



THE LEADER IN PAINT TECHNOLOGY

USER GUIDE TOA.DMS ROUTE

ROUTE PLAN & CHECK IN/OUT


1. Login to Admin website
2. Select menu ROUTING > Route plan

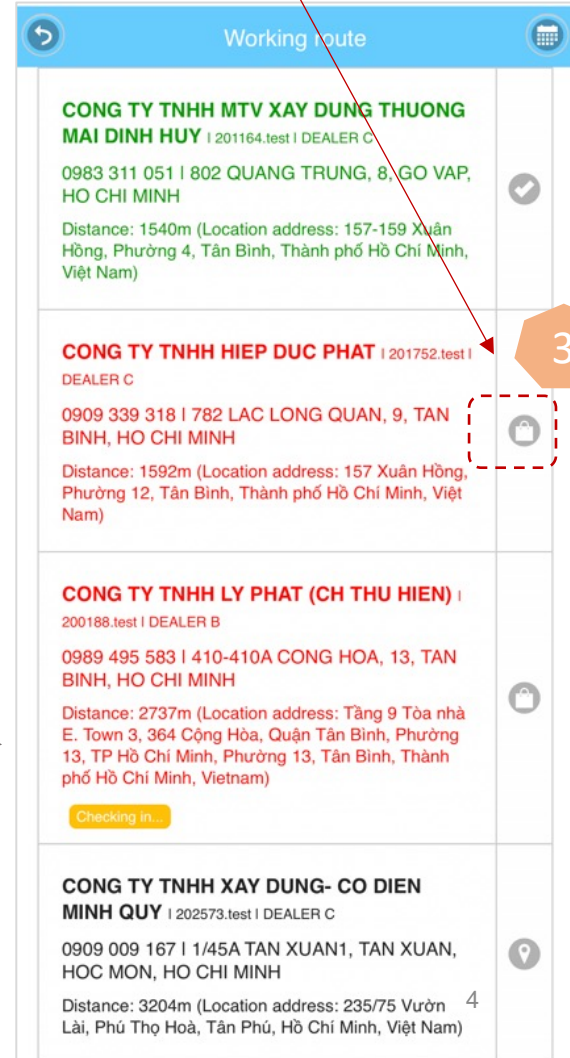
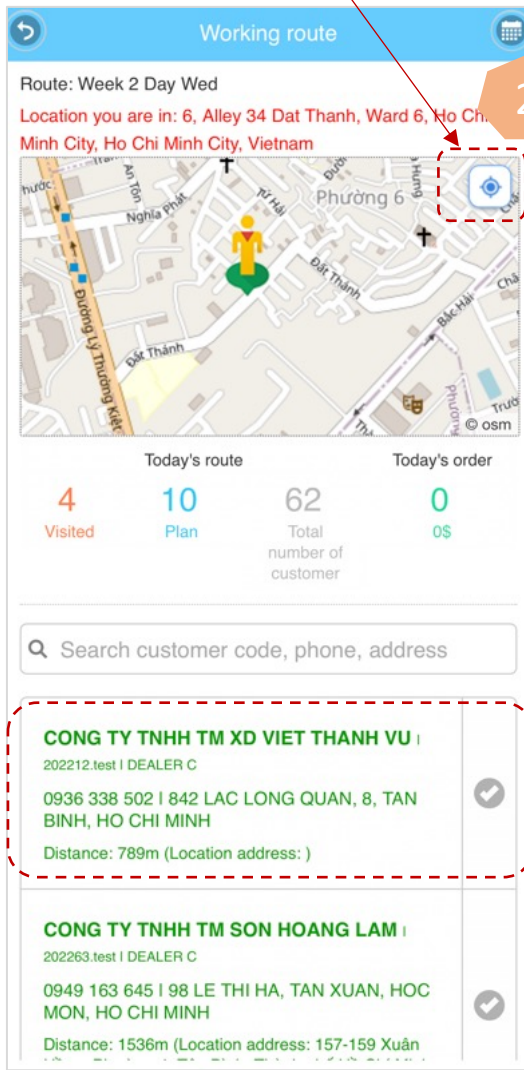
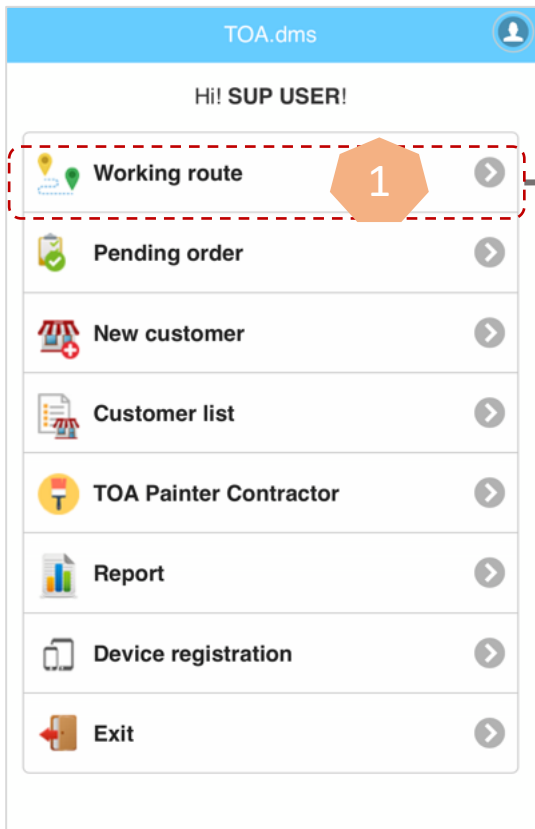
The screenshot shows the RDS Admin website interface. The breadcrumb navigation is ROUTING > ROUTE PLAN. The left sidebar menu is expanded to show the ROUTING section, with the 'Route plan' option highlighted by a red dashed box. The main content area features a filter bar with 'Tháng' (Month) set to 11, 'Năm' (Year) set to 2023, and 'Nhân viên' (Employee) set to '(Xem tất cả)'. There are buttons for 'Lọc dữ liệu' (Filter data), 'Import danh ...', and 'File mẫu' (Sample file). Below the filter bar are buttons for 'Thêm' (Add), 'Luu' (Save), and 'Xuất excel' (Export excel). The main table has columns for 'PERSON', 'ROUTE MONTH', 'ROUTE YEAR', 'WEEK 1' (MON, TUE, WED, THU, FRI, SAT), and 'WEEK 2' (MON, TUE, WED, THU, FRI, SAT). The table is currently empty, displaying 'No data'.

