



# **DMS Plus**

**USER MANUAL**

**USER: DISTRIBUTOR**

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## 1. Log - in

Distributor log-in the system by the URL: <http://dmsplus.net>, website support English and Vietnamese

- 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:

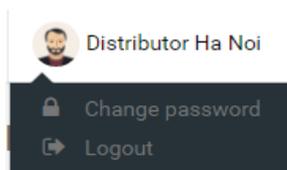
- **Menu:** Show the list function
- **Working screen:** display work content
- **Support operations:** Choose language, change password, notification bar

*Notification bar provides information:*

- Number of new customers pending
- Number of unread feedback
- Number of orders waiting for approval



## 3. Change password



1. Click on Username area, choose Change password
2. Input old password and new password
3. Click on save

## 4. Icons

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

On list monitors	
	Update
	Search
	Import data from Excel
On adding monitors	
	Save
	Approve

Distributors have a major role to review and approve purchase orders, set price and sales monitoring

## I. 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 order
- Approve order
- Deny order
- Print order

### Show pending orders

After salesmen perform sending orders, sales supervisor 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

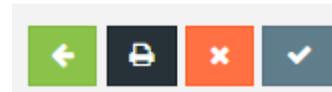
Duyệt Đơn Hàng						
Ngày Tạo	No.	Nhà Phân Phối	Khách Hàng	Nhân Viên Bán Hàng	Tổng Thanh Toán	
29/03/2016 09:47:40	PO1600001877	Distributor Ha Noi	17, Kim Ma, Ba Dinh	Salesman 1	500,000	>
29/03/2016 09:48:02	PO1600001878	Distributor Ha Noi	27, Kim Ma, Ba Dinh	Salesman 1	660,000	>
29/03/2016 09:48:32	PO1600001879	Distributor Ha Noi	27, Kim Ma, Ba Dinh	Salesman 1	132,000	>

Approved orders will be displayed in the list of orders (History> Order).

Sales staff 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



2. Explanation of icons: are as below:

- Back to pending orders screen
- Print order
- Deny order
- Approve order

3. Click the Approval icon if approve order

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

### Note

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

## II. 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

Not read feedbacks will bold marked on the list

### Follow customer feedback

After sales man send back new customer register , Sales Supervisor

will see information on notification bar



See customer feedbacks have 2 ways

**Step 1 :** Click  icon to read customer new feedbacks

**Step 2:** On the Menu, Click to Feedback

Feedback			
	1, Kim Ma, Ba Dinh	y kien gi nhi	17/06/2016
	5, Kim Ma, Ba Dinh	hello timor	05/07/2016
	5, Kim Ma, Ba Dinh	product is not in god quality	21/06/2016
	9, Kim Ma, Ba Dinh	ý kiến	21/06/2016

Click on one data to see more feedback information

- Customer name
- Salesman name
- Time to send feedback
- Feedback content

Feedback		
5, Kim Ma, Ba Dinh	customer name	
Salesman 1	salesman name	
#1	feedback content	
hello timor		
		Time to send feedback
		05/07/2016 23:44:41

### III. Managing data of order

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

#### Basic actions

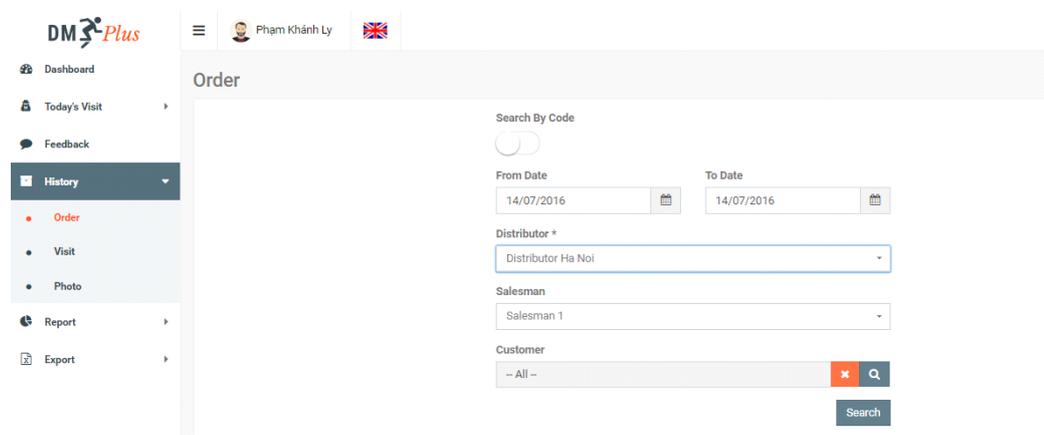
- Filter order by day, by distributor, by saleman, by customer
- Search order by order code
- View order details
- Print order

