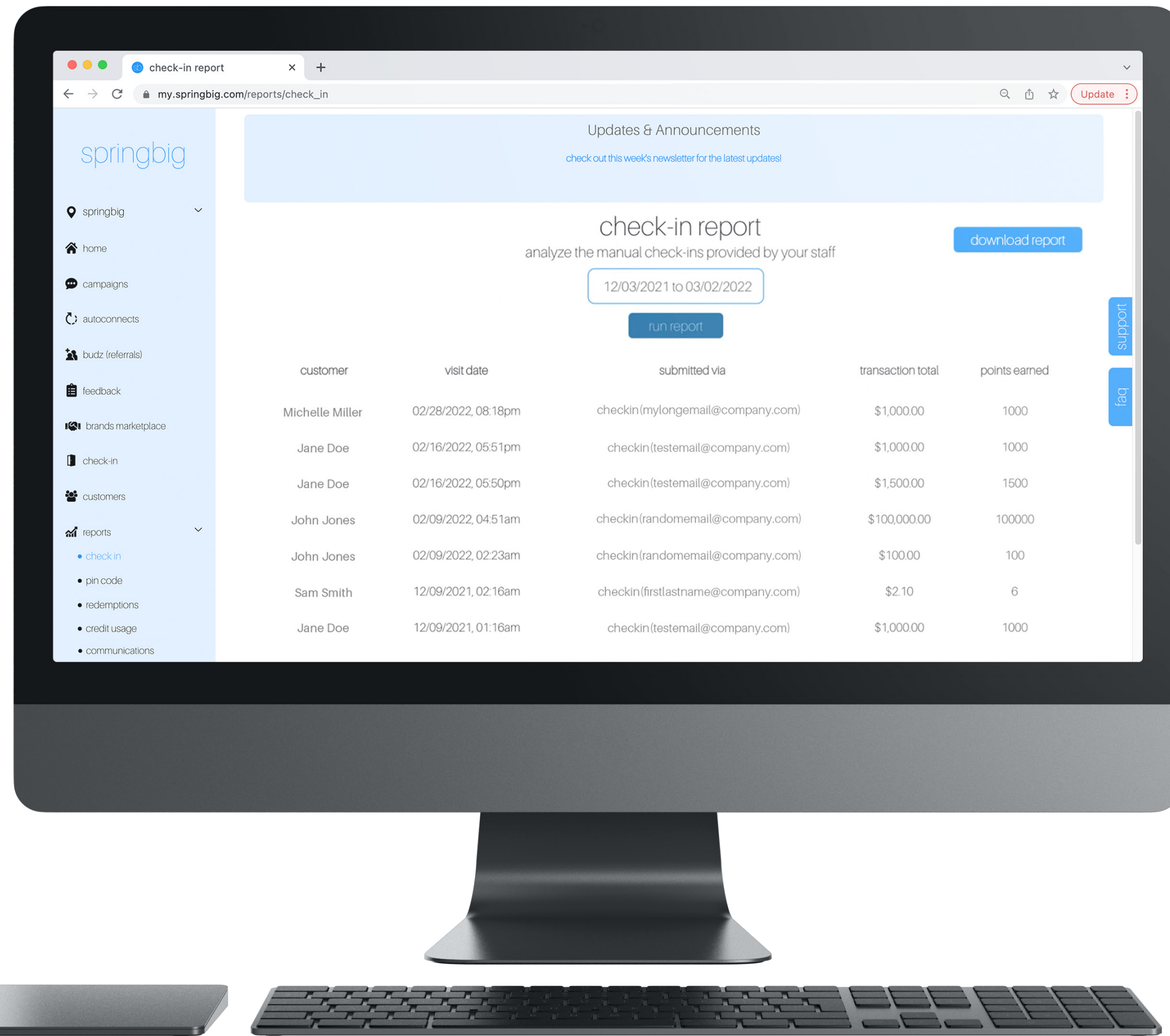


check-in report

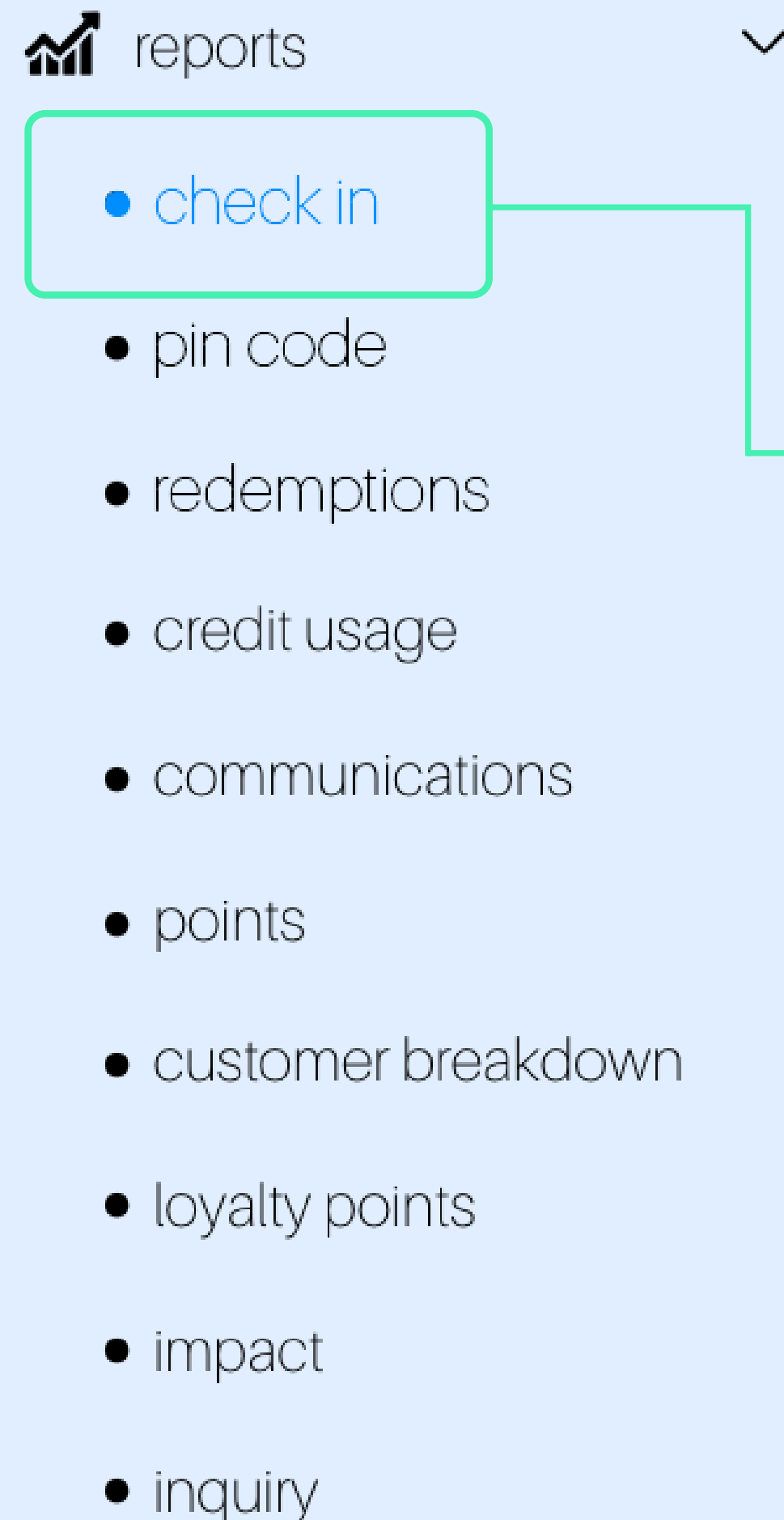
find out how your manual check-ins are doing

springbig



check-in report

springbig's **check-in report** gives cannabis retailers the ability to analyze historical data of manual check-ins provided by your staff. the report allows you to view and break down the details of each check-in that is manually submitted by your staff over a selected date range

- 
- reports
- check in
 - pin code
 - redemptions
 - credit usage
 - communications
 - points
 - customer breakdown
 - loyalty points
 - impact
 - inquiry

step 1.