III. WORKING ROUTE | Check in / out

1. Press “Working route”

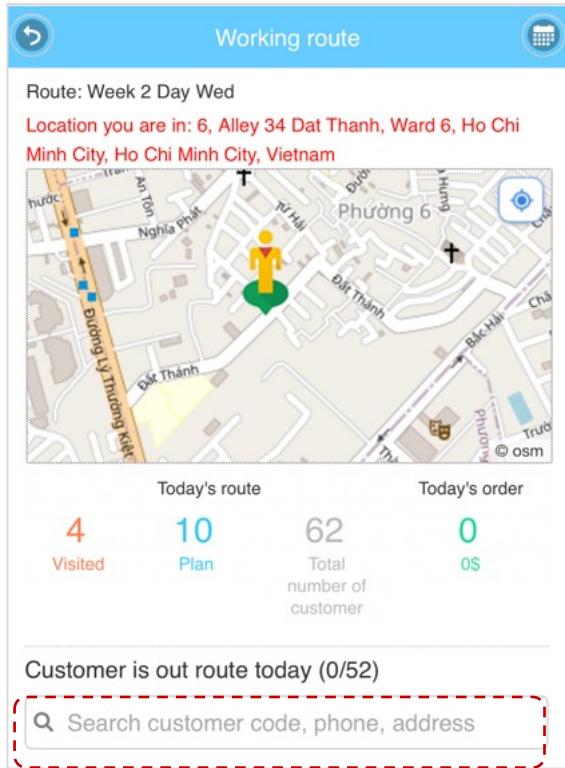
2. Press icon  when locate incorrectly at standing location

