# Hilal Sales Employee Web Portal
# User Manual

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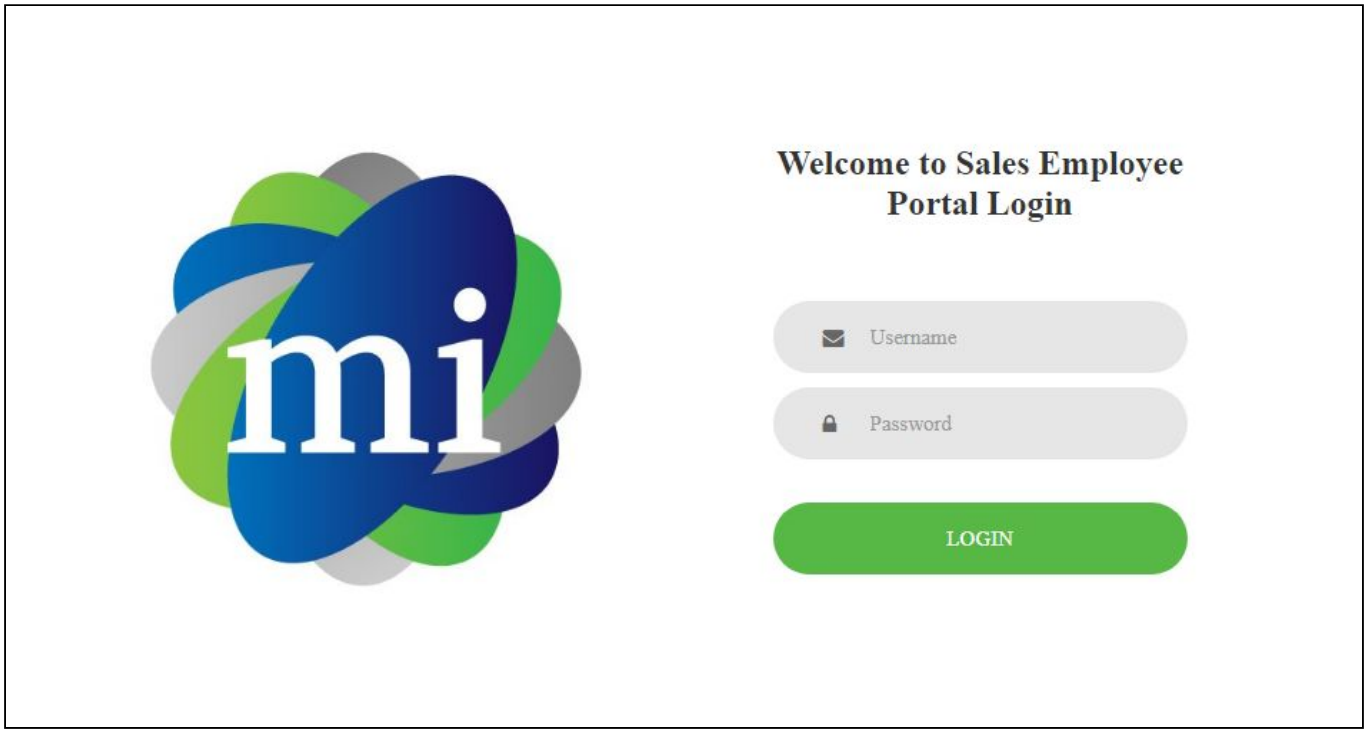
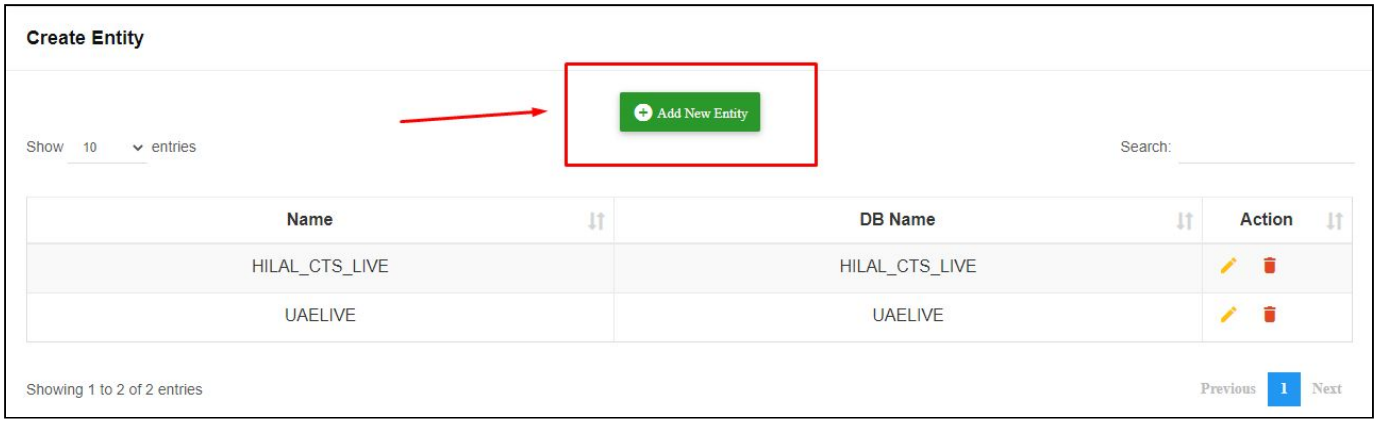
# Login Screen



