

Chapter 15

Daily Sales Data

FrontDesk v4.1.25

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Daily Sales Data

Use the Daily Sales Data Application to keep track of Employee Sales and Promotions. To open this application, click on the **“Configuration”** ➤ **“Employees”**, ➤ **“Daily Sales Data”**.

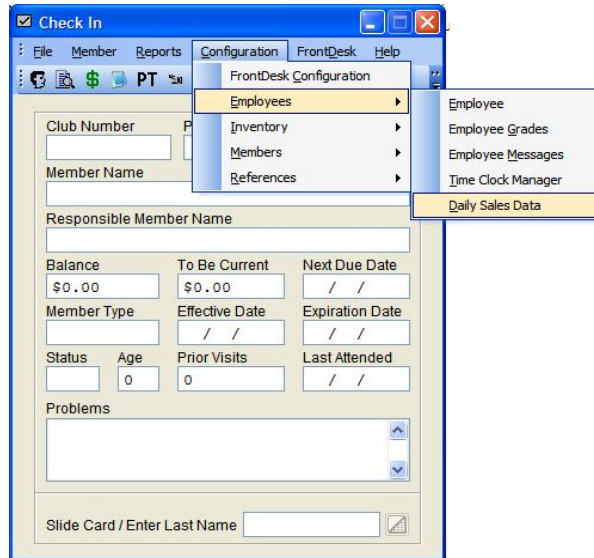


Figure 15-1.

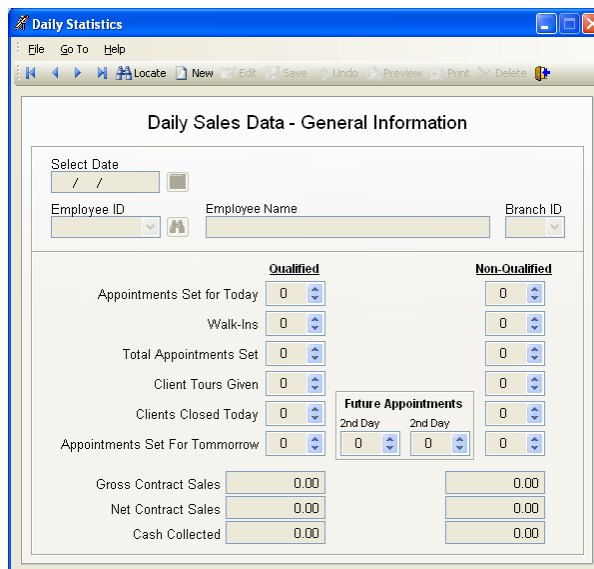


Figure 15-2.


- Locate Existing Records
- Save Changes
- Print Record

- New Record
- Undo Changes
- Delete Record

- Edit Record
- Preview Record
- Close Application



Adding a New Record

Step 1: Click on the “New”  Button to add a record.

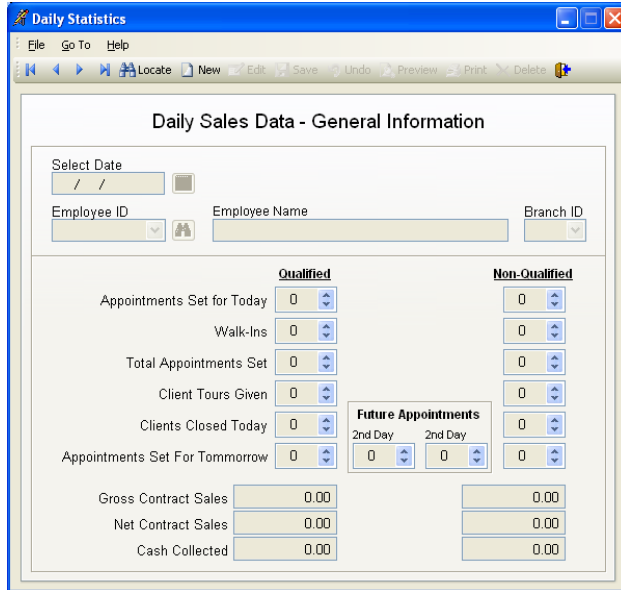


Figure 15-3.

Step 2: Choose the Date and Employee for the Sales Data Record.

