LOTUS HERBALS

An Android Based enterprise smart-force CRM

# Installation & Uninstallation of APK
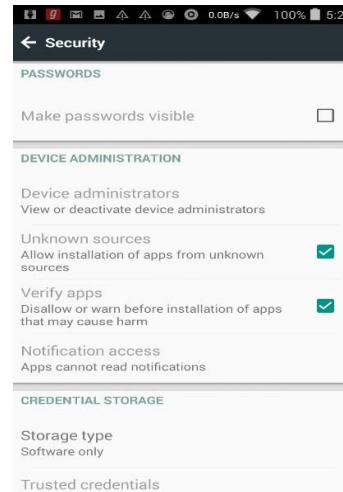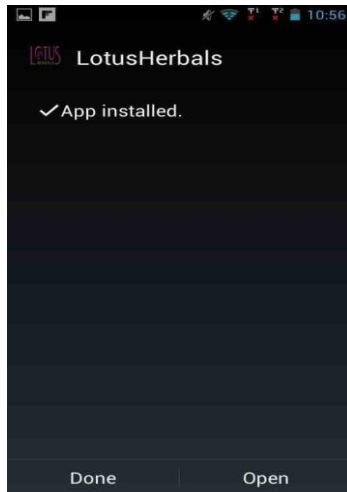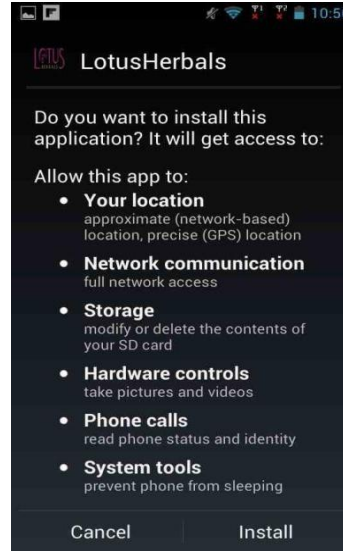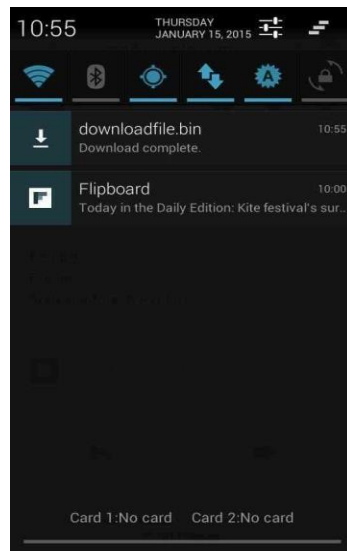
- Click on downloaded file. You find new page click on install button.

- Application installed in your device. Then click on open or done.

- If you click on open application will open.

- After app installed you check Unknown Source should be checked.

