



Employee Productivity Report

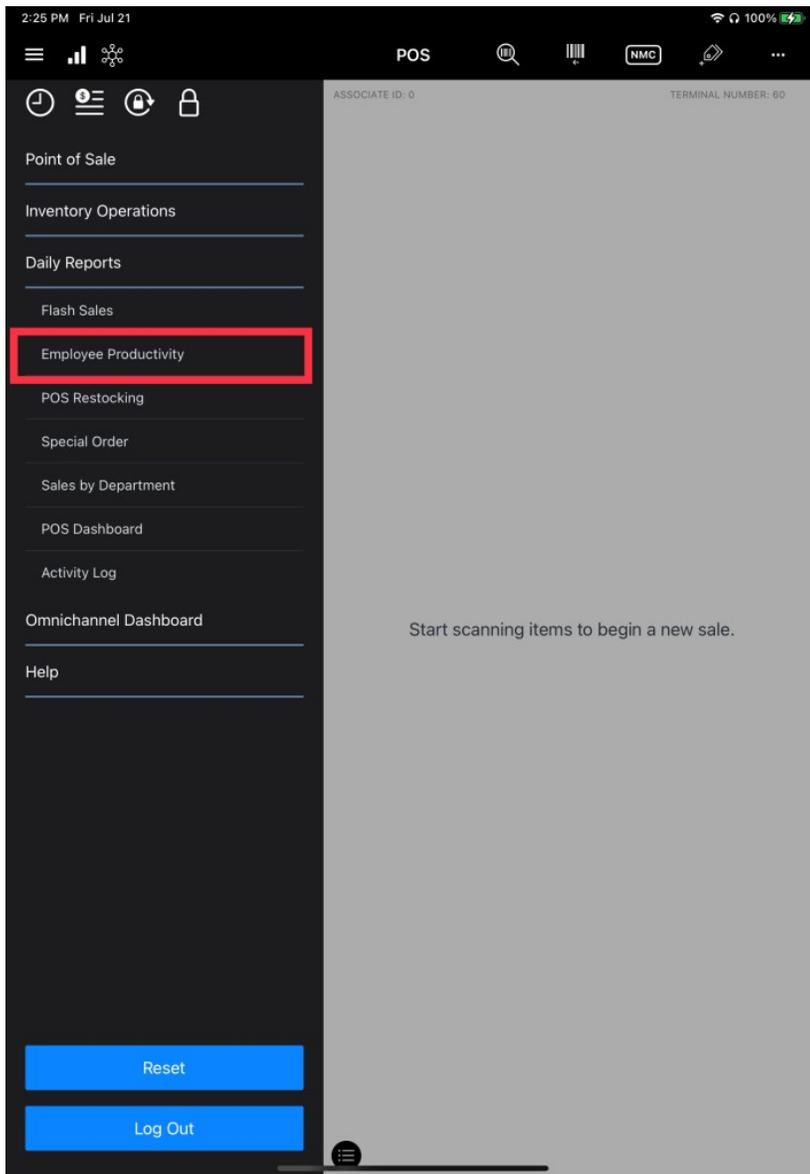
The Employee Productivity Report displays the summary sales totals (transaction counts and dollar amounts) for each employee in the store during the time period specified.

Note: If you would like to include certain NMC sales (i.e., code 100) for the NMC total calculation and exclude all other NMC sales from the report totals, this requires a configuration change. The NMC column can then be relabeled as desired. Speak to your CSM for more information.

How to Run the Employee Productivity Report

To access the report, from the POS screen, tap the top left main menu icon, tap **Daily Reports**, then tap **Employee Productivity**.





Select the **Start Date** and **End Date** during which you want to retrieve data, then tap **Start** to run the report.



Report Output

The report shows the overall totals for the store at the bottom and each row breakdowns (counts, dollar totals, and percentages) by individual employee. The report is sorted alphabetically by Employee Name.

Employee Name	Emp #	Trans Count	Sales Units	Return Units	Average Units	Gross Sales	Gross Return	Net Sales	Net Tax	Average
Diana Abate	2	27	62.83	1.00	2.29	\$24,553.75	\$1,190.00	\$23,363.75	\$2,003.04	
Jane Bennet	3	26	71.83	0.00	2.76	\$36,347.17	\$0.00	\$36,347.17	\$3,143.85	
Mike Barnes	0	321	383.00	66.00	0.99	\$238,274.72	\$20,705.63	\$217,569.09	\$18,362.06	
Terry Silver	1	31	70.33	0.00	2.27	\$58,873.41	\$0.00	\$58,873.41	\$4,870.97	
Total:		405	588.00	67.00	1.29	\$358,049.04	\$21,895.63	\$336,153.41	\$28,379.92	

- The report is displayed in Landscape view. You may need to scroll to the right and down to view all the data.