#### Note:

##### Filter conditions

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

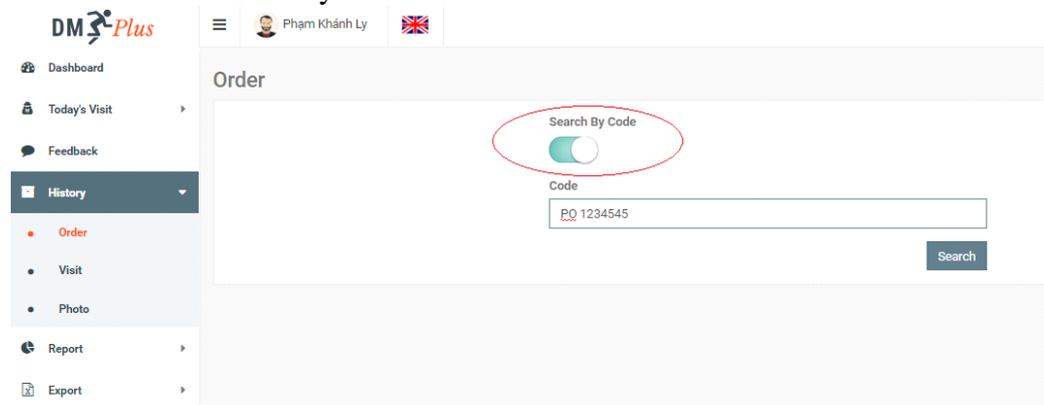
#### Filter Order



1. On Menu, select History > Order 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 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 Search button

#### Search Order by Order Code

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



3. Enter the Order code
4. Click Search

## Export Order

1. On the menu, select Export -> 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 sales staff (default filtering orders from all sales staff 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.

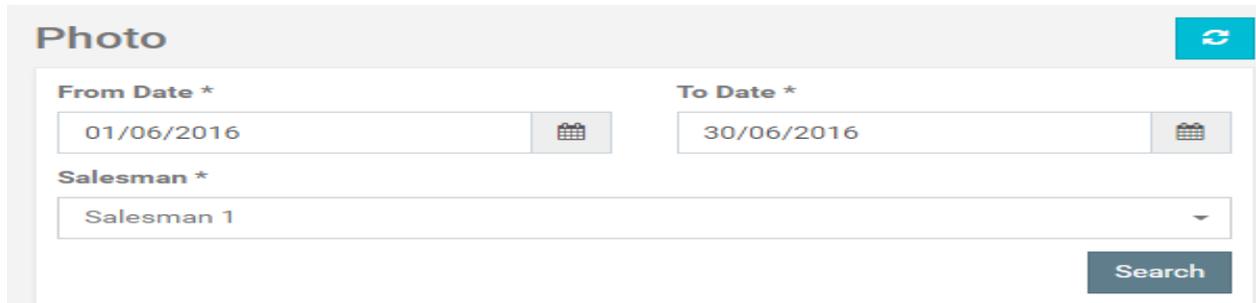
Exporting data of order include data fields:

Order Detail List								
From Date: 01/06/2016		To Date: 30/06/2016						
Issued Date: 21/07/2016								
Code	Created Date	With Visit	Distributor Code	Distributor Name	Salesman Fullname	Salesman UserName	Customer Name	Customer Code
PO1600004087	01/06/2016	x	DIS0001	Distributor Ha Noi	Salesman 2	sm2	03, Nguyen Trai, Thanh Xuan	C0000003
PO1600004087	01/06/2016	x	DIS0001	Distributor Ha Noi	Salesman 2	sm2	03, Nguyen Trai, Thanh Xuan	C0000003
PO1600004087	01/06/2016	x	DIS0001	Distributor Ha Noi	Salesman 2	sm2	03, Nguyen Trai, Thanh Xuan	C0000003
PO1600004087	01/06/2016	x	DIS0001	Distributor Ha Noi	Salesman 2	sm2	03, Nguyen Trai, Thanh Xuan	C0000003
PO1600004083	01/06/2016	x	DIS0001	Distributor Ha Noi	Salesman 1	sm1	4, Kim Ma, Ba Dinh	C0000034
PO1600004083	01/06/2016	x	DIS0001	Distributor Ha Noi	Salesman 1	sm1	4, Kim Ma, Ba Dinh	C0000034
PO1600004083	01/06/2016	x	DIS0001	Distributor Ha Noi	Salesman 1	sm1	4, Kim Ma, Ba Dinh	C0000034