- If you click on done then go to the device menu and you find their lotus app.
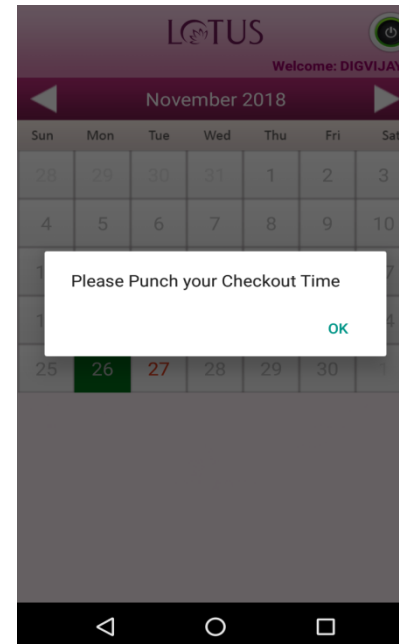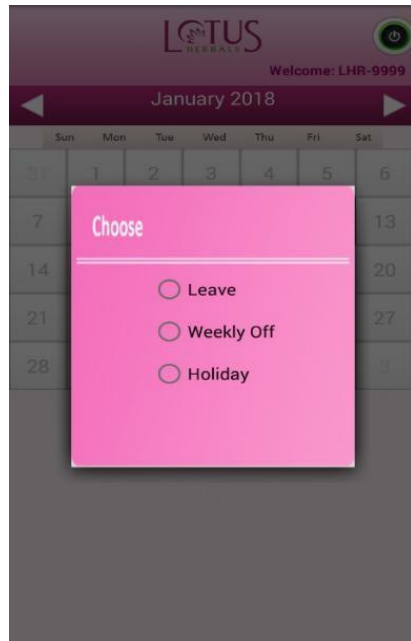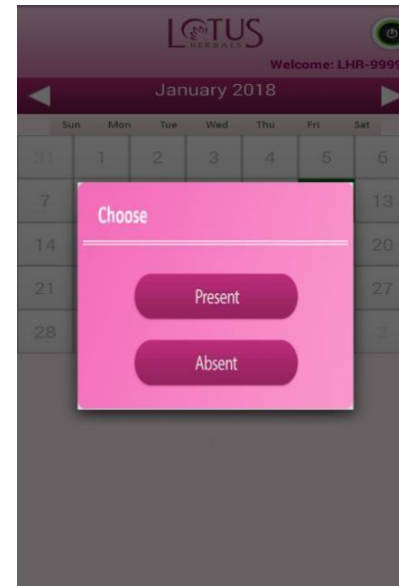
Login to the application
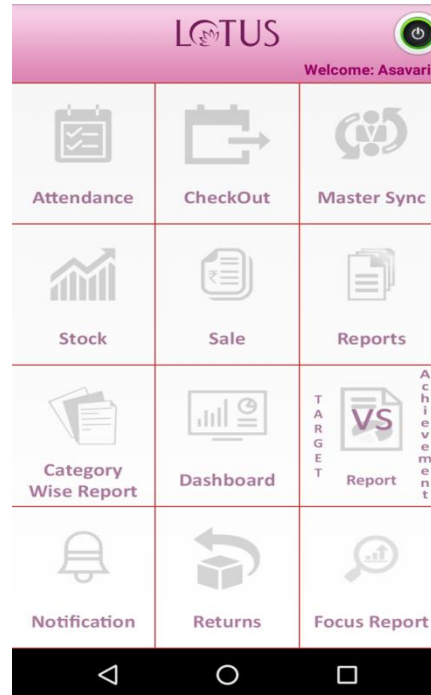
• Once launch the application the login window appears where the user needs to enter the user credentials given to them
(for example: user-id = LHR-123 and password = 'password'),
and after successful login user will be automatically redirected to home page.

Marking Attendance(Present/Absent):

- After Successfully login attendance screen appears for marking attendance as Present/Absent. User needs to select current date only. Once the user marked as Present user will be redirected into home page, and if the user marked attendance as Absent user will automatically logout from the system, and user won't be able to enter into system. User as to select reason for absent like Sick leave, Casual leave, Weekly off or Holiday.

- If previous day checkout time is not punched then user will be getting dialog box "Please punch your checkout time ".

