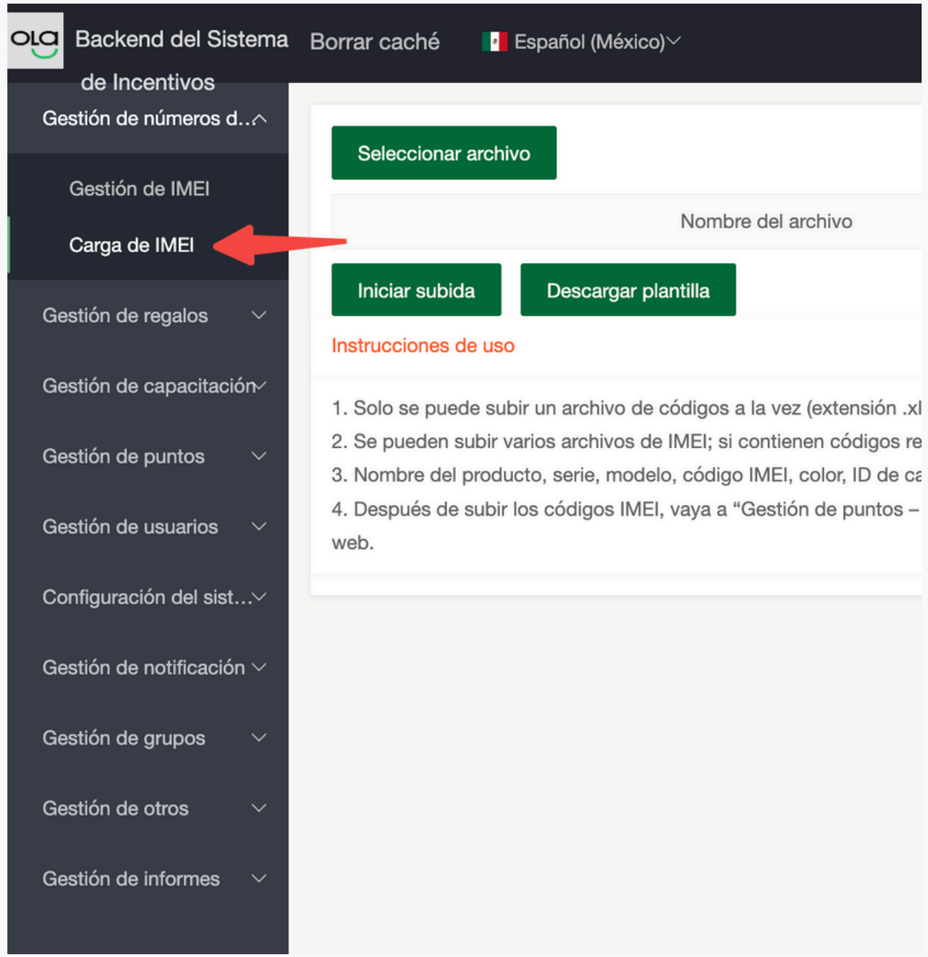
OWAY

Handbook

for OLA

Import IMEI

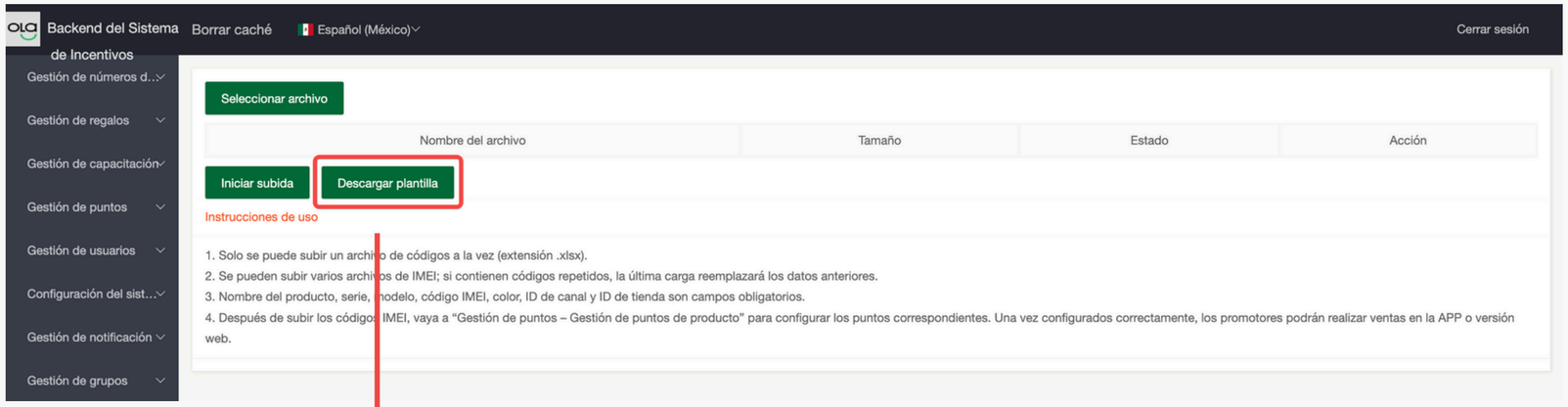
Import IMEI

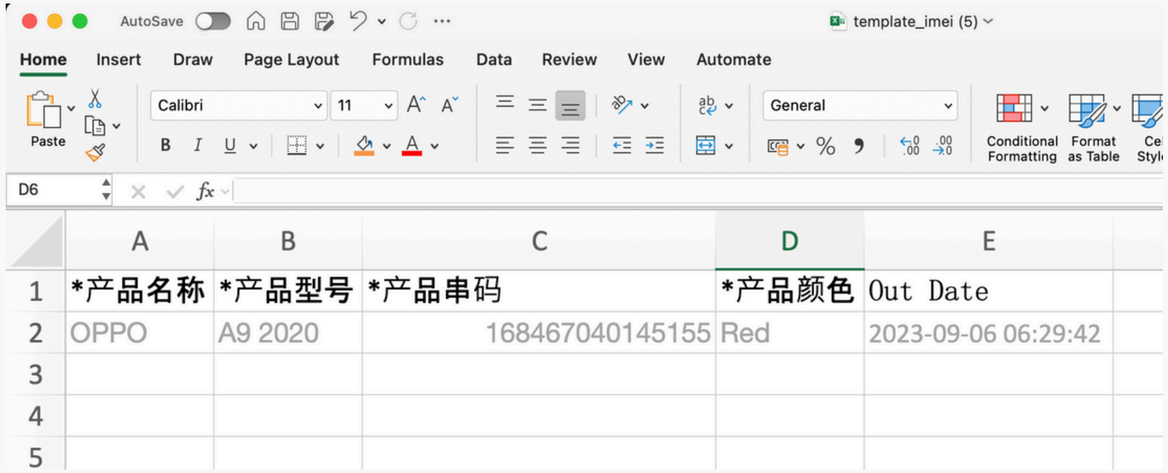


How to import IMEI

1. Click the " **Gestión de IMEI** " menu and select " **Carga de IMEI** "

Import IMEI





2. Click **" Descargar plantilla "** to download template