- You can tap the column header to sort the information numerically or alphabetically, depending on the column.
- You can tap the printer icon on the top right of the screen to print the report; for more details, see Print the Report.
- If the report does not have any data, a “No Data for Input Parameters” message is displayed. In this case, you may need to change your selection criteria in order to successfully obtain report output.

The following field values are displayed in the report output.

Field	Description
Employee Name	The name of the employee.
Employee #	The ID # of the employee.
Trans Count	The number of transactions. Note: A sales item assigned to 2 associates (via the Change Associate item modifier) will be counted as 2 transactions.
Sales Units	The number of units (merchandise items) sold.
Return Units	The number of units returned.
Average Units	The number of average units sold per transaction. Calculation = $\text{Trans Count} / \text{Net Units (Sales Units - Return Units)}$
Gross Sales	The total dollar amount sold.
Gross Returns	The total dollar amount returned.
Net Sales	The total dollar amount sold after the deduction of returns. Calculation = $\text{Gross Sales} - \text{Gross Returns}$
Net Tax	The total tax dollars collected.

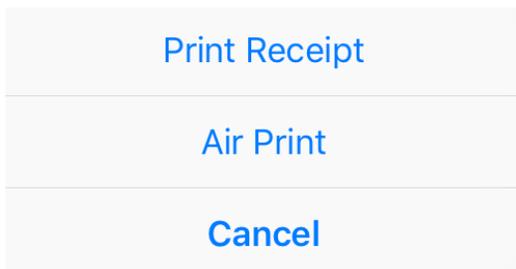




Non Merch	The total dollar amount of non-merchandise (NMC) items sold (shipping charges, etc.).
Average Sales	The average dollar amount of sales. Calculation = Net Sales / Trans Count
% of Trans	The contribution of the employee to the overall transaction count. Calculation = Trans Count for Employee / Overall Trans Count
% of Sales	The contribution of the employee to the overall net sales total. Calculation = Net Sales for Employee / Overall Net Sales

Print the Report

You can tap the **Printer** icon on the top right of the screen to print the report. You can select to use a receipt printer (**Print Receipt**) or to **AirPrint** the report in landscape format (the latter option lets you use a standard printer that doesn't have the space limitations of the receipt printer).



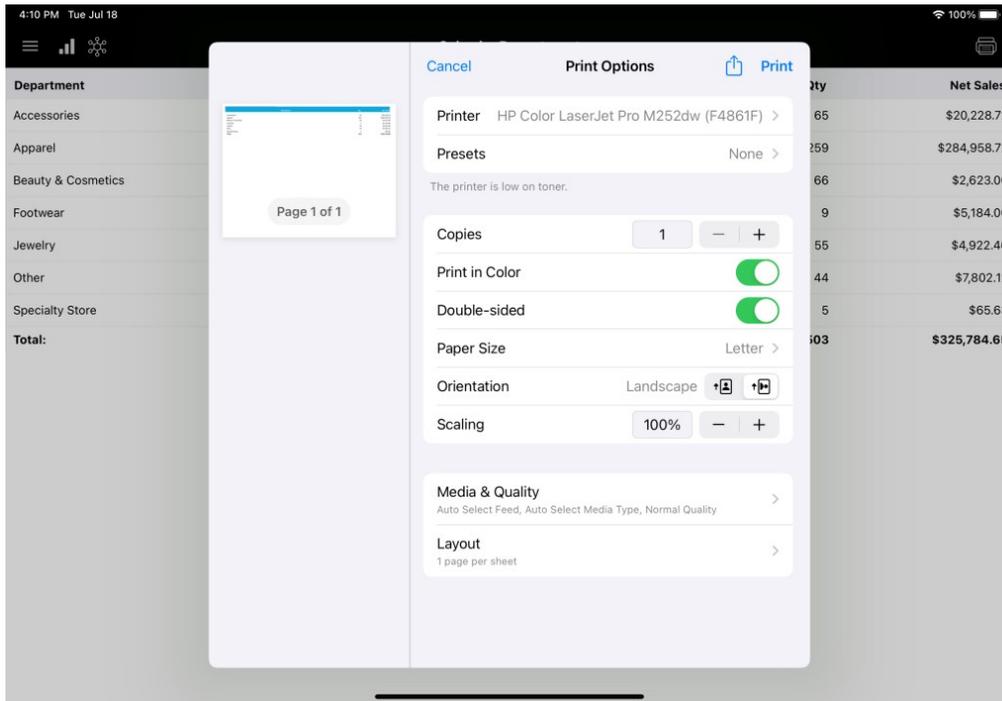
Air Print

When using AirPrint, if there's a compatible printer connected the device will find it, as shown in the following image. You can change the number of copies and set printer options. Tap **Print**