CheckOut Time
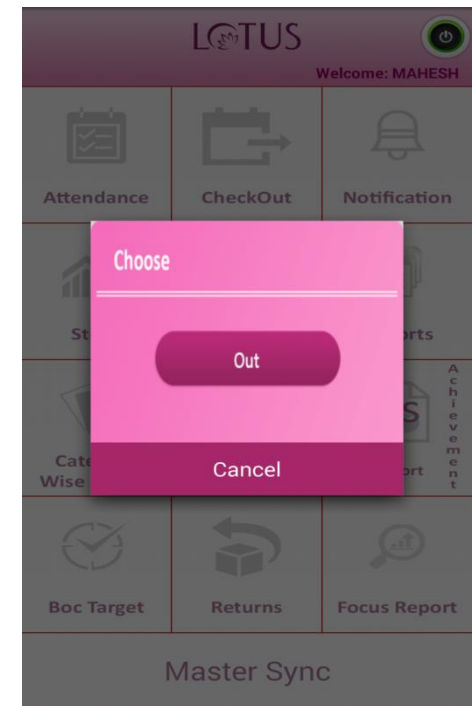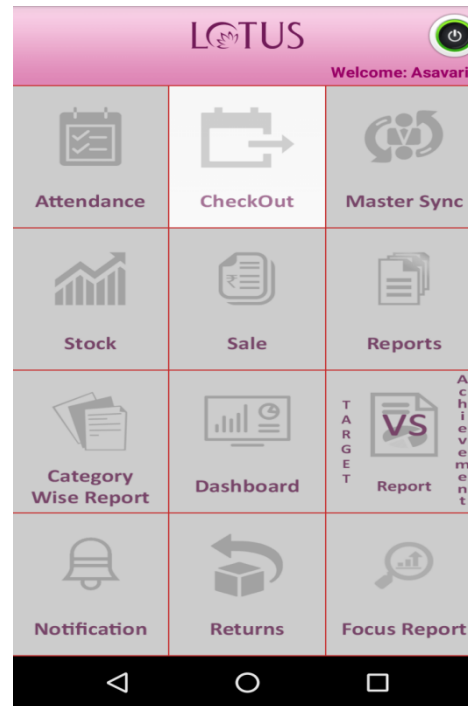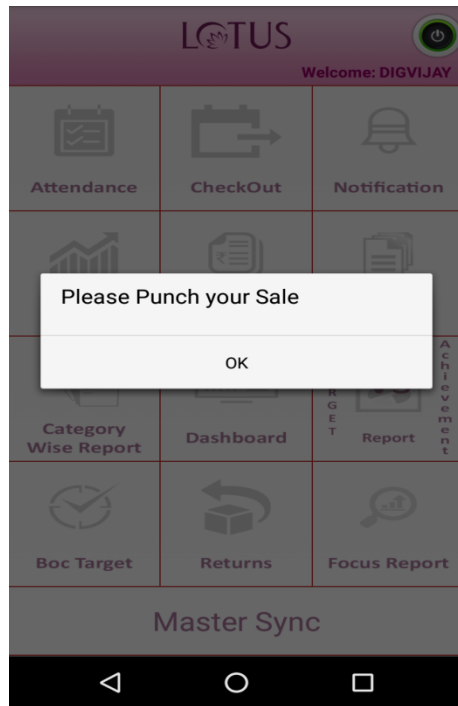
- If current day sale is not punched then user will be getting dialog box "Please punch your current sale".

- After punching the current day sale then go ahead to punch checkout time.

- The above screenshot displays the option to punch your out time at the end of day or your working hours.

- Every day once you complete your working hours do click on 'Out' button.

Master-Sync
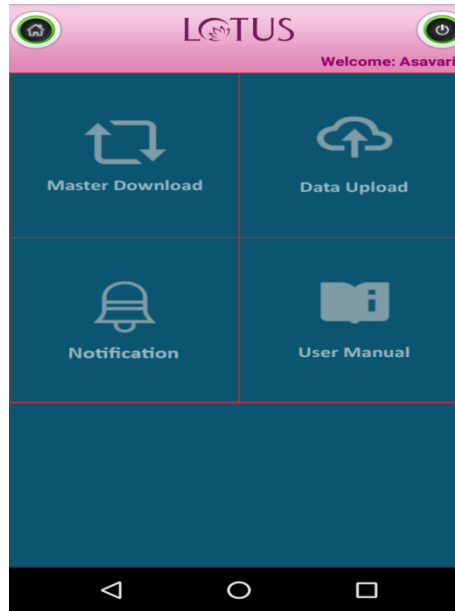
- Master Download: Synchronize all the master data (e.g. Product Master and Division Master Should be Updated accordingly).

- Data Upload: All the transaction done like Sale, Attendance, Tester need to be updated on server.

Stocks

- On the stock page user can select any product and needs to enter stock quantity then save data by clicking save button.

- Select category skin or color (LH or LM).
- Select type related to category. Like face care, sun safe.
- You find list of products, click on product which need to sale then.
- You find price of product and opening of product.
- Enter Stock received if any stock received of that particular product or type zero.
- You find stock in hand.
- You get closing balance by calculate automatically.
- Click on Save button to save.
- Please check calculation once before save.