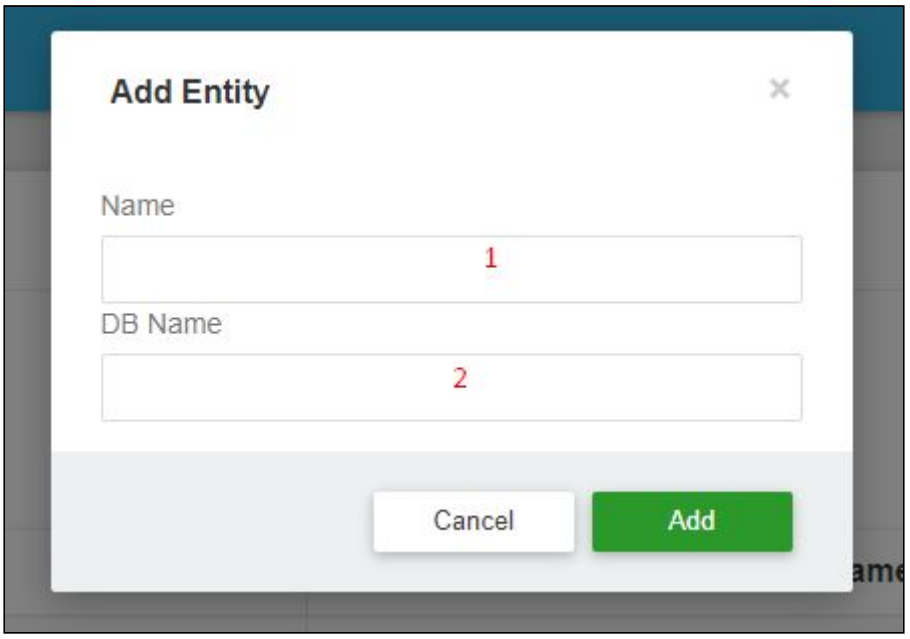

*Login screen*

# Entity Screen

Entity Screen will allow you to add the SAP Entities in the Sales Employee portal. Following are the steps to create an entity in the Sales Employee portal.




