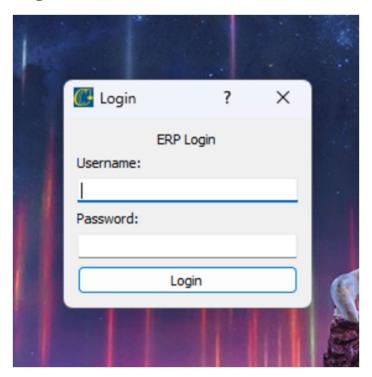
# Canada Computers Tools

## Login Screen

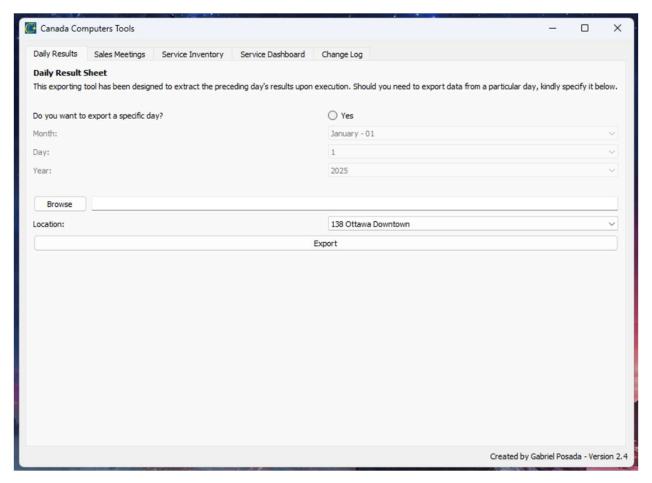


Screenshot 1 - Login Form

Username and Password are the ones you use on ERP (Example: gabriel.posada). Please ensure the program is installed on a computer with both ERP access and HRMS as most of the tools will extract data of both HRMS and ERP. You will also need to have Office installed (doesn't matter the generation but 365 has been the only one tested).

#### Daily Results Tab

After login, you will have the Daily results tab. This tab will give you different options on what information you want to export. When you do not specify any month, day and year it will export the information from the last day (example: If today's date is September 16<sup>th</sup>, 2025. It will give you the results of September 15<sup>th</sup>, 2025). Make sure to specify the export location by clicking Browse.



Screenshot 2 - Daily Results Tab

Next screenshot shows you the Excel sheet with all the information regarding your store performance of the day and MTD. It is formatted to be able to be printed for your daily morning meeting with your team

Date of Results		20	25-09	-15					
Store Results						<i>₫</i> •			
Day Re	esults				<u> </u>	Monti	n Res	ults	
Sales	\$		29,357.77		Sales		\$		398,436.88
Warranty	\$	1,153.63	3.93%		Warranty		\$	13,192.59	3.31%
Warranty Hit Rate	$\perp$	4.60%			rranty Hit			5.30%	
Service Revenue	\$	679.90	2.32%		vice Reve		\$	4,734.07	1.19%
Service Profit	\$		679.90	_	ervice Pro		\$		1,976.12
Sales with no Rep	\$	22,299.36	76%	Sale	es with no	Rep	\$	234,580.99	59%
Staff Results									
Name		Sales/Hr		Warranty		Hit rate	٠,	Labou	
Anthony.B(6686)					0.00%	0%	\$		- 0.00%
Jesse.R(8096)			\$	37.50	0.00%	0%	+		0.00%
Karam.O(8958) Marie (Ashley).P(7977)	_		\$	13.60	0.00%	0%	<b>-</b>		0.00%
Michaela.M(2399)	\$	545.61	\$	932.63	0.00% 16.31%	19%	\$		- 0.00% - 0.00%
Olivier.P(8923)	7	545.01	,	932.03	0.00%	0%	\$		- 0.00%
			\$	169.90	10.00%	100%	\$		- 0.00%
Tricia S(8913)			7	103.50	10.0070	10070	¥		0.007
Tricia.S(8913)							+		-
Tricia.S(8913)									
Tricia.S(8913)							+		

Screenshot 3 - Daily Results Export

Most of this information is extracted from Business Report from ERP and information like Service Profit is extracted from HRMS.

