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GETTING STARTED

1. Log-in
   Admin log in by the URL: http://<<đường dẫn>>, website supports Vietnamese and English language.
   - Click the flag icon to choose the language
   - Enter your Username and Password to access the system.

2. Working Screen
   Working screen has 03 sections
   - **Menu**: Show the list function by work purposes
     Ex.: Approval group, including: Order approval & Customer approval
   - **Working screen**: Depend on function to display equivalent work content
   - **Support operations**: Choose language, change password, notification bar …
   Notification bar provides information
   o Number of new customers pending
   o Number of unread feedback
   o Number of orders waiting for approval
3. **Change Password**

1. Click to user name> select Change Password
2. Type the old password and new password information
3. Click the Save button

4. **Dashboard**

Dashboard overview summary of sales in the month and the current day.

The data accumulated during the month: The data is calculated from the first day of the month prior to the current day (n-1).

- The average monthly data: information orders / day, turnover / Single Item, visit / day
- Actual sales versus targets assigned
- Warning 5 salesman with a low number of visits (Based on% completion target customer visits during the month)
- 5 products with the highest sales.

**Sales activities during the day**

- Sales
- The actual number of customer visits versus target
- The number of visits with the order, the order does not arise through visits, the time had not reached the standard, had exceeded the allowed distance.

5. **Icons**

This system uses identical icons on the interface to perform these functions.

---

**On the screen will have list of items**

Each data line will has four actions, respectively:

- **Delete**, **Approve**, **Activate / Deactivate**, **Edit/ View**.

Depending on data which user is allowed action or not allowed action.

<table>
<thead>
<tr>
<th>Name</th>
<th>Code</th>
<th>Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>BRASERNE_TEST</td>
<td>D10001</td>
<td>nattom_test</td>
</tr>
<tr>
<td>Distributer Da Nang</td>
<td>D10002</td>
<td>Supervisor Da Nang</td>
</tr>
</tbody>
</table>

have 03 data statuses:
+ Draft
+ Effective (after approve)
+ Invalid (after remove effect).
<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Import from Excel</td>
<td>On adding screen</td>
</tr>
<tr>
<td>Save draft</td>
<td>Approve</td>
</tr>
</tbody>
</table>
I. USER LIST

**Definition**
As place storing all user accounts existing on the system.

**Basic Actions**
- View List
- Filter/Search
- Add New
- Import Excel
- View Details
- Delete, Activate, Deactivate

The System DMS Plus incudes 5 account rights as follows:

<table>
<thead>
<tr>
<th>Access right</th>
<th>Log in the system on Website display</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admin, senior supervisor, admin, supplier</td>
<td></td>
</tr>
<tr>
<td>Salesman</td>
<td>Log in the application DMS plus installed on tablets or mobile phone.</td>
</tr>
</tbody>
</table>

**Adding new user**
1. On the menu, choose System > User to display a list of user in the system.
2. Click icon +
3. Insert information
4. Click Approval icon. ✓ to complete

`With each different right, information insert also has different requests:`

<table>
<thead>
<tr>
<th>Right</th>
<th>New information as requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admin</td>
<td>- User right: Admin</td>
</tr>
<tr>
<td></td>
<td>- Username (compulsory)</td>
</tr>
<tr>
<td></td>
<td>- Log-in (compulsory)</td>
</tr>
<tr>
<td>Senior Supervisor</td>
<td>- User right: Senior Supervisor</td>
</tr>
<tr>
<td></td>
<td>- Username (compulsory)</td>
</tr>
<tr>
<td>Distributer</td>
<td>- User right: Admin</td>
</tr>
<tr>
<td></td>
<td>- Username (compulsory)</td>
</tr>
<tr>
<td></td>
<td>- Log-in (compulsory)</td>
</tr>
<tr>
<td></td>
<td>- Select distributer (compulsory)</td>
</tr>
<tr>
<td>Salesman</td>
<td>- User right: Admin</td>
</tr>
<tr>
<td></td>
<td>- Username (compulsory)</td>
</tr>
</tbody>
</table>

Note:
- Full Username of user after registering:
  `<prefix>_<Username>`
  Prefix: Company code which the System DMS Plus granted at the first time.
- Default password: 123456

Note: after approval, need configure a list of suppliers which Senior Supervisor manages.
- Log-in (compulsory)
- Select distributor (compulsory)

To determine: Salesman under which distributor?

**Reset password**

1. On list screen, click icon 📝 to see user’s detail information.
2. Click

   ![Reset Password](image)

   Passwork after reset will be: 123456

**Note**

The system does not allow user to enter same Name or Username with an account existing in the system.

The system allows to filter by role and search by Name or Username of user.
II. LIST OF DISTRIBUTORS

Definition
List of distributors under the company

Basic Actions
- View list
- Add new
- View Detail
- Filter/Search
- Delete

Add new Distributor
1. On menu, select System > Distributor to show the list of distributors.
2. Click icon +
3. Enter new information
   • Enter Distributor’s name
   • Select Admin who will be in charge of managing such Distributor.
4. Click Approval icon, ✔ to complete

Notes
- The system does not allow user to enter distributor’s name coincides with an existing one in the system
- Distributor’s information is the single data in the system that is not allowed to act Deactive.
- The system allows to search by Distributor name.
III. SYSTEM CONFIGURATION

**Definition**
As place establishing assessment standard to one customer visiting.
Define working days in a week & days off in a year of the company.