*Entity Screen.*




*New entity pop up.*

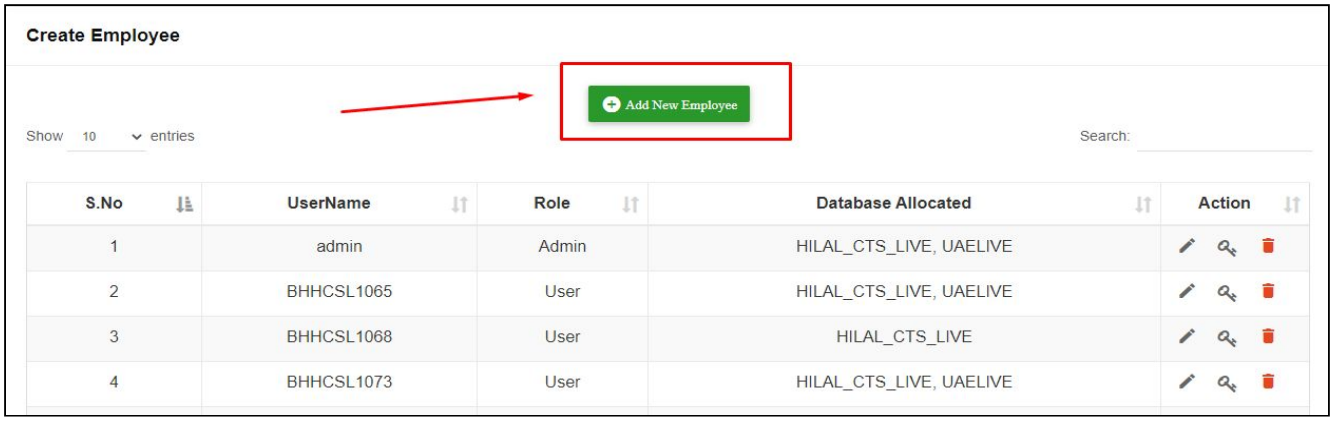
**Steps:**

To create an entity click the Add new Entity()

