



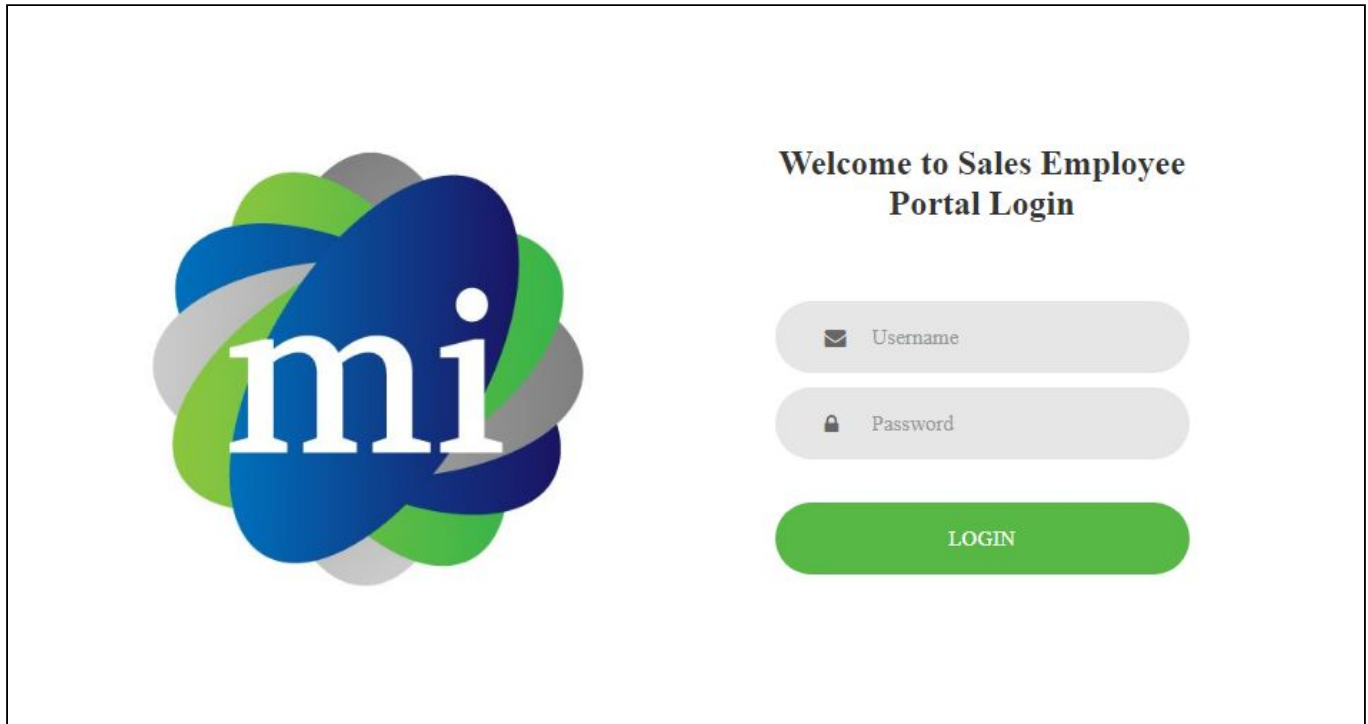
Hilal Sales Employee Web Portal User Manual