**Visiting standard configuration**
1. On menu, select System > Configuration
2. Enter configuration information
   - *Standard visiting time. Unit: minute*
   - *Allowed visiting distance. Unit: Km*
3. Click icon to save update

**Example 1**
With the following configuration

- **KPI Visit duration (minute)**
  - 5

- **KPI Visit distance (km)**
  - 0.5

- **Productivity Unit**
  - llt

- **Saleman can edit customer location**
  - On

- If visiting time < 5 minutes, assess the visit lacking of time.
- If visiting time > 0.3 km, assess the visit wrong location

**On visiting screen**

<table>
<thead>
<tr>
<th>#</th>
<th>Salesman</th>
<th>Customer</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>MR. TRƯỜNG NGỌC HẢO</td>
<td>140 QG QGQ 1</td>
<td>15:59:20 – 15:59:30</td>
</tr>
<tr>
<td>3</td>
<td>MRS. HẢI VÂN SÀNG</td>
<td>52 SƯN 20 QUẢN SỊNH THAN</td>
<td>14:32:51 – 15:08:37</td>
</tr>
<tr>
<td>4</td>
<td>MR. NGUYỄN MINH TUYỂN</td>
<td>43/06/14 CÔNG ĐIỀU QUẢNG Trần Bành</td>
<td>15:02:17 – 15:07:31</td>
</tr>
<tr>
<td>5</td>
<td>MRS. TRƯỜNG NGỌC HẢO</td>
<td>032 Trường Chinh Q.15 Phần Nhơn</td>
<td>15:06:27 – 15:07:17</td>
</tr>
</tbody>
</table>

**On control panel screen**

- **210** Ghi Thêm thiếu thời lượng
- **14** Ghi Thêm sai vị trí

**And related visiting reports ...**
Working configuration

1. On menu, select System > Working schedule
2. Enter configuration information
   • Working day column: Click to select box equivalent to working day(s) in the week
   • Days off column: Click to add new day off in the year
3. Click icon to save update

The system has function allowing salesman to be able to edit customer location via GPD on tablet or mobile phone.

However to manage this work, admin should be supplied function Allowed/Not allowed configuration for salesman’s edition.

Allow salesman to edit customer location

1. On menu, select System > Configuration to open configuration screen
2. Enter configuration information
   • Select On/Off [On: Allowed].
3. Click icon to save update
IV. PRODUCT MANAGEMENT

General product information management includes 3 categories.

- Unit list management
- Product type list management
- Product information list management

4.1. Unit list management

**Definition**
As a characteristic of product.

Example: Pack/ Box/ Bag...

**Basic Actions**
- View list
- Add new
- View Detail
- Search
- Delete, Deactive, Active

**Add new unit**

1. On menu, select Product > Unit to show the Unit list in the system.
2. Click icon
3. Enter new information
   - Enter Unit name
   - Enter Unit code
4. Click Approval icon to complete

**Notes**

- The system does not allow user to enter Unit name or code coincides with an existing one in the system
- If Unit is attached information with a product, does not allow Deactivate.
- The system allows to search data by unit name.
4.2. Product type list management

**Definition**
As a characteristic of product, used to collect products group in supply chain.

**Add new product**
1. On menu, select Product > Unit to show the Unit list in the system.
2. Click icon +
3. Enter new information
   - *Enter product type name*
4. Click Approval icon. \(\checkmark\) to complete

**Basic Actions**
- View list
- Add new
- View Detail
- Search
- Delete, Deactive, Active

**Notes**
- The system does not allow user to enter Product type name coincides with an existing one in the system.
- If Type is attached information with a product, does not allow Deactivate.
- The system allows to search data by product type name.

4.3. Product information list management

**Definition**
As an important category – keeping all product information of the company.

**Add new product**
1. On menu, select Product > Unit to show the Unit list in the system.
2. Click icon +
3. Enter new information
   - *Product code*
   - *Product name*
   - *Product type*. Take list from the category “Product type”
   - *Unit*. Take list from the category “Unit”
   - *Product price*
   - *Quantity.*
   - *Description of product (information not required)*
   - *Product picture*
4. Click Approval icon. \(\checkmark\) to complete

**Notes**
- The system does not allow user to enter Product name or code coincides with an existing one in the system.
- The system allows to search data by product name.
- If Deactive one product, information of created orders with such product is still kept.

In case, enter 1 big volume of product lists. The system provides user the function Import data from Excel file

**Notes**

Information in file template is required to mark (*)

Để diễn hợp lệ các dữ liệu liên quan Loại sản phẩm và DVT (Unit) người dùng tham khảo thêm 2 sheet Excel Loại Sản phẩm – DVT trong cùng file mẫu.

**UTILITY : DATA IMPORT**

**Add new products by Excel file**

On the product list screen, select icon , the following is 4 steps in the Import process

---

1. Click icon to upload file on the system.
   
   *If without file template, click button “Download form” to download file template to enter data.*

2. Click button **Next** for the system auto check validity of data in file uploaded.
   
   - *Case 1: Invalidity -> the system will send specific message to error(s) or irrational data line in Excel file just selected.*
   
   - *Case 2: Validity -> Move to step entering product picture*

3. Click button **Next** to add new picture for each product

4. Click button **Next** to save and approve the list

---

If Excel file has any irrational data line, the system will not allow to do next step.

Picture is required data in the product information. Hence, step Add picture is required to complete with all products
V. CUSTOMER MANAGEMENT

General customer management includes 3 categories.

- Area list management
- Customer type list management
- Customer list management

5.1. Area list management

**Definition**
As Definition used to collect customer files group by geographical area.

Example: Road, district...

**Add new area**
1. On menu, select Customer > Area to show the area list in the system.
2. Click icon +
3. Enter new information
   - Area name
   - Distributor. (Define Distributor managing such area).
4. Click Approval icon. ✔️ to complete

**Basic Actions**
- View list
- Add new
- View Detail
- Search
- Delete, Deactive, Active

**Notes**
- The system does not allow user to enter area name coincides with an existing one in the system
- If area is attached information with a customer, does not allow Deactivate.
- The system allows to search data by area name

5.2. Customer type list management

**Definition**
Là Definition used to collect customer files group by business scale.

EXAMPLE: Store, small supermarket...

