GETTING STARTED.................................................................................................................................................. 2
1. Log - in ........................................................................................................................................................................ 2
2. Working Screen ............................................................................................................................................................. 2
3. Change Password .......................................................................................................................................................... 2
4. Dashboard ....................................................................................................................................................................... 3
5. Icons ................................................................................................................................................................................. 3

FUNCTIONS OF SALES SUPERVISOR.......................................................................................................................... 4

Sales Supervisor has the right to view and manipulate data related to distributors under management. ................. 4

I. CUSTOMER MANAGEMENT ........................................................................................................................................... 4

II. ASSIGNING TARGET ...................................................................................................................................................... 6

III. ROUTE SETTING .......................................................................................................................................................... 7

3.1. Route ........................................................................................................................................................................... 7

3.2. Customer Schedule ................................................................................................................................................... 7

IV. VISIT MONITORING .................................................................................................................................................... 10

4.1. Monitoring today’s visit ............................................................................................................................................... 10

4.2. Monitoring daily route on map. .................................................................................................................................. 11

V. ORDER APPROVAL ........................................................................................................................................................ 13

VI. NEW CUSTOMER APPROVAL ................................................................................................................................... 15

VII. CUSTOMER FEEDBACK .............................................................................................................................................. 17

VIII. MANAGING DATA OF ORDER ................................................................................................................................ 18

IX. MANAGING DATA OF VISITS ................................................................................................................................... 22

X. PHOTO .......................................................................................................................................................................... 26

XI. REPORTS ...................................................................................................................................................................... 27

11.1. Sale Report ............................................................................................................................................................. 27

11.2. Báo cáo ghé thăm khách hàng.............................................................. Error! Bookmark not defined.

1. **Log-in**
   
   Sales Supervisor log – in the system 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
   - **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 to user name> select Change Password
   2. Type the old password and new password information
   
   Click the Save button
4. **Dashboard**

Dashboard overview summary of sales in the month and the current day. The data collected from distributors under the management of sales supervisor.

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

<table>
<thead>
<tr>
<th>On the screen will have four actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>✗ Delete, ✔ Approve, ✔ Activate / Deactivate, ✏ Edit/ View.</td>
</tr>
</tbody>
</table>

have 03 data state:
+ Draft
+ Effective (after approve)
+ Invalid (after remove effect).

- Add data
- Update data
- Search
- Import from Excel

**On adding screen**

- Save draft
- Approve
FUNCTIONS OF SALES SUPERVISOR

Sales Supervisor has the right to view and manipulate data related to distributors under management.

I. CUSTOMER MANAGEMENT

Definition

As an important category - store entire information about customers of distributors under management.

Basic Actions

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

Viewing Customer Information

1. On the menu, choose Customer> Customer to display a list of customers in the system. Choose distributor to filter the list of customer.
2. Enter customer name in the Search box.
3. Enter or Click icon.
4. Click icon at 01 line of data to see details of one customer

On the customer details screen, Sales Supervisor can edit some information: phone number, email, location, etc.

Adding New Customer

1. On the menu, choose Customer> Customer to display a list of customers in the system.
2. Click icon
3. Insert 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

Note

- 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 the icon to change location of
customer.
- System support search by customer name
- If customer is set in any route, system does not allow Deactivate

DATA IMPORT
UTILITY

In the case of large amounts of customer in 01 list. The system provides users with the function Import data from Excel files

Adding New Customer from Excel Files

On Customer list screen, Click 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 -> System will make specific notifications of data errors and irrational lines in excel files just selected ..

   • Case 2: Valid -> Notify number of new customers will be added to the system

4. Select the Next button to save and issue list.

---

Note :Data in sample

Compulsory information noted (*)

To fill valid data in Customer Type and user region reference, add Excel sheet (customer type) - Area (areas) in the same file

Latitude / Longitude: This is information identifies the exact location of the customers on the map. (Where this information is not available, users can update = 0, and make adjustments to the data below.)
II. ASSIGNING TARGET

Definition
Target of Salesmen are assigned by Sales Supervisor monthly.

Basic Actions
- View list
- Filter/ Search
- Target assign
- Edit information

System provides the following targets:

- Revenue
- Productivity (Unit) = unit * productivity value
- Order: Number of Order
- Revenue by Order: Average revenue per order
- SKU by Order: SKU per order
- Productivity by Order (Unit): Unit per order
- New Customer: Number of New Customers.