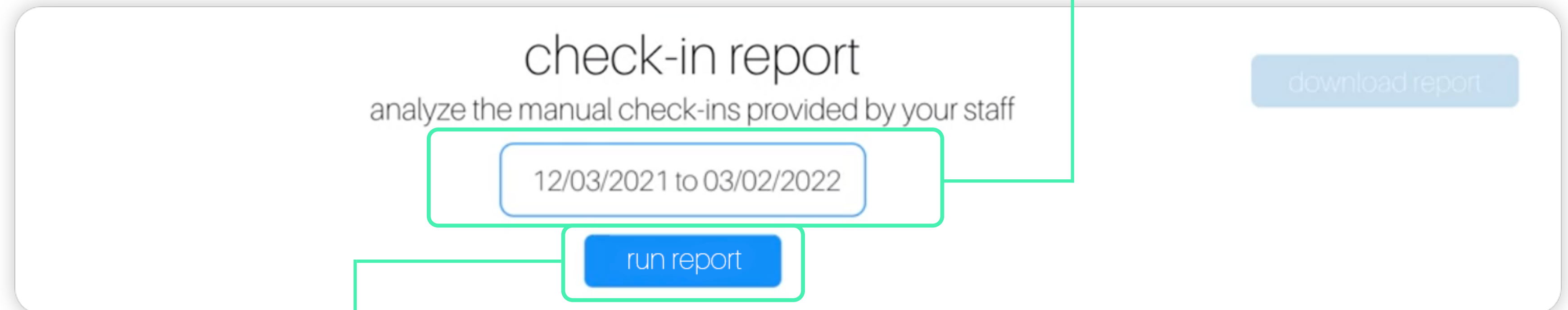
to get started, sign into your **springbig web portal**

step 2.

from the left-side menu options of your **dashboard**, click **reports**, and then click **check in** from the dropdown list

step 3.

on the following page, click on the **date range field box** to select the date for your report (***note:** it defaults to the last 90 days*)



check-in report

analyze the manual check-ins provided by your staff

12/03/2021 to 03/02/2022

run report

download report

step 4.

click the **run report** button

the check-in report screen displays a **break down** of every single manual check-in that happened within the selected date range

check-in report					
analyze the manual check-ins provided by your staff					
12/03/2021 to 03/02/2022					
run report					
customer	visit date	submitted via	transaction total	points earned	
Michelle Miller	02/28/2022, 08:18pm	checkin(mylongemail@company.com)	\$1,000.00	1000	
Jane Doe	02/16/2022, 05:51pm	checkin(testemail@company.com)	\$1,000.00	1000	
Jane Doe	02/16/2022, 05:50pm	checkin(testemail@company.com)	\$1,500.00	1500	
John Jones	02/09/2022, 04:51am	checkin(randomemail@company.com)	\$100,000.00	100000	
John Jones	02/09/2022, 02:23am	checkin(randomemail@company.com)	\$100.00	100	
Sam Smith	12/09/2021, 02:16am	checkin(firstlastname@company.com)	\$2.10	6	
Jane Doe	12/09/2021, 01:16am	checkin(testemail@company.com)	\$1,000.00	1000	

the **manual check-in info** you will find on the displayed table:

- 1 **customer** displays the customers who received the check-in
- 2 **visit date** displays the date and time that the customer was checked in
- 3 **submitted via** displays the staff member who submitted the check-in

the check-in report screen displays a **breakdown** of every single manual check-in that happened within the selected date range

