

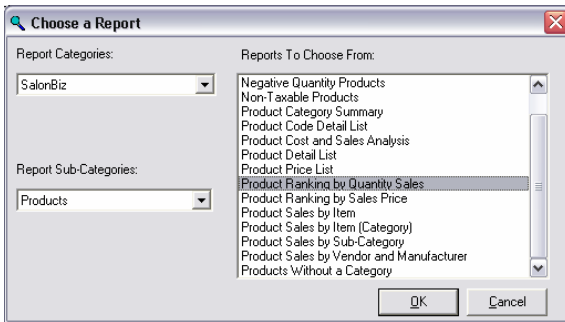
# sales reports

Use this guide as a reference tool for the top sales reports.

## Product Ranking By Quantity Sales Report

*The Product Ranking by Quantity Sales report ranks your products from the highest quantity sold. Use this to determine your top 25 products.*

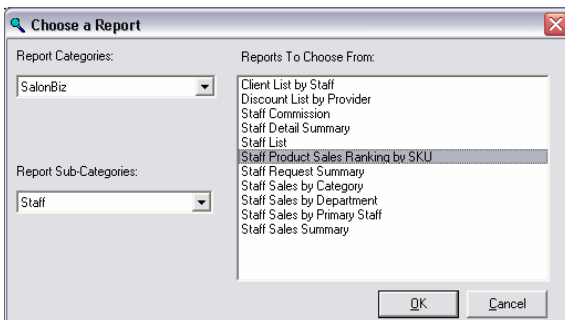
1. From the SalonBiz®/SpaBiz® menu bar, click on the Reports icon.
2. Click on the Open button.
3. Select Products in the Report Sub-Categories field.
4. Select Product Ranking by Quantity Sales report.
5. Enter the date range for the report.



## Product Sales By Item (Category) Report

*The Product Sales by Item (Category) report lists your sales by domain. If you set up categories for Men and Gift Sets, this is a great report to create to see your sales in each category.*

1. From the SalonBiz®/SpaBiz® menu bar, click on the Reports icon.
2. Click on the Open button.
3. Select Products in the Report Sub-Categories field.
4. Select the Product Sales by Item (Category) report.
5. Enter the date range for the report.
6. From the drop down menu, select the first product in the list. Then select the last product in the list.



## Staff Product Sales Ranking By SKU Report

*The Staff Product Sales Ranking report is a great tool for staff contests.*

1. From the SalonBiz®/SpaBiz® menu bar, click on the Reports icon.
2. Click on the Open button.
3. Select Staff in the Report Sub-Categories field.
4. Select the Staff Product Sales Ranking by SKU report.
5. Enter the date range for the report.
6. Enter the product item number to determine your staff's sales for that item. Note: You may scan the item in the starting SKU field and the ending SKU field.

## Customer Support 888.809.2802

Our Customer Support team is ready to assist you.



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