Sale

- On the sale page you can Select product as you want to sale based on MRP.

- Select category skin or color (LH or LM).
- Select type related to category. Like face care, sun safe.
- You find list of products, click on product which need to sale then.
- You find price of product.
- Enter sale quantity of product. You get Gross Total automatically by clicking on gross total field.
- If previous day has no sale then do select "No sale" option from category and click on Save button .(Note :"No sale" option is only for punching previous day sale not for current day)

Returns

- Select category skin or color (LH or LM).
- Select type related to category. Like face care, sun safe.
- Select mode(Radio Button) return form customer or return to company.
- You find list of products, click on product which need to sale then.
- You find price of product and opening of product.
- Enter return saleable if you have for return or enter zero. (return saleable can sale again that product)
- Enter return non-saleable you have for return or enter zero. (return non-saleable cant sale again its damaged product)
- Click on Save button to save.
- Please check calculation once before save.
- If your opening is zero or empty then you will get pop up message as "You do not have opening for this SKU. Kindly check your openings."
- If your Quantity is more than the closing balance then you will get pop up message as "You do not have enough stock to return. Kindly check your stock."

Dashboard

On Dashboard you can view BA Report Daily Sale.

- Select BOC month
- Select Current Year
- Click on Search Button.
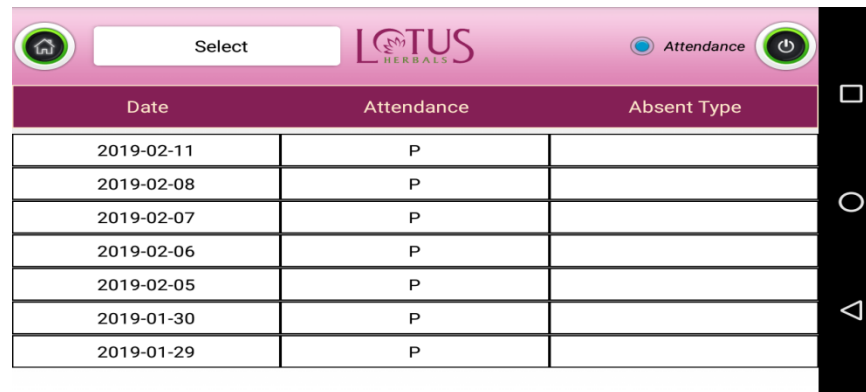- You will find total sale of that selected BOC month and Date wise sale.

Reports

- On Report page user can view the saved Stock like LH or LM & view of Attendance details.
- On search field you can enter the Product type you want to search.

Notification
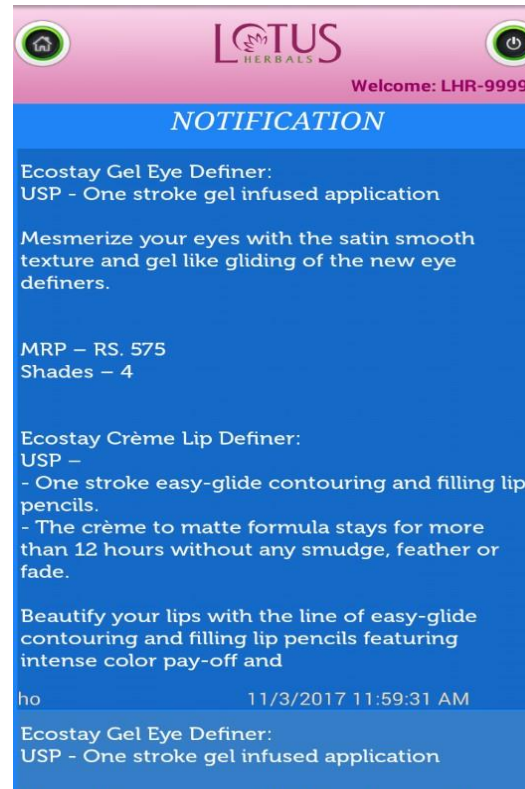
- On Notification page user is able to view any notifications sent from admin.
- You will get a link to Checkout video . Please do refer it if you have any doubts in checkout process.