Customer Area	Customer Type	Delivery	Product Code	Product Name	UOM	Price	Quantity	Amount
Thanh Xuan	Store	Immediately	PRO20	Product 20	Bag	29000	6	174000
Thanh Xuan	Store	Immediately	PRO04	Product 04	Bag	13000	5	65000
Thanh Xuan	Store	Immediately	PRO09	Product 09	Bag	18000	5	90000
Thanh Xuan	Store	Immediately	PRO07	Product 07	Bag	16000	3	48000
Ba Dinh	Store	Immediately	PRO03	Product 03	Bag	12000	6	72000
Ba Dinh	Store	Immediately	PRO20	Product 20	Bag	29000	3	87000

## IV. Photos

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

### Note:

Filter conditions

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

### Filter photo

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

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Photo history group by take photo time

Click on "Details" viewing details photo

Click on the photo to enlarge photo

Click on  to download photo on computer

## V. Report

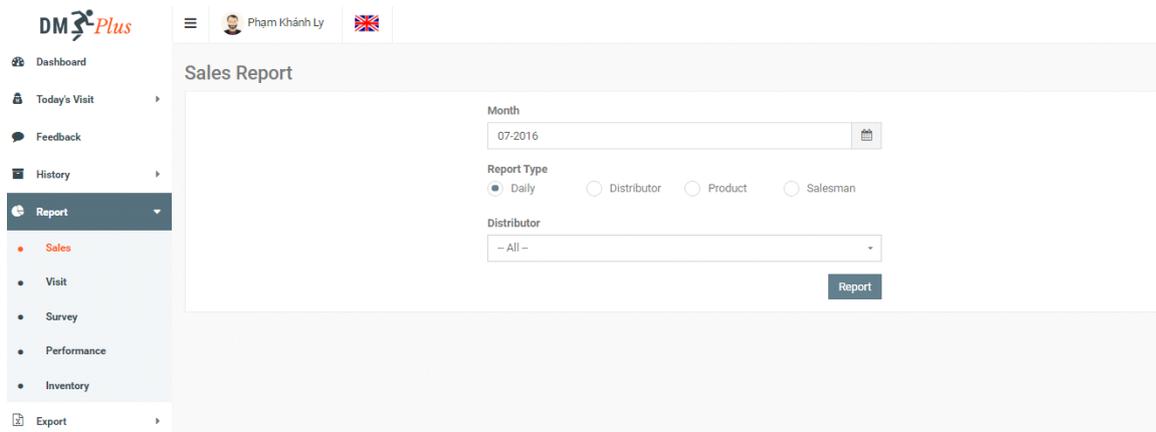
### Sales report

System enables viewing sales reports by month

On Menu, select Report > Sales to display that allows entry filter conditions window Select Distributors to filter according to the distributor Sales report. (Obligatory):