Assign target to a salesman

1. On the menu, select Target to display the list of customer under management of Sales Supervisor
2. Select Month
3. Click on icon at the end of each salesman information.
4. Assign target to salesman
   (target = 0: no assigned target)
5. Click on icon to update.

This is a monthly basis, management reviews the performance of the salesmen.
III. ROUTE SETTING

Route Setting enables online management and develop Routes for ensuring the work of visiting customer care and sales promotion.

3.1. Route

**Definition**

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

**Adding Route**

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

This facility to develops 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*

**Note**

- 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

3.2. Customer Schedule

**Definition**

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

**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
   - 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.

Note
- 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:

Customer schedule for large number of customers

On Customer list screen, Click 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 on 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.

Note
- After Sales Supervisor 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.
IV. VISIT MONITORING

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

4.1. Monitoring today's visit

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

**Basic actions**
• Filter
• See details

<table>
<thead>
<tr>
<th>Definition</th>
<th>Monitoring today's visit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is a customer list salesman need visit today. The statistics for each distributor.</td>
<td>On the menu, select Today's visit &gt; List to display a list of the day visit.</td>
</tr>
<tr>
<td></td>
<td>Select Distributors.</td>
</tr>
<tr>
<td></td>
<td>Select Salesman. Default view data for all sales staff at selected distributors.</td>
</tr>
<tr>
<td></td>
<td>The system will automatically filter and display the results list.</td>
</tr>
<tr>
<td></td>
<td>Click the Arrow icon, respectively each row of data to view details.</td>
</tr>
</tbody>
</table>

--------

**Note**

| 3m 0s | Warning visit time is too short than standard |
| 33m 18s | Visit time reached standard |
| 1,145,342 m | Warning distance to visit (between customer locations - salesman location) exceeded the allowable limits |
| 2 m | Distance to visit reached standard |
### Monitoring daily route on map.

#### Definition
The route status of the current day. Show the customer's location for each route and has status visited or not yet visited on the map.

#### Basic actions
- **Filter**
- **See details**

#### Monitoring Today’s visit
- On the menu, select Today's visit -> Maps to display a list of today's visit

  - Select Distributors (Compulsory)
  - Select Salesman. (Compulsory)

  The system displays the customers location in route of the current day on the map

  **Status:** 🟢 Vitsited | 🟠 Not visited

  ![Map of customer locations](image)

- When you click marker 🟢 - choose "view detail" you can view visit information detail
V. 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, 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:** Ont the menu, select Approval > Order
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.
VI. 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 customers**
After salesmen register new customers, sales supervisor will see a notification on the website interface, and see the number of customers on the announcement bar.

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 on  icon to approve new customer
   System will send confirmation message:
   **Confirm**
   Are you sure you want to approve this customer?

   ![Confirmation Icon](image)

   OK Cancel

3. Select OK to approve and create customer information in the system.
4. After approve new customer, Sales Supervisor can set route (Optional)

   ![Route Setting](image)
- Select Route
- Click on visit date.
5. Click on “save” icon.

(In case of deny new customer, click on icon to deny).
VII. 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, 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

Click on one data to see more feedback information

- Customer name
- Salesman name
- Time to send feedback
- Feedback content
VIII. MANAGING DATA OF ORDER

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

<table>
<thead>
<tr>
<th>Basic actions</th>
<th>Filter Order</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Filter orders by date, distributors, salesman, customers.</td>
<td>• On Menu, select History &gt; Order to display that allows entry filter conditions window.</td>
</tr>
<tr>
<td>• Search Order by Order code</td>
<td>• From date - To Date to filter orders are created in the time. (Compulsory)</td>
</tr>
<tr>
<td>• See Order detail</td>
<td>• Select Distributors to filter according to the distributor orders. (Compulsory)</td>
</tr>
<tr>
<td>• Print Order</td>
<td>• Select the sales staff (default filtering orders from all sales staff of distributors chose to step 3).</td>
</tr>
<tr>
<td></td>
<td>• Select Customers (default filtering orders from all customers of the distributor chose in step 3).</td>
</tr>
<tr>
<td></td>
<td>• Click the Search button</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Note:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Filter conditions</td>
</tr>
<tr>
<td>From date - To date: Do not exceed 1 month</td>
</tr>
</tbody>
</table>

Search Order by Order Code

• On Menu, select History > Order to display that allows entry filter conditions window.
• Select "Search by code"
Enter the Order code
Click Search.