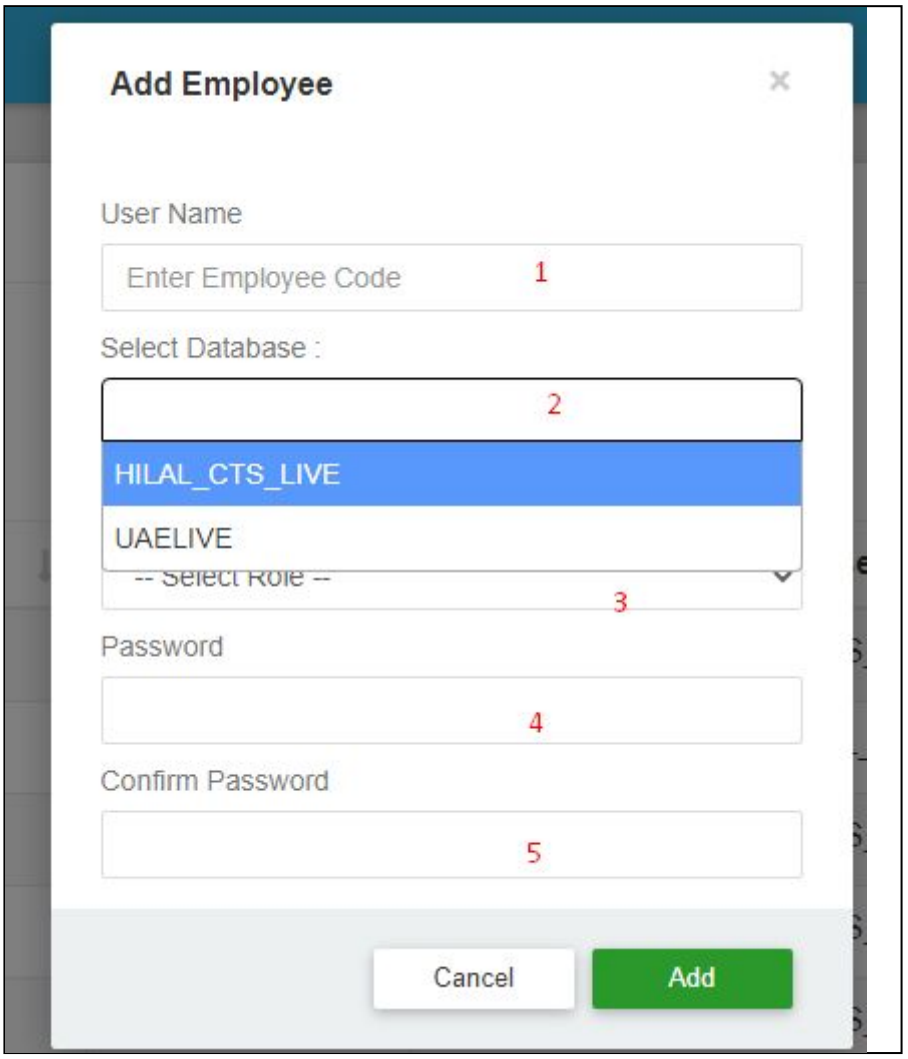
# Employees Screen

Employee screen will list the employees who can access the sales employee portal. User can create, edit and delete any user from the screen. User can reset the password of an user from the page

## Adding a user




*Employee Screen*




*Create Employee pop up*

## Steps

Click "Add new Employee" from Create Employee page

1. In the pop up, Enter the  Employee Code.