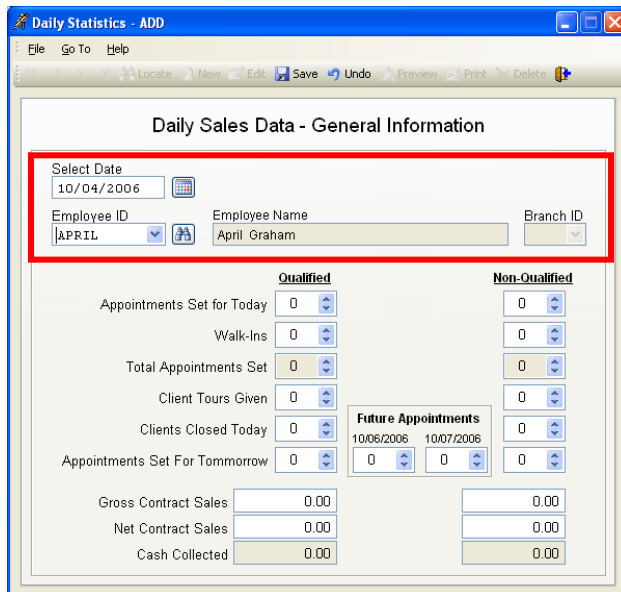


Figure 15-4.



Step 3: Enter the necessary information for the Qualified and Non-Qualified sections. Contract Sales information may also be entered.

The screenshot shows a software window titled "Daily Statistics - ADD". The main content area is titled "Daily Sales Data - General Information". It includes a "Select Date" field set to "10/04/2006", an "Employee ID" dropdown set to "APRIL", and an "Employee Name" field set to "April Graham". Below this is a table with two columns: "Qualified" and "Non-Qualified". The "Qualified" column contains: Appointments Set for Today (2), Walk-Ins (1), Total Appointments Set (3), Client Tours Given (1), Clients Closed Today (1), and Appointments Set For Tomorrow (2). The "Non-Qualified" column contains: Appointments Set for Today (1), Walk-Ins (1), Total Appointments Set (2), Client Tours Given (1), Clients Closed Today (0), and Appointments Set For Tomorrow (1). There is also a "Future Appointments" section with two columns for dates 10/06/2006 and 10/07/2006, with values 2 and 3 respectively. At the bottom, there are three rows of contract sales data: Gross Contract Sales (500.00), Net Contract Sales (450.00), and Cash Collected (50.00).



Figure 15-5.

Step 4: After all information has been entered, click on the "Save" Button to save changes. Click on the "Undo" Button to cancel the record and start over.

This screenshot is identical to Figure 15-5, showing the same "Daily Statistics - ADD" window. The only difference is that the "Save" and "Undo" buttons in the menu bar are highlighted with a red box, indicating the next step in the process.

Figure 15-6.



Step 5: After the record is saved, another record may be entered by clicking on the “New”  Button. Click on the “Preview”  Button to view the information entered in a report format.

Daily Statistics

File Go To Help

Locate New Edit Save Preview Print Delete

Daily Sales Data - General Information

Select Date: 10/04/2006

Employee ID: APRIL Employee Name: April Graham Branch ID: [dropdown]

	Qualified	Non-Qualified
Appointments Set for Today	2	1
Walk-Ins	1	1
Total Appointments Set	3	2
Client Tours Given	1	1
Clients Closed Today	1	0
Appointments Set For Tomorrow	2	1
Future Appointments		
	10/06/2006	10/07/2006
	2	3
Gross Contract Sales	500.00	500.00
Net Contract Sales	450.00	375.00
Cash Collected	50.00	125.00

Figure 15-7.

To view reports based on the Daily Statistics Program, click on “Reports” from the tool bar and choose “Employee”. Then click on the “Daily Statistics” tab.

Check In

File Member Reports Configuration FrontDesk Help

- Attendance
- Cash Drawer
- Employee
- Account
- Personal Training
- Sales Analysis
- Sales Reports
- Martial Arts
- Document Printing
- Label Maker
- Member List

Club Number: [input] AC Number: [input]

Member Name: [input]

Responsible: [input]

Balance: \$0.00

Member Type: [input]

Status: [input] Age: 0 Prior Visits: 0 Last Attended: [input]

Problems: [text area]

Slide Card / Enter Last Name: [input]

Figure 15-8.

Employee Report

General Commissions Pmts Received Daily Statistics

Report Type

- Employee List
- Employee Data

Select By Employee

Employee Id: [input] Employee Manager: [button]

Employee Name: [input]

Process Matching Records: 0

Figure 15-9.