Export Order

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

- Choose Export by product detail  or not  

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

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

- Click the Export button
Dữ liệu trích xuất đơn hàng tổng thể sẽ bao gồm các thông tin:

<table>
<thead>
<tr>
<th>Mã</th>
<th>Ngày Xuất Mã</th>
<th>Mã NPP</th>
<th>Mã NPP</th>
<th>Tên NPP</th>
<th>Hợp Văn Tên NVBH</th>
<th>Tên Khách Hàng</th>
<th>Mã Khách Hàng</th>
<th>Khu vực Khách hàng</th>
</tr>
</thead>
<tbody>
<tr>
<td>PO1600007389</td>
<td>01/04/2016</td>
<td>DIS0006</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>PO1600007389</td>
<td>01/04/2016</td>
<td>DIS0006</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>DIS0006</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>PO1600007444</td>
<td>01/04/2016</td>
<td>DIS0006</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>PO1600007474</td>
<td>01/04/2016</td>
<td>DIS0006</td>
<td>Distributor Ha Noi</td>
<td>Salesman 2</td>
<td>sm1</td>
<td>8, Kim Ma, Ba Dinh</td>
<td>C0000221</td>
<td>Ba Dinh</td>
</tr>
<tr>
<td>PO1600007474</td>
<td>01/04/2016</td>
<td>DIS0006</td>
<td>Distributor Ha Noi</td>
<td>Salesman 2</td>
<td>sm2</td>
<td>24, Nguyen Trai, Thanh Xuan</td>
<td>C0000207</td>
<td>Thanh Xuan</td>
</tr>
<tr>
<td>PO1600007444</td>
<td>01/04/2016</td>
<td>DIS0006</td>
<td>Distributor Ha Noi</td>
<td>Salesman 2</td>
<td>sm2</td>
<td>21, Nguyen Trai, Thanh Xuan</td>
<td>C0000200</td>
<td>Thanh Xuan</td>
</tr>
<tr>
<td>PO1600007350</td>
<td>01/04/2016</td>
<td>DIS0006</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>PO1600007391</td>
<td>01/04/2016</td>
<td>DIS0006</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>DIS0006</td>
<td>Distributor Ha Noi</td>
<td>Salesman 2</td>
<td>sm2</td>
<td>63, Nguyen Trai, Thanh Xuan</td>
<td>C0000188</td>
<td>Thanh Xuan</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Loại Khách Hàng</th>
<th>Giao Hàng</th>
<th>Số Lượng</th>
<th>Tổng Thanh Toán</th>
<th>Khuyến Mãi</th>
<th>Chất Khuyển</th>
</tr>
</thead>
<tbody>
<tr>
<td>Store</td>
<td>Tây Ninh</td>
<td>14</td>
<td>227000</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Store</td>
<td>Tây Ninh</td>
<td>14</td>
<td>227000</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Store</td>
<td>Tây Ninh</td>
<td>10</td>
<td>419000</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Store</td>
<td>Tây Ninh</td>
<td>8</td>
<td>179000</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Store</td>
<td>Tây Ninh</td>
<td>14</td>
<td>227000</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Store</td>
<td>Tây Ninh</td>
<td>8</td>
<td>149000</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Store</td>
<td>Tây Ninh</td>
<td>14</td>
<td>337000</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Store</td>
<td>Tây Ninh</td>
<td>8</td>
<td>147000</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Store</td>
<td>Tây Ninh</td>
<td>14</td>
<td>318000</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
Dữ liệu trích xuất đơn hàng chi tiết theo sản phẩm