3. Fill in the template with **Product Name, Product Model, IMEI, Product Color** and **Out Date** then save the file

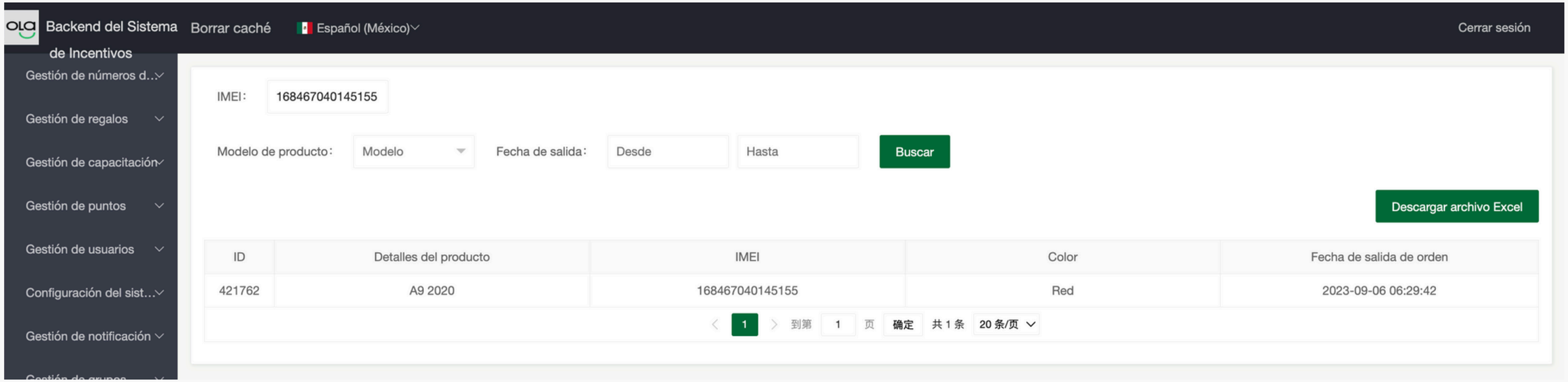
*产品名称 = Product Name
*产品型号 = Product Model
*产品串码 = IMEI
*产品颜色 = Product Color

Import IMEI

4. Click " **Seleccionar archivo** " and choose the file

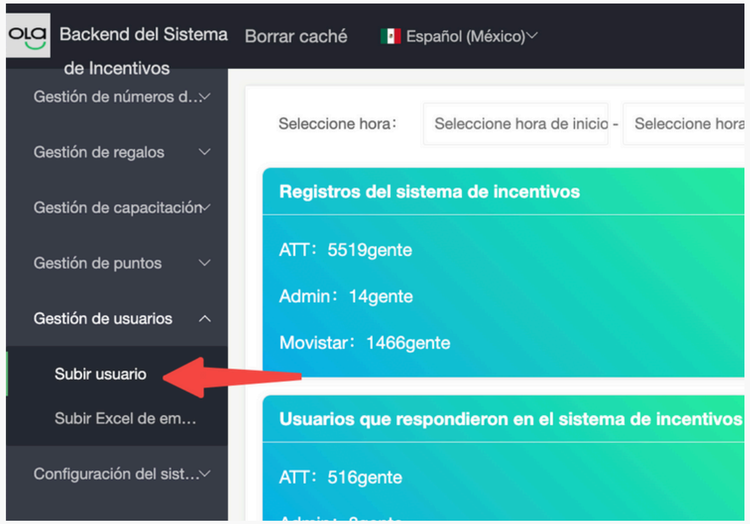
5. Click " **Iniciar subida** "

