

# Department Productivity Report Guide

The Department Productivity Report gives you a productivity summary for each of your staff categories (departments) and an overall productivity measurement for the entire location.

## When to create the report

We recommend reviewing this report monthly.

## How to create the report

1. From the SalonBiz/SpaBiz menu bar, click on the Report icon.
2. Double click on Department Productivity from the report side navigation. You will find it under the Productivity category.
3. Enter the beginning date and ending date for the report.

## What it tells you

The report will group staff members into their assigned staff category and display the productivity for that team.

- Potential Hours - the total hours that are available for booking for the staff category (department)
- Booked Hours - the total hours that are booked for the staff category (department)
- % Booked - the percent of hours that are reserved for appointments

## How it's used

This report is used to measure the productivity of the business. By looking at each staff category (department) you can see when it is time to hire additional staff. Typically, if a department is 75% booked or higher, that is an indicator that you should begin your recruiting process. The report will also show you which departments are the busiest, and thus give you an indicator for expansion.



**Department Productivity 4/1/2008 to 4/30/2008**

<b>Department</b>	<b>Potential Hours</b>	<b>Booked Hours</b>	<b>% Booked</b>
Color Team	1,114.50	897.00	80.48%
Design Team	1,362.75	1,255.50	92.13%
Esthetics Team	191.50	142.25	74.28%
Nail Team	211.00	5.75	2.73%
Support Team	11.00	8.50	77.27%
<b>Total</b>	<b>2,890.75</b>	<b>2,309.00</b>	<b>79.88%</b>