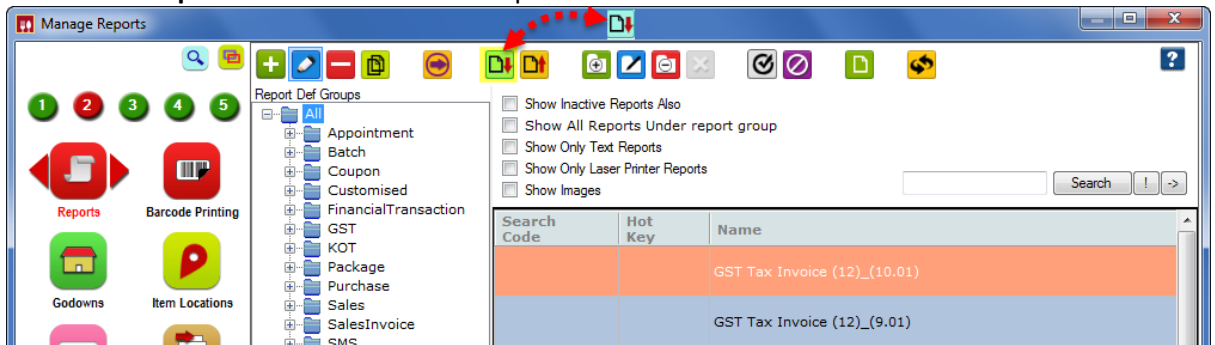


3. Select **Reports** from 2nd page of **Set-Up**.

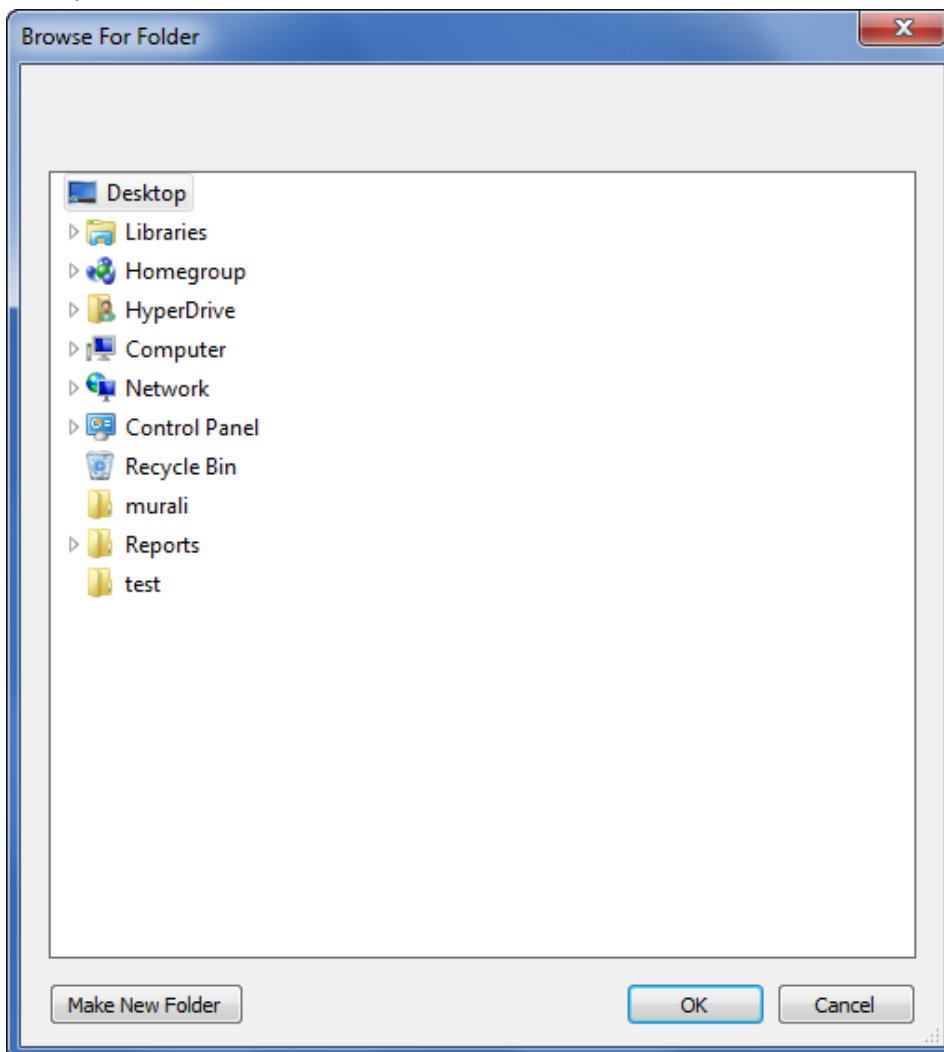




- You will see the **Manage Reports** screen as shown below. Select a report you want to export and click on **Export**  button on tool strip.

