

Staff Service Productivity Summary Report

The Staff Service Productivity Summary report provides you with a productivity summary for your location, each of your staff members and departments. It also provides a monthly weekday productivity analysis.

When to create the report

We recommend reviewing this report monthly and quarterly.

How to create the report

1. From the SalonBiz/SpaBiz menu bar, click on the Reports icon.
2. Double click on Staff Service Productivity Summary from the report list 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 is separated into 6 areas:

- Staff Productivity - the productivity of individual staff members
- Department Productivity - the productivity of each of your staff categories (departments)
- Monthly Productivity - calculates the productivity for the entire location for each full month that is included in the specified date range
- Week Day Productivity - calculates the productivity for the entire location for each day of the week
- Individual Department Productivity - calculates each staff category (department) productivity and lists staff members in that category as well
- Resource Productivity - calculates the productivity of resources for the specified date range.

How it's used

Productivity measurements give you an indicator of how busy your location is for service appointments. This report is used to coach individual performance in staff coaching sessions. It is also used to see which days and teams are most productive so that you can staff and recruit appropriately.



Staff Service Productivity from 4/1/2008 to 4/30/2008

Staff Productivity

Staff	Potential Hours	Booked Hours	% Booked
J	130.00	125.00	96.15%
M	14.00	14.00	100.00%
S	162.25	139.25	85.82%
C	93.00	85.75	92.20%
A	7.00	5.75	82.14%
H	100.00	87.00	87.00%
C	134.00	130.00	97.01%
C	178.75	159.25	89.09%
T	138.25	108.00	78.12%
J	100.00	91.50	91.50%
M	11.00	8.50	77.27%
N	99.50	90.50	90.95%
T	0.00	0.00	0.00%
J	160.50	124.75	77.73%
E	145.25	116.25	80.03%
C	101.00	100.00	99.01%
N	108.50	106.50	98.16%
J	0.00	0.00	0.00%
D	134.75	124.25	92.21%
Q	168.00	158.00	94.05%
K	120.75	108.25	89.65%
S	50.25	44.00	87.56%
M	133.00	124.00	93.23%
K	31.00	17.50	56.45%
P	151.50	130.25	85.97%
C	60.00	55.00	91.67%
R	154.50	55.75	36.08%
Sub Total	2,686.75	2,309.00	85.94%

Department Productivity

Department	Potential Hours	Booked Hours	% Booked
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	7.00	5.75	82.14%
Support Team	11.00	8.50	77.27%
Sub Total	2,686.75	2,309.00	85.94%

Monthly Productivity

Month	Potential Hours	Booked Hours	% Booked
April 2008	2,686.75	2,309.00	85.94%
Sub Total	2,686.75	2,309.00	85.94%

WeekDay Productivity

WeekDay	Potential Hours	Booked Hours	% Booked
Sunday	0.00	0.00	0.00%
Monday	118.00	103.25	87.50%
Tuesday	714.50	598.25	83.73%
Wednesday	576.25	484.75	84.12%
Thursday	523.00	469.25	89.72%
Friday	448.50	384.75	85.79%
Saturday	306.50	268.75	87.68%
Sub Total	2,686.75	2,309.00	85.94%

Color Team

Staff	Potential Hours	Booked Hours	% Booked
S	162.25	139.25	85.82%
C	93.00	85.75	92.20%
T	138.25	108.00	78.12%
N	99.50	90.50	90.95%
D	134.75	124.25	92.21%
K	120.75	108.25	89.65%
P	151.50	130.25	85.97%
C	60.00	55.00	91.67%
R	154.50	55.75	36.08%
Sub Total	1,114.50	897.00	80.48%

Design Team

Staff	Potential Hours	Booked Hours	% Booked
Ji	130.00	125.00	96.15%
M	14.00	14.00	100.00%
E	100.00	87.00	87.00%
C	134.00	130.00	97.01%
C	178.75	159.25	89.09%
Ji	100.00	91.50	91.50%
E	145.25	116.25	80.03%
C	101.00	100.00	99.01%
N	108.50	106.50	98.16%
Ji	0.00	0.00	0.00%
C	168.00	158.00	94.05%
S	50.25	44.00	87.56%
M	133.00	124.00	93.23%
Sub Total	1,362.75	1,255.50	92.13%

Esthetics Team

Staff	Potential Hours	Booked Hours	% Booked
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T	0.00	0.00	0.00%
J	160.50	124.75	77.73%
K	31.00	17.50	56.45%
Sub Total	191.50	142.25	74.28%

Nail Team

Staff	Potential Hours	Booked Hours	% Booked
A	7.00	5.75	82.14%
Sub Total	7.00	5.75	82.14%

Neill Support Team

Staff	Potential Hours	Booked Hours	% Booked
M	11.00	8.50	77.27%
Sub Total	11.00	8.50	77.27%

Grand Total	2,686.75	2,309.00	85.94%
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Resource Productivity

Staff	Potential Hours	Booked Hours	% Booked
MAKEUP STATION1	12.00	0.00	0.00%
Sub Total	12.00	0.00	0.00%