check-in report

analyze the manual check-ins provided by your staff

12/03/2021 to 03/02/2022

run report

download report

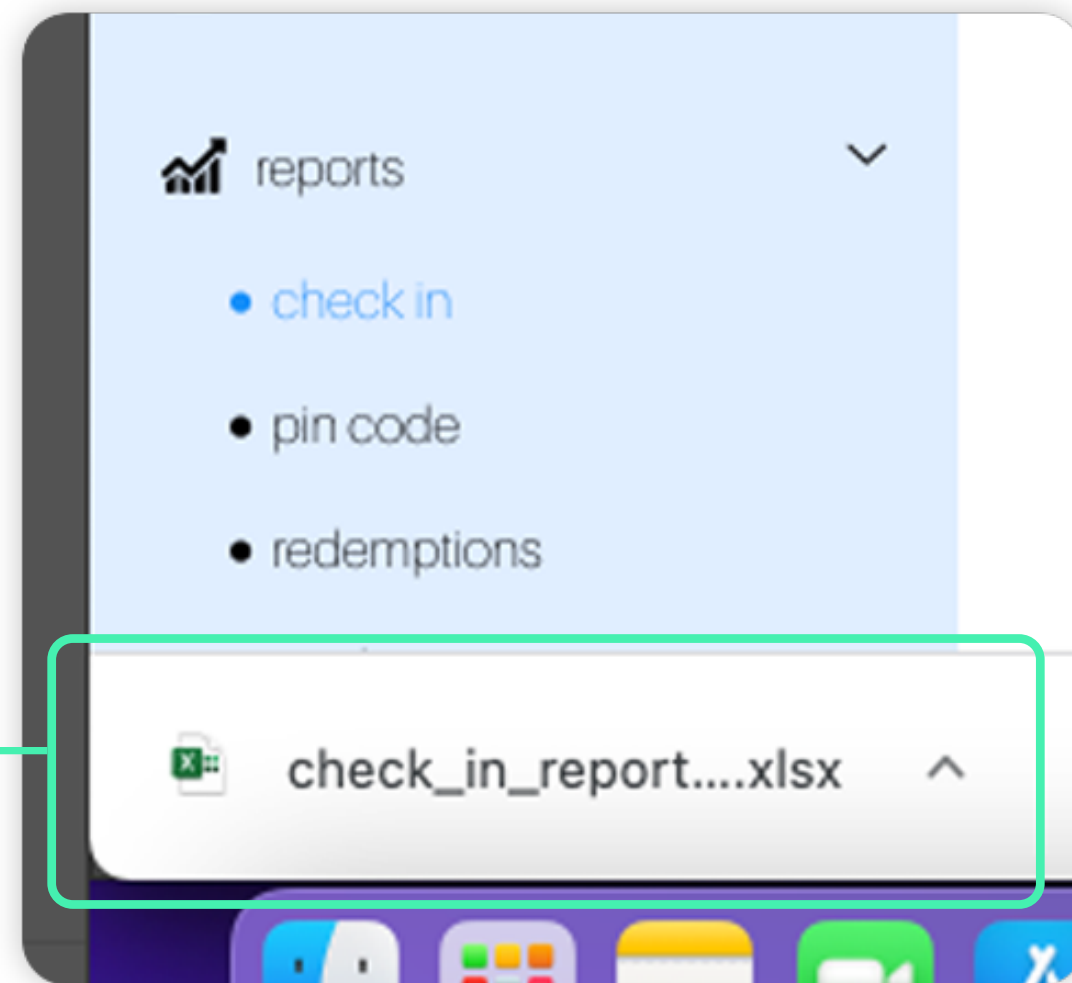
customer	visit date	submitted via	transaction total	points earned
Michelle Miller	02/28/2022, 08:18pm	checkin(mylongemail@company.com)	\$1,000.00	1000
Jane Doe	02/16/2022, 05:51pm	checkin(testemail@company.com)	\$1,000.00	1000
Jane Doe	02/16/2022, 05:50pm	checkin(testemail@company.com)	\$1,500.00	1500
John Jones	02/09/2022, 04:51am	checkin(randomemail@company.com)	\$100,000.00	100000
John Jones	02/09/2022, 02:23am	checkin(randomemail@company.com)	\$100.00	100
Sam Smith	12/09/2021, 02:16am	checkin(firstlastname@company.com)	\$2.10	6
Jane Doe	12/09/2021, 01:16am	checkin(testemail@company.com)	\$1,000.00	1000

4 **transaction total** displays the total amount the customer spent in the store