BA Target vs Achievement

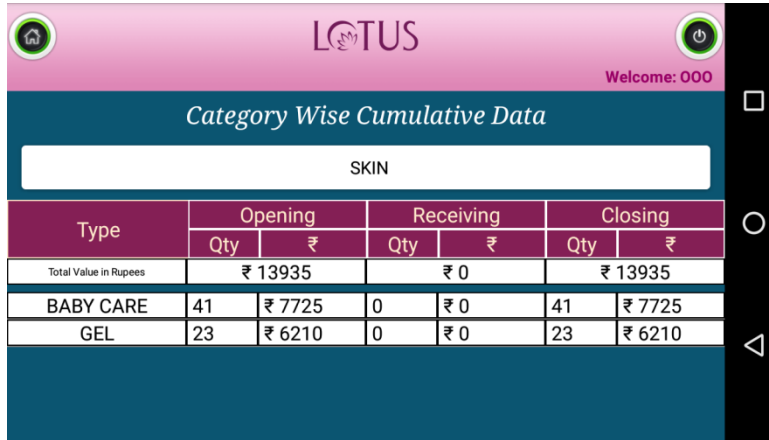| BOC	SKIN Achievement 2017 - 2018	COLOR Achievement 2017 - 2018	BABY Achievement 2017 - 2018	SKIN Target 2018 - 2019	COLOR Target 2018 - 2019	
BOC8	0.00	0.00	0.00	0.00	0.00	
BOC9	0.00	0.00	0.00	145000.00	200000.00	
BOC10	0.00	0.00	0.00	32000.00	36666.00	
BOC11	0.00	0.00	0.00	0.00	0.00	
BOC12	0.00	0.00	0.00	0.00	0.00	

- On BA out sales report user can view year wise stock details with target ,achievement and growth.
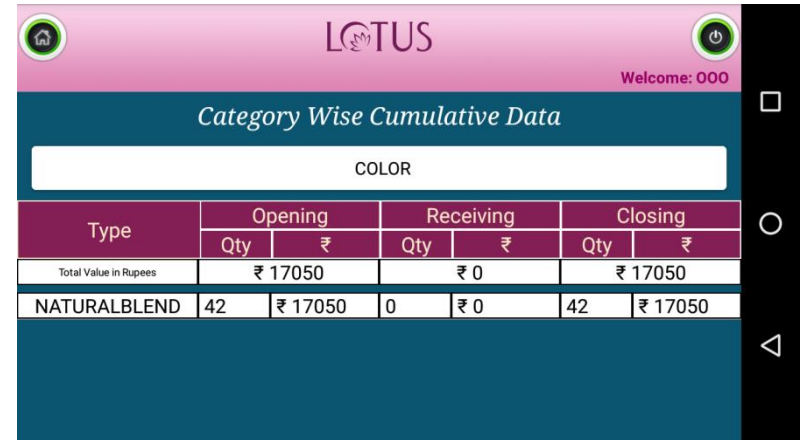
Category Wise Report

- On Category Wise Report page user can view Opening , Receiving, Closing details of current BOC.

Focus Report

CategoryType	Target	Achievement
CRÈME (LH)	15	1
SAFE SUN (LH)	10	0
YOUTHRX (LH)	12	0
BODY LOTION (LH)	20	8
MOISTURISER (LH)	12	0
KERA-VEDA (LH)	10	0
SCRUB (LH)	10	1
TONER (LH)	10	0
FACE WASH (LH)	15	0

o On Focus Report user can view focus product type with target and achievement for current BOC.

Support Details

- ## 1st Level Support:
- **Name: Swapnagandha Kakade**
- **Phone No:8454961696**
- **Email Id: swapnagandha@sudesi.in**

- ## 2nd Level Support:
- **Name: Neha Kadam**
- **Phone No:9773399743**
- **Email Id: neha@sudesi.in**

- ## 3nd Level Support:
- **Name: Mahesh Jadhav**
- **Phone No:9881618907**
- **Email Id: mahesh@sudesi.in**

Next Big Idea