6. After uploading, the IMEI will be displayed in " **Gestión de IMEI** "



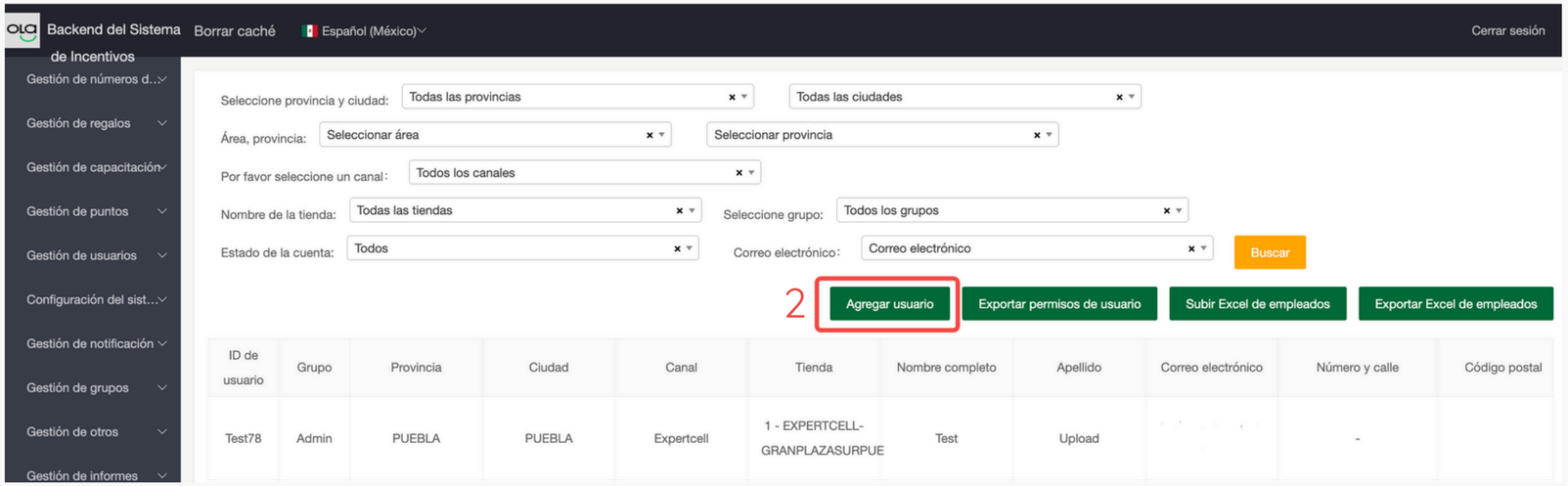
Create User

User Management

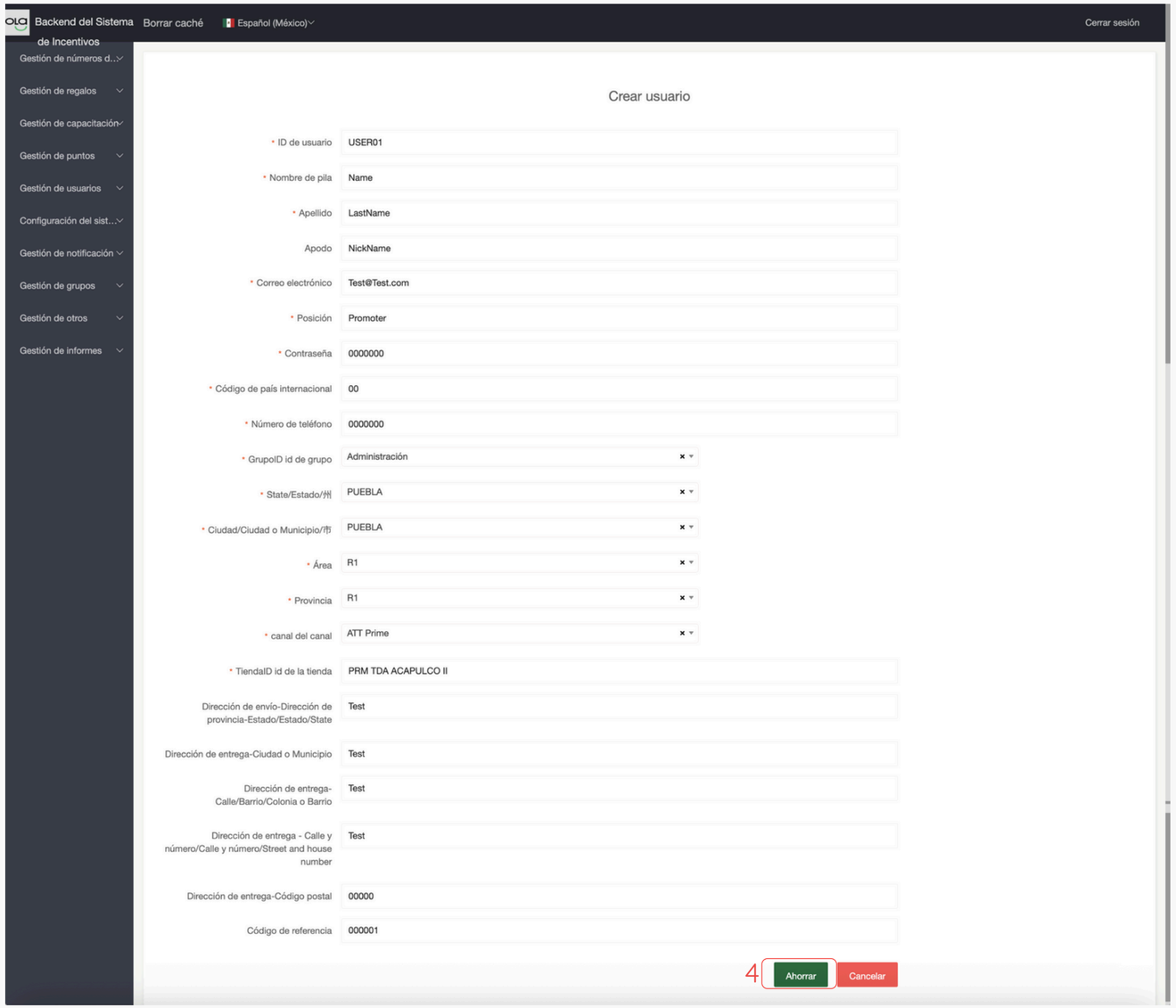


How to create user

