SAM STAFF SALES REPORT UPDATE PROCEDURE

This procedure will show you how to find all the numbers that you need to complete the Staff Target Reports and updates using SAM.

Step 1   Run report to find the numbers needed to complete staff targets. To do this, follow these steps:

- Click MAIN in left hand side bar
- Click REPORTS in left hand side bar
- Change the REPORT CATEGORY to STAFF
- Change the REPORT to STAFF SALES REPORT
- Change the DATE RANGE to the Monday to Saturday from the previous week
- Click CREATE REPORT

Step 2   This report will show you the following numbers for each staff member:
- Total Product Sales
- Total Service Sales
- Average Product Sales
- Average Service Sales

Step 3   Take note of all of the staff's numbers so that you can complete their Target Update email on a Monday.

If you are running this report to complete the update sheet for during the week, you can just write directly into the update column.

Step 4   To find the rebooking rates for each staff member follow each of these steps:
- Click MAIN in left hand side bar
- Click REPORTS in left hand side bar
- Change the REPORT CATEGORY to STAFF
- Change the REPORT to REBOOKING
- Change the DATE RANGE to the Monday to Saturday from the previous week
- Click CREATE REPORT

Step 5   Complete the Staff Target Update sheet to notify the staff of where they are at for the last week.

Step 6   Email to the staff.