

aveda coaching reports

Use this guide as a reference tool for the top staff coaching reports.

Staff Request Summary Report

The Staff Request report lists every request type for each individual staff member. Giving total quantity and revenue generated for each request type.

1. From the SalonBiz®/SpaBiz® menu bar, click on the Reports icon.
2. Double click on Staff Request from the report list side navigation. You will find it under the Staff category.
3. Enter the date range for the report.

Aveda Percent of Customers Pre-booked Report

The Aveda Percent of Customers Pre-booked report looks at service clients who have booked a future appointment with any staff member on the day that their service was experienced (pre-booked) and service clients who have booked a future appointment with the same staff member on the day that their service was experienced (rebooked).

1. From the SalonBiz®/SpaBiz® menu bar, click on the Reports icon.
2. Double click on Aveda Percent of Customers Pre-booked from the report list side navigation. You will find it under the Aveda Vital Signs category.
3. Enter a date range.

Pre-Booked Appointments By Booking Staff Report

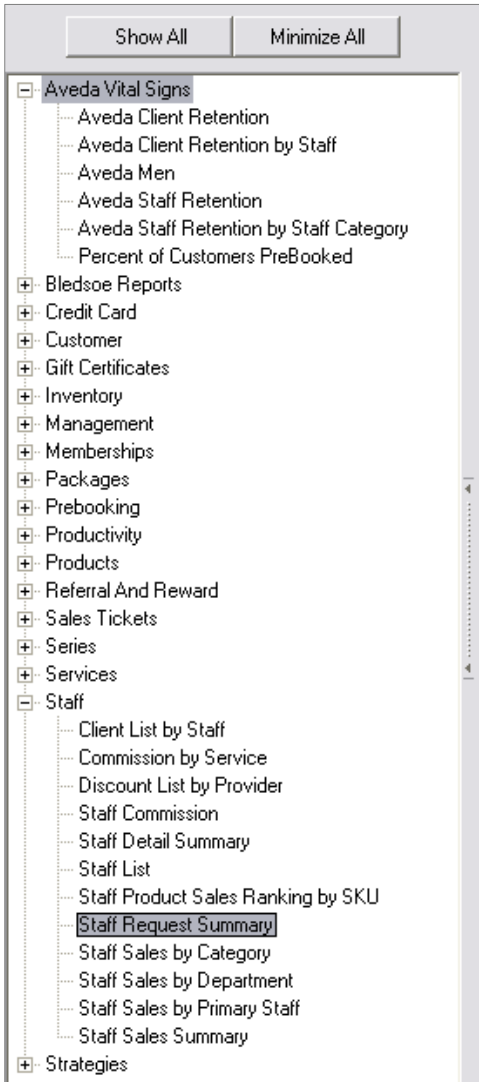
The Pre-Booked Appointments by Booking Staff report is a great awareness tool for the front desk staff.

1. From the SalonBiz®/SpaBiz® menu bar, click on the Reports icon.
2. Double click on Pre-Booked Appointments by Booking Staff from the report list side navigation. You will find it under the Pre-Booking category.
3. Enter the date range for the report.

Aveda Client Retention Report

The Aveda Client Retention report looks at the entire location's service clients who have returned for another service within 90 days of their last service.

1. From the SalonBiz®/SpaBiz® menu bar, click on the Reports icon.
2. Double click on Aveda Client Retention from the report list side navigation. You will find it under the Aveda Vital Signs category.
3. Enter the last day of the previous month. The report will automatically calculate back 90 days from the date you entered.



Aveda Client Retention by Staff Report

The Aveda Client Retention by Staff report looks at service clients who have returned for another service within 90 days of their last service. It records this information for each individual staff member.

1. From the SalonBiz®/SpaBiz® menu bar, click on the Reports icon.
2. Double click on Aveda Client Retention by Staff from the report list side navigation. You will find it under the Aveda Vital Signs category.
3. Enter the last day of the previous month. The report will automatically calculate back 90 days from the date you entered.

Aveda Staff Retention Report

The Aveda Staff Retention report measures the number of service providers who have remained with the business yearly. It calculates from their staff category link.

1. From the SalonBiz®/SpaBiz® menu bar, click on the Reports icon.
2. Double click on Aveda Staff Retention from the report list side navigation. You will find it under the Aveda Vital Signs category.
3. Enter a date range.

Aveda Staff Retention by Staff Category Report

The Aveda Staff retention by Staff Category report looks at the number of service providers who have remained with the business on an annual basis. It separates the staff by their staff category and provides retention for the category.

1. From the SalonBiz®/SpaBiz® menu bar, click on the Reports icon.
2. Double click on Aveda Staff Retention by Staff Category from the report list side navigation. You will find it under the Aveda Vital Signs category.
3. Enter a date range.