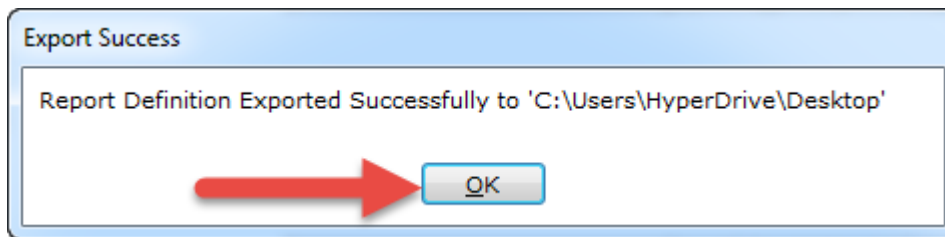


- You will see **Browse for Folder** window; select the folder where you want to save the report. Click on **OK**.

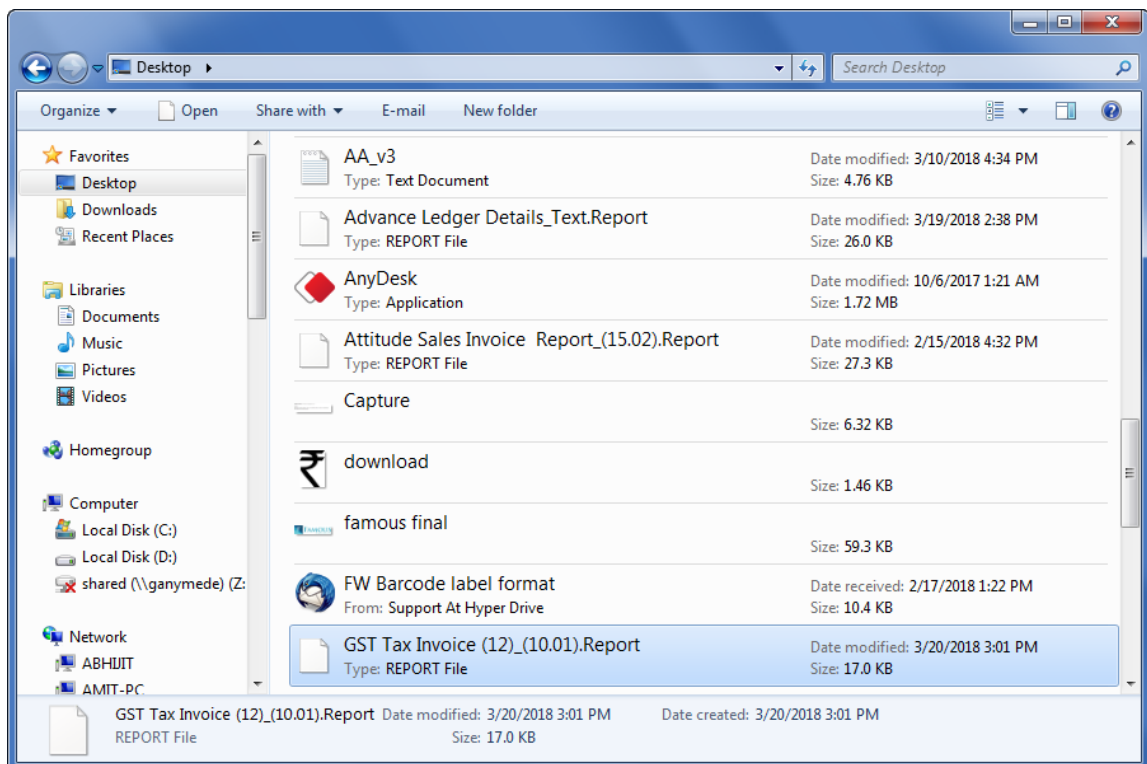




- You will see the following success message as the report got exported successfully.



- Go to the selected folder and see the report there.



Note: When you export a report the report still remains in your HDRestaurant application. Only a copy of the report is exported.