### Danh Sách Chi Tiết Đơn Hàng

<table>
<thead>
<tr>
<th>Mã</th>
<th>Ngày Tạo</th>
<th>Ghé Thấm</th>
<th>Mã NPP</th>
<th>Tên NPP</th>
<th>Io Va Tên NVBH</th>
<th>Tên Đại Lập Nhập NVBH</th>
<th>Tên Khách Hàng</th>
<th>Mã Khách Hàng</th>
<th>Khu vực Khách Hàng</th>
</tr>
</thead>
<tbody>
<tr>
<td>PO1600007389</td>
<td>01/04/2016</td>
<td>x</td>
<td>DI500065</td>
<td>Distributor HN</td>
<td>Salesman 2</td>
<td>sm2</td>
<td>20, Nguyễn Thái, Thanh Xuân</td>
<td>C0000213</td>
<td>Thanh Xuân</td>
</tr>
<tr>
<td>PO1600007389</td>
<td>01/04/2016</td>
<td>x</td>
<td>DI500065</td>
<td>Distributor HN</td>
<td>Salesman 2</td>
<td>sm2</td>
<td>20, Nguyễn Thái, Thanh Xuân</td>
<td>C0000213</td>
<td>Thanh Xuân</td>
</tr>
<tr>
<td>PO1600007389</td>
<td>01/04/2016</td>
<td>x</td>
<td>DI500065</td>
<td>Distributor HN</td>
<td>Salesman 2</td>
<td>sm2</td>
<td>20, Nguyễn Thái, Thanh Xuân</td>
<td>C0000213</td>
<td>Thanh Xuân</td>
</tr>
<tr>
<td>PO1600007389</td>
<td>01/04/2016</td>
<td>x</td>
<td>DI500065</td>
<td>Distributor HN</td>
<td>Salesman 2</td>
<td>sm2</td>
<td>20, Nguyễn Thái, Thanh Xuân</td>
<td>C0000213</td>
<td>Thanh Xuân</td>
</tr>
<tr>
<td>PO1600007389</td>
<td>01/04/2016</td>
<td>x</td>
<td>DI500065</td>
<td>Distributor HN</td>
<td>Salesman 2</td>
<td>sm2</td>
<td>20, Nguyễn Thái, Thanh Xuân</td>
<td>C0000213</td>
<td>Thanh Xuân</td>
</tr>
<tr>
<td>PO1600007389</td>
<td>01/04/2016</td>
<td>x</td>
<td>DI500065</td>
<td>Distributor HN</td>
<td>Salesman 2</td>
<td>sm2</td>
<td>20, Nguyễn Thái, Thanh Xuân</td>
<td>C0000213</td>
<td>Thanh Xuân</td>
</tr>
</tbody>
</table>

### Loại Khách Hàng

<table>
<thead>
<tr>
<th>Loại Khách Hàng</th>
<th>Giao Hạng</th>
<th>Mã Sản Phẩm</th>
<th>Tên Sản Phẩm</th>
<th>DVT</th>
<th>Giá</th>
<th>Số Lượng</th>
<th>Hành Tín</th>
</tr>
</thead>
<tbody>
<tr>
<td>Store</td>
<td>New</td>
<td>PRO018</td>
<td>Product 18</td>
<td>Bag</td>
<td>20000</td>
<td>6</td>
<td>120000</td>
</tr>
<tr>
<td>Store</td>
<td>New</td>
<td>PRO011</td>
<td>Product 11</td>
<td>Bag</td>
<td>20000</td>
<td>4</td>
<td>80000</td>
</tr>
<tr>
<td>Store</td>
<td>New</td>
<td>PRO005</td>
<td>Product 05</td>
<td>Bag</td>
<td>14000</td>
<td>3</td>
<td>42000</td>
</tr>
<tr>
<td>Store</td>
<td>New</td>
<td>PRO013</td>
<td>Product 13</td>
<td>Bag</td>
<td>22000</td>
<td>5</td>
<td>110000</td>
</tr>
<tr>
<td>Store</td>
<td>Vansales</td>
<td>PRO003</td>
<td>Product 03</td>
<td>Bag</td>
<td>12000</td>
<td>3</td>
<td>36000</td>
</tr>
<tr>
<td>Store</td>
<td>Vansales</td>
<td>PRO012</td>
<td>Product 12</td>
<td>Bag</td>
<td>24000</td>
<td>5</td>
<td>120000</td>
</tr>
<tr>
<td>Store</td>
<td>Vansales</td>
<td>PRO016</td>
<td>Product 16</td>
<td>Bag</td>
<td>23000</td>
<td>4</td>
<td>92000</td>
</tr>
<tr>
<td>Store</td>
<td>Vansales</td>
<td>PRO003</td>
<td>Product 03</td>
<td>Bag</td>
<td>12000</td>
<td>3</td>
<td>36000</td>
</tr>
<tr>
<td>Store</td>
<td>Vansales</td>
<td>PRO017</td>
<td>Product 17</td>
<td>Bag</td>
<td>26000</td>
<td>4</td>
<td>104000</td>
</tr>
<tr>
<td>Store</td>
<td>Vansales</td>
<td>PRO001</td>
<td>Product 01</td>
<td>Bag</td>
<td>10000</td>
<td>5</td>
<td>50000</td>
</tr>
<tr>
<td>Store</td>
<td>Vansales</td>
<td>PRO013</td>
<td>Product 13</td>
<td>Bag</td>
<td>22000</td>
<td>5</td>
<td>110000</td>
</tr>
<tr>
<td>Store</td>
<td>New</td>
<td>PRO014</td>
<td>Product 14</td>
<td>Bag</td>
<td>23000</td>
<td>4</td>
<td>92000</td>
</tr>
<tr>
<td>Store</td>
<td>New</td>
<td>PRO019</td>
<td>Product 19</td>
<td>Bag</td>
<td>28000</td>
<td>6</td>
<td>168000</td>
</tr>
</tbody>
</table>