**Add new customer type**
1. On menu, select Customer > Customer type to show the customer list in the system.
2. Click icon +
3. Enter new information
   - Customer type name
4. Click Approval icon. ✔️ to complete

**Basic Actions**
- View list
- Add new
- View Detail
- Search
- Delete, Deactivate, Active

Notes
- The system does not allow user to enter Customer type name coincides with an existing one in the system
- If Customer type is attached information with a customer, does not allow Deactivate.
- The system allows to search data by Customer type name

5.3. Customer list management

Definition
As an important category - store entire information about customers of the company

Basic Actions
- View List
- Add New
- Import Excel
- View Details
- Search
- Delete, Activate, Deactivate

Add new customer
1. On menu, select Customer > Display customer list
2. Click icon +
3. Enter new information
   - Distributor: Identify Distributor managing the customer.
   - Area: The area to list the entire list of areas of selected distributors. => Identify clients in regulatory areas yet?
   - name
   - Customer Type: Listing the entire list of categories Customers => Identify customer type?
   - Mobile
   - Phone (Optional)
   - Contact (Optional)
   - Email (Optional)
   - Location (on the map). Users to make double click on the desired customer location on a map, to mark and record the coordinates of the client. Data of longitude and latitude automatically fill two field data box Longitude - Latitude on a screen
4. Click Approval icon. ✔ to complete

Notes
- The system does not allow users to enter customer name coincides with an existing customer in the system
- On the map, user tap and hold and move Marker (icon to mark customer location) to change location of customer.
- System support search by customer name
- If customer is set in any route, system does not allow Deactivate.

In the case of large amounts of customer in 01 list. The system provides users with

UTILITY : DATA IMPORT

Adding New Customers from Excel Files
On Customer list screen, select icon  

hereunder are 04 steps in Import process

1. Select Distributors to identify new customers added for certain distributors. Click the **Next** button.

2. Click icon  to select file to upload.

   *Where there is no template file, click on the button "Download file template" to download the templates.*

3. Select the **Next** button, the system automatically checks the validity of the data in the uploaded file.
   - **Case 1:** Invalid -&gt; System will make specific notifications of data errors and irrational lines in excel files just selected ..
   - **Case 2:** Valid -&gt; Notify number of new customers will be added to the system

4. Select the **Next** button to save and issue list
VI. ROUTE SETTING
Route Setting enables online management and develop Routes for ensuring the work of visiting customer care and sales promotion.

6.1. Route

**Definition**
Route: name the route or area to be in charge by one salesperson.

**Basic Actions**
- View list
- Add new
- View details
- Search
- Delete, Activate, Deactivate

**Adding Route**
1. On menu, select Schedule > Route to display a list of routes in the system.
2. Click icon + to add new
3. Enter new information
   - **Distributor** (Compulsory): Select Distributor for the route.
   - **Name** (Compulsory)
   - **Salesman** (Optional)
4. Click Approval icon. to complete

This facility to develop a customer schedule to visit rationally, optimize the travel time of the salesman, just adds to the convenience of management.

*Example: Change the salesman in charge when the current salesman leave or change roles*

**Notes**
- Each salesman is able to responsible for one or more routes
- The system does not allow users to enter a route coincides with the route name already exists in the system
- If route is set in a schedule, system does not allow deactivate data.
- The system supports data search by route name

6.2. Customer Schedule

**Definition**
Each client is set to one route a schedule for the weekly visit.

**Basic Actions**
- Filter/ Search

**Customer Schedule**
1. On the menu, select Schedule > Customer Schedule to display route setting screen.
2. Filter - search
   *Filter: no schedule* to identify a list of customers that have not been set in schedule
- Set Route

   Search for customer which not set in a schedule – or customers need to change the route by entering the customer name.

3. Select Route and Date of visit.

   - **Route**: shows the entire list of routes
   - **T2, T3 ... Sun**: Select date of visit.

4. Click icon to complete

**Notes**

- Route is set in weekly basis.
- System supports data filtering by distributor - route - by day of week and search by customer name

**Example**: View Route Kim Ma, on Monday, with which customers?

**DATA IMPORT UTILITY**

In case we need to set routes for large amount of customers, the system supports data import from Excel file

**Customer schedule for large number of customers**

On Customer list screen, select icon, hereunder are 04 steps in Import process
1. Select *Distributors* to identify customers added for certain distributors. Click the **Next** button.

2. Click “Download Customer List”:

   *On the Excel file, create schedule for each customer in the list by entering the name of route & select × in the visit dates. Save file*

   Click icon 📁 to select file to upload.

3. Click the **Next** button, the system automatically checks the validity of the data in the file upload.
   - **Case 1: Invalid** -> System will make specific notifications of data errors and irrational lines in excel files just selected.
   - **Case 2: Valid** -> Notify customer numbers will update the schedule.

4. Click **Next** to save

**Notes**

- After Admin create Customer schedule, Salesman in charge will see the list of customer need to visit
- Monthly customer visit of the salesman is also automatically calculated.
VII. VISIT MONITORING

Visit Monitoring are an effective tool, helping users to understand the entire customer care operations, boosting sales at the distributor.