Note: Service Profit does not account for vacation time or benefits. It is calculated with the following formula (Total Revenue Service – (hours worked \* hourly wage))

Sales with no Rep: Gives you an idea if your sales associates are using the sales cards to be able to set their SPH correctly and to see if they are helping customers.

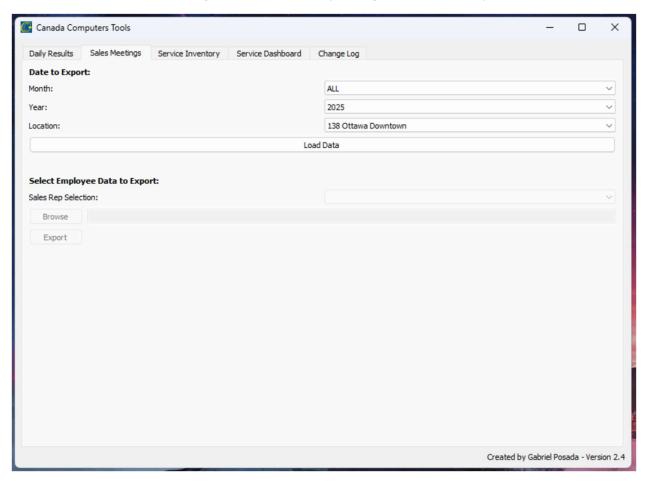
This bottom page is to be able to write down any feedback or notes of the morning meeting (helps to communicate information to the next MOD as sometimes you will have 2 morning meetings as there are 2 or more shifts (Example: one shift starts at 9am the other one starts at 12pm)

	Notes	
	FeedBack	

## Sales Meetings Tab

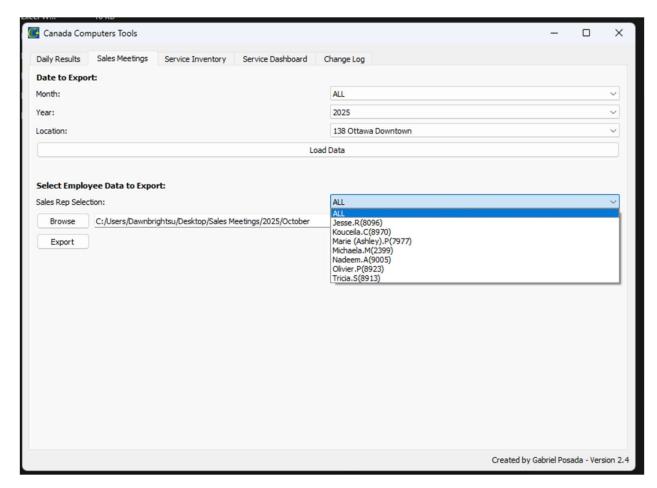
This tab is used for generating a sales meeting sheet. It will go through the entire staff and make an Excel file for each staff member (Anyone coded on ERP as Team Member, Sales Associate or Department Lead).

Press Load Data, allow the program to run for a bit (loading bar will show up).



Screenshot 4 - Sales Meeting Tab

The Select Employee Data to Export will be enabled, giving you options to select to export all of them or just an individual staff member.



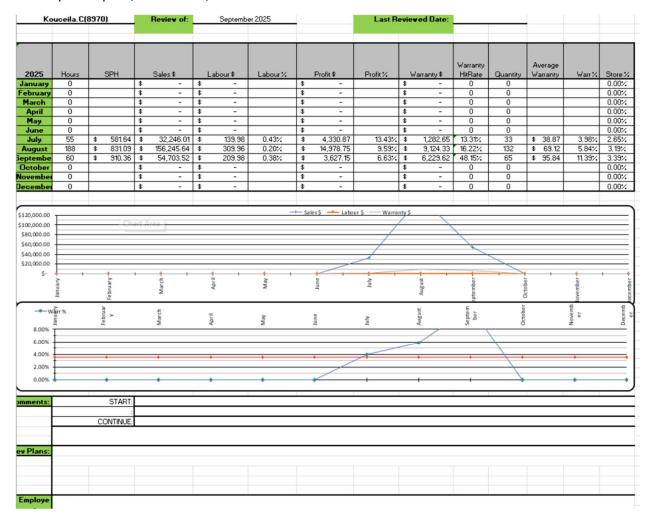
Screenshot 5 - Select Sales Rep Section

The program will export the files with the following name formatting "Sales Tracker – Date of Data (Day-Month-Year) – Name of the staff member.xlsx"

