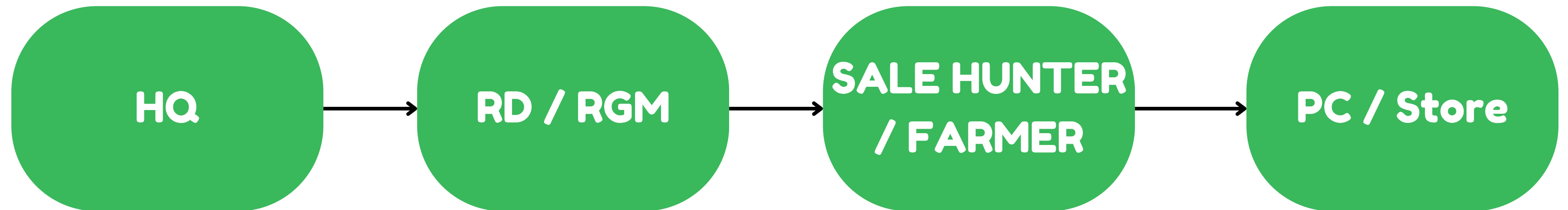




# Handbook For User

# system structure



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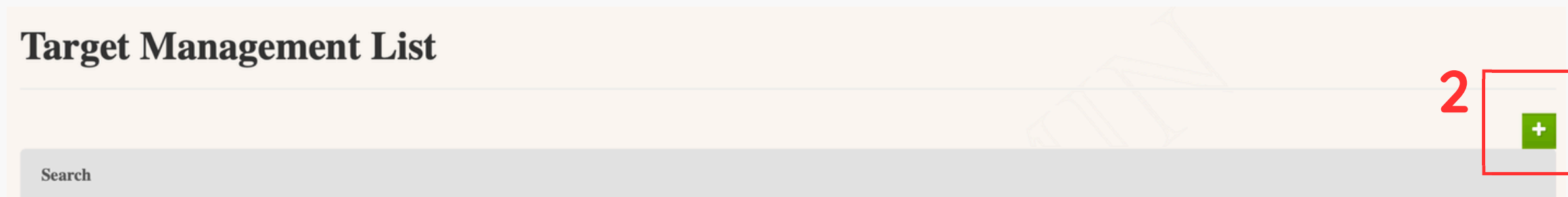
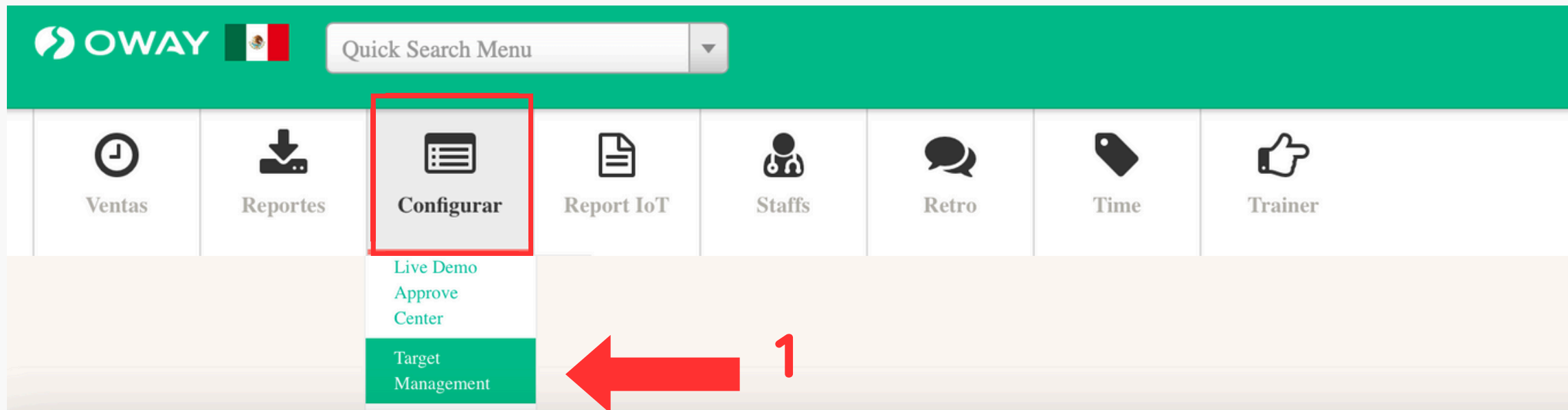
# HQ Create target management

# HQ : Create Target Management

## How to create Task

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

- 4.click on button to create task target management



# HQ : Create Target Management

## Create Target Management

Target Type

Please select

Eligible Area

None selected

Eligible Province

None selected

Target Name

Time From

Time To

Total Target QTY

Focus Model Group

Add 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.

Submit

Cancel

## 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 **1** **Add 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.