7.1. Monitoring today's visit

**Definition**

Is a customer list salesman need visit today. The statistics for each distributor

**Basic Actions**

- Filter
- See details

**Monitoring Today’s visit**

1. On the menu, select Today's visit > List to display a list of the day visit
2. Select *Distributors*
3. Select *Salesman*. Default view data for all salesman at selected distributors
   The system will automatically filter and display the results list
4. Click the Arrow icon, respectively each row of data to view details 1 visits

--------

List of visits arising in existing date, includes the following informations:

- Visiting date
- Salesman
- Customer name
- Customer’s visiting time | Started visiting time – Finished finishing time
- Customer’s visiting distance (calculated from location distance of salesman when performing visit than customer location saved in the system).
- Order information.
  - Order value
  - Order situation (if any)
  - If not arising any order, show: none
- Visiting status:. Provides other information of the visit – order (if any)
  - Does the visit provide picture?
  - Customer closes the shop in day or not?
  - Order arose in the visit is Van sale order, isn’t it?

All information is arranged to show and distinguish by different colors. This help users easily focus on data they want.
Notes

Hereunder explains information & icons shown in List of visit:

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>🔴 3m 0s 08:11:00 - 08:14:00</td>
<td>Warning visit time is too short than standard</td>
</tr>
<tr>
<td>🔴 3m 18s 08:25:43 - 08:59:01</td>
<td>Visit time reached standard</td>
</tr>
<tr>
<td>🔴 1,145,342 m</td>
<td>Warning distance to visit (between customer locations - salesman location) exceeded the allowable limits</td>
</tr>
<tr>
<td>🔴 2 m</td>
<td>Distance to visit reached standard</td>
</tr>
<tr>
<td>💚</td>
<td>Number of Order</td>
</tr>
<tr>
<td>✔️ 680,000</td>
<td>Visit - incurred order. Status: approve</td>
</tr>
<tr>
<td>☢️ 520,000</td>
<td>Visit - incurred order. Status: Reject approve</td>
</tr>
<tr>
<td>☢️ 200,000</td>
<td>Visit - incurred order. Status: Pending</td>
</tr>
<tr>
<td>📣</td>
<td>Visits with photo</td>
</tr>
<tr>
<td>🏠</td>
<td>Closed by customer</td>
</tr>
<tr>
<td>🚛</td>
<td>Vansale Order</td>
</tr>
</tbody>
</table>

7.2. Monitoring daily route on map.

**Definition**

The route status of the current day.

Show the customer the location for each route and has status visited or not yet visit on the map.

**Basic Actions**

- Filter
- See details

**Monitoring Today’s visit**

1. On menu, select Today's visit -> Maps to display a list of today's visit
2. Select *Distributors* (Compulsory)
3. Select *Salesman*. (Compulsory)
   
The system displays the customers location in route of the current day on the map.

   Status: 🔄 Visted | 🚹 Not visited

4. When you click marker 🔄 - choose "view detail" you can view visit information detail.
VIII. ORDER APPROVAL

DMS Plus system provides two types of sales:
- Pre-sale: Order before delivery later
- Van-sale

Van-sale orders are created and approved by default. Pre-sale orders are created through and need to be approved by management. Approved orders are calculated on sales.

Basic Actions
- View pending orders
- Approve order
- Deny order
- Print order

Show pending orders

After salesmen perform sending orders, admin will see a notification on the website interface, and see the number of orders that are pending approval on the bar announcement (Example: 14 pending orders)

There are two ways to view pending orders:

Number 1: Click on announcement bar

The system will display 5 latest orders awaiting approval and links allow users to view all orders pending approval.

Cách 2: On the menu, select Approval > Order
Approved orders will be displayed in the list of orders (History> Order).

Salesman can also track the status of orders that you've created in the current day.

Order Approval

1. On Pending orders screen, click on the "arrow" at the end of each line to see more information line

   |   |   |   |
   | ← |   |   |   |

   Explanations of buttons: are as below:
   - Back to pending orders screen
   - Print order
   - Deny order
   - Approve order

2. Click the Approval icon if approve order

   (If there is inconsistent order or inventory do not meet the order, deny orders).

Notes

Pending orders are saved only within one month. If after 1 month orders that are not approved, is default to be rejected.
IX. NEW CUSTOMER APPROVAL

The system allows salesmen to search and register new customers, to ensure the assessment and management of customer information effectively, the management team will have to make consideration and approve new customer and also plans to customer care.

**Basic Actions**
- View pending customer
- Approve new customer
- Deny new customer
- Set route for customer

**Show pending customer**

After salesmen register new customers, admin will see a notification on the website interface, and see the number of customers on the announcement bar. (Example: There are 02 pending customers).

There are 02 ways to approve new customers:

**Number 1:** Click on icon on announcement bar.

**Number 2:** On the menu, select Approval > Customer

**Customer Approval**

1. On pending customer screen, click on the "arrow" at end of each line to see more information
2. Click icon to approve new customer. System will send confirmation message.

3. Select OK to approve and create customer information in the system.
4. After approve new customer, Admin can set route (Optional)
- Select Route
- Click on visit date
5. Click on “save” icon.

(In case of deny new customer, click on icon to deny).
X. CUSTOMER FEEDBACK

To gather feedback from customers through staffs, the system provides this function for managers. Since then there are timely support and appropriate adjustments to meet the needs of customers.

Follow customer feedback

After sales man send back new customer register, admin will see information on website, and keep track of unread comments on notification bar. (Example: there are 12 unread comments).

See customer feedbacks have 2 ways:

Number 1: Click to see 5 feedbacks sent lastest and link to see list of feedbacks

Number 2: On menu, Click to Feedback

Click on one data to see more feedback information
- Customer name
- Salesman name
- Time to send feedback
- Feedback content
XI. MANAGING DATA OF ORDER

After order is approved or Van-sale orders are created, System will recognize revenue from these orders.