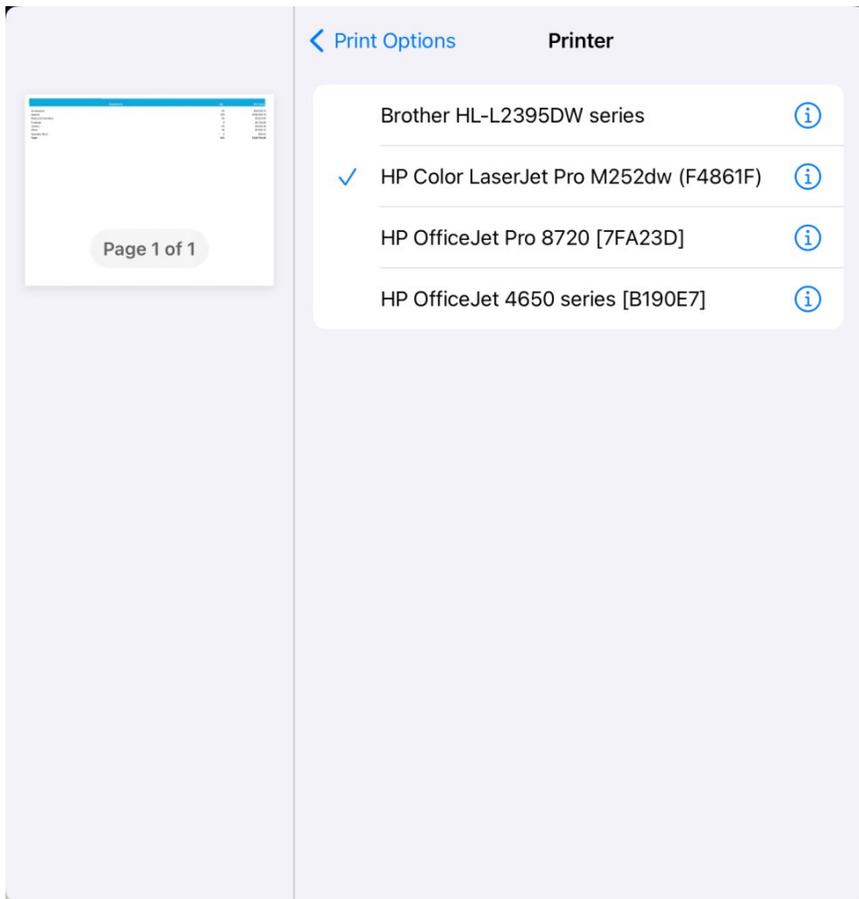


to print the previewed report.



If there are multiple AirPrint printers available, you'll need to select which printer you want to use.





After you select the printer, you'll be returned to the **Printer Options** where you can print the report.

You can tap the **Printer** setting if you want to change your default AirPrint printer, as shown below (the check mark denotes the default printer).

Printer Options	Printer
<input checked="" type="checkbox"/>	Brother HL-L2395DW series (i)
<input type="checkbox"/>	HP OfficeJet Pro 8720 [7FA23D] (i)
<input type="checkbox"/>	HP OfficeJet 3830 series [5762E6] (i)

Note: You'll be informed if you don't have access to an AirPrint printer, in which case you can still print the report via your receipt printer.

Print Receipt

The following is an example of report output on a receipt printer. Each employee is listed separately.



Employee Productivity Summary
From Date: 2018-04-01 09:00:00
To Date: 2018-04-27 21:00:00

empname Diana Prince
empno 0
Tran Count 42
Sales Units 42
Return Units 3
Avg Units 0.93
Gross Sales \$2,494.81
Gross Return \$56.01
Net Sales \$2,438.80
Net Tax \$155.13
Avg Sales \$58.07
% of Tran 85.71
% of Sales 49.74
% of Returns 100.00

empname Slade Wilson
empno 16
Tran Count 7
Sales Units 12
Return Units 0
Avg Units 1.71
Gross Sales \$2,520.95
Gross Return \$0.00
Net Sales \$2,520.95
Net Tax \$182.10
Avg Sales \$360.14
% of Tran 14.29
% of Sales 50.26
% of Returns 0.00

Store: 0001 Reg: 52 Tran: N/A
Date: 04/27/18 Time: 10:34 Assoc: 0