Sale data group and filter by 4 Criteria

- By Date
- By Distributor
- By Product
- By Saleman



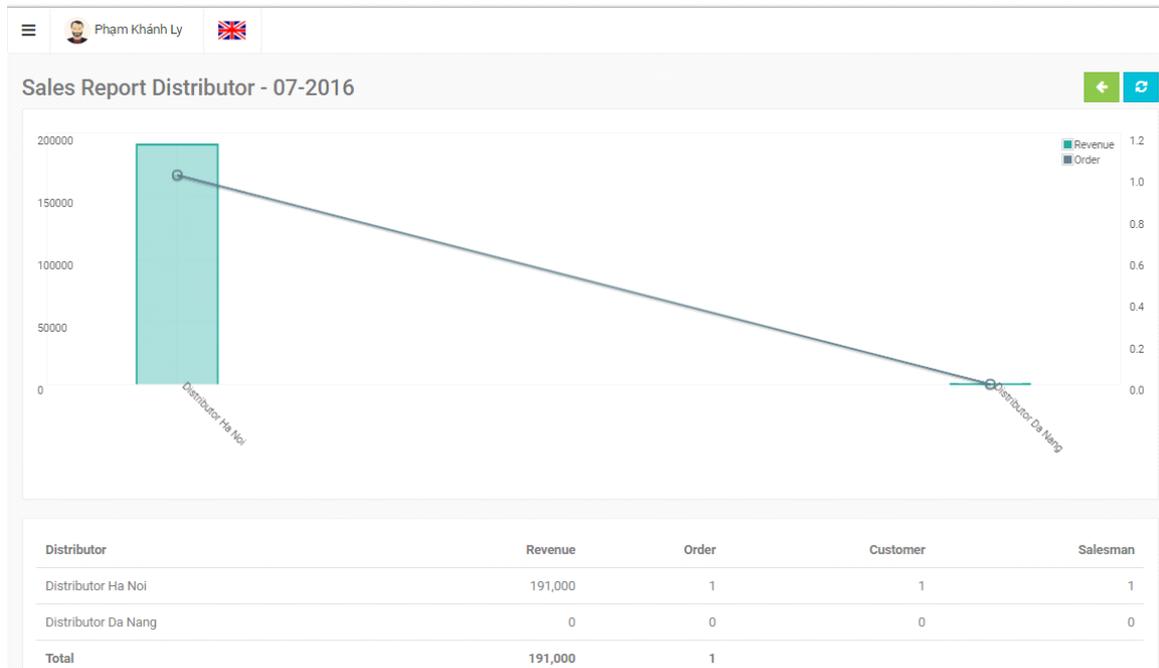
### Sales Report Daily

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



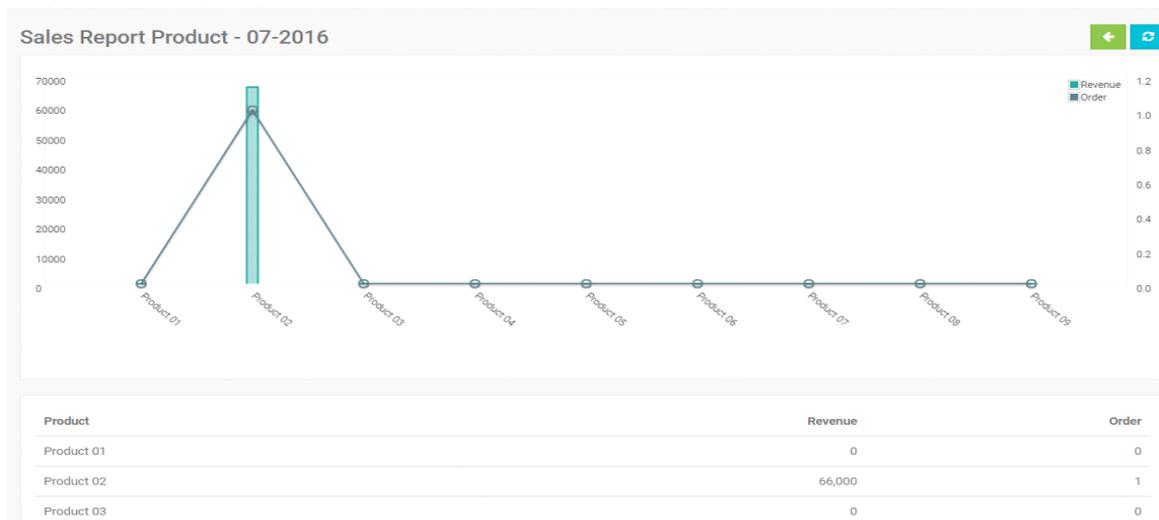
## Sale Report Distributor

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



## Sales Report Product

1. On Menu, select Report > Sales
2. Choose Month of Report
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



## Sales Report Salesman

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



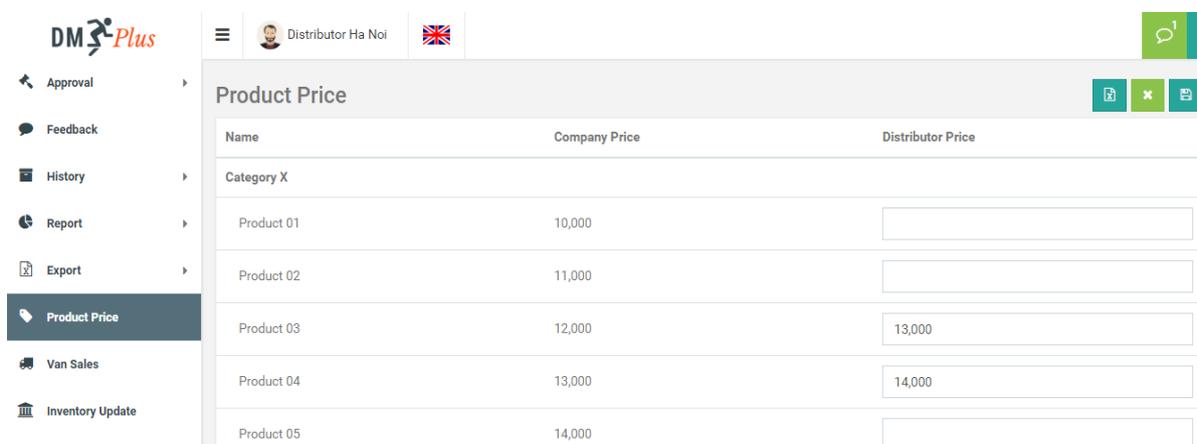
## VI. Setting price at distributor

Distributors can set price of product. When distributors do not set price, distributor's price is company's price by default

### Follow steps:

1. On Menu, select chọn Giá bán để hiển thị danh sách các sản phẩm.
2. Input price of product on column Distributor price
3. Click on icon  to save

*After update price, orders are created in distributor with the price set*



The screenshot shows the 'Product Price' management interface in the DM3 Plus software. The interface includes a sidebar menu with options like Approval, Feedback, History, Report, Export, Product Price (selected), Van Sales, and Inventory Update. The main area displays a table with columns for Name, Company Price, and Distributor Price. The table lists five products with their respective company prices and distributor prices. The distributor price for Product 03 is set to 13,000, while for Product 04 it is 14,000. The other products have empty distributor price boxes, indicating they are set to the company price.

Name	Company Price	Distributor Price
Category X		
Product 01	10,000	
Product 02	11,000	
Product 03	12,000	13,000
Product 04	13,000	14,000
Product 05	14,000	

### Note

- When updating price in distributor, data of history don't change
- If box "Distributor price" is empty, it means "Distributor price" equal "Company price"

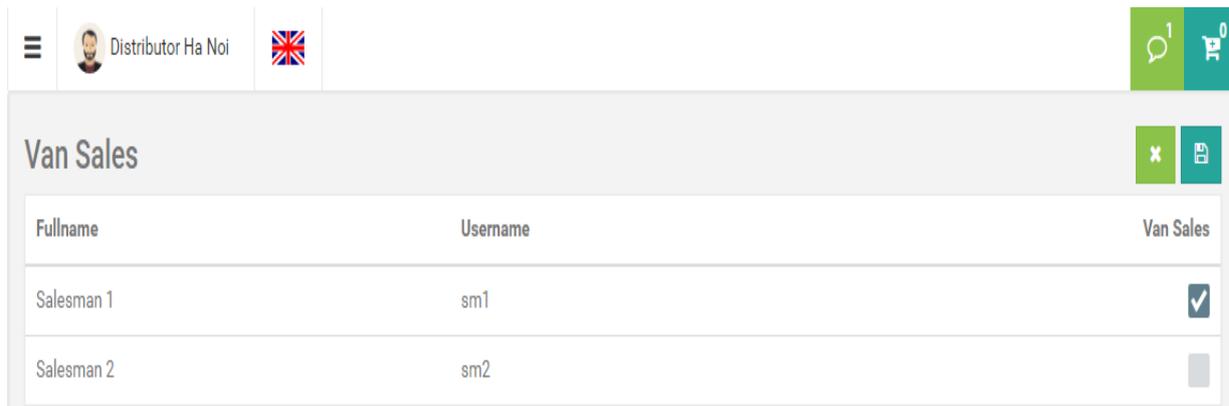
## VII. Setting type of sales

Distributor have right to set type of sales for salesman with Pre-Sales or Van-Sales

### Follow steps:

1. On Menu, click Van Sales to view list of salesman
2. Check box “Van Sales” on each salesman
3. Click icon  to save

*After the update, salesman will be allowed to choose sales form.*



Fullname	Username	Van Sales
Salesman 1	sm1	<input checked="" type="checkbox"/>
Salesman 2	sm2	<input type="checkbox"/>