3. Press icon  to check in customer (if name of customer have in list of daily route)

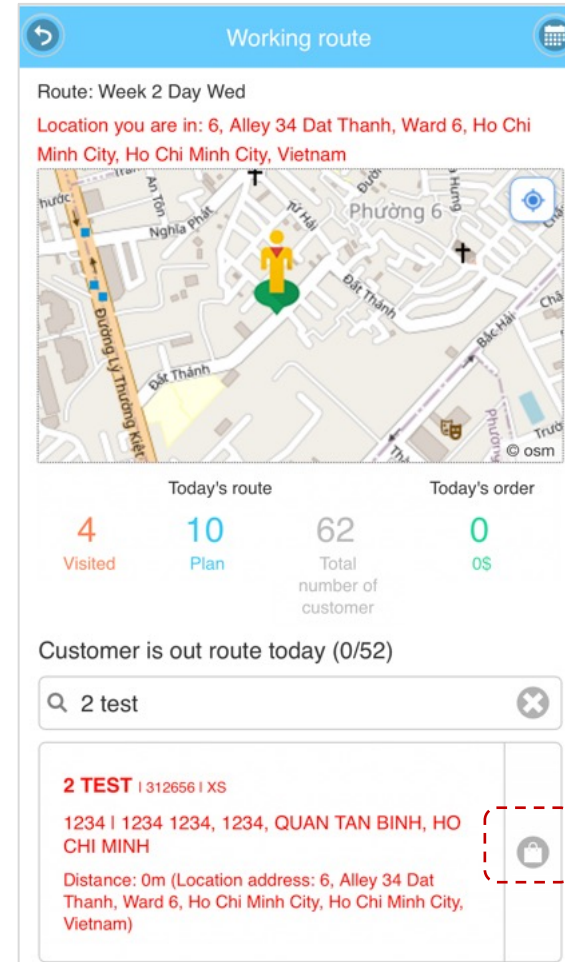


- Green is already visited
- Red is in radius to open “check in” button
- Black is out radius

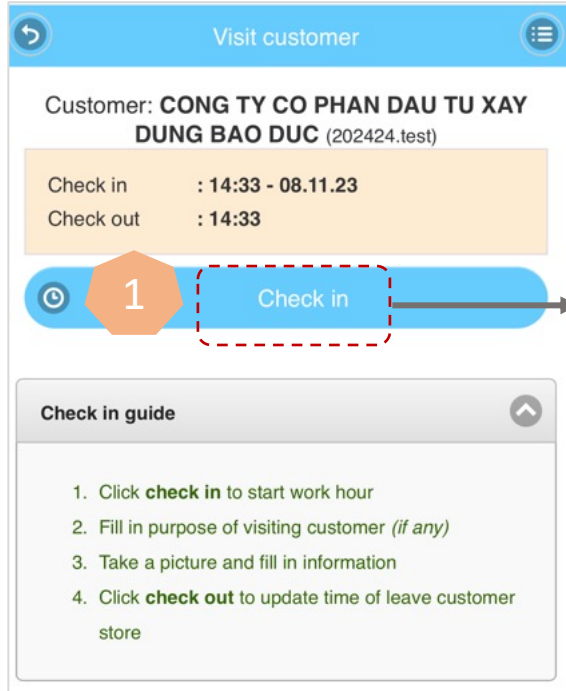
4. If staff visit customer don't have in list of daily route