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Login Screen

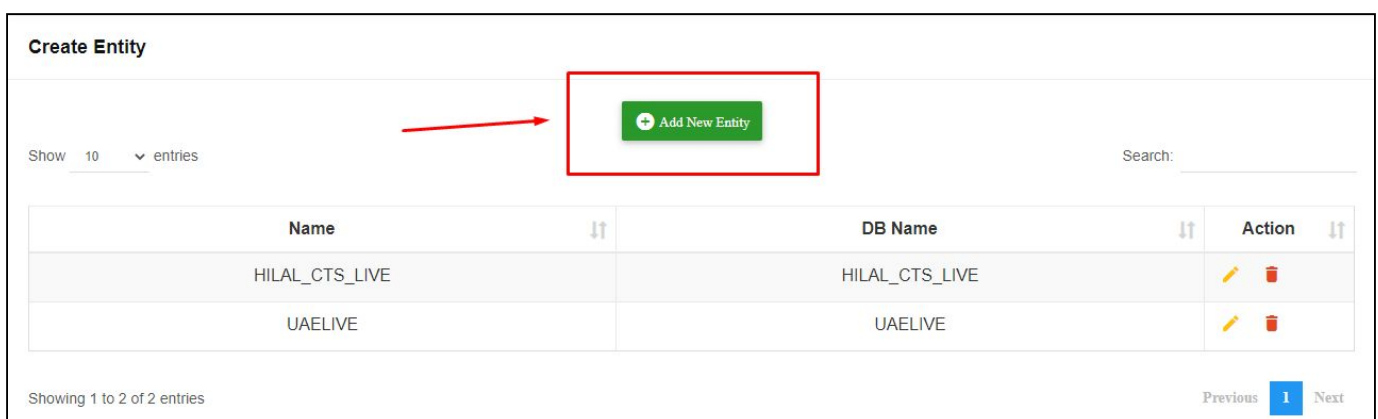


The login screen features the 'mi' logo on the left, which consists of a stylized 'mi' in white text over a blue and green abstract shape. On the right, the text 'Welcome to Sales Employee Portal Login' is displayed. Below this, there are two input fields: 'Username' with an envelope icon and 'Password' with a lock icon. A green 'LOGIN' button is positioned below the password field.





Login screen

Entity Screen

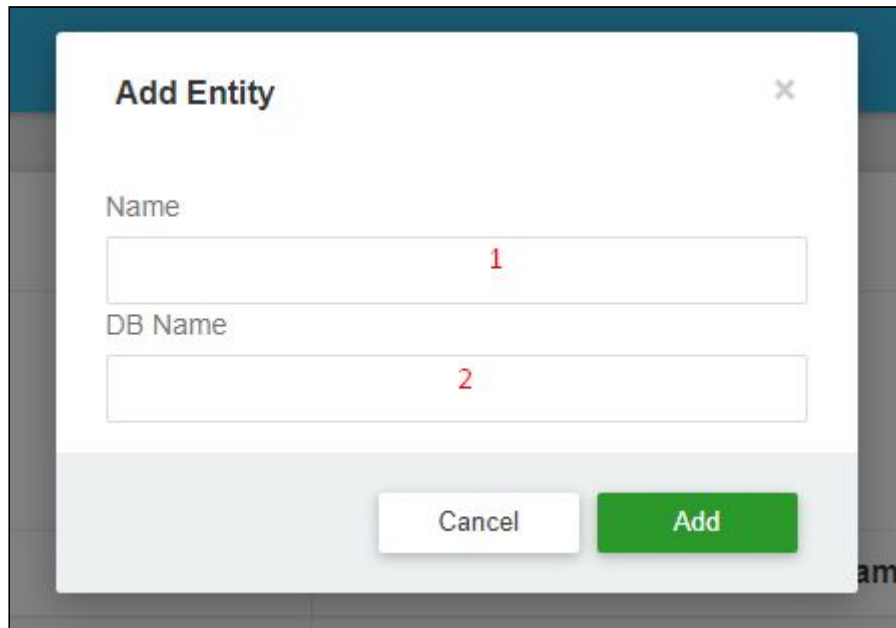
Entity Screen will allow you to add the SAP Entities in the Sales Employee portal. Following are the steps to create an entity in the Sales Employee portal.



The 'Create Entity' screen shows a table with two columns: 'Name' and 'DB Name'. The table contains two rows: 'HILAL_CTS_LIVE' and 'UAE_LIVE'. A red arrow points to a green 'Add New Entity' button located above the table. The table also has an 'Action' column with edit and delete icons. The bottom of the screen shows 'Showing 1 to 2 of 2 entries' and pagination controls.

Name	DB Name	Action
HILAL_CTS_LIVE	HILAL_CTS_LIVE	 
UAE_LIVE	UAE_LIVE	 

Entity Screen.

A modal window titled "Add Entity" with a close button (X) in the top right corner. It contains two input fields: "Name" and "DB Name". The "Name" field has a red "1" next to it, and the "DB Name" field has a red "2" next to it. At the bottom, there are two buttons: "Cancel" and "Add".

Add Entity

Name

DB Name

Cancel Add

New entity pop up.

