

FRONT DESK

Front Desk Functions

Daily Activities

- Open/Close Status
- Punch In/Out
- Work Ticket
- Employee Sales Totals
- Confirmations
- Employee Schedules

Appointments

- Appointment Book
- Resource Book
- First Available
- Find Appointment
- Appointments Within Range
- Group Booking

Register/POS

- Register
- Open Cash Drawer
- Product Pricing
- Service Pricing
- Cash Pay In/Out
- Drawer Totals

Weekly Activities

- Appointment Recall Listing
- New Client Listing
- Pending Appointments
- No Shows
- Appointment Cancellations
- Liabilities About To Expire

Last 4 months of Pre-Book (%)

Month	Pre-Book (%)
Jul	23
Aug	25
Sep	31
Oct	35

Today's Activity

Transactions:	600	Cancellations:	150
Clients:	297	Gift Certif Sold:	\$843
Appointments:	269	Retail Clients:	84
No-Shows:	12	% Retail Clients:	28.28

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FRONT DESK—Shows you everything you need to know about the front desk. Easy access to pre-booking percentages, each day's activities, transactions, services, no-shows, and so much more. Launch the appointment book, view sales, open the register, access the cash drawer, run reports specifically designed for the front desk, and many other features.

MANAGEMENT

Management Functions

Staff Administration

- Tasks
- Employee Profiles
- Employee Applications
- Weekly Schedules
- Monthly Schedules
- Front Desk Productivity

Business Analysis

- Monitoring Station
- Team/Overall Goals
- Top N Services
- Top N Products
- Sales Statistics
- Analytical Reports

Management Tools

- Activity Log
- Alert Manager
- Alert Log
- Report Scheduler
- Report Scheduler Log

Last 7 Days Sales

Category	Value
Est. Service	173,384
Actual Service	166,170
Actual Retail	49,667

	This Week	Last Year Same Week	% Change
Service + Retail:	147,258	210,791	-43.1
Clients Served:	1,356	2,023	-49.1
New Clients:	54	107	-98.1
Repeat Clients:	1,302	1,860	-42.8
Service Units/Client:	1.35	1.35	0.530
Retail Units/Client:	0.63	0.66	-4.61

MANAGEMENT—Shows sales, estimated versus actual sales in a week, this week versus last week's sales, guests this year and last year. See statistics in real-time, monthly, quarterly, and yearly. Change the units, pull up an employee and see how he/she is doing for the year or you can pull up an entire department and view its progress. Many other features available in the management center to show sales and statistics.

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Inventory Functions

Maintenance

- Add/Edit Products
- Add/Edit Product Classes
- Add/Edit Manufacturers
- Add/Edit Distributors
- Print Barcode Labels
- Employee Supply Usage

Management

- Print Count Sheet
- Count Inventory
- Inventory Loss/Gain
- Purchase Orders/Receivals
- Inventory Credits/Returns
- Mark Products On/Off Sale

Analysis

- Top N Products
- Model Quantity Analysis
- Slow Moving Inventory
- Inventory Turns Analysis
- Inventory Value
- Product Retention

Inventory Value by Month

(Please run MI210 report to view full year)