2. Select Database* Which You want to Give Access to the Employee
3. Select Role of the Employee(Admin Or User)
4. Enter Password
5. Re-enter the password once again in the "Confirm Password" field

* What are the Database's You Will Create in Entity Tab , It will Directly list Out Here

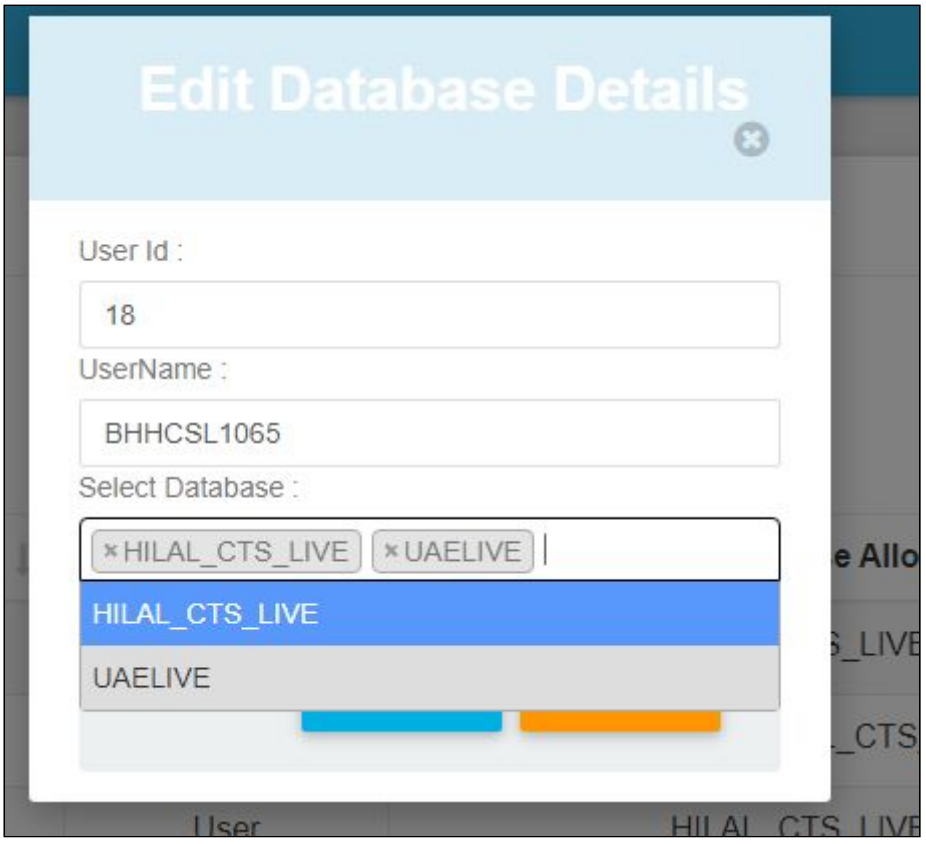
# Editing an user

- Click on the Below **Specified Icon** for Editing Database Access to Particular Employee

