

On-Line Weekly Accomplishment Directions

Go to InTouch.

Then on the right side of the screen under "Career" it says "Record my Weekly Accomplishments"

IMPORTANT: You have to select the CORRECT DATE from the drop down menu and record your sales.

You will record:

The date mm/dd

Your customer's name or the hostess if it was a class.

The time it took to get the sale (15 minutes is recorded .25)

Gst means how many people were at the class (reorders are 0)

Order means at a class how many orders (a reorder is 1)

Bks means how many bookings did you get for future appointments

SCS sold means how many complete basic skin care sets did you sell (cleanser, moisturizer & foundation)

Classes Facials is where you would record the total sales collected AFTER the discounts and not including tax.

On the Go is for those quickie appointments where you just show a few items.

PWS means an order from your website

Shows are appointments that don't include a facial or makeover.

PCP Misc Preferred Customer or reorder sales.

Sales tax is recorded here. That's why you don't include that amount in your sales in the other columns.

Hostess gifts are where you record any SECTION 2 that you give away, or the PCP gifts.

Give away is where you record SECTION 1 or discounts that you give away.

Non Recov Sales Tax is where you record the sales tax that you paid up front and did not collect back from your customer when you sell something. Or if you give away a nail color or something as a prize, and don't collect any sales tax.

When you finish with a customer you click "Add" and enter the next one until you are done. Then you can go through the tabs across the top to enter more info (optional). The last tab says "Submit". You can print a copy (it says "click here" for a printer friendly version), and there's a button to click to send it to your director.