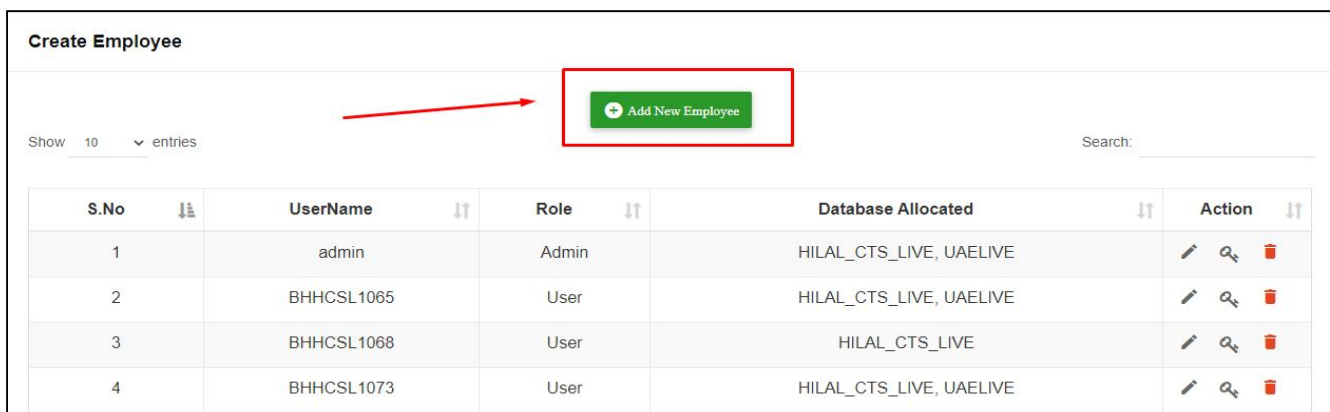
Steps:

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

The "Create Employee" screen features a table of existing employees and a button to add new ones. A red arrow points to the "Add New Employee" button. The table has columns for S.No, UserName, Role, Database Allocated, and Action. The Action column contains icons for edit, search, and delete.

Create Employee

Show 10 entries Search:

+ Add New Employee

S.No	UserName	Role	Database Allocated	Action
1	admin	Admin	HILAL_CTS_LIVE, UAELIVE	
2	BHHCSL1065	User	HILAL_CTS_LIVE, UAELIVE	
3	BHHCSL1068	User	HILAL_CTS_LIVE	
4	BHHCSL1073	User	HILAL_CTS_LIVE, UAELIVE	

Employee Screen

Add Employee [X]

User Name

Enter Employee Code 1

Select Database :

2

HILAL_CTS_LIVE

UAELIVE

-- Select Role -- 3

Password

4

Confirm Password

5

Cancel Add

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

Edit Database Details

User Id :

18

UserName :

BHHCSL1065

Select Database :

HILAL_CTS_LIVE
UAELIVE

HILAL_CTS_LIVE
UAELIVE

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

Password Change

Password Change

Username :

Password :*

Confirm Password :*

Change Password

Reset

Figure 10.

Reports

Customer Order Status

Customer Order Status

Entity *

Select Entity 1

Customer *

2

Customer Purchase Order No:

order no 3

Sales Order:

order no 4

Status

--Select One-- 5

View

Reset

Customer Order Status View

Search Here For Data Filtering

S.No	Customer PO No	Sales Order No	Item Description	SO Quantity	Delivered Quantity	Pending Quantity	Due Date	Status
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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 Purchased History

Entity *

Customer *

Customer Purchase Order No:

Select Entity 1

2

order no 3

Date

From Date 4 to To Date 5

View Reset

Customer Purchased History View

Search Here For Data Filtering

Invoice No	Invoice Date	Customer Po No	Currency	Item Description	Quantity	Unit Price	Total
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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

Customer Outstanding Status

Entity * 1

Customer * 2

Customer Purchase Order No: 3

As On Date 4

Customer Outstanding Status

Invoice No	Invoice Date	Customer Po No	Currency	Invoice Amount	Outstanding Amount	Overdue Days
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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 :

Stock Status

Entity * 1

Item Group 2

Brand 3

Model 4

Stock Status

Item Code	Item Group	Brand	Model	Item Description	Available Stock	Ordered Stock	E D D
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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)