**Basic Actions**

- Filter orders by date, distributors, salesman, customers.
- Search Order by Order code
- See Order detail
- Print Order

**Filter Order**

<table>
<thead>
<tr>
<th>From Date</th>
<th>To Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>29/08/2016</td>
<td>29/08/2016</td>
</tr>
</tbody>
</table>

**Notes:**

Filter conditions

*From date - To date:* Do not exceed 1 month

- On Menu, select History > Order to display that allows entry filter conditions window.
- *From date - To Date* to filter orders are created in the time. (Compulsory)
- Select *Distributors* to filter according to the distributor orders. (Compulsory)
- Select the salesman (default filtering orders from all salesman of distributors chose to step 3).
- Select Customers (default filtering orders from all customers of the distributor chose in step 3).
- Click the Search button

Example: Want to filter order list of salesman named “Salesman 1” under Hanoi Distributor created from 29/08/2016 to 29/08/2016.
Search Order by Order Code

1. On Menu, select History > Order to display that allows entry filter conditions window.
2. Select "Search by code"

```
Search By Code

Code

Search
```

3. Enter the Order code
4. Click Search.

If Order code is existing in the system, searched results will be screen of such order detail.

**Export Order**

1. On the menu, select Export -l> Order to display a window that allows entry conditions. (The same filter order information).

2. Choose Export by product detail. Or not

3. *From date* - *To Date* to filter orders are created in the time. (Compulsory)

4. Select *Distributors* to filter according to the distributor orders. (Compulsory)

5. Select the *salesman* (default filtering orders from all salesman of distributors chose to step 3).

6. Select *Customers* (default filtering orders from all customers of the distributor chose in step 3).

7. Click the Export button.
Exported data of general order will include information:

![Table showing order details]

<table>
<thead>
<tr>
<th>Mã</th>
<th>Ngày Ipo</th>
<th>Ghe Tham</th>
<th>Mã NPP</th>
<th>Tên NPP</th>
<th>Họ Va Tên NVBH</th>
<th>Tên Đồng Dap NVBH</th>
<th>Tên Khach Hang</th>
<th>Mã Khach Hang</th>
<th>Khu Vuc Khach Hang</th>
</tr>
</thead>
<tbody>
<tr>
<td>PO1600007389</td>
<td>01/04/2016</td>
<td>x</td>
<td>DIS0066</td>
<td>Distributor Ha Noi</td>
<td>Salesman 2</td>
<td>sm2</td>
<td>30, Nguyen Trai, Thanh Xuan</td>
<td>C0000213</td>
<td>Thanh Xuan</td>
</tr>
<tr>
<td>PO1600007398</td>
<td>01/04/2016</td>
<td>x</td>
<td>DIS0066</td>
<td>Distributor Ha Noi</td>
<td>Salesman 1</td>
<td>sm1</td>
<td>22, Kim Ma, Ba Dinh</td>
<td>C0000235</td>
<td>Ba Dinh</td>
</tr>
<tr>
<td>PO1600007418</td>
<td>01/04/2016</td>
<td>x</td>
<td>DIS0066</td>
<td>Distributor Ha Noi</td>
<td>Salesman 2</td>
<td>sm2</td>
<td>27, Nguyen Trai, Thanh Xuan</td>
<td>C0000210</td>
<td>Thanh Xuan</td>
</tr>
<tr>
<td>PO1600007443</td>
<td>01/04/2016</td>
<td>x</td>
<td>DIS0066</td>
<td>Distributor Ha Noi</td>
<td>Salesman 2</td>
<td>sm2</td>
<td>23, Nguyen Trai, Thanh Xuan</td>
<td>C0000208</td>
<td>Thanh Xuan</td>
</tr>
<tr>
<td>PO1600007444</td>
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<td>x</td>
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<td>Distributor Ha Noi</td>
<td>Salesman 1</td>
<td>sm1</td>
<td>8, Kim Ma, Ba Dinh</td>
<td>C0000221</td>
<td>Ba Dinh</td>
</tr>
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<td>C0000207</td>
<td>Thanh Xuan</td>
</tr>
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<td>DIS0066</td>
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<td>sm2</td>
<td>17, Nguyen Trai, Thanh Xuan</td>
<td>C0000209</td>
<td>Thanh Xuan</td>
</tr>
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<td>01/04/2016</td>
<td>x</td>
<td>DIS0066</td>
<td>Distributor Ha Noi</td>
<td>Salesman 2</td>
<td>sm2</td>
<td>16, Nguyen Trai, Thanh Xuan</td>
<td>C0000199</td>
<td>Thanh Xuan</td>
</tr>
<tr>
<td>PO1600007591</td>
<td>01/04/2016</td>
<td>x</td>
<td>DIS0066</td>
<td>Distributor Ha Noi</td>
<td>Salesman 2</td>
<td>sm2</td>
<td>15, Nguyen Trai, Thanh Xuan</td>
<td>C0000198</td>
<td>Thanh Xuan</td>
</tr>
<tr>
<td>PO1600007728</td>
<td>01/04/2016</td>
<td>x</td>
<td>DIS0066</td>
<td>Distributor Ha Noi</td>
<td>Salesman 2</td>
<td>sm2</td>
<td>03, Nguyen Trai, Thanh Xuan</td>
<td>C0000188</td>
<td>Thanh Xuan</td>
</tr>
</tbody>
</table>

**Loqui Khach Hang** | **Gio Hang** | **So Luong** | **Tong Thanh Toan** | **Khuyen Mai** | **Chiet Khuan**
---|---|---|---|---|---
Store | Ngay | 18 | 394900 | 0 | 0
Store | Nantas | 16 | 312000 | 0 | 0
Store | Ngay | 19 | 450000 | 0 | 0
Store | Nantas | 8 | 179000 | 0 | 0
Store | Nantas | 14 | 227000 | 0 | 0
Store | Ngay | 8 | 149000 | 0 | 0
Store | Ngay | 14 | 337000 | 0 | 0
Store | Ngay | 9 | 147000 | 0 | 0
Store | Ngay | 14 | 318000 | 0 | 0
### Exported data of detailed order by product

