

USER GUIDE TOA.DMS PAINTER & CONTRACTOR

MEMBER REGISTRATION

TOA PAINTER CONTRACTORnew Member

Press the arrow **(5)** *to back or icon* **(6)** *to return to home page.*

This function applies to manage member info, accumulate points for member, potential project, member project...



1. Contractor / Sales sup register a new member



2. ASM approve a new member

6	Project	
2	Working route	Ø
	Dashboard	Ø
4	Member list	Ø
4	New member registration	Ø
Ê	New project registration	Ø
1	Potential project list	Ø
i	Member for approval	Ø
	Project for approval	Ø
1	Calculate acreage	Ø
§	Promotion campaign	Ø

TOA PAINTER CONTRACTORRegister Member

Fill in all required information marked (*)

•	Project	
2	Working route	Ø
	Dashboard	Ø
4	Member list	Ø
4	and the second s	Ø
<u>í</u>	New project registration	Ø
1	Potential project list	Ø
Ĩ,	Calculate acreage	Ø
5%	Promotion campaign	Ø

	6	Member information	•	
	Member c	ode		Membe jumps ti
	Member n	ame *		Fill the card
	Activity are	ea*		~ 1
+		(Select activity area)		Select City
	0	Photo of member		Take a p
	ID number	r*		Fill ID usernam
	Date of iss	sue *		The date
	0	Photo of ID card (front)		Take a member
	٥	Photo of ID card (back)		Take a member

Member code: the system automatically jumps the code

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Fill the full name of the member as ID card

Select the active member Province/ City

Take a photo of member

Fill ID number. It's used to login as username of Toa.Painter App

The date of issue of ID card

Take a photo on the front of ID card member

Take a photo on the back of ID card member 4

TOA PAINTER CONTRACTORRegister Member

5

Fill in all required information marked (*)



TOA PAINTER CONTRACTOREdit member info

6

1. Press "Member list"

5	Project	
2	Working route	Ø
) Dashboard	0
4	Member list	Ø
42	New member registration	Ø
Ĩ	New project registration	Ø
1	Potential project list	Ø
Ì.	Calculate acreage	Ø
5%	Promotion campaign	Ø

5	Member information	•
Member co	de	
Tempor	ary code	
Member na	me *	
123 test		
Activity area	a *	
	HO CHI MINH	\bigcirc
0	Photo of member	
ID number '	•	
111111		
	SUMMARY	
Accumulate	d points: 0	
Total project Finished pro Others: 0	t: 0 oject: 0	
	Lindeto	
	Opuale	

2. Enter info you want to add/edit/update

3. Press "Update" button to save information

4. The system automatically change temporary code by member code

0		
Membe	r code	
123 te	st	

Others: 0	
Saved successfully!	

MEMBER APPROVAL

TOA PAINTER CONTRACTORApprove Member

1. Press "Member for approval"

6	Project					
				6	Member information	
2.	Working route	Ø		Memb	er code	
	Dashboard	Ø			71	
	Member list	Ø		Memb	er name *	
				123 t	est	
4	New member registration	Ø				
Ê	New project registration	Ø		0	Picture of member registration form	
4	Potential project list	Ø	2. Review and update all member information			
	Member for approval	0			SUMMARY	
<u> </u>		;		Accu	mulated points: 0	
	Project for approval	Ø		Total	project: 0	
1	Calculate acreage	Ø		Finish Other	ned project: 0 rs: 0	
S	Promotion campaign	Ø	Approved successfully!		Approve	ct
			ОК		;	

After approved successfully, this new member code will not appear in tab "Member for approval"

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THANK YOU!



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