



Handbook For User

system structure

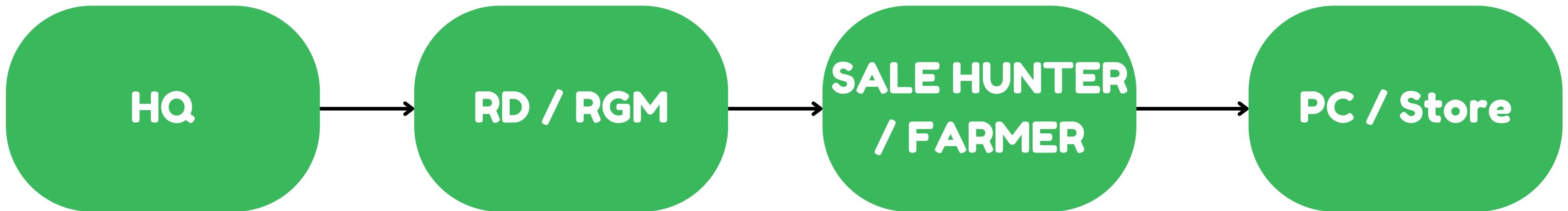
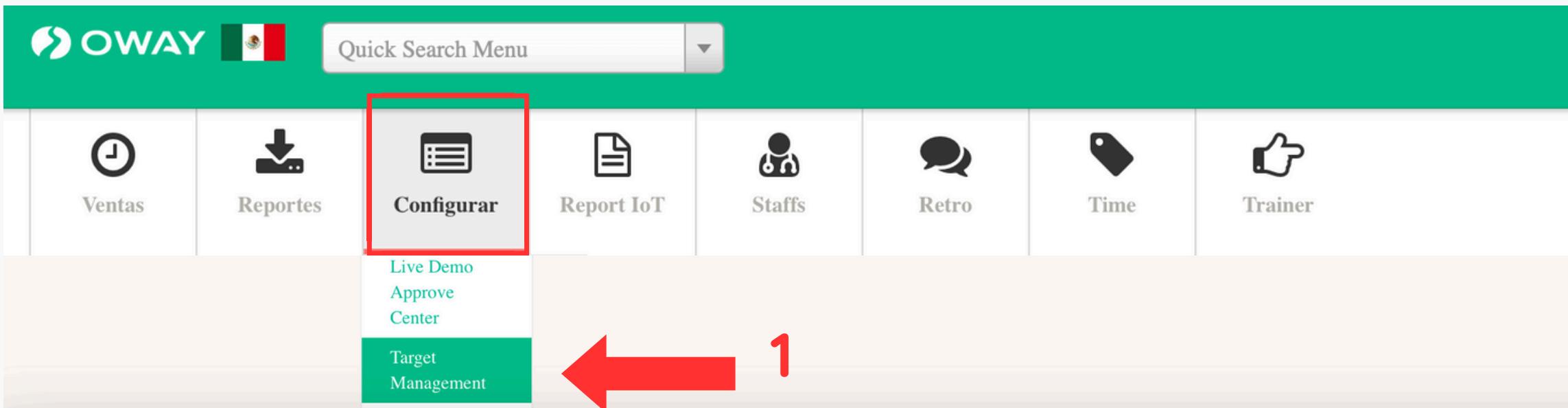


