Chapter 15

Daily Sales Data

FrontDesk v4.1.25

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"**.

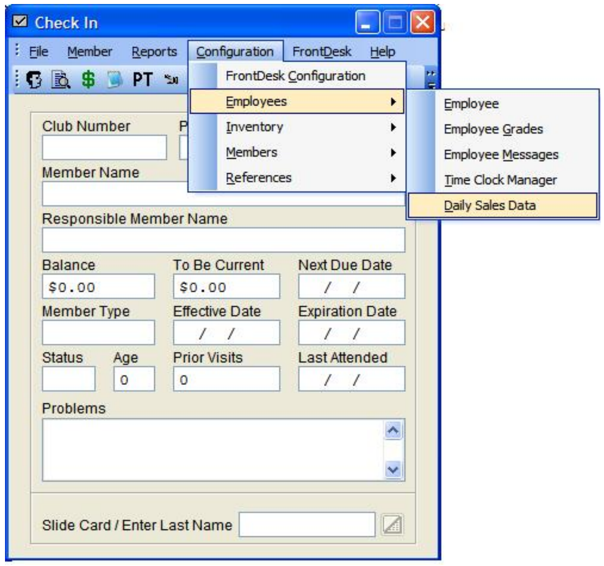


Figure 15-1.

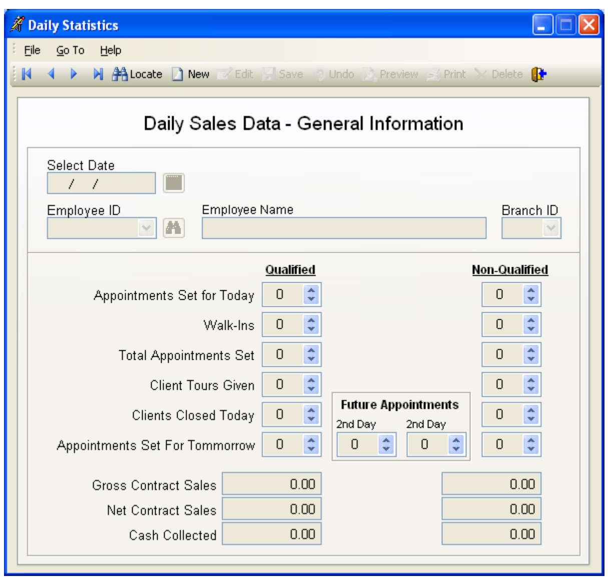


Figure 15-2.

Locate Existing Records	New Record	Edit Record
Save Changes	Undo Changes	Preview Record
Print Record	Delete Record	Close Application

Adding a New Record

Step 1: Click on the **"New"** Button to add a record.

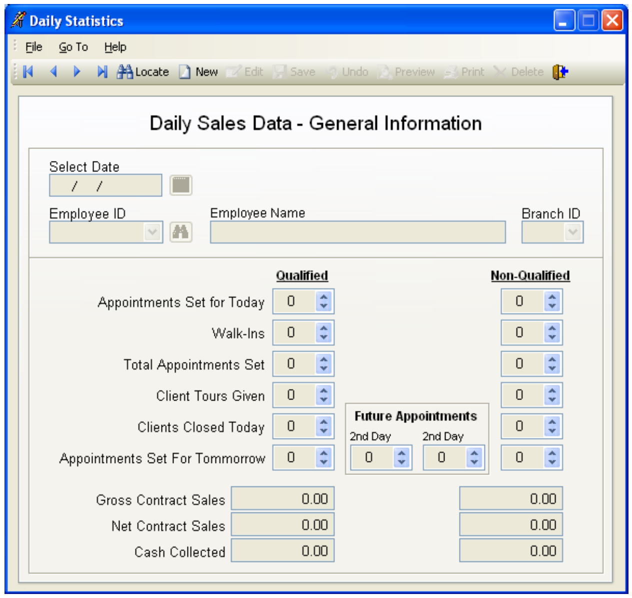


Figure 15-3.

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

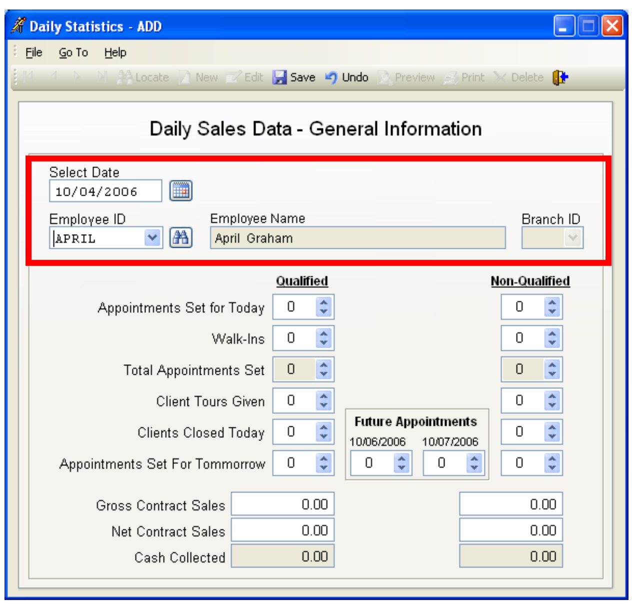


Figure 15-4.