<table>
<thead>
<tr>
<th>Mã</th>
<th>Ngày Tạo</th>
<th>Ghé Thăm</th>
<th>Mã NPP</th>
<th>Tên NPP</th>
<th>Số Vật Tên NVBH</th>
<th>Tên Đăng Nhập NVBH</th>
<th>Tên Khách Hàng</th>
<th>Mã Khách Hàng</th>
<th>Khu Vực Khách Hàng</th>
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</thead>
<tbody>
<tr>
<td>PO1500007389</td>
<td>01/04/2016</td>
<td>x</td>
<td>DIS50006</td>
<td>Distributor Hà Nội</td>
<td>Salesman 2</td>
<td>s2</td>
<td>30, Nguyễn Trần, Thanh Xuân</td>
<td>CO0000213</td>
<td>Thanh Xuân</td>
</tr>
<tr>
<td>PO1500007389</td>
<td>01/04/2016</td>
<td>x</td>
<td>DIS50006</td>
<td>Distributor Hà Nội</td>
<td>Salesman 2</td>
<td>s2</td>
<td>30, Nguyễn Trần, Thanh Xuân</td>
<td>CO0000213</td>
<td>Thanh Xuân</td>
</tr>
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<td>x</td>
<td>DIS50006</td>
<td>Distributor Hà Nội</td>
<td>Salesman 2</td>
<td>s2</td>
<td>30, Nguyễn Trần, Thanh Xuân</td>
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<td>Thanh Xuân</td>
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<td>Distributor Hà Nội</td>
<td>Salesman 2</td>
<td>s2</td>
<td>30, Nguyễn Trần, Thanh Xuân</td>
<td>CO0000213</td>
<td>Thanh Xuân</td>
</tr>
<tr>
<td>PO1500007389</td>
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<td>x</td>
<td>DIS50006</td>
<td>Distributor Hà Nội</td>
<td>Salesman 2</td>
<td>s2</td>
<td>30, Nguyễn Trần, Thanh Xuân</td>
<td>CO0000213</td>
<td>Thanh Xuân</td>
</tr>
<tr>
<td>PO1500007389</td>
<td>01/04/2016</td>
<td>x</td>
<td>DIS50006</td>
<td>Distributor Hà Nội</td>
<td>Salesman 1</td>
<td>s1</td>
<td>22, Kim Ma, Ba Đình</td>
<td>CO0000235</td>
<td>Ba Đình</td>
</tr>
<tr>
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<td>01/04/2016</td>
<td>x</td>
<td>DIS50006</td>
<td>Distributor Hà Nội</td>
<td>Salesman 1</td>
<td>s1</td>
<td>22, Kim Ma, Ba Đình</td>
<td>CO0000235</td>
<td>Ba Đình</td>
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<tr>
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<td>01/04/2016</td>
<td>x</td>
<td>DIS50006</td>
<td>Distributor Hà Nội</td>
<td>Salesman 1</td>
<td>s1</td>
<td>22, Kim Ma, Ba Đình</td>
<td>CO0000235</td>
<td>Ba Đình</td>
</tr>
<tr>
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<td>01/04/2016</td>
<td>x</td>
<td>DIS50006</td>
<td>Distributor Hà Nội</td>
<td>Salesman 1</td>
<td>s1</td>
<td>22, Kim Ma, Ba Đình</td>
<td>CO0000235</td>
<td>Ba Đình</td>
</tr>
<tr>
<td>PO1500007389</td>
<td>01/04/2016</td>
<td>x</td>
<td>DIS50006</td>
<td>Distributor Hà Nội</td>
<td>Salesman 1</td>
<td>s1</td>
<td>22, Kim Ma, Ba Đình</td>
<td>CO0000235</td>
<td>Ba Đình</td>
</tr>
<tr>
<td>PO1500007389</td>
<td>01/04/2016</td>
<td>x</td>
<td>DIS50006</td>
<td>Distributor Hà Nội</td>
<td>Salesman 1</td>
<td>s1</td>
<td>22, Kim Ma, Ba Đình</td>
<td>CO0000235</td>
<td>Ba Đình</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Loại Khách Hàng</th>
<th>Giao Hàng</th>
<th>Mã Sản Phẩm</th>
<th>Tên Sản Phẩm</th>
<th>DVT</th>
<th>Giá</th>
<th>Số Lượng</th>
<th>Thành Tiền</th>
</tr>
</thead>
<tbody>
<tr>
<td>Store</td>
<td>Ngy</td>
<td>PRO18</td>
<td>Product 18</td>
<td>Bag</td>
<td>7000</td>
<td>6</td>
<td>42000</td>
</tr>
<tr>
<td>Store</td>
<td>Ngy</td>
<td>PRO11</td>
<td>Product 11</td>
<td>Bag</td>
<td>8000</td>
<td>4</td>
<td>32000</td>
</tr>
<tr>
<td>Store</td>
<td>Ngy</td>
<td>PRO05</td>
<td>Product 05</td>
<td>Bag</td>
<td>14000</td>
<td>3</td>
<td>42000</td>
</tr>
<tr>
<td>Store</td>
<td>Ngy</td>
<td>PRO13</td>
<td>Product 13</td>
<td>Bag</td>
<td>22000</td>
<td>5</td>
<td>110000</td>
</tr>
<tr>
<td>Store Vansales</td>
<td>PRO05</td>
<td>Product 05</td>
<td>Bag</td>
<td>14000</td>
<td>4</td>
<td>56000</td>
<td></td>
</tr>
<tr>
<td>Store Vansales</td>
<td>PRO15</td>
<td>Product 15</td>
<td>Bag</td>
<td>24000</td>
<td>5</td>
<td>120000</td>
<td></td>
</tr>
<tr>
<td>Store Vansales</td>
<td>PRO16</td>
<td>Product 16</td>
<td>Bag</td>
<td>23000</td>
<td>4</td>
<td>92000</td>
<td></td>
</tr>
<tr>
<td>Store Vansales</td>
<td>PRO03</td>
<td>Product 03</td>
<td>Bag</td>
<td>12000</td>
<td>3</td>
<td>36000</td>
<td></td>
</tr>
<tr>
<td>Store Vansales</td>
<td>PRO17</td>
<td>Product 17</td>
<td>Bag</td>
<td>26000</td>
<td>4</td>
<td>104000</td>
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</tr>
<tr>
<td>Store Vansales</td>
<td>PRO01</td>
<td>Product 01</td>
<td>Bag</td>
<td>10000</td>
<td>5</td>
<td>50000</td>
<td></td>
</tr>
<tr>
<td>Store Vansales</td>
<td>PRO13</td>
<td>Product 13</td>
<td>Bag</td>
<td>22000</td>
<td>5</td>
<td>110000</td>
<td></td>
</tr>
<tr>
<td>Store</td>
<td>Ngy</td>
<td>PRO14</td>
<td>Product 14</td>
<td>Bag</td>
<td>23000</td>
<td>4</td>
<td>92000</td>
</tr>
<tr>
<td>Store</td>
<td>Ngy</td>
<td>PRO19</td>
<td>Product 19</td>
<td>Bag</td>
<td>28000</td>
<td>6</td>
<td>168000</td>
</tr>
</tbody>
</table>
XII. MANAGING DATA OF VISITS