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HQ Create target management

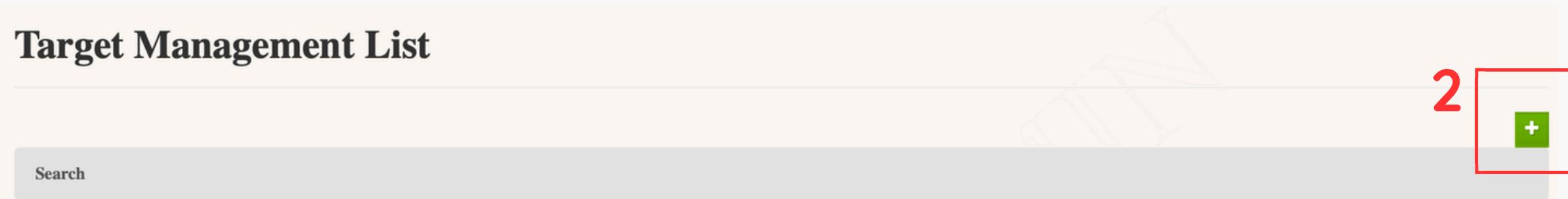
HQ : Create Target Management



How to create Task

1. Login to HQ account Mexico
2. Click "Configurar"
3. Select "Task Management"

Target Management List



- 4.click on button to create task target management

HQ : Create Target Management

Create Target Management

Target Type

Eligible Area

Eligible Province

1

Target Name

Time From

Time To

2

Total Target QTY

Focus Model Group

* The total amount will not exceed the specified total. If the sum of groups does not reach the total, the remaining amount will be categorized as Other.

How to create Task

- 1.select target type pick "By area "
- 2.select " area "
- 3.select " province "
- 4.add " target name "
- 5.select " time from "
- 6.select " time to "
- 7.add " Total target QTY (Quantity) "

You can select more than one area and province.

HQ : Create Target Management

Focus Model Group

* The total amount will not exceed the specified total. If the sum of groups does not reach the total, the remaining amount will be categorized as Other.

1 **Add Group**

2

Group Name	Enter group name
Category	None selected ▾
Product	None selected ▾
Color	None selected ▾
Target QTY	<input type="text"/>

Submit → Cancel

Create task by area (add group)

1.click add group to create product to focus on sell

A maximum of 3 groups can be added. If you try to add more, the system will display a warning.

2.add " Group Name " **Require**

3.select " Category " **Require**

4.select " product " **Require**

5.select " color "

Selecting a color is optional. You may proceed without choosing one.

6.add " Target QTY (Quantity) "

7.Submit for create task

You can't put target QTY more than Total Target QTY

HQ : Create Target Management

Target Management List

A screenshot of a web-based application interface titled "Target Management List". At the top right is a green "+" button. Below it is a search bar labeled "Search". The main area displays a table with the following columns: #, TARGET NO, TARGET NAME, ELIGIBLE TIME, STATUS, ARCHIVE QTY, TOTAL ARCHIVE RATE, TOTAL QTY, and ACTION. There is one row of data: #1, T202505D, Task 1, 2025-05-01 - 2025-05-31, Enable, 1, 0.01%, 6,900. The "ACTION" column contains a red box around the "Assign" link, which is highlighted with a red border.

#	TARGET NO	TARGET NAME	ELIGIBLE TIME	STATUS	ARCHIVE QTY	TOTAL ARCHIVE RATE	TOTAL QTY	ACTION
1	T202505D	Task 1	2025-05-01 - 2025-05-31	Enable	1	0.01%	6,900	1 Assign View / Disable

How to AssignTask

- 1.Click Assign to assign task
- 2.click on search
- 3.download the template to complete form

A screenshot of a web-based application interface titled "Assign task to RGM/RD". It shows the target number T202505D and the target task period from May 1, 2025 to May 31, 2025. There are date range filters for "From" and "To". Below this is a "Choose File" button with "no file selected" and an "Import" button. A table at the bottom shows target and assigned quantities for different groups. At the bottom left are "Search" and "Export" buttons. A red box highlights the "Download Template" button, which is labeled with a red number "2".

Target Qty	Assigned Qty
Total target	6,900
Group 1 group assigned	1,799
Group 2 group assigned	499

Download the displayed template specific to the selected form, as each form has different content.

HQ : Create Target Management

1	A	B	C	D	E	F
	Area Name	Province Name	Staff Code	Assigned task - Group 1	Assigned task - Group 2	Assigned task - Total target

Example

1	A	B	C	D	E	F
	Area Name	Province Name	Staff Code	Assigned task - Group 1	Assigned task - Group 2	Assigned task - Total target
2	R3	R3-A	R16741	1999	1800	7000
3	R4	R4-A	9701	599	700	7200
4						
5						
6						
7						
8						
9						
10						

How to Assign Task

- 1.Add " Area Name "
- 2.Add " Province Name "
- 3.Add " Staff Code "
- 4.Add " Assigned Task "
- 5.Add " Assign Total "
- 6.Save Template and exit

Fill out the form using the data that corresponds with the task information. If Area R2 is selected, the form must show only Area R2 and Staff associated with R2.

The number of Total Target and Assigned Target must not be less than the defined Task.