1. Click the **“ Gestión de usuarios ”** menu and select **“ Subir usuario ”**
2. Click **“ Agregar usuario ”**



User Management

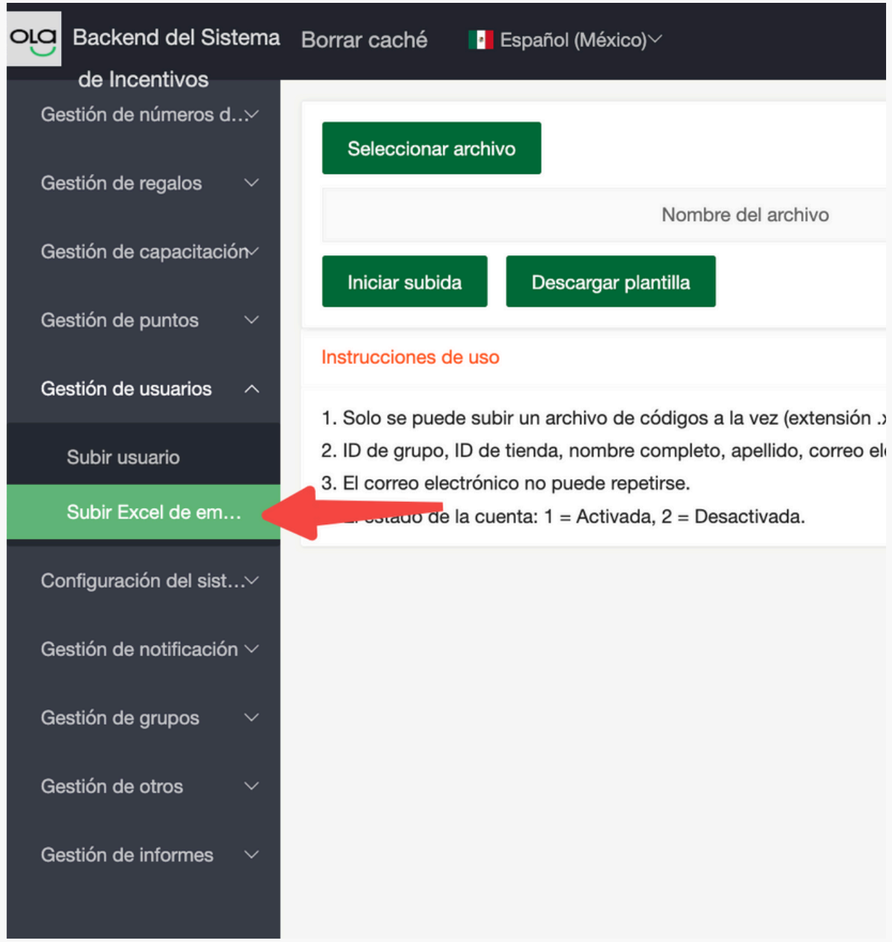


3. Enter the user information

User ID and Email must be unique and not duplicate with other users