Sales Tracker - 16-09-2025 - Jesse.R.xlsx	9/16/2025 8:58 PM	Microsoft Excel W	16 KB
Sales Tracker - 16-09-2025 - Kouceila.C.xlsx	9/16/2025 8:58 PM	Microsoft Excel W	16 KB
Sales Tracker - 16-09-2025 - Marie (Ashley).P.xlsx	9/16/2025 8:59 PM	Microsoft Excel W	16 KB
Sales Tracker - 16-09-2025 - Michaela.M.xlsx	9/16/2025 9:00 PM	Microsoft Excel W	16 KB
Sales Tracker - 16-09-2025 - Nadeem.A.xlsx	9/16/2025 9:00 PM	Microsoft Excel W	15 KB
Sales Tracker - 16-09-2025 - Olivier.P.xlsx	9/16/2025 9:00 PM	Microsoft Excel W	16 KB
Sales Tracker - 16-09-2025 - Tricia.S.xlsx	9/16/2025 9:01 PM	Microsoft Excel W	16 KB

Screenshot 6 - Showing formatting of Sales Tracker

This will be the file exported, it is also formatted to fit to be printed and has sections for development plan, comments, etc

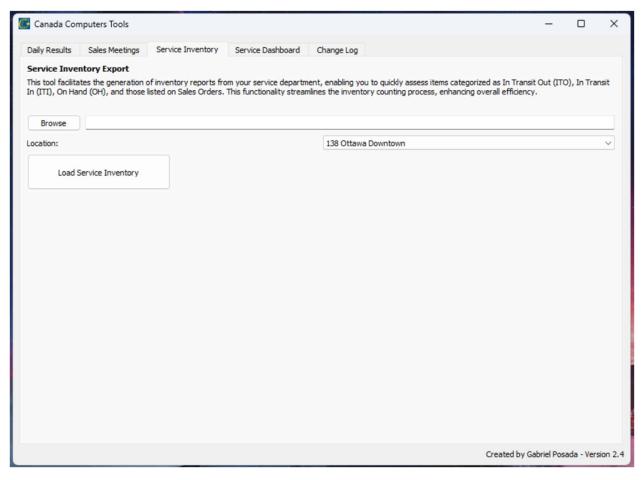


Screenshot 7 - Export Excel File

There is a lot of information here, and it will always export everything up to today. In the example above you will see that it exported from July to September, this is only like that as this associate has only been with the company since July. If the associate has been all year, it will export from January to September.

## Service Inventory Tab

This is by far my favourite tab: P It helps digest service inventory and be able to know where this came from and who was the last person to bring them to service inventory. Keeps it easy to track inventory and helps you to track how long an item has been on inventory without it being removed.



Screenshot 8 - Service Inventory Tab

When exported you will get an Excel sheet that looks like the following.



Screenshot 9 - Inventory Excel Sheet Export

The inventory sheet will give you the following information right away.

Sales Orders: It will let you know if you currently have a sales order with that item inside

ITO and ITO: Self explanatory

Difference: If something is not ITO or in a sales order it will show red (like RPLAT00008 in the screenshot above). If the difference is light blue, it means that you currently have a negative OH on the service inventory.

Days in Inventory: How many days the item code has been on inventory. This helps managers and service reps to follow up with things that have been stagnant and requires investigation. Red is really old (45+ days), Orange (30+ days), Yellow (15+ days) and finally green (less than 15 days).

Last Update Date: This lets you know when there was movement on the item code (example: created sales order, created transfer, transferred the item to service inventory, etc).

