

# WEEKLY BREAKDOWN

Tools > Reports > Employees > Weekly Breakdown

The Weekly Breakdown report displays each employee's service statistics for each day of the week. For each day, the report shows the number of services broken down by service reporting category. The report also shows information such as the total amounts for retail, sundry and service sales, as well as the average daily sales for each employee. Each employee has their own page, and at the end of the report, you can view totals for all employees. If an employee has not worked one of the days in the specified date range, that day will not be displayed on their chart. The Weekly Breakdown will assist you in analysing employee performance, by allowing you to easily view each employee's services over the week.

## EMPLOYEE

The employee's name is displayed here. Each employee has their own page in the report.

## SERVICE REPORTING CATEGORIES

For each category, the number of services completed is displayed.

## TOTAL RETAIL

The number of clients that purchased a product.

## DAY

This column shows the days that are included in the report.

## CLIENTS

The number of clients that purchased a product or service from the employee.

## TOTALS

This section shows the totals for this employee.

Employee Weekly Breakdown													PEPPERMINT PARK				
From: Tuesday, 12 January, 2016																	
To: Monday, 18 January, 2016																	
Time Period: 7 Days ( 1.0 Week )																	
For Employee: All Employee																	
Employee: Anna																	
Day	Clients	Massage	Tanning	Injectables	Facials	Makeup	Hair Styling	Mens Cuts	Ladies Cuts	Hair Colour	Waxing & IPL	Total Retail	Retail \$	Sundry \$	Service \$	Total \$	Avg Client \$
Tuesday	12	5	2	1			1			1	1	1	46.36	0.00	304.54	350.90	70.18
Wednesday	13	2	1				1			1			0.00	0.00	181.82	181.82	90.91
Thursday	14	3	3		1			1					0.00	0.00	190.00	190.00	63.33
Friday	15	5	1		1				1	1		2	52.59	0.00	377.27	429.86	85.97
Monday	18	4	1	1			1		1	1		4	190.72	0.00	218.18	408.90	102.23
<b>Totals</b>	<b>19</b>	<b>7</b>	<b>3</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>3</b>	<b>1</b>	<b>2</b>	<b>4</b>	<b>1</b>	<b>7</b>	<b>289.67</b>	<b>0.00</b>	<b>1,271.81</b>	<b>1,561.48</b>	<b>82.18</b>

## RETAIL \$

The amount of retail revenue.

## SUNDRY \$

The amount of sundry revenue.

## SERVICE \$

The amount of service revenue.

## AVG CLIENT \$

The employee's average sales revenue per ticket.

## TOTAL \$

The total amount of revenue.