System provides users this function to track, search and extract data customers visit.

**Basic Actions**

- Filter Visit by date, distributors, salesman, customers
- See Visit detail

**Notes:**

Filter conditions

*From date - To date:*
Do not exceed 1 month

1. On Menu, select History > Visit to display that allows entry filter conditions window.
2. From date - To Date to filter orders are created in the time. (Compulsory)
3. Select Distributors to filter according to the distributor orders. (Compulsory)
4. Select the salesman (default filtering orders from all salesman of distributors chose to step 3).
5. Select Customers (default filtering orders from all customers of the distributor chose in step 3).
6. Click the Search button

Example: Want to filter order list of salesman named “Salesman 1” under Hanoi Distributor created from 01/04/2016 to 24/04/2016.
Export Visit list

1. On the menu, select Export Visit to display a window that allows entry conditions. (The same filter order information).
2. From date - To Date to filter orders are created in the time. (Compulsory)

3. Select Distributors to filter according to the distributor orders. (Compulsory)

4. Select the sales staff (default filtering orders from all sales staff of distributors chose to step 3).

5. Select Customers (default filtering orders from all customers of the distributor chose in step 3).

6. Click the Export button.
Data to be exported visit information as follows:

<table>
<thead>
<tr>
<th>Ngay Theo</th>
<th>Bat Dau</th>
<th>Ket Thuc</th>
<th>Thoi Luong</th>
<th>Ma NPP</th>
<th>Distributor Ha Noi</th>
<th>Salesman</th>
<th>Ma NVP</th>
<th>Ten NVBH</th>
<th>Ten Vat Ten NVBH</th>
<th>Ten Khach Hang</th>
<th>Ma Khach Hang</th>
<th>Khu Vuc Khach Hang</th>
<th>Loai Khach Hang</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/04/2016</td>
<td>08:00:00</td>
<td>08:09:00</td>
<td>0m 0s</td>
<td>D1S006</td>
<td>Distributor Ha Noi</td>
<td>Salesman 2</td>
<td>ssn1</td>
<td>114</td>
<td>36, Nguyen Tri, Thanh Xuan</td>
<td>C0000213</td>
<td>Thanh Xuan</td>
<td>Store</td>
<td></td>
</tr>
<tr>
<td>01/04/2016</td>
<td>08:00:00</td>
<td>08:03:00</td>
<td>3m 0s</td>
<td>D1S006</td>
<td>Distributor Ha Noi</td>
<td>Salesman 1</td>
<td>ssn1</td>
<td>26</td>
<td>Kim Ma, Ba Dinh</td>
<td>C0000239</td>
<td>Ba Dinh</td>
<td>Store</td>
<td></td>
</tr>
<tr>
<td>01/04/2016</td>
<td>08:05:00</td>
<td>08:13:00</td>
<td>8m 0s</td>
<td>D1S006</td>
<td>Distributor Ha Noi</td>
<td>Salesman 1</td>
<td>ssn1</td>
<td>22</td>
<td>Kim Ma, Ba Dinh</td>
<td>C0000235</td>
<td>Ba Dinh</td>
<td>Store</td>
<td></td>
</tr>
<tr>
<td>01/04/2016</td>
<td>08:11:00</td>
<td>08:14:00</td>
<td>3m 0s</td>
<td>D1S006</td>
<td>Distributor Ha Noi</td>
<td>Salesman 1</td>
<td>ssn1</td>
<td>27</td>
<td>Nguyen Tri, Thanh Xuan</td>
<td>C0000210</td>
<td>Thanh Xuan</td>
<td>Store</td>
<td></td>
</tr>
<tr>
<td>01/04/2016</td>
<td>08:15:00</td>
<td>08:15:00</td>
<td>0m 0s</td>
<td>D1S006</td>
<td>Distributor Ha Noi</td>
<td>Salesman 2</td>
<td>ssn1</td>
<td>20</td>
<td>Kim Ma, Ba Dinh</td>
<td>C0000233</td>
<td>Ba Dinh</td>
<td>Store</td>
<td></td>
</tr>
<tr>
<td>01/04/2016</td>
<td>08:16:00</td>
<td>08:19:00</td>
<td>3m 0s</td>
<td>D1S006</td>
<td>Distributor Ha Noi</td>
<td>Salesman 2</td>
<td>ssn2</td>
<td>25</td>
<td>Nguyen Tri, Thanh Xuan</td>
<td>C0000206</td>
<td>Thanh Xuan</td>
<td>Store</td>
<td></td>
</tr>
<tr>
<td>01/04/2016</td>
<td>08:17:00</td>
<td>08:26:00</td>
<td>9m 0s</td>
<td>D1S006</td>
<td>Distributor Ha Noi</td>
<td>Salesman 1</td>
<td>ssn1</td>
<td>8</td>
<td>Kim Ma, Ba Dinh</td>
<td>C0000221</td>
<td>Ba Dinh</td>
<td>Store</td>
<td></td>
</tr>
<tr>
<td>01/04/2016</td>
<td>08:21:00</td>
<td>08:26:00</td>
<td>5m 0s</td>
<td>D1S006</td>
<td>Distributor Ha Noi</td>
<td>Salesman 2</td>
<td>ssn2</td>
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<td>C0000207</td>
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<td>Store</td>
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<tr>
<td>01/04/2016</td>
<td>08:28:00</td>
<td>08:36:00</td>
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<td>Distributor Ha Noi</td>
<td>Salesman 2</td>
<td>ssn2</td>
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<tr>
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<td>08:28:00</td>
<td>0s</td>
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<td>C0000214</td>
<td>Ba Dinh</td>
<td>Store</td>
<td></td>
</tr>
</tbody>
</table>