| S.No | UserName | Role | Database Allocated | Action |
|---|---|---|---|---|
| 1 | admin | Admin | HILAL_CTS_LIVE, UAELIVE | |
| 2 | BHHCSL1068 | User | HILAL_CTS_LIVE | |
| 3 | BHHCSL1073 | User | HILAL_CTS_LIVE, UAELIVE | |
| 4 | BHHCSL1065 | User | HILAL_CTS_LIVE, UAELIVE | |
| 5 | BHNCEN1042 | User | HILAL_CTS_LIVE, UAELIVE | |
| 6 | BHHCSL1066 | User | HILAL_CTS_LIVE | |

*Figure 7.*

- After Clicking the Icon in Above Image , One Pop-Up(Below Image) Will Appear




You Can Select or Deselect the Particular Database to Particular User in **"Select Database"** Field

# Password Change

*Figure 10.*

# Reports

# Customer Order Status

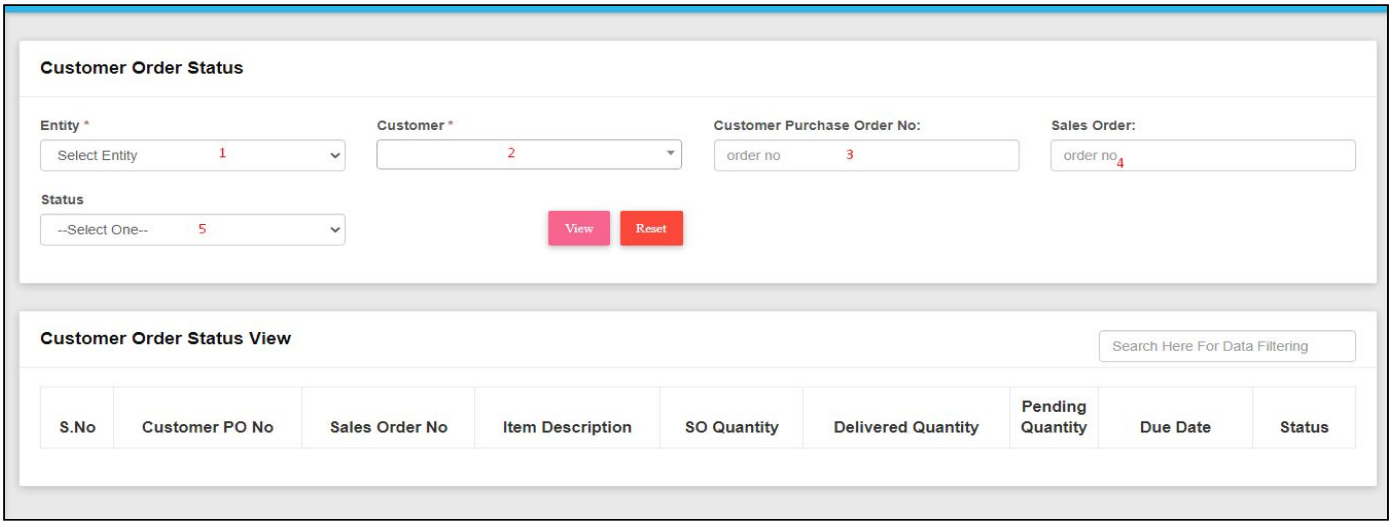
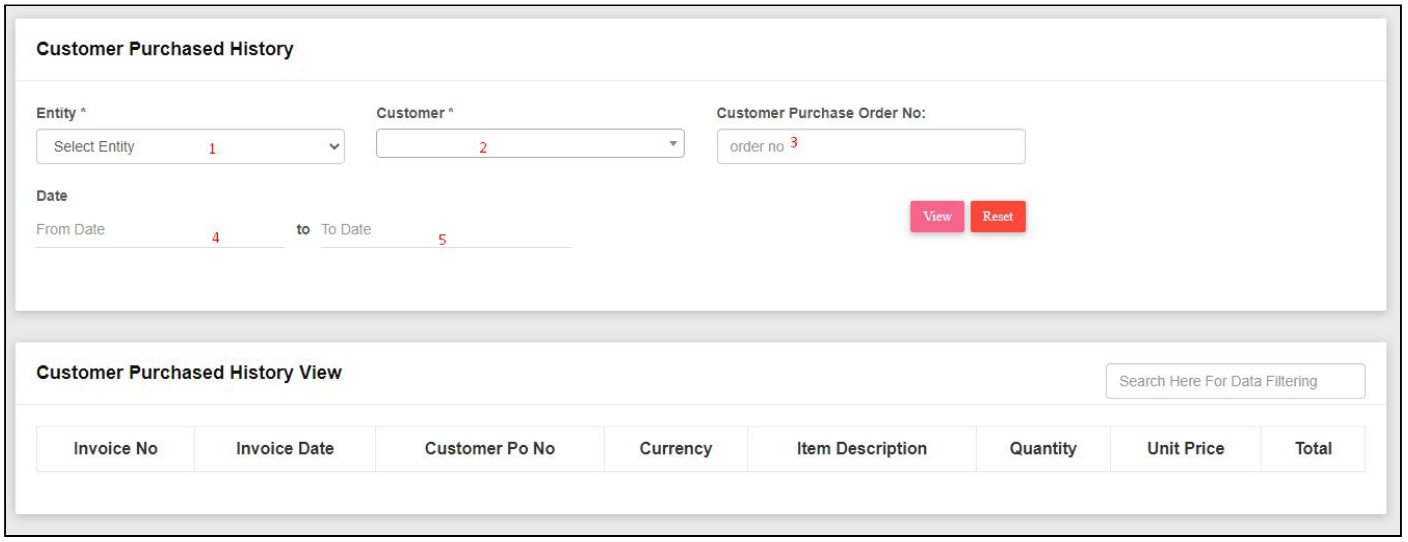