Group Name	<input type="text" value="Enter group name"/>
Category	<b>2</b> <input type="text" value="None selected"/>
Product	<input type="text" value="None selected"/>
Color	<input type="text" value="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

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	<div>1</div> <div>AssignView / Disable</div>

Search

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

Choose Fileno file selected

Import

2

Download Template

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

## How to AssignTask

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

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

	A	B	C	D	E	F
1	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

2

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

3

#	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	<a href="#">Assign</a> / <a href="#">View</a> / <a href="#">Disable</a>

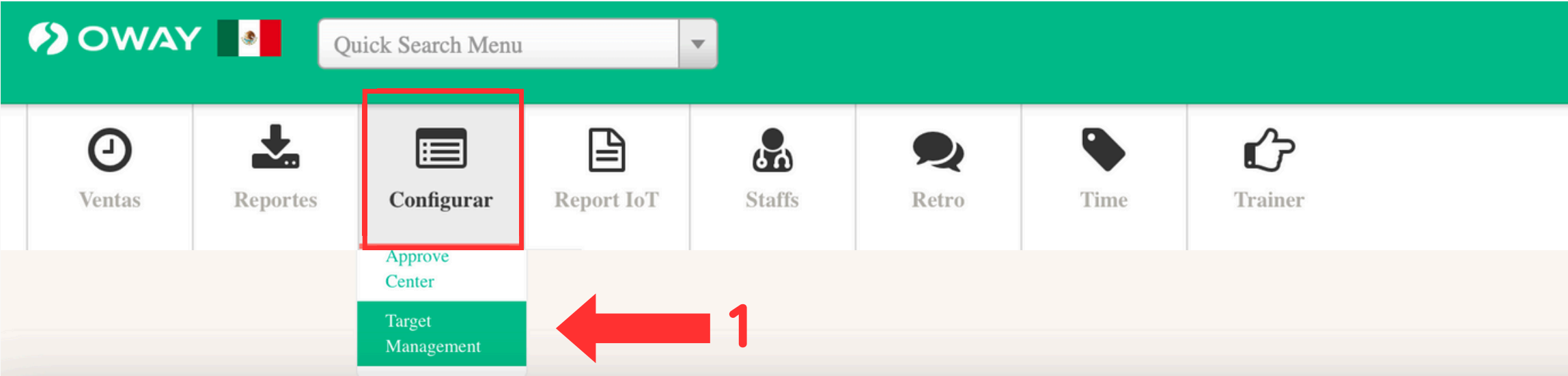
- 4.HQ can assign , view and disable task

#	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



### 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%	7,000	<a href="#">Assign / View</a>

Assign task to Supervisor farmer/hunter

Target No : T202505D

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

View by date From  To

SearchExport

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	

## How to Assign Task

1. Login to RD/RGM 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

**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

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
R3	R3-A	R3-A-1	R221197	2000	2499	7500

## 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

Search

Export

Download Template

1

Choose Fileno file selected

Import

Target Qty

Assign Qty

Total target7,000

Group 1 group assigned1,999

Group 2 group assigned1,800

2

## 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%	7,000	3 <div>Assign / View</div>

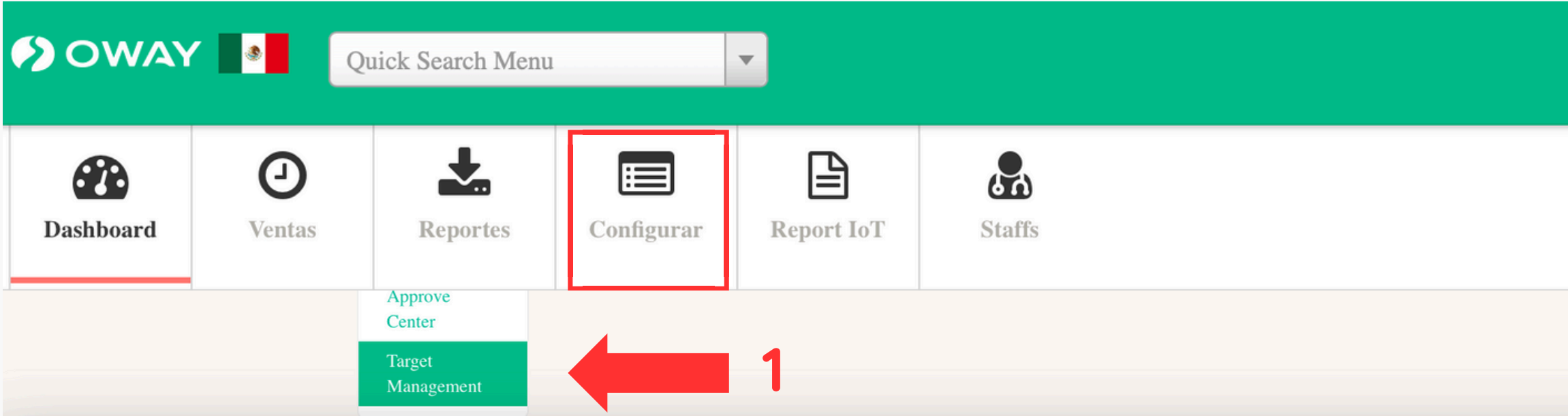
- 4.RD/RGM can assign and view task



# **Sale hunter/Farmer Create target management**



# Sale hunter/Farmer : Create Target Management



## Target Management List

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%		<a href="#">Assign / View</a>

Assign task to PC/Store

Target No : T202505D

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

View by date From  To

[Search](#)

[Download Assign PC Template](#)

[Download Assign Store Template](#)

Choose File no file selected [Import](#)

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

## 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 )

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
R3	R3-A	R3-A-1	R115135	2599	2999	8349

## 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 )

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
R3	R3-A	R3-A-1	437	3149	3250	8500

## 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

Search

Download Assign PC Template

Download Assign Store Template

Choose File no file selected

Import

Target Qty

Assigned Qty

Total target7,500

Group 1 group assigned2,000

Group 2 group assigned2,499

## How to Assign Task

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

Sales Hunter can be assigned to either PC or Store.

## 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%

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

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