HQ : Create Target Management

Assign task to RGM/RD

Target No : T202505D

Target task period : May 1, 2025 to May 31, 2025

View by date From To

[Search](#) [Export](#)

Download Template

1 [Choose File](#) TargetMa...25.xlsx Import

Target Qty Assigned Qty

Total target 6,900
Group 1 group assigned 1,799
Group 2 group assigned 499

How to Assign Task

- 1.Click choose file
- 2.Upload template
- 3.click Import

Search

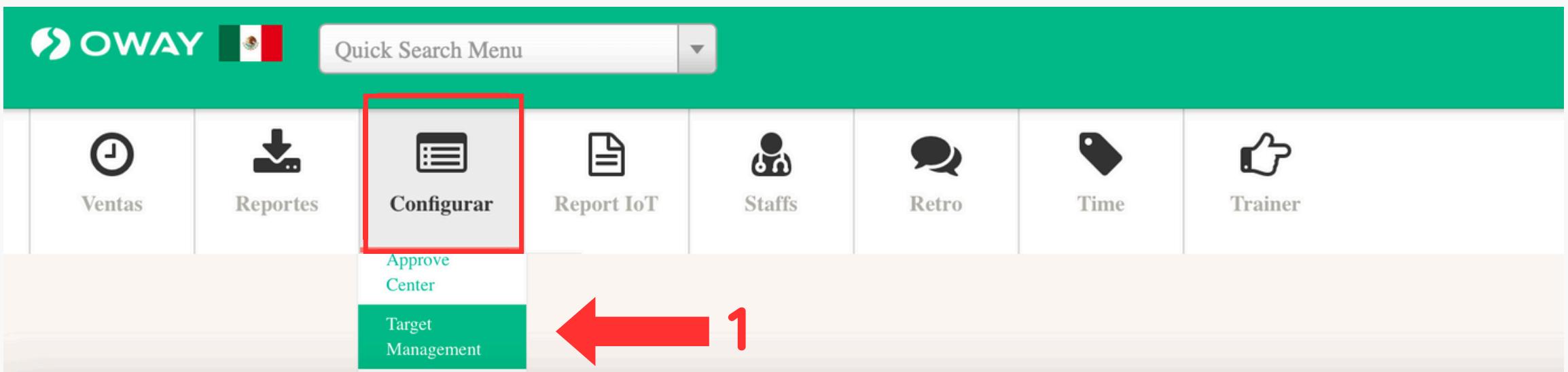
#	TARGET NO	TARGET NAME	ELIGIBLE TIME	STATUS	ARCHIVE QTY	TOTAL ARCHIVE RATE	TOTAL QTY	ACTION
1	T202505D	Task 1	2025-05-01 - 2025-05-31	Enable	1	0.01%	6,900	Assign / View / Disable

- 4.HQ can assign , view and disable task

#	AREA	PROVINCE	GROUP	STAFF CODE	STAFF NAME	GROUP 1 GROUP			GROUP 2 GROUP			TOTAL TARGET		
						ASSIGNED TASK	ARCHIVED QTY	ARCHIVED RATE	ASSIGNED TASK	ARCHIVED QTY	ARCHIVED RATE	ASSIGNED TASK	ARCHIVED QTY	ARCHIVED RATE
1	R4	R4-A	RD	9701	MARIBEL JOALIN AMARILLAS GUTIERREZ	599	0	0.00%	700	0	0.00%	7200	0	0.00%
2	R3	R3-A	RD	R16741	DIEGO RODRIGUEZ ATONDO	1,999	0	0.00%	1,800	0	0.00%	7000	1	0.01%

RD/RGM Create target management

RD/RGM : Create Target Management



How to Assign Task

1. Login to RD/RGM account Mexico
2. Click "Configurar"
3. Select "Task Management"

Target Management List

#	TARGET NO	TARGET NAME	ELIGIBLE TIME	STATUS	ARCHIVE QTY	TOTAL ARCHIVE RATE	TOTAL QTY	ACTION
1	T202505D	Task 1	2025-05-01 - 2025-05-31	Enable	1	0.01%	2,0	Assign / View

Assign task to Supervisor/farmer/hunter

Target No : T202505D

Target task period : May 1, 2025 to May 31, 2025

View by date From To

3 [Download Template](#)

Choose File no file selected Import

Target Qty	Assigned Qty
Total target	7,000
Group 1 group assigned	1,999
Group 2 group assigned	1,800

[Search](#) [Export](#)

4. Click Assign to assign task
5. click on search
6. download the template to complete form

Download the displayed template specific to the selected form, as each form has different content.