*Figure 8.*

**Steps :**

1. Select the Database (Allocated Database to Particular User's Only Will List out Here)
2. Select the Customer Name (Only Certain Customer's Related to Logged Sales Employee in Selected Database Will List Out here)
3. Enter Purchase Order No (Optional)
4. Enter Sales Order No (Optional)
5. Select the Status of the Sales Order(i.e., Invoiced,Open ,Placed Order to Vendor...)




# Customer Purchase History :

**Steps:**

1. Select the Database (Allocated Database to Particular User's Only Will List out Here)
2. Select the Customer Name (Only Certain Customer's Related to Logged Sales Employee in Selected Database Will List Out here)
3. Enter Purchase Order No (Optional)

4 & 5 : Select From & To date(Optional)

# Customer Outstanding Status

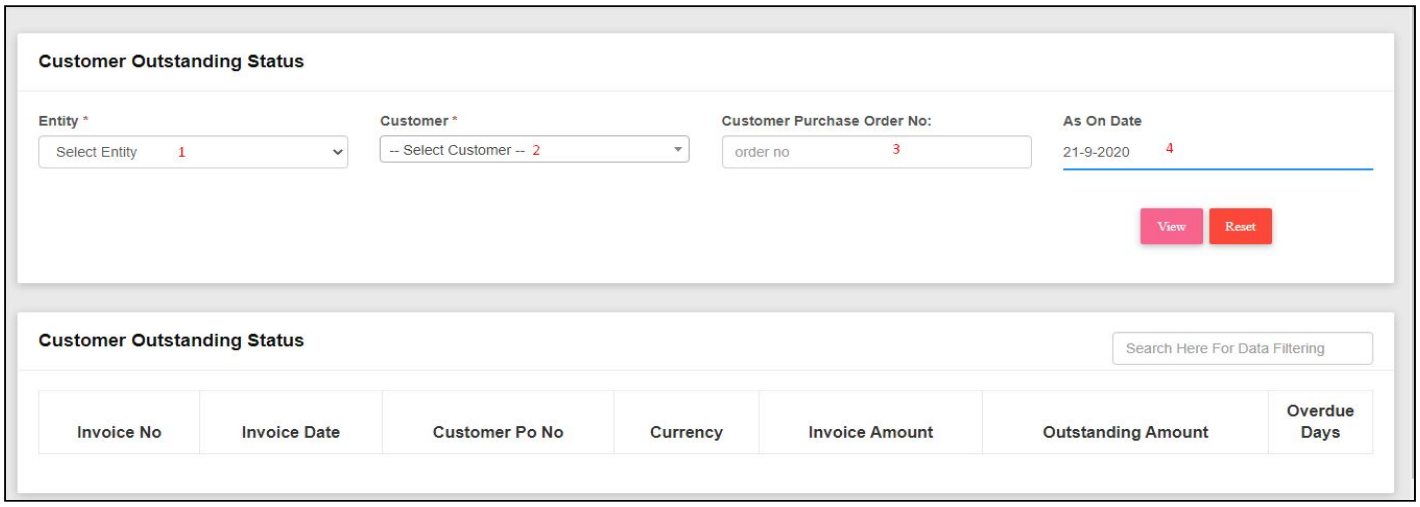
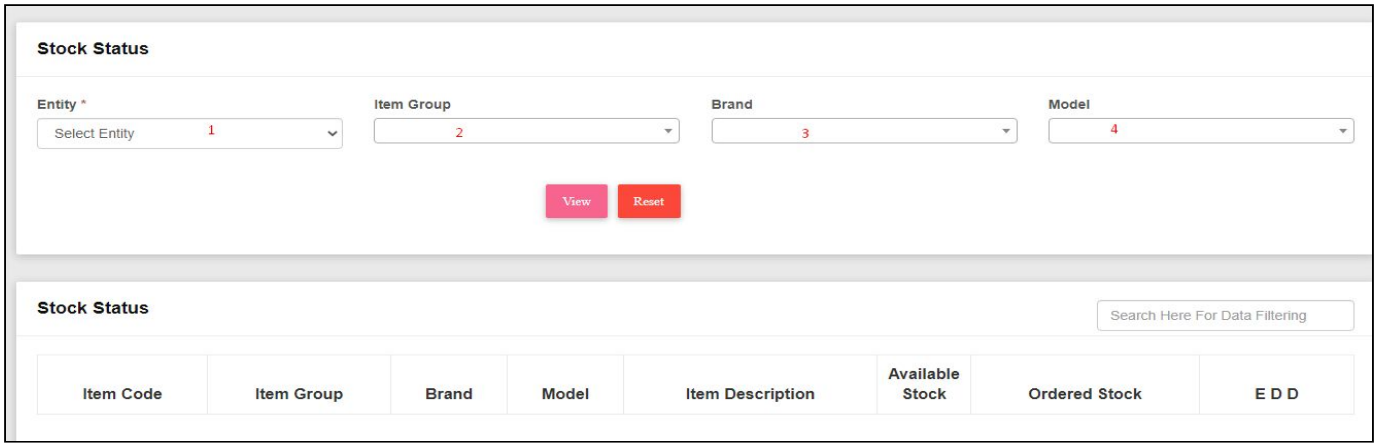



*Figure 9.*

**Steps:**

1. Select the Database (Allocated Database to Particular User's Only Will List out Here)
2. Select the Customer Name (Only Certain Customer's Related to Logged Sales Employee in Selected Database Will List Out here)
3. Enter Purchase Order No (Optional)
4. Select Date (By Default Today's Date Will Display) (Optional)

# Stock Status :




1. Select the Database (Allocated Database to Particular User's Only Will List out Here)
2. Select Item Group (i.e., Client,Accessories,CISCO,Enterprises...)
3. Select Brand (Optional)

4. Select Model (Optional)