Enter customer name in here to search

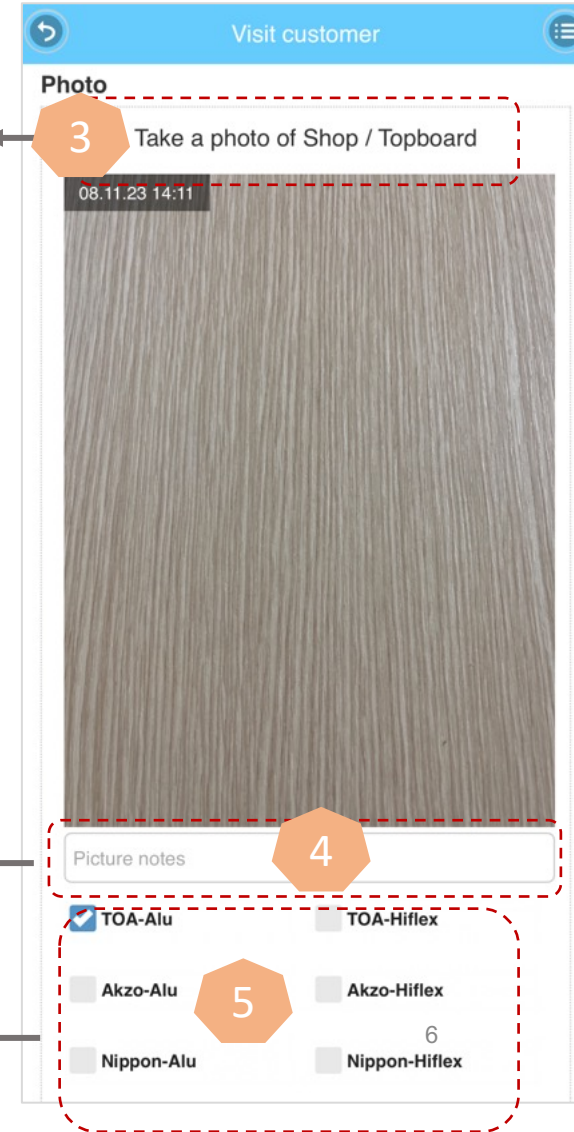


Choose customer to check in

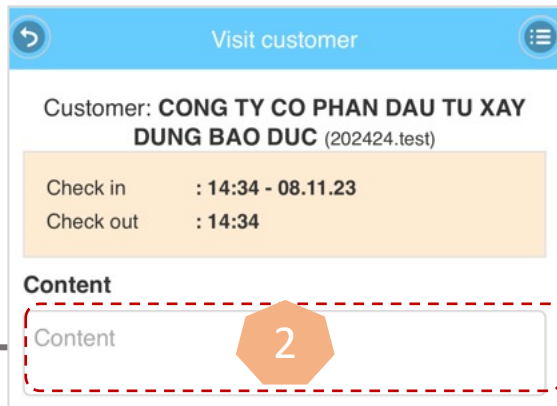


1. Press "Check in"

3. Choose take a photo of Shop/ Topboard (up to 3 pictures)

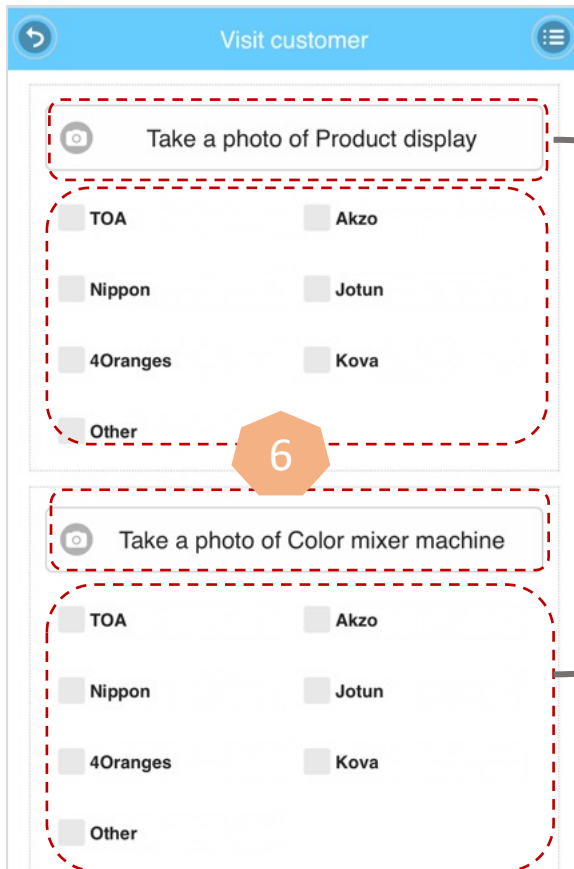


2. Enter the purpose of visiting customers.



4. Enter information to note (if any)

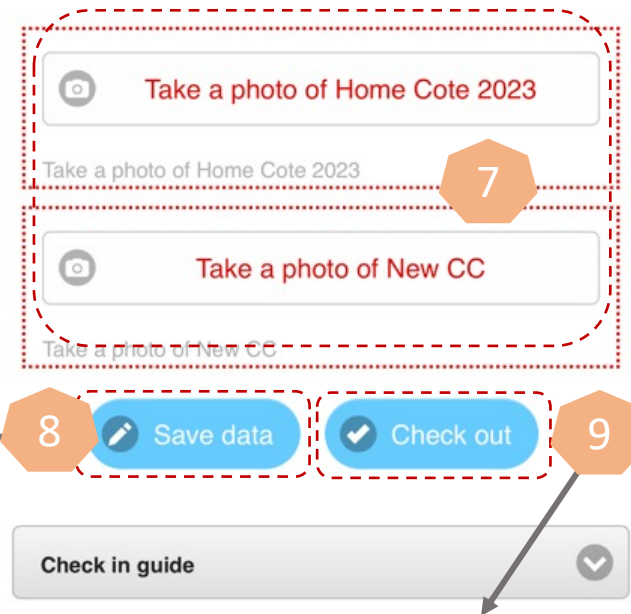
5. Click to select the brand's Topboard existing (multiple choices).