4. Click **“ Guardar ”**

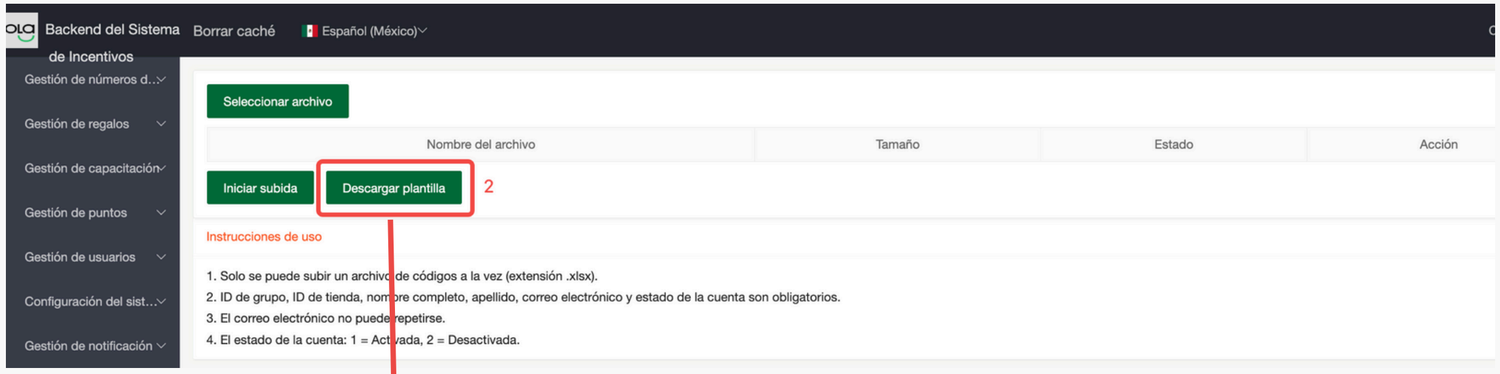
User Management



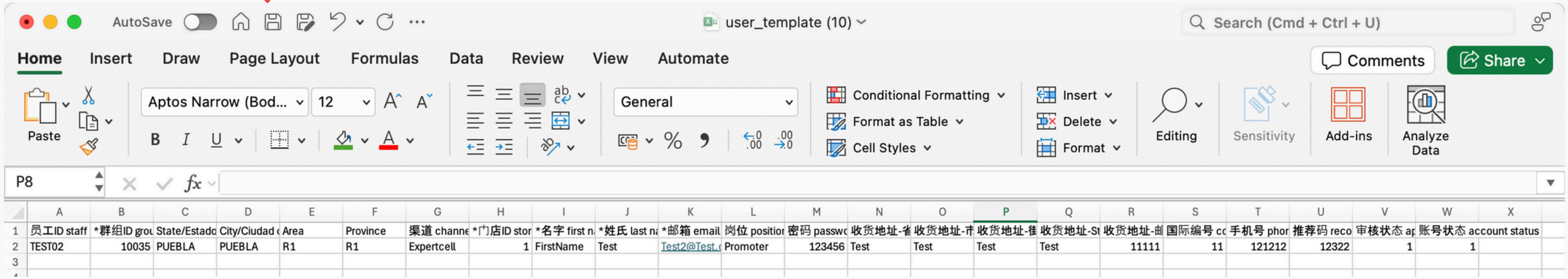
How to upload user by Excel

1. Click the **“ Gestión de usuarios ”** menu and select **“Subir Excel de empleados ”**

User Management

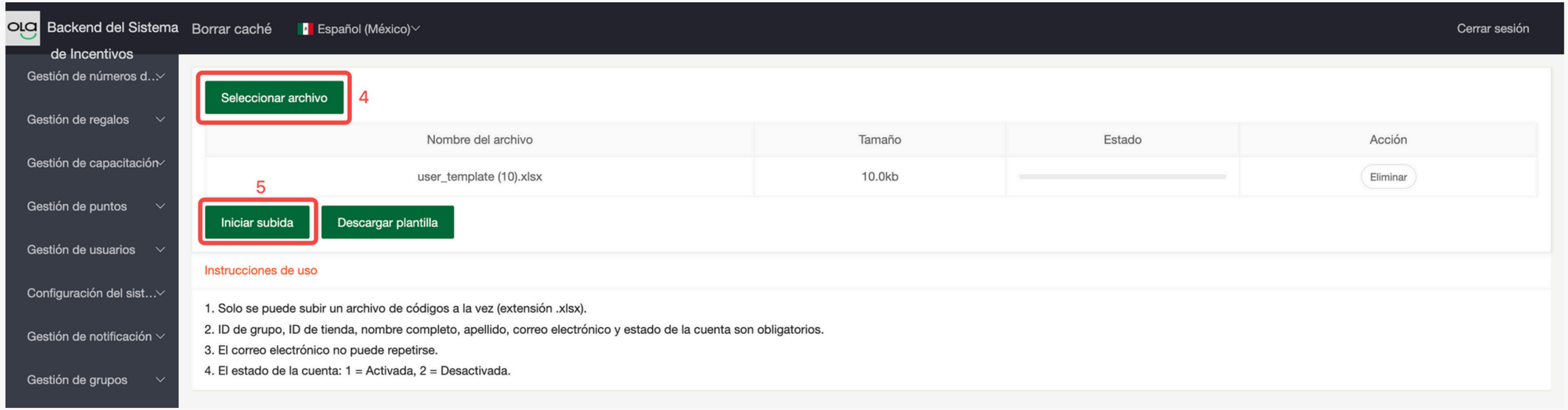


2. Click “ **Descargar plantilla** ”



3. Fill in the template with **User Information** **(User ID and Email must