THE BIG NETWORK

INTELLIGENT SOLUTIONS FOR THE JEWELRY INDUSTRY™

Reports by Objective – How-To and How Often

- **Objective - Replenishment**
  - Style by door report for each account
  - Saved and automatically emailed
  - Weekly or monthly review

- **Objective – Business Review**
  - Category by price point for each account
  - Category by sub-category for each account
  - Year-To-Date and Year-Over-Year trend reports for each account
  - Quarterly and/or pre-newness review

Replenishment Report How-To

- Select **Styles** report from the drop-down menu under Vendor Version Sum-Det Rpts
- Select individual **Retailer** from dashboard filter box
- Update **Sales Start** and **End Dates** to reflect time period you want to analyze
- Select **Store** under Detail Column drop-down menu
  - If retailer has only one door, disregard this step
- Hit **Apply Filters**

Utilize this report to maintain inventory in fast-selling styles on a retailer-specific cadence.

To Save and Automatically Receive this (or any) report:

- Enter **Report Name** and hit **Save**
- Click **SavedReports** tab at the top of the page
- Find the report you just saved and click **Schedule** under the Operations column
- Check the **Enabled** box
- Select the **Frequency** you want to receive this report using the options in the drop-down menu
  - If selecting Days of the Month for monthly distribution, we do not recommend using the 1st through the 3rd of each month, as it takes some retailers a bit longer to reconcile their data
- Choose **Time of Day** you want to receive this report
- Choose **Report Format** from the drop-down menu – we recommend Microsoft Excel
- Select the **Time Period** you want to analyze
- Add your **Email Address** for automatic report distribution
  - If you want to add anyone else to the distribution list, add email address(es) and separate by commas
- Click **Update**
- **This report will now be emailed to you automatically based on the frequency and time periods you specified.**

Business Review Reports How-To

Category by Price Point/Sub Category Reports:

- Select Category report from the drop-down menu under Vendor Version Sum-Det Rpts
- Select individual Retailer from dashboard filter box
- Update **Sales Start** and **End Dates** to reflect time period you want to analyze
- Select **Retail Price Point** under Detail Column drop-down menu
- Hit **Apply Filters**
- **Export** to Xlsx workbook file using the diskette icon

- Select Category report from the drop-down menu under Vendor Version Sum-Det Rpts
- Select individual Retailer from dashboard filter box
- Update **Sales Start** and **End Dates** to reflect time period you want to analyze
- Select **Sub Category** under Detail Column drop-down menu
- Hit **Apply Filters**
- **Export** to Xlsx workbook file using the diskette icon

Utilize these reports to guide newness selection and possible opportunities for style additions within category, sub-category, and price point holes.

Retailer Trend Reports:

- Select **Retailer** report from the drop-down menu under Vendor Version Sum-Det Rpts
- Select individual **Retailer** from dashboard filter box
- Update **Sales Start** and **End Dates** to reflect the total time period you want to analyze, beginning at January 1st
    - We recommend going back at least 3 years
- Select **Year or YTD** under the **By Period** drop-down menu
    - The Year option will break down into full year comparison for all years included in the total time period
    - The YTD option will display sales between Jan 1st and the End Date for all years included in the total time period
- Hit **Apply Filters**

Utilize these reports to benchmark business against past year and YTD KPIs to truly assess performance trends.

If you have any questions or concerns, please don't hesitate to reach out to The BIG Network Team:

Jacqui Hughes: Director, The BIG Network – jacqui@bigjewelers.com
Margaret Victory Lunsford: Vendor Consultant, The BIG Network – margaret@bigjewelers.com
Claire Berrios: Vendor Consultant, The BIG Network – claire@bigjewelers.com
Katie Harmon: Client Liaison, The BIG Network – katie@bigjewelers.com