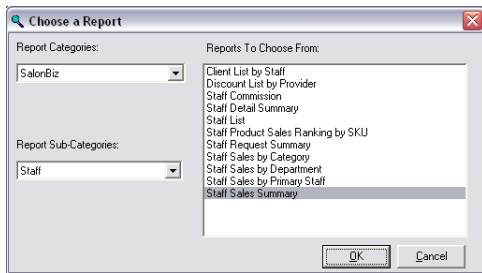


# staff reports

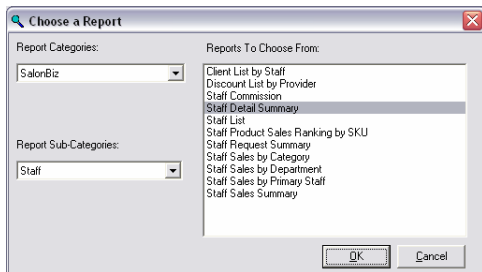
Use this guide as a reference tool for the top staff reports.



## Staff Sales Summary Report

*The Staff Sales Summary report allows you to see the product and service sales information for all staff members.*

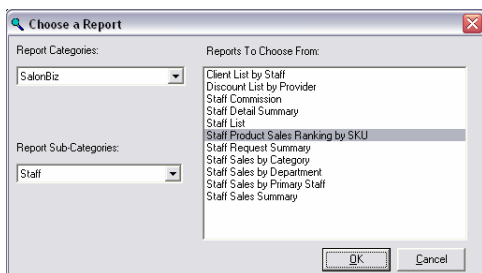
1. From the SalonBiz®/SpaBiz® menu bar, click on the Reports icon.
2. Click on the Open button.
3. Select Staff in the Report Sub-Categories field.
4. Select Staff Sales Summary report.
5. Enter the date range for the report.



## Staff Detail Summary Report

*The Staff Detail Summary report allows you to view a detailed summary report per staff member, which lists all service information and product sales by category.*

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 Detail Summary report.
5. Enter the date range for the report.
6. Select the staff you wish to view; you will see a check mark by their name when they are selected.
7. Click the OK button.



## Staff Product Sales Ranking by SKU Report

*The Staff Product Sales Ranking by SKU report is a great tool to use for promotional product launches or sales contests for the entire staff. This report will list each staff member who has sold the product(s) selected their rank and quantity sold. A product sales ticket must be processed to appear on the report.*

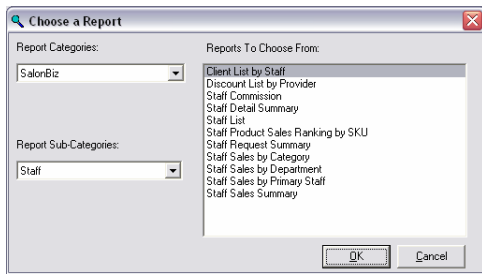
1. From the SalonBiz®/SpaBiz® menu bar, click on the Reports icon.
2. Click on the Open button.
3. Select Staff in the Report Sub-Categories field.
4. Select the Staff Product Sales Ranking by SKU report.
5. Enter the date range for the report.
6. Enter the starting SKU number by scanning or typing in the number in the space provided and then click the Ok button.
7. Enter the ending SKU number by scanning or typing in the number in the space provided and then click the Ok button. If you are only tracking one specific product, simply enter the same SKU both times.



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## Client List by Staff Report

*The Client List by Staff report lists every customer receiving at least one service from the selected staff member. The service ticket must be processed in order for the report to show accurate information.*

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 Client List by Staff report.
5. Enter the date range for the report.
8. Using the drop down menu, answer the question “Would you like to view this report in Label Format?”
9. Click the Ok button.
10. Using the drop down menu, answer the question “Would you like to require the complete address for the labels?”
11. Click the Ok button.
12. Select the staff you wish to view; you will see a check mark by their name when they are selected.
13. Click the OK button.

**Customer Support 888.809.2802**

Our Customer Support team is ready to assist you.



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