

## Weekly Summary Sheets On-Line Instructions

This is a brief outline of HOW to complete your WAS (weekly accomplishment sheets) on line through [www.marykayintouch.com](http://www.marykayintouch.com) . It will actually walk you through the process by clicking on **next**, but below is the process, for all you first timers or just if you need a refresher course. This is a very quick and easy way for you to complete and send your WAS to me, and your adoptive director!!! Good Luck!!

### Step 0

To the very far right, under heading **Career**, click on **Record my Weekly Accomplishment Sheet**. Will bring you into section to enter your weekly figures, if it does not **Click on Entry Form**. The week starts on **Monday** and ends on **Sunday**. If you want to change this, **Click on ADMIN**, then click on **First day of Week**.

**Step 1** - enter your figures for each selling appt, after each entry click on **Add**. When you are finished entering your figures for the week, click on **NEXT**

**Step 2** - you can now complete your weekly recap by adding # of interviews, # of appts for next week, # of new team members, and any Section 1 and 2 orders you placed.

**Step 3** - enter next weeks goals and any areas you would like for me to discuss with you or send you information.

**Step 4** - enter prospective (people you interviewed or gave a recruiting information to) or new team members information

**Step 5** - shows your profit (40% after deducting any products given away)

**Step 6** - Print out a copy for your records (this and your sales tickets attached are your tax records for the week) and then click on **submit** to my director!! You can also send to your adoptive director, just have your adoptive director go to **ADMIN**, then click on **Adoptee**, then give her your consultant # to add and then she will be able to receive your **WAS** also.

**1. Click business**

**2. CLICK Weekly Accomplishments**

**3. CLICK Enter Weekly Accomplishments**

**4. CLICK drop down menu and select your name if it is not auto populated**

**5. Complete all areas in blue then click the next step**

MARY KAY InTouch® Welcome Randi Stevens

ORDERING BUSINESS TOOLS CONTESTS/PROMOTIONS RESOURCES EVENTS HERITAGE

Home > Business Tools > Weekly Accomplishments > Enter Weekly Accomplishments

Week of: 9/23/2018 - 9/29/2018 Show Last Seminar Year Unit Member: Myself

Step 1 of 6 Next >>

myCustomers® Orders (click here) (no orders)

Manual Orders:

Click on the blue links below for help on what to enter in each field.

Date (MM/DD)	Hostess	# Hours	# Guests	# Orders	# Bookings	# SCS Sold	\$ Sales (Less Tax)	Type	\$ Sales Tax	\$ Hostess Gifts	\$ Give Away	\$ Non-Rcv. Sales Tax
								Facials				

Add

Orders	Bookings	SCS Sold	Classes	Facials	On The Go	PWS	Shows	PCP Misc	Reorders	Sales Tax	Hostess Gifts	Give Away	Non-Rcv. Sales Tax
This Week's Total													
Year to Date Total													
Weekly Total (less tax)						\$0.00			Year To Date Sales Total (less tax)				\$0.00

Next >>

Please Note: The weekly accomplishment sheet is not a complete summary for income tax and accounting purposes.

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