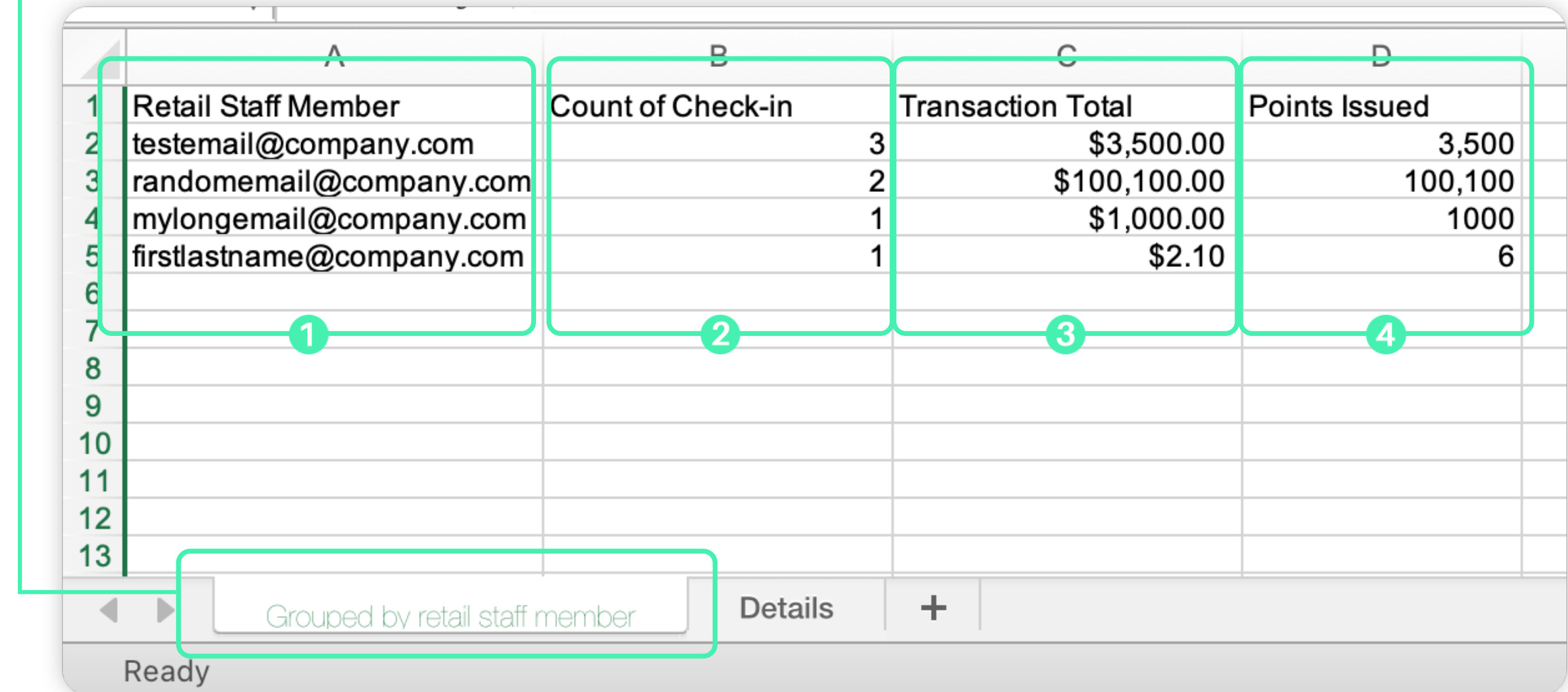
5 **points earned** displays amount of point the customer earned from that transaction

(*note: you can download your full report by clicking on the **download report** button*)

once you download the check-in report, [click the file to open it](#) (*note: this can be opened with Microsoft Excel or Google Sheet*)



the first tab labeled **Grouped by retail staff member** displays all the data in groups that are broken down by the staff member who performed the check-in



1	Retail Staff Member	Count of Check-in	Transaction Total	Points Issued
2	testemail@company.com	3	\$3,500.00	3,500
3	randomemail@company.com	2	\$100,100.00	100,100
4	mylongemail@company.com	1	\$1,000.00	1000
5	firstlastname@company.com	1	\$2.10	6