---

**Notes:**

- Mã NPP: Mã số nhà cung cấp
- Tên NPP: Tên nhà cung cấp
- Io Va Tên NVBH: Họ và tên nhân viên NVBH
- Tên Đại Lập Nhập NVBH: Họ và tên đại lập nhập NVBH
- Mã Khách Hàng: Mã khách hàng
- Khu vực Khách Hàng: Khu vực khách hàng
## IX. 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

### Note:

Filter conditions

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

### Filter visit information

<table>
<thead>
<tr>
<th>Image</th>
<th>Description</th>
</tr>
</thead>
</table>
| ![Image](image.png) | - On Menu, select History > Visit 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 sales staff (default filtering orders from all sales staff 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 |

### Search Results:
Export Visit list

- On the menu, select Export -l> Visit to display a window that allows entry conditions. (The same filter order information).
- 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 sales staff (default filtering orders from all sales staff of distributors chose to step 3).
- Select Customers (default filtering orders from all customers of the distributor chose in step 3).
- Click the Export button
Dữ liệu phải trích xuất thông tin ghé thăm như sau

<table>
<thead>
<tr>
<th>Ngày Tạo</th>
<th>Bắt Đầu</th>
<th>Kết Thúc</th>
<th>Thời Trag</th>
<th>Mã NPP</th>
<th>Ten NPP</th>
<th>Hạng Vi Tần NVBH</th>
<th>Ten Đăng Nhập NVBH</th>
<th>Ten Khách Hàng</th>
<th>Mã Khách Hàng</th>
<th>Khu vực Khách Hàng</th>
<th>Lợi Khách Hàng</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/04/2016</td>
<td>08:00:00</td>
<td>08:09:00</td>
<td>9m 0s</td>
<td>D00006D</td>
<td>Distributor Ha Noi</td>
<td>Salesman 2</td>
<td>sm2</td>
<td>30, Nguyen Trai, Thanh Xuan</td>
<td>C000213</td>
<td>Thanh Xuan</td>
<td>Store</td>
</tr>
<tr>
<td>01/04/2016</td>
<td>08:00:00</td>
<td>08:09:00</td>
<td>9m 0s</td>
<td>D00006D</td>
<td>Distributor Ha Noi</td>
<td>Salesman 1</td>
<td>sm1</td>
<td>26, Kim Ma, Ba Dinh</td>
<td>C000239</td>
<td>Ba Dinh</td>
<td>Store</td>
</tr>
<tr>
<td>01/04/2016</td>
<td>08:05:00</td>
<td>08:13:00</td>
<td>9m 0s</td>
<td>D00006D</td>
<td>Distributor Ha Noi</td>
<td>Salesman 1</td>
<td>sm1</td>
<td>22, Kim Ma, Ba Dinh</td>
<td>C000233</td>
<td>Ba Dinh</td>
<td>Store</td>
</tr>
<tr>
<td>01/04/2016</td>
<td>08:11:00</td>
<td>08:14:00</td>
<td>9m 0s</td>
<td>D00006D</td>
<td>Distributor Ha Noi</td>
<td>Salesman 2</td>
<td>sm2</td>
<td>27, Nguyen Trai, Thanh Xuan</td>
<td>C000210</td>
<td>Thanh Xuan</td>
<td>Store</td>
</tr>
<tr>
<td>01/04/2016</td>
<td>08:15:00</td>
<td>08:15:00</td>
<td>9m 0s</td>
<td>D00006D</td>
<td>Distributor Ha Noi</td>
<td>Salesman 1</td>
<td>sm1</td>
<td>20, Kim Ma, Ba Dinh</td>
<td>C000233</td>
<td>Ba Dinh</td>
<td>Store</td>
</tr>
<tr>
<td>01/04/2016</td>
<td>08:16:00</td>
<td>08:19:00</td>
<td>9m 0s</td>
<td>D00006D</td>
<td>Distributor Ha Noi</td>
<td>Salesman 2</td>
<td>sm2</td>
<td>25, Nguyen Trai, Thanh Xuan</td>
<td>C000208</td>
<td>Thanh Xuan</td>
<td>Store</td>
</tr>
<tr>
<td>01/04/2016</td>
<td>08:17:00</td>
<td>08:26:00</td>
<td>9m 0s</td>
<td>D00006D</td>
<td>Distributor Ha Noi</td>
<td>Salesman 1</td>
<td>sm1</td>
<td>8, Kim Ma, Ba Dinh</td>
<td>C000221</td>
<td>Ba Dinh</td>
<td>Store</td>
</tr>
<tr>
<td>01/04/2016</td>
<td>08:21:00</td>
<td>08:26:00</td>
<td>9m 0s</td>
<td>D00006D</td>
<td>Distributor Ha Noi</td>
<td>Salesman 2</td>
<td>sm2</td>
<td>24, Nguyen Trai, Thanh Xuan</td>
<td>C000207</td>
<td>Thanh Xuan</td>
<td>Store</td>
</tr>
<tr>
<td>01/04/2016</td>
<td>08:28:00</td>
<td>08:30:00</td>
<td>9m 0s</td>
<td>D00006D</td>
<td>Distributor Ha Noi</td>
<td>Salesman 2</td>
<td>sm2</td>
<td>21, Nguyen Trai, Thanh Xuan</td>
<td>C000204</td>
<td>Thanh Xuan</td>
<td>Store</td>
</tr>
<tr>
<td>01/04/2016</td>
<td>08:28:00</td>
<td>08:28:00</td>
<td>9m 0s</td>
<td>D00006D</td>
<td>Distributor Ha Noi</td>
<td>Salesman 1</td>
<td>sm1</td>
<td>1, Kim Ma, Ba Dinh</td>
<td>C000214</td>
<td>Ba Dinh</td>
<td>Store</td>
</tr>
</tbody>
</table>