6. Operate on “Product display” and “Color mixer machine” the same as “Shop/Topboard”

7. New tools in DMS.

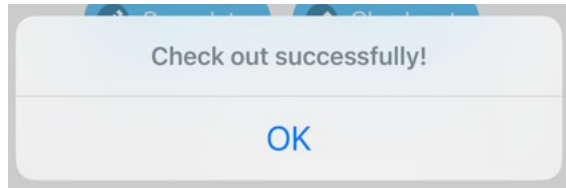
Take a photo of Water Proof Group and photo of New CC



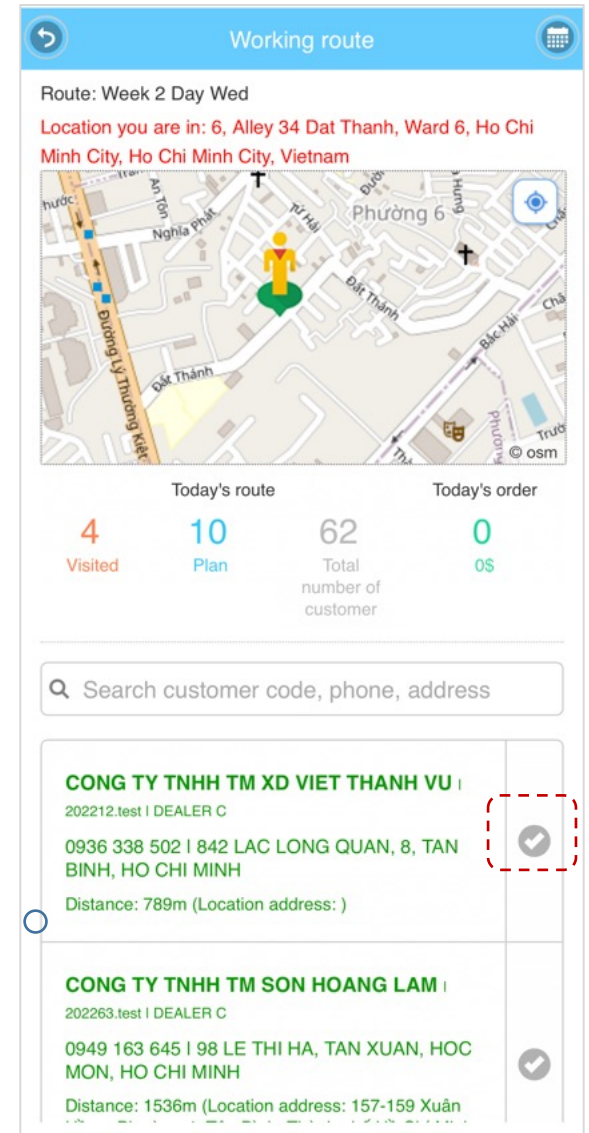
8. Press “save data” after taking photo