be unique and not duplicate with other users)** then save the file

User Management

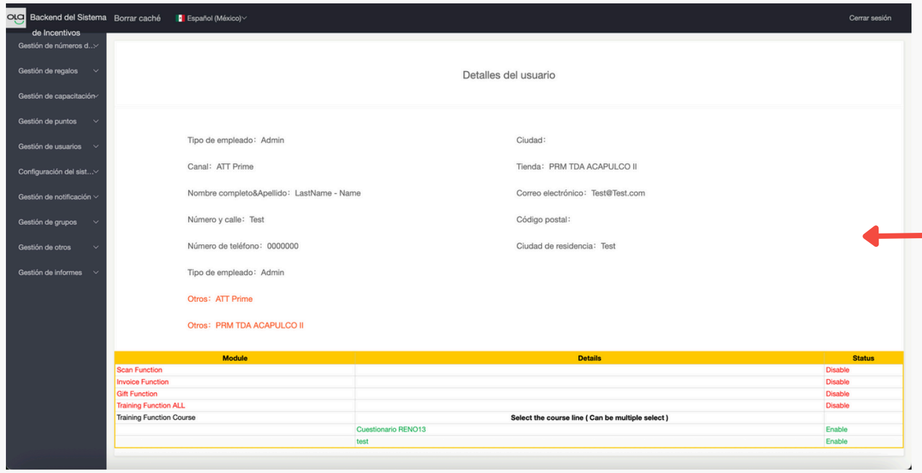


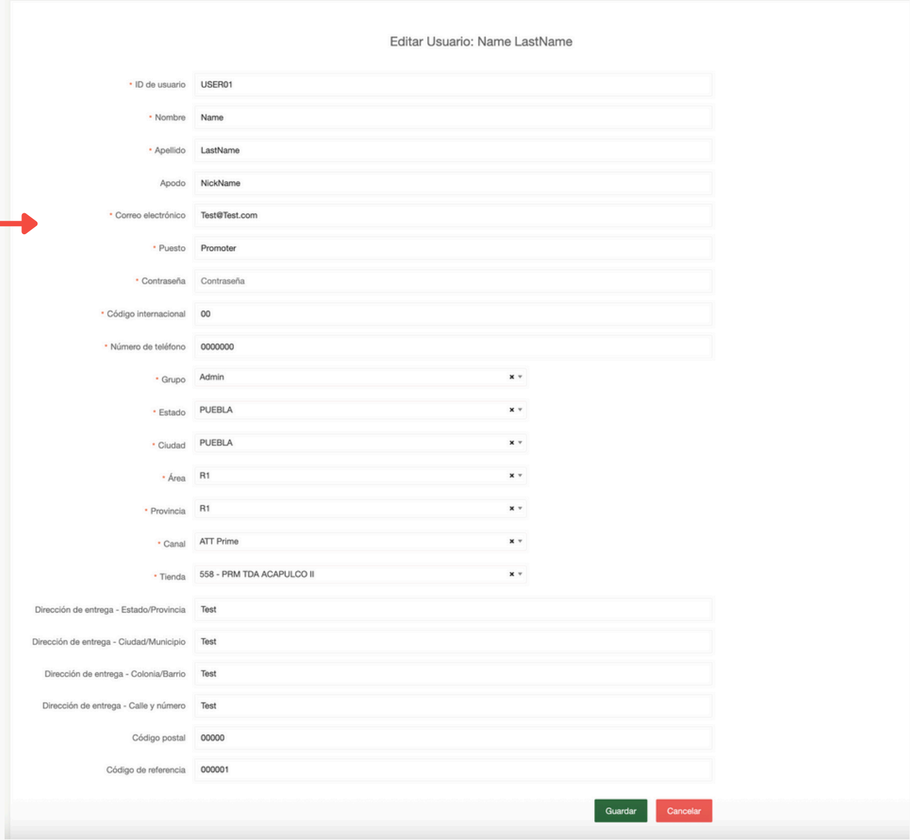
4. Click **“ Seleccionar archivo ”** and choose the file