(tiep)
X. PHOTO

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

<table>
<thead>
<tr>
<th>Basic actions</th>
<th>Filter photo</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Filter Photo by date, distributors, salesman, customers</td>
<td>• On Menu, select History &gt; Photo to display that allows entry filter conditions window.</td>
</tr>
<tr>
<td>• Download photo</td>
<td>• From date - To Date to filter orders are created in the time. (Obligatory)</td>
</tr>
</tbody>
</table>

**Note:**

Filter conditions

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

---

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
XI. REPORTS

11.1. Sale Report

- The 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 Salesman

Daily Sales Report

- On Menu, select Report > Sales
- Choose Month of Report
- Select the type of report: By Daily
  - Select Distributor (default to see all reports of all distributor under management of Sales Supervisor)
- Select Report button
Distributor Sale Report

1. On Menu, select Report > Sales
2. Choose Month of Report
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
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
11.2. 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 Distributors
  - 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**

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

![Distributor Visit Report](image1)

**Saleman Customer Visit Report**

5. On Menu, select Report > Visit
6. Choose Month of Report
7. Select the type of report : By Salesman
8. Choose Distributor (Compulsory)
9. Select Report button

![Saleman Visit Report](image2)
11.3. 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

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

![Graph showing daily revenue over time.](image)

- Summary of Sales of Products

<table>
<thead>
<tr>
<th>Category Y</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Product 20</td>
<td>125</td>
</tr>
<tr>
<td>Product 19</td>
<td>144</td>
</tr>
<tr>
<td>Product 18</td>
<td>104</td>
</tr>
<tr>
<td>Product 17</td>
<td>131</td>
</tr>
<tr>
<td>Product 16</td>
<td>111</td>
</tr>
<tr>
<td>Product 15</td>
<td>141</td>
</tr>
<tr>
<td>Product 14</td>
<td>136</td>
</tr>
<tr>
<td>Product 13</td>
<td>161</td>
</tr>
<tr>
<td>Product 12</td>
<td>118</td>
</tr>
<tr>
<td>Product 11</td>
<td>119</td>
</tr>
<tr>
<td>Product 10</td>
<td>144</td>
</tr>
<tr>
<td><strong>Tổng</strong></td>
<td><strong>1435</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Category X</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tổng</strong></td>
<td><strong>1095</strong></td>
</tr>
</tbody>
</table>