9. Press “Check out” to end visit (at least 3 minutes after checking in)..

When “Check out” is successful, the message below will appear



Customer name is green and change icon after checking out

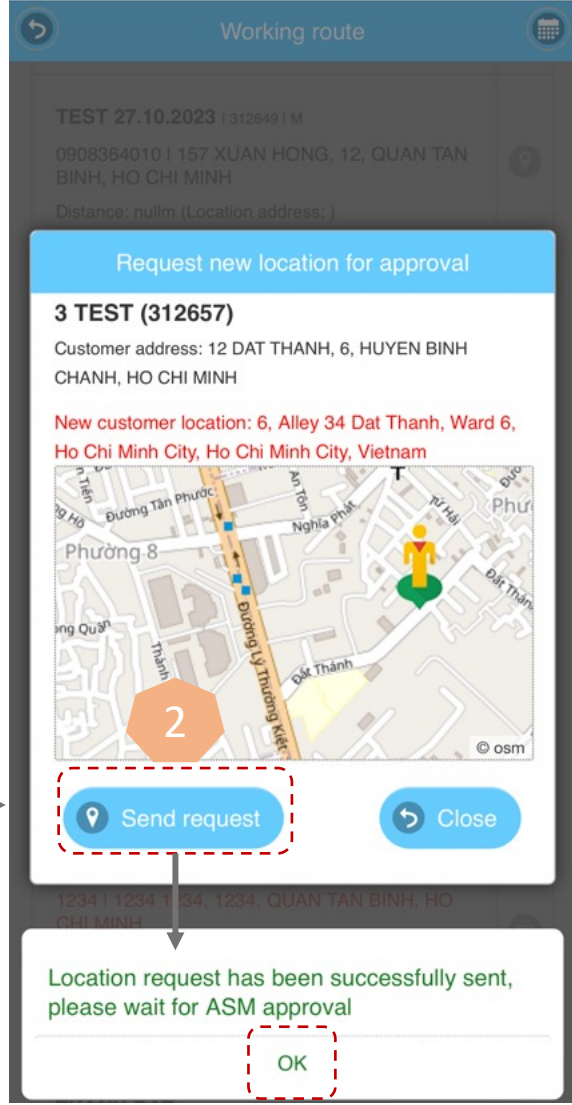
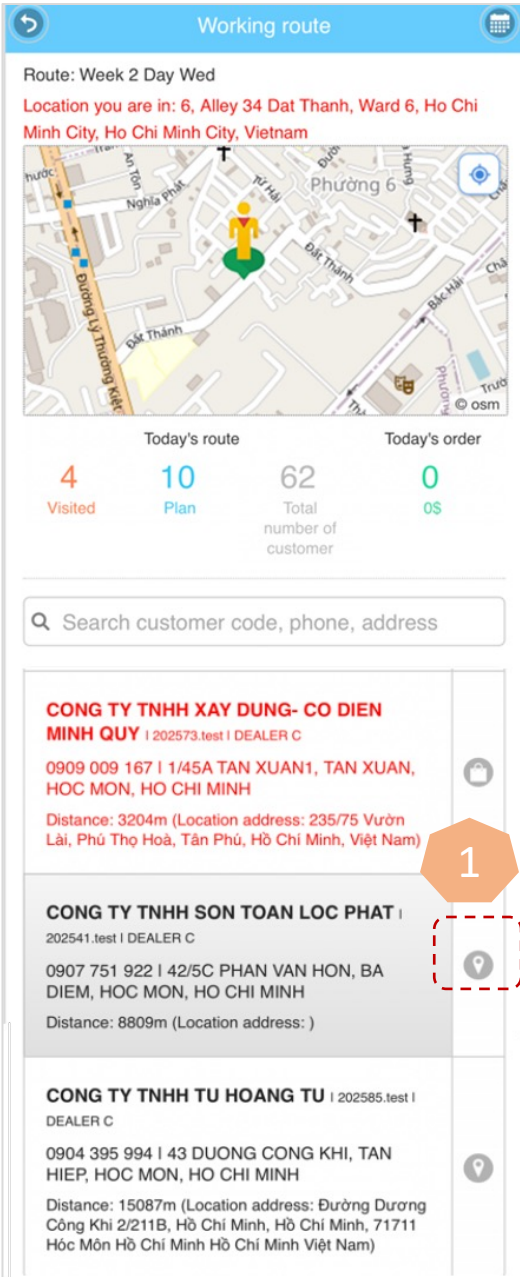