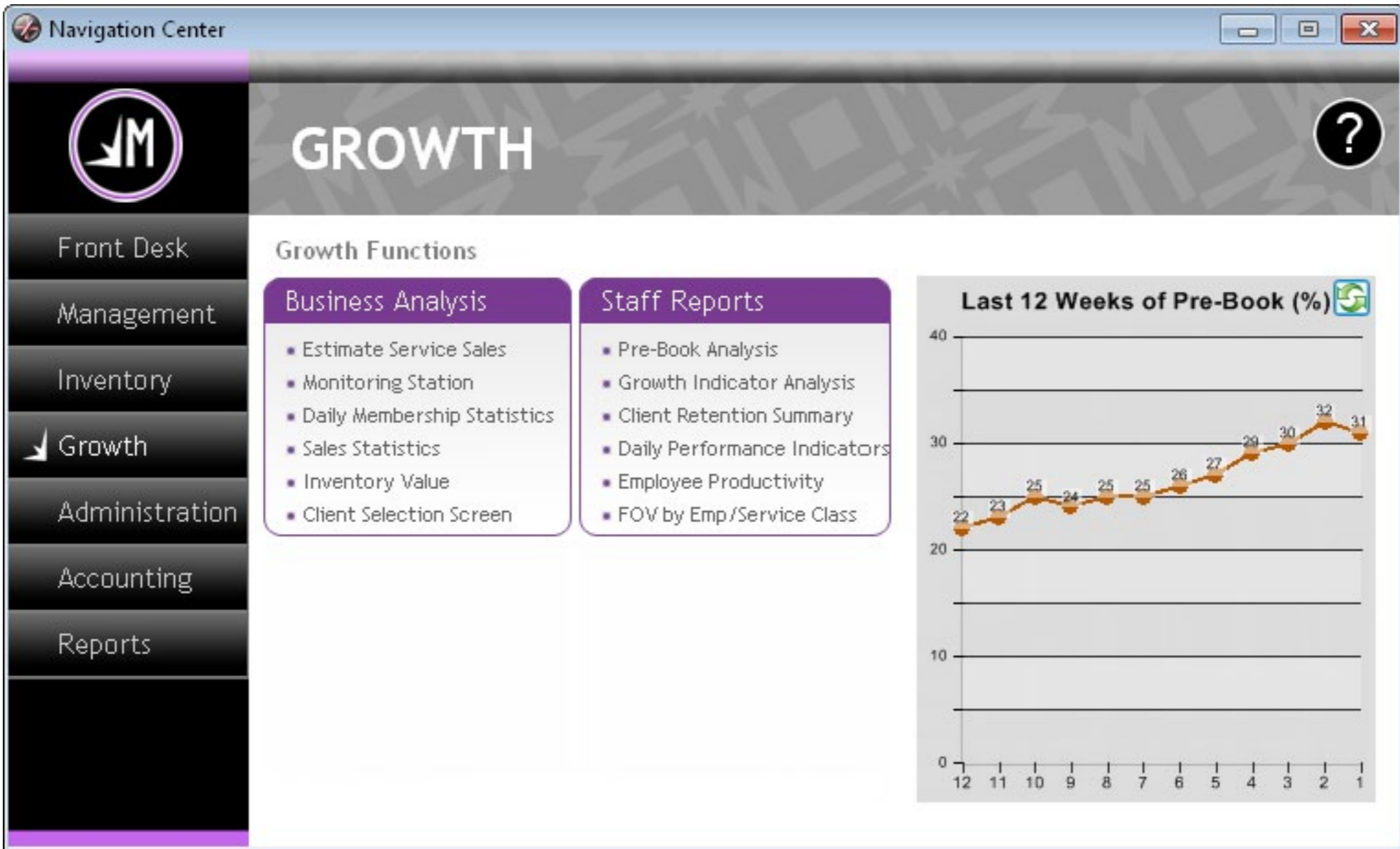
Professional Retail

Month	Professional	Retail
Jun	~10,000	~190,000
Jul	~10,000	~195,000
Aug	~10,000	~205,000
Sep	~10,000	~215,000
Oct	~10,000	~195,000

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INVENTORY—Shows the inventory value for retail and professional products, view best-selling products, top 10's for products, guests, earners/employees. Everything you need on one screen to see the value of your inventory.



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GROWTH—View the last 12 weeks to see trends in your business. Launch pre-book analysis reports, frequency of visit by service class and employee, run a growth indicator analysis report to see how your business is growing and where it needs improvement.

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ADMINISTRATION—Manage user settings, security settings, automated activities, logins, and other administrative functions.

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Accounting Functions

Payroll Reports

- Employee Time Summary
- Commission Summary
- Employee Service Deductions
- Service Override Commission
- Employee Commission Detail
- Employee Tips

Financial Reports

- Transactions by Card Type
- Register Summary
- Payment Details
- Pay In/Out History
- Liabilities Summary
- Daily Deposit Report

Tax Reports

- Tax Report
- Tax Collection Summary
- Inventory Value by Month
- Mail Order Tax
- Pkg/series Usage
- Gift Certificate Usage

Outstanding A/R

Category	Amount
Account	\$2,920
Pay Plans	\$2,568
Dues	\$1,078

Outstanding A/P

Category	Amount
Pkg/Series	\$10,850
GC	\$282,088
Account	\$3
Points	\$8,158

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ACCOUNTING—Works especially well for spas and business who sell a lot of gift certificates and packages. View outstanding liabilities and outstanding dues for memberships. Run financial reports and more with this helpful accounting tool.

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REPORTS

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Enter a report code or description to search:

Select a favorite report category:
CLOSING REPORTS

Report #	Report Name
MR0496	Tip Summary
MR080	Register Summary
MR085	Sales Summary
MR115	Pay-In/Out History
DCR00	Transactions by Card Type Group

Prints the total tips for each employee within a date range.

Go to selected report

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REPORTS—Runs over 420 reports with the reports center. Type descriptions and get all the related reports to your search. Run the growth indicator analysis report, or “Millennium report card”, and you can measure how well your company, a department, or an employee is doing. View retail sales, client retention, frequency of visit, and more with this handy report.