5. Click **“ Iniciar subida ”** to upload

User Management

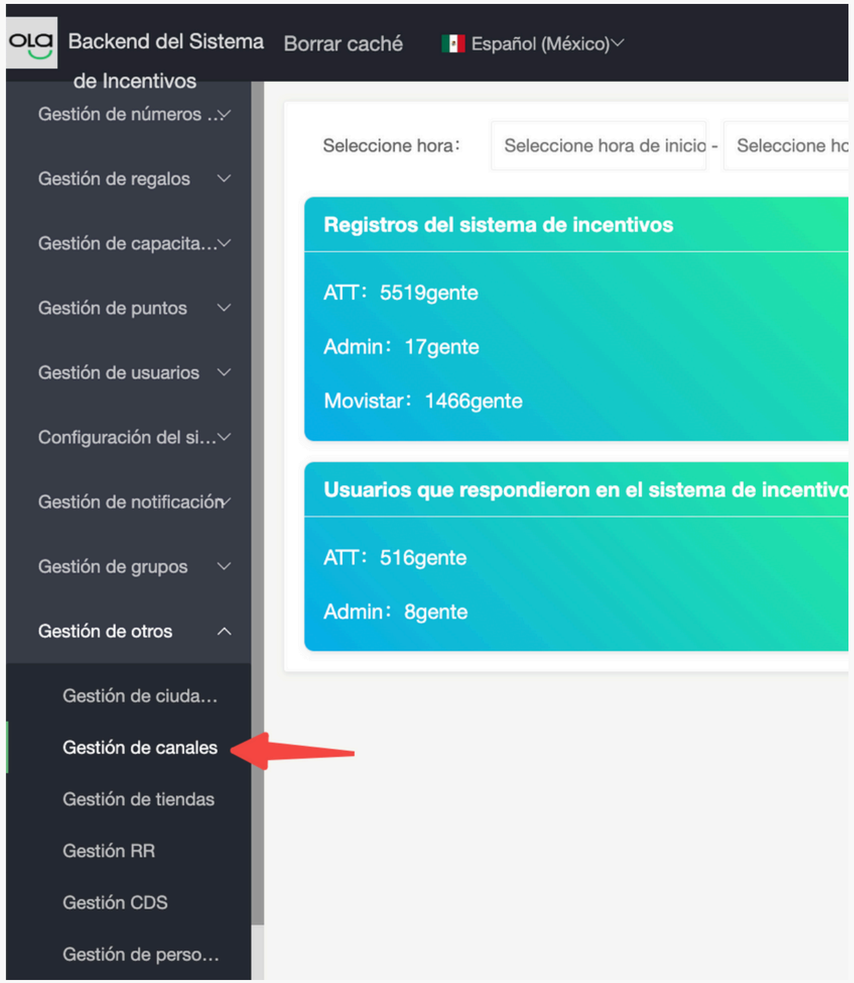
In the **“Acción”** menu, you can disable a user, edit user information, and view user details





Manage Channel