REQUEST NEW
CUSTOMER LOCATION

III. WORKING ROUTE | SS request a new location

After creating customer code, Sales sup has to send a request to update location for that new customer

- 1. Check your phone to get location by open Setting > Privacy & Security > Location Services > Allow location > turn ON
- 2. Press “Send request” button
- 3. Wait for ASM approval before visiting customer for check in / out

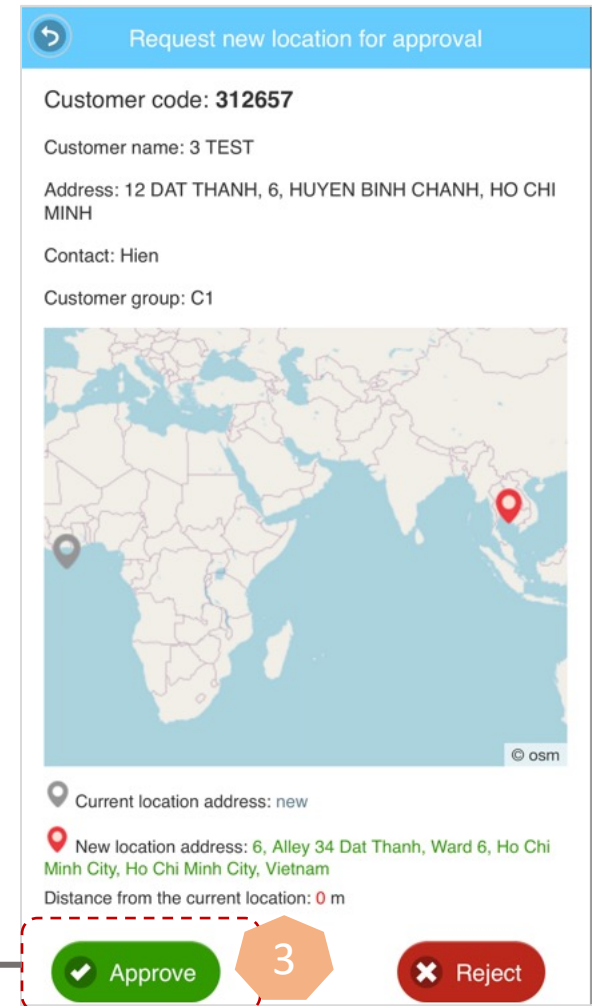
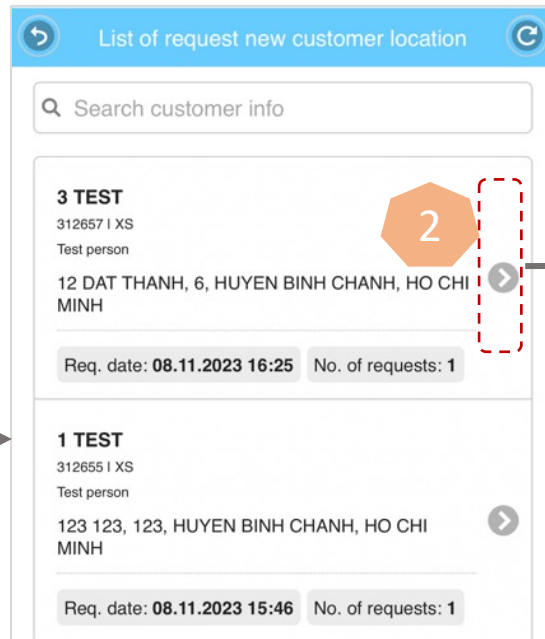
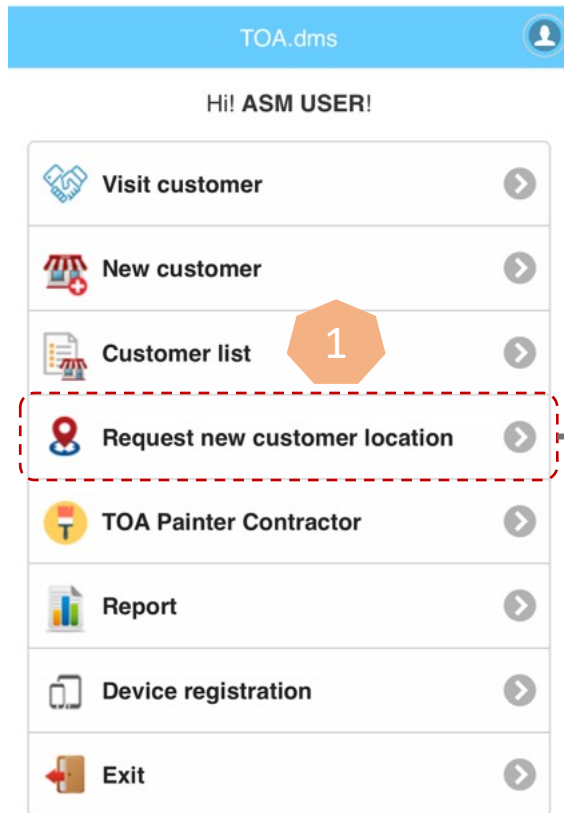


III. WORKING ROUTE | ASM approve a new location

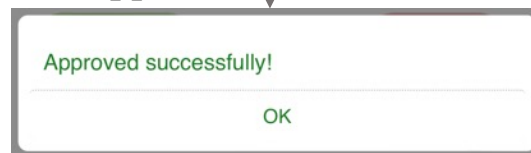
1. Press “Request new customer location”