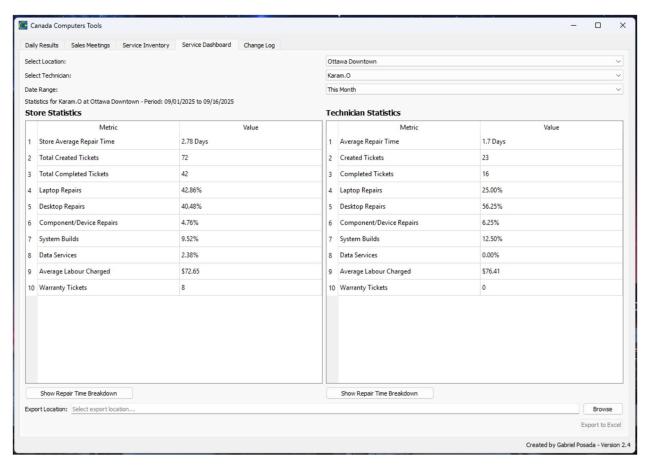
Last Update: Lets you know the name of the Operator and what he did (Example: Operator => Gabriel.P, Movement => STHOS0190548, Gabriel.P, Transferred item to HOS with STHOS0190548).

Notes: Ideally you want to always add things there. If the item is being transferred to HO then add like "Waiting for shipment to send item" or "Waiting for HO to confirm", or if you have received only 1 repair part and you need 2 then "Waiting for extra part to finish repair".

For more examples you can head to 138 Ottawa Downtown on the inventory page in Sharepoint and look at some of the inventories we have submitted to get an idea.

#### Service Dashboard

This Dashboard will give you information about your service center and its performance. You will also be able to get information about each technician compared to the overall service department performance. This tool is great for both Techs and MODs to know where everyone is at.



Screenshot 10 - Service Dashboard

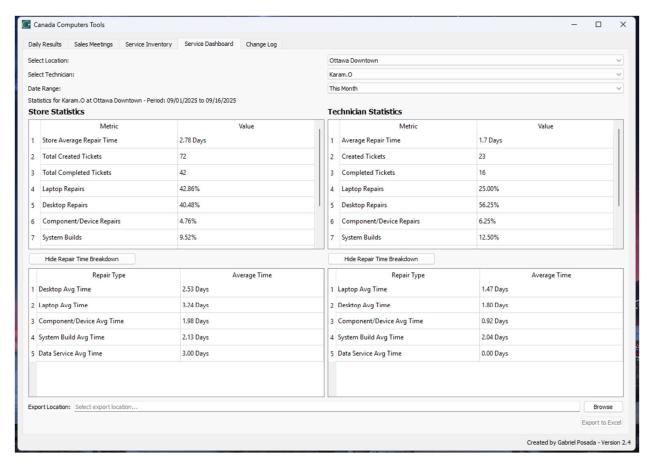
The moment you select the location, the screen will refresh with the current data and performance (this doesn't refresh automatically and after 30 or 40 of minutes you will need to relaunch the program, this bug is being fixed).

Information that you will get:

- Store Average Repair Time
- Total Created Tickets (I just realized it should be Total Tickets Created Iol, will fix on the next update)
- Total Completed Tickets (wording will be fixed next update as well :p)

- Laptop Repairs: Shows you how many tickets are laptops (percentage)
- Desktop Repairs: Shows you how many tickets are Desktops (percentage)
- Component/Device Repairs: Shows you how many tickets are Component/Device Repairs (percentage)
- System Builds: Shows you how many tickets are System Builds (percentage)
- Data Services: Shows you how many tickets are Data Services (percentage)
  - All these percentages are based on how many tickets were signed in and completed in the date range specified
- Average Labour Charged: Shows you how much you charge on average in labour
- Warranty Tickets: How many tickets have you completed that are free due to Warranty (EPP) or a resign in.

All this information will be showed to you for both general store and a specific technician. If you want to see the breakdown of the repair time you can press the button below that shows Show Repair Time Breakdown and it will give you specific Desktop, Laptop, Component, System Build and Data Service Average time. See image below.



Screenshot 11 - Service Dashboard with Time breakdown