

1 Fill in the Shifts & Zones

- All team members should be assigned at the beginning of the day
 - a zone position by hour or time block
 - lunch /break
 - MODs are zoned for Rally Rounds

TIPS

Highlight Shift Time Horizontally

Use abbreviation when zoning.

RR: MOD Rally Round assignment

PH: Party Host

FR: Fitting Room

§: Cashier

B: Break/Lunch **Evenly space breaks during peak hours to ensure balanced coverage.**

DAILY SALES GOAL CHART

DAY OF WEEK:

DATE:



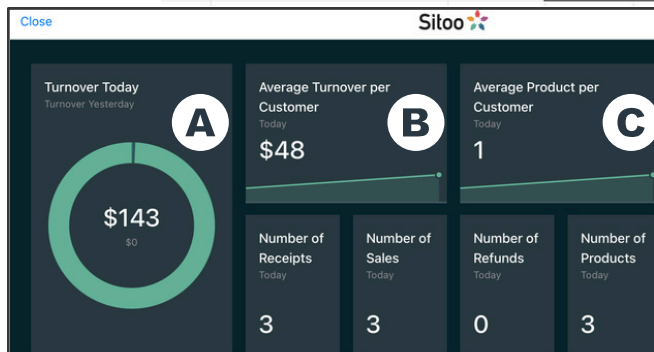
Associate	Shift Start	Shift End	Lunch	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm	6pm	7pm	8pm	9pm
Jeff	10	2			PH/§	PH/§	FR	FR	PH/§							
Jenna	2	9	5-5:30						FR	PH/§	PH/§	FR/ B	FR	PH	PH/§	
Tony	5	9										§	§	FR	FR	
SAMPLE																
MOD																
Paul				RR	RR	RR	PH/§	B	RR	FR	RR	PH/§	RR			
Chad							RR	RR	Shipment	RR	B	RR	PH	RR	RR	

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MOD fill in Sales & KPI's

- Assign RR each hour, time should be evenly split where possible
- Fill in Sales Goal with daily sales projection/plan
- Fill in LY Sales, LY UPT and LY Average Transaction (AT) if applicable
- In NetSuite search, Stores - Gift Card Sales
 - (space before & after dash)
- NetSuite shortcuts -> endless aisles
 - Update filter to this week from last week

Sales Read MOD Sign-Off	Time	Sales \$	% Left to Sales Goal	% Left to Gift Card Goal	UPT/ Average Trans. (AT)	% Left to Endless Aisles Goal	Customer Capture %
Paul	12pm	\$143	97%	100%	\$48 / 1	0%	90%
	2pm						
	4pm						
	6pm						
	8pm						
		Last Year Sales	Sales Goal	Gift Card Goal	Last Year UPT/AT	Endless Aisles Goal (3% of sales)	



How to generate a Business Read

- Log in to Sitoo > Menu > Statistics
- Fill in

- A** Turnover Today = **Sales Volume** (the volume number listed below your read is volume produced the previous day)
 - Calculate % of daily goal is already met
- B** Average Turnover per Customer = **AT** (Average Transaction)
- C** Average Product per Customer = **UPT** (Units per Transaction)

