



THE LEADER IN PAINT TECHNOLOGY

# USER GUIDE TOA.DMS ROUTE

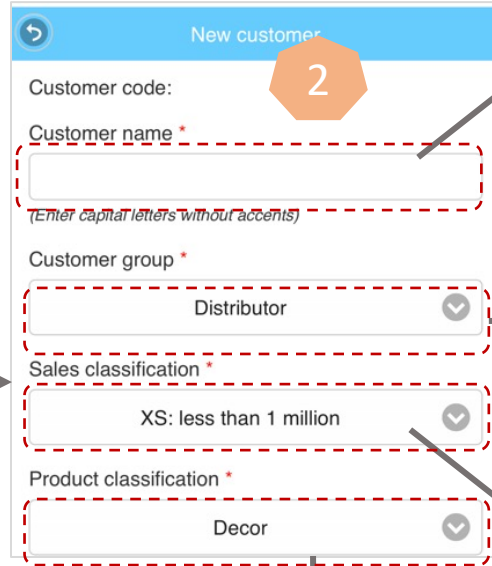
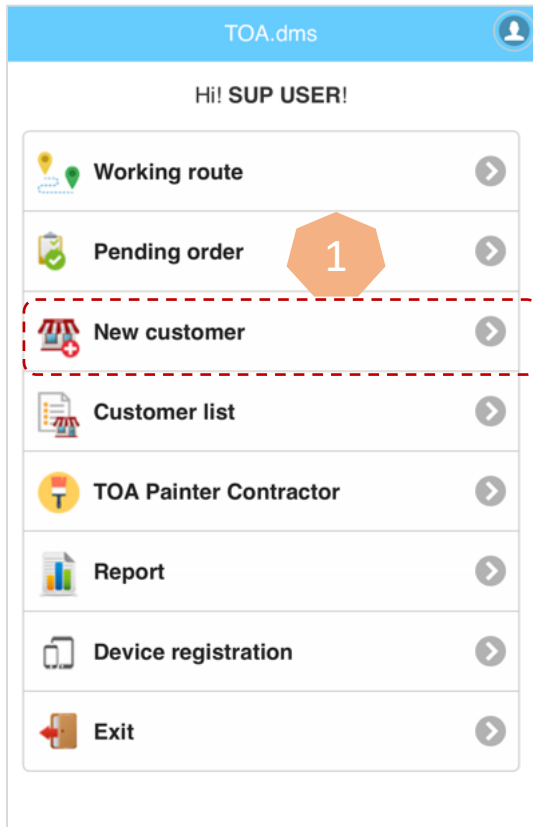
Add new customer

# I. NEW CUSTOMER\*

\* New customers are those who are not present in the system

1. Press “New customer”

2. Fill in all required information marked (\*)

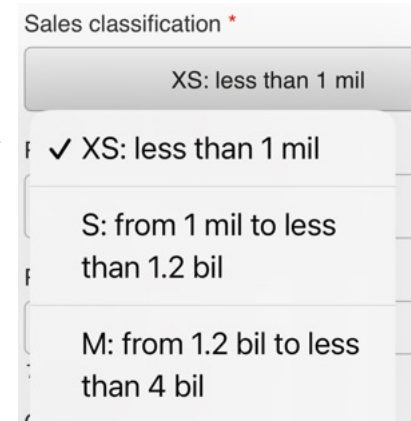
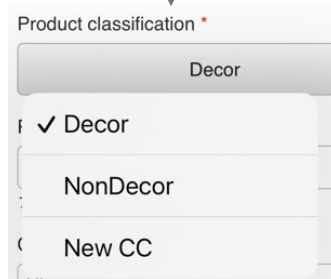
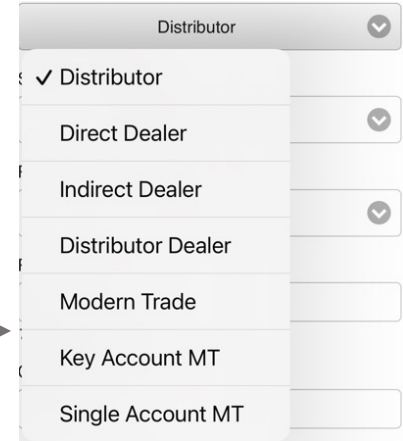


a. Enter your full name on the Shop / Topboard

b. Choose “Customer group”

c. Choose “Sales classification”

d. Choose “Product classification”



# I. NEW CUSTOMER\*

3. Press “Save” to save information

The screenshot shows the 'New customer' form with the following fields: Phone number, Contact person, Address number, Address street, Ward, Province/City (HO CHI MINH), District (HUYEN BINH CHANH), Area (HO CHI MINH SOUTH), and Address on business registration license. The 'Save' button at the bottom is highlighted with a red dashed box and a blue circle containing the number 3.

4. After registering a new customer, customer name will be in the “Customer list”

The screenshot shows the TOA.dms main menu with the text 'Hi! SUP USER!' and a list of menu items: Working route, Pending order, New customer, Customer list, TOA Painter Contractor, Report, Device registration, and Exit. The 'Customer list' item is highlighted with a red dashed box and a blue circle containing the number 4.

5. Press “Save / Update” to add new / edit customer information

The screenshot shows the customer information form with the following fields: Address street (DAT THANH), Ward (6), Province/City (HO CHI MINH), District (HUYEN BINH CHANH), Area (HO CHI MINH SOUTH), and Address on business registration license (n/a). The 'Update' button at the bottom is highlighted with a red dashed box and a blue circle containing the number 5.

The message below will appear

The screenshot shows a message box with the text 'Saved successfully!' and an 'OK' button.

# II. APPROVE NEW CUSTOMER | ASM / RSM

6. ASM will approve the new customer and customer name will be in offline customer list. Then Sales Sup start to check in / out

Customer list

Search customer info

**3 TEST**  
312657 | XS  
Test person  
12 DAT THANH, 6, HUYEN BINH CHANH, HO CHI MINH  
Date create: 08.11.2023

**TEST 28.10.23**  
312651 | S  
Test person  
TAN BINH XUAN HONG, 12, QUAN CAI RANG, CAN THO  
Date create: 28.10.2023

**1 TEST**  
312655 | XS  
Test person  
123 123, 123, HUYEN BINH CHANH, HO CHI MINH  
Date create: 08.11.2023

Green is waiting for approve

Black is approved

The message below will appear

New customer approved successfully!

OK

New customer

Stuck / Kett / Fall / Alley / Alley / Corner / Floor number / Lot / Building

Address street \*

DAT THANH

Must be clearly specified of the address street / market name if it is a number or both numbers and letters

Ward \*

6

Must be clearly specified of Ward / Commune / Town

Province/City \*

HO CHI MINH

District \*

HUYEN BINH CHANH

Area \*

HO CHI MINH SOUTH

Address on business registration license

n/a

Fill in full address consist of District and Province/City

Approve

Reject

# THANK YOU!