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

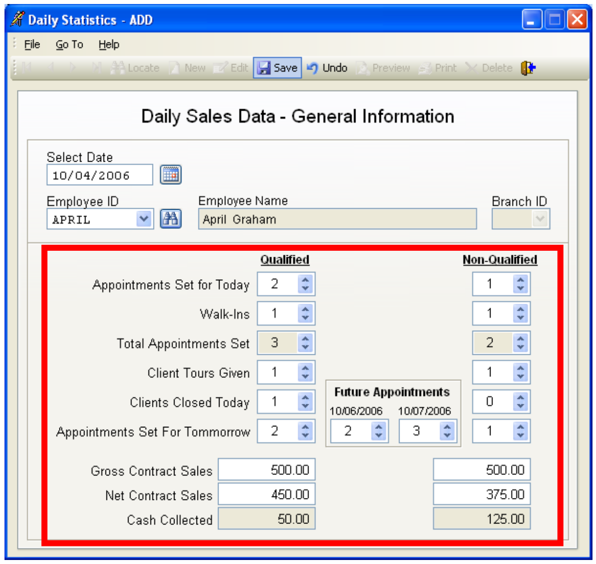


Figure 15-5.

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.

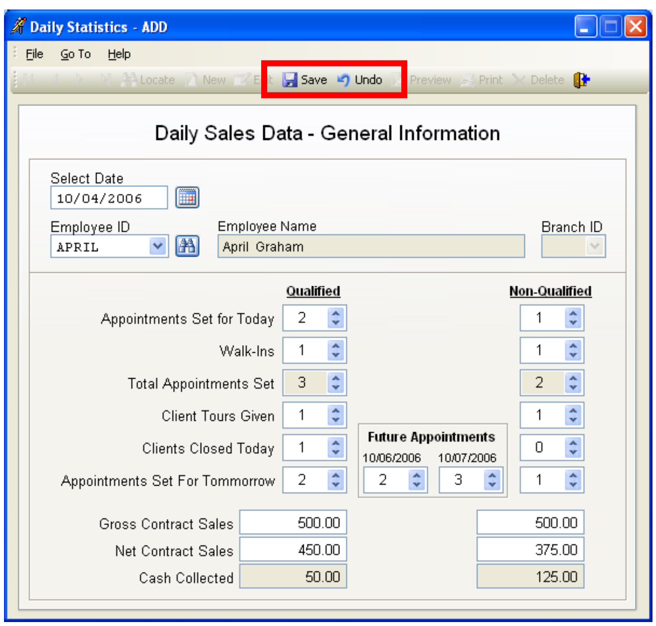


Figure 15-6.

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.

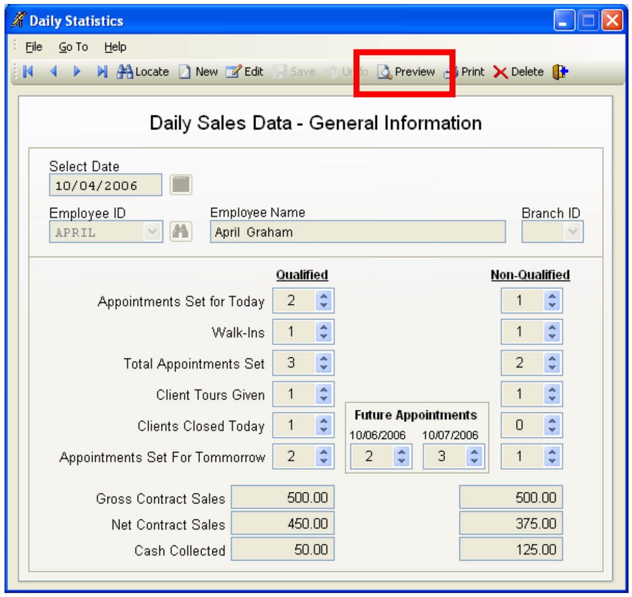
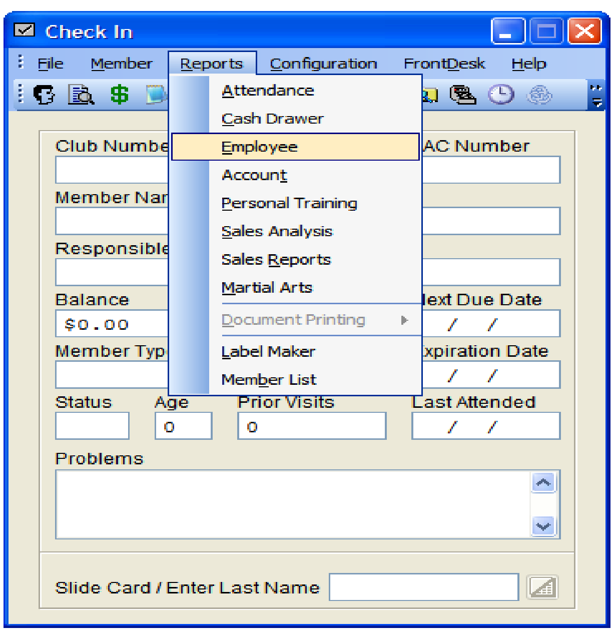


Figure 15-7.

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.



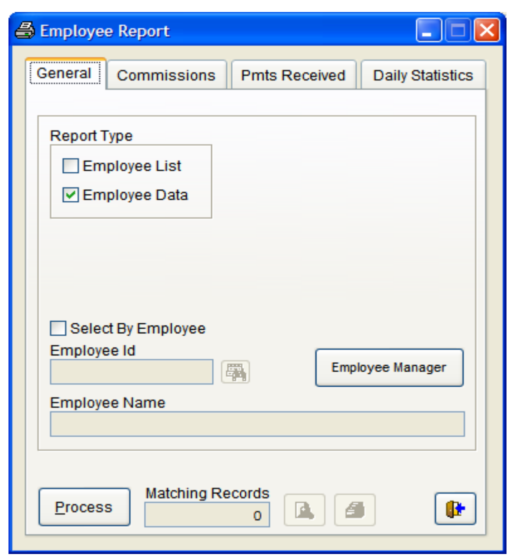


Figure 15-8. **Figure 15-9.**