Grouped by retail staff member

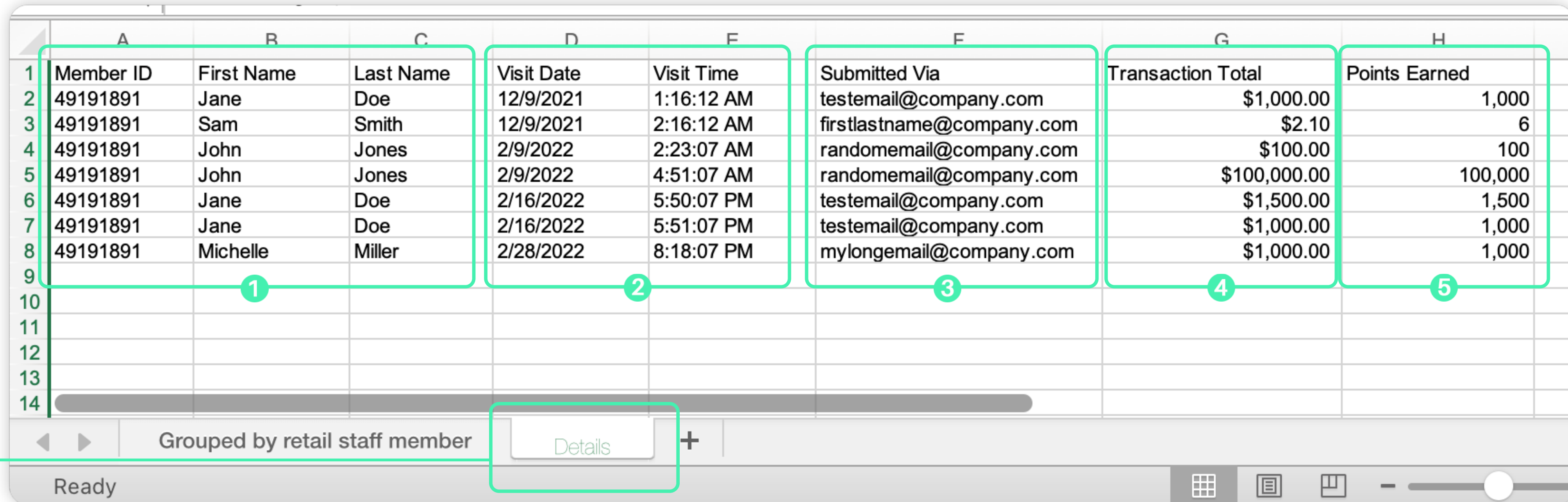
1 Retail Staff Member
lists all the staff who checked customers in during the date range

2 Count of Check-in
lists the number of check-ins the staff member made

3 Transaction Total
lists the purchased total of all the check-ins

4 Points Issued lists
the total points issued to customers for those check-ins

the second tab labeled **Details** displays all the data from the selected date range in a broken down view



	A	B	C	D	E	F	G	H
1	Member ID	First Name	Last Name	Visit Date	Visit Time	Submitted Via	Transaction Total	Points Earned
2	49191891	Jane	Doe	12/9/2021	1:16:12 AM	testemail@company.com	\$1,000.00	1,000
3	49191891	Sam	Smith	12/9/2021	2:16:12 AM	firstlastname@company.com	\$2.10	6
4	49191891	John	Jones	2/9/2022	2:23:07 AM	randomemail@company.com	\$100.00	100
5	49191891	John	Jones	2/9/2022	4:51:07 AM	randomemail@company.com	\$100,000.00	100,000
6	49191891	Jane	Doe	2/16/2022	5:50:07 PM	testemail@company.com	\$1,500.00	1,500
7	49191891	Jane	Doe	2/16/2022	5:51:07 PM	testemail@company.com	\$1,000.00	1,000
8	49191891	Michelle	Miller	2/28/2022	8:18:07 PM	mylongemail@company.com	\$1,000.00	1,000
9								
10								
11								
12								
13								
14								

Ready

Grouped by retail staff member

Details

① these sections list all the customers' **First Name**, **Last Name**, and **Member ID**

② these sections list when the customers checked in separated by **Visit Date** and **Visit Time**

③ the **Submitted Via** section lists the staff member who submitted the check-in

④ the **Transaction Total** section lists the total amount the customer spent in the store

⑤ the **Points Earned** section lists the amount of points customers earned from each transaction



ready to get started?