RD/RGM : Create Target Management

1

A	B	C	D	E	F	G
Area Name	Province Name	Sub-area Name	Staff Code	Assigned task - Group 1	Assigned task - Group 2	Assigned task - Total target

Example

How to Assign Task

- 1.Add “ Area Name ”
 - 2.Add “ Province Name ”
 - 3.Add “ Sub-area Name ”
 - 4.Add “ Staff Code ”
 - 5.Add “ Assigned Task ”
 - 6.Add “ Assign Total ”
 - 7.Save Template and exit

Fill out the form using the data that corresponds with the task information. If Area R2 is selected, the form must show only Area R2 and Staff associated with R2.

The number of Total Target and Assigned Target must not be less than the defined Task.

RD/RGM : Create Target Management

Assign task to Supervisor/farmer/hunter

Target No : T202505D

Target task period : May 1, 2025 to May 31, 2025

View by date From To

[Download Template](#)

1 no file selected [Import](#)

Target Qty [Assign Qty](#)

Total target	7,000
Group 1 group assigned	1,999
Group 2 group assigned	1,800

[Search](#) [Export](#)

Search

#	TARGET NO	TARGET NAME	ELIGIBLE TIME	STATUS	ARCHIVE QTY	TOTAL ARCHIVE RATE	TOTAL QTY	ACTION
1	T202505D	Task 1	2025-05-01 - 2025-05-31	Enable	1	0.01%	7,000	3 Assign / View

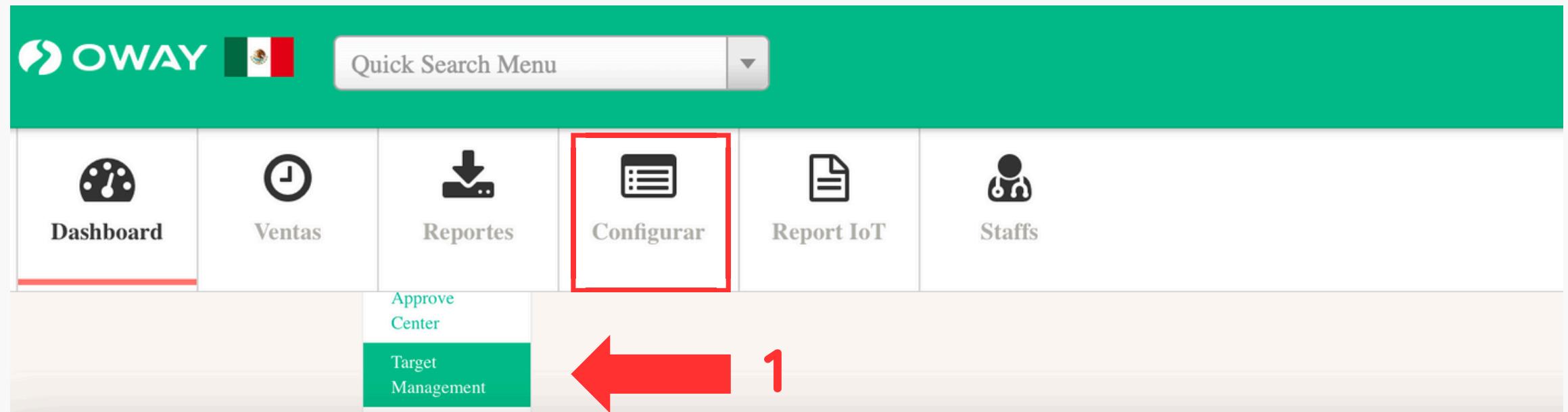
How to Assign Task

- 1.Click choose file
- 2.Upload template
- 3.click Import

4.RD/RGM can assign and view task

**Sale hunter/Farmer
Create target
management**

Sale hunter/Farmer : Create Target Management



Target Management List

#	TARGET NO	TARGET NAME	ELIGIBLE TIME	STATUS	ARCHIVE QTY	TOTAL ARCHIVE RATE	TOTAL QTY	ACTION
1	T202505D	Task 1	2025-05-01 - 2025-05-31	Enable	0	0.00%	2	Assign / View