(continued)
XIII. PHOTO

All the salesman take customer photo will save in systems. Users can easily search for data that form the desired image.

**Basic Actions**
- Filter Photo by date, distributors, salesman, customers
- Download photo

**Notes:**
Filter conditions
*From date - To date:* Do not exceed 1 month

**Filter visit information**
1. On Menu, select History > Photo to display that allows entry filter conditions window.
2. From date - To Date to filter orders are created in the time. (Obligatory)
3. Select Distributors to filter according to the distributor orders. (Obligatory)
4. Select the sales staff (default filtering orders from all sales staff of distributors chose to step 3).
5. Click the Search button

----------
Photo history group by take photo time
Click on "Details" viewing details photo
Click on the photo to enlarge photo
Click on "Download" to download photo on computer
XIV. STATISTICS – REPORTS

14.1. Sale Report
The system enables viewing sales reports by month.
Sale data group and filter by 4 Criteria:
- By Date
- By Distributor
- By Product
  - By Salesman

Daily Sales Report
1. On Menu, select Report > Sales
2. Choose Month of Report (Example: 3/2016)
3. Select the type of report : By Daily
4. Select Distributor (default to see all reports of all distributors)
5. Select Report button

Distributor Sale Report
1. On Menu, select Report > Sales
2. Choose Month of Report (Example: 3/2016)
3. Select the type of report : By Distributor
4. Select Report button

Product Sales Report

1. On Menu, select Report > Sales
2. Choose Month of Report (Example: 3/2016)
3. Select the type of report : By Product
4. Choose Distributor (default to see all reports of all distributor)
5. Choose product type
6. Select Report button
By Salesman sale report

1. On Menu, select Report > Sales
2. Choose Month of Report
3. Select the type of report: By Salesman
4. Choose Distributor (Compulsory)
5. Select Report button

14.2. Customer Visit Report

The system enables viewing customer visit reports by month
On Menu, select Report > Visit to display that allows entry filter conditions window Select Distributors to filter according to the distributor Sales report. (Compulsory)
Sale data group and filter by 3 Criteria:
- By Daily
- By Distributos
- By Salesman

Daily Customer Visit Report
1. On Menu, select Report > Visit
2. Choose Month of Report
3. Select the type of report : By Daily
4. Choose Distributor (default view all distributor)
5. Select Report button

Distributor Customer Visit Report
- On Menu, select Report > Visit
- Choose Month of Report
- Select the type of report : By Distributor
- Click Report Button
Saleman Customer Visit Report

- On Menu, select Report > Visit
- Choose Month of Report
- Select the type of report : By Salesman
- Choose Distributor (Compulsory)
- Select Report button

14.3. Salesmen Performance Report

The system allows managing work productivity of staffs by month. Aggregate data based on the evaluation criteria in the system and actual sales results for the month.

Performance Reports
1. On Menu, select Report > Performance
2. Choose Month of Report
3. Choose Distributor (Compulsory)
4. Choose Saleman
5. Select Report button

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The parameters
- Total orders
- Total production: The number of products sale * output value (configured in the product information).
Example: A product output is 10 (unit production is kg). In Order have 10 products A => Total production of A = 100 kg
- Number of visited / visit plant in Month
- Number of visits approved plant
- Number have Order of visit
- Total revenue
- Average revenue on Order
- SKU / orders: Average number of products on one Order
- The average yield on the Order: Average yield on 1 Order
- Number of new registered customers in Month

If supervisor assigns any target to salesmen, data will be added; Target + % Completion. Display actual data.

- Summary of Daily Revenue
Summary of Sales of Products

<table>
<thead>
<tr>
<th>Category Y</th>
<th>secutive Product</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Product 20</td>
<td></td>
<td>125</td>
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<tr>
<td>Product 19</td>
<td></td>
<td>144</td>
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<td>Product 18</td>
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<td>104</td>
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<tr>
<td>Product 17</td>
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<td>131</td>
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<td>119</td>
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<tr>
<td>Product 10</td>
<td></td>
<td>164</td>
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<tr>
<td><strong>Tổng</strong></td>
<td></td>
<td><strong>1435</strong></td>
</tr>
</tbody>
</table>

| Category X       |                    | 1095     |