2. Press icon ➔ to open roadmap

3. Press “Approve” button to save latitude, longitude for next visiting

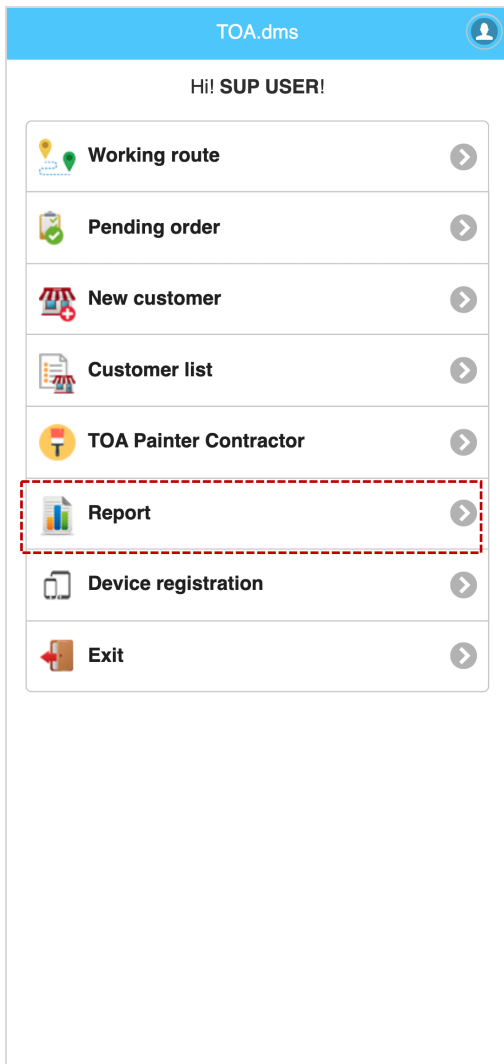


4. When “Approve” is successful, the message below will appear

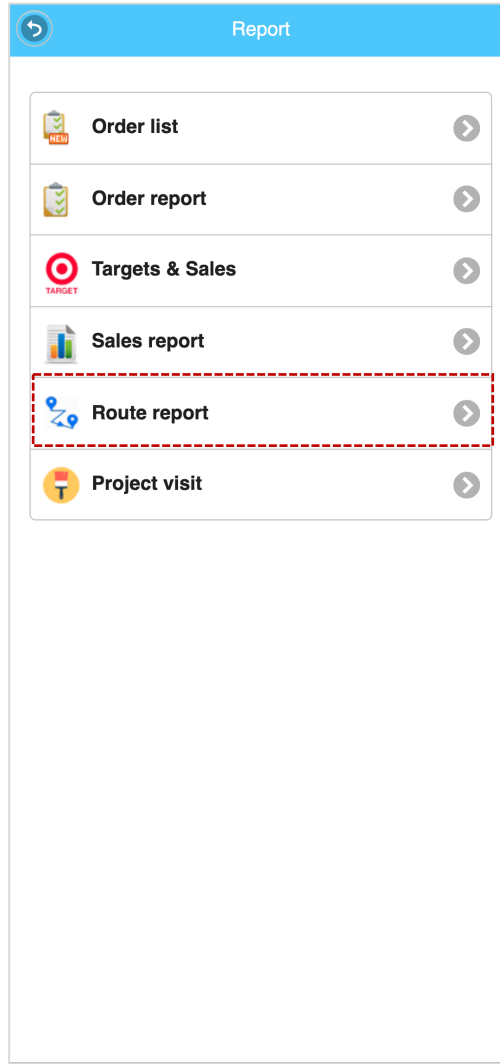


ROUTE REPORT

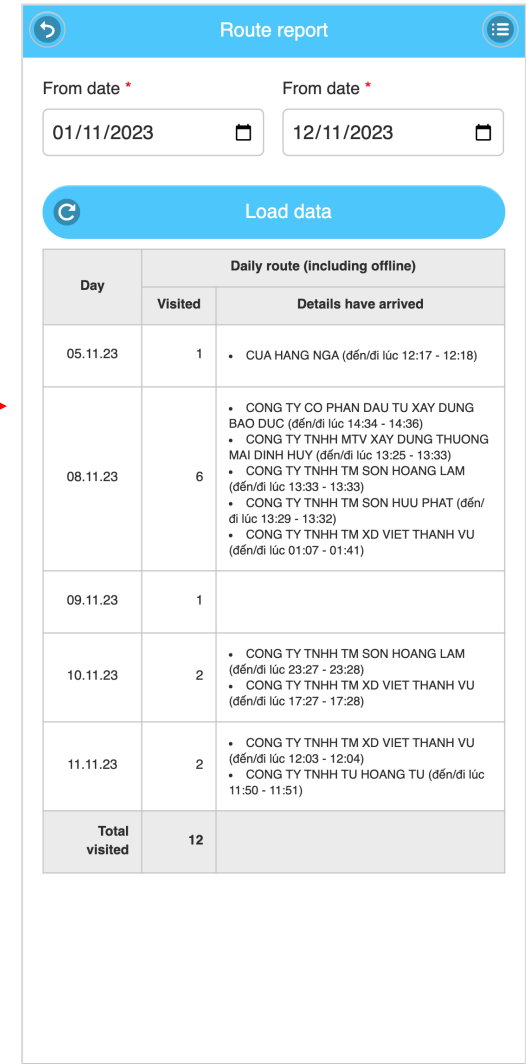
1. Select Report



2. Select Route report



4. Report summary of route



The screenshot shows the RDS dms web report interface for the 'ORDER > ORDER DATA' section. The top navigation bar includes the RDS logo and the breadcrumb 'ORDER > ORDER DATA'. On the right, there are options for 'Language' and a user profile icon. The left sidebar contains navigation icons for Home, List, Bookmarks, Orders, and Reports. The 'ORDER' menu item is expanded, and 'Order data' is highlighted with a red dashed box. The main content area features filter fields for 'From Date' (05/11/2023), 'To Date' (12/11/2023), 'Customer' (Multi select...), and 'Salesperson' (Multi select...). Below the filters are 'Search' and 'Export' buttons. The main content area is currently displaying a 'Loading...' spinner.

THANK YOU!