Assign task to PC/Store

Target No : T202505D

Target task period : May 1, 2025 to May 31, 2025

View by date From To

Choose File Import

Target Qty Assigned Qty

Total target	7,500
Group 1 group assigned	2,000
Group 2 group assigned	2,499

Download Assign PC Template
Download Assign Store Template

How to Assign Task

1. Login to Sale Hunter/Farmer account Mexico
2. Click "Configurar"
3. Select " Task Management "
- 4.Click Assign to assign task
- 5.click on search
- 6.download the template to complete form PC
- 7.download the template to complete from Store

Download the displayed template specific to the selected form, as each form has different content.

Sale hunter/Farmer : Create Target Management

1

A	B	C	D	E	F	G
Area Name	Province Name	Sub-area Name	Staff Code	Assigned task - Group 1	Assigned task - Group 2	Assigned task - Total target

Example (PC)

How to Assign Task

- 1.Add “ Area Name ”
 - 2.Add “ Province Name ”
 - 3.Add “ Sub-area Name ”
 - 4.Add “ Staff Code ”
 - 5.Add “ Assigned Task ”
 - 6.Add “ Assign Total ”
 - 7.Save Template and exit

Fill out the form using the data that corresponds with the task information. If Area R2 is selected, the form must show only Area R2 and Staff associated with R2.

The number of Total Target and Assigned Target must not be less than the defined Task.

Sale hunter/Farmer : Create Target Management

1

A	B	C	D	E	F	G
Area Name	Province Name	Sub-area Name	Store ID	Assigned task - Group 1	Assigned task - Group 2	Assigned task - Total target

Example (Store)

How to Assign Task

- 1.Add “ Area Name ”
 - 2.Add “ Province Name ”
 - 3.Add “ Sub-area Name ”
 - 4.Add “ Store Code ”
 - 5.Add “ Assigned Task ”
 - 6.Add “ Assign Total ”
 - 7.Save Template and exit

Fill out the form using the data that corresponds with the task information. If Area R2 is selected, the form must show only Area R2 and Staff associated with R2.

The number of Total Target and Assigned Target must not be less than the defined Task.

Sale hunter/Farmer : Create Target Management

Assign task to PC/Store

Target No : T202505D

Target task period : May 1, 2025 to May 31, 2025

View by date From To

1 Choose File Import

Target Qty
Total target 7,500
Group 1 group assigned 2,000
Group 2 group assigned 2,499

2

This screenshot shows a user interface for assigning tasks. At the top, there are buttons for 'Download Assign PC Template' and 'Download Assign Store Template'. Below that, a red box highlights the 'Choose File' button, which has a tooltip 'no file selected'. An orange arrow labeled '2' points to the 'Import' button. The interface also displays target quantity information: Total target 7,500, Group 1 group assigned 2,000, and Group 2 group assigned 2,499. A red box highlights the 'Search' button at the bottom.

Result (PC)

#	AREA	PROVINCE	SUB AREA	GROUP	STAFF CODE	STAFF NAME	GROUP 1 GROUP			GROUP 2 GROUP			TOTAL TARGET		
							ASSIGNED TASK	ARCHIVED QTY	ARCHIVED RATE	ASSIGNED TASK	ARCHIVED QTY	ARCHIVED RATE	ASSIGNED TASK	ARCHIVED QTY	ARCHIVED RATE
1	R3	R3-A	R3-A-1	PC	R115135	SAMUEL AGUILAR ALVAREZ	2,599	0	0.00%	2,999	0	0.00%	8349	0	0.00%

Search								
#	TARGET NO	TARGET NAME	ELIGIBLE TIME	STATUS	ARCHIVE QTY	TOTAL ARCHIVE RATE	TOTAL QTY	ACTION
1	T202505D	Task 1	2025-05-01 - 2025-05-31	Enable	0	0.00%	7,500	Assign / View

How to Assign Task

- 1.Click choose file
- 2.Upload template
- 3.click Import

Sales Hunter can be assigned to either PC or Store.

- 4.Sale hunter/Farmer can assign and view task