HOW TO BUILD A STAFF SALES REPORT PROCEDURE

*If you use SAM salon software please refer to the designated SAM folder for the SAM specific procedure

This procedure will show you what information you need to find to complete the Staff Target Reports and updates.

Step 1   Run a report to get the numbers needed to complete staff targets. You will need the following information from your report:

- Total Product Sales
- Total Service Sales
- Average Product Sales
- Average Service Sales

Step 2   Take note of all of the individual staff members numbers so that you can complete their Target Update email on Mondays.

Step 3   You will also need to run a report to find the rebooking rates for each individual staff member.

Step 4   Complete the Staff Target Update sheet to notify the staff of where they are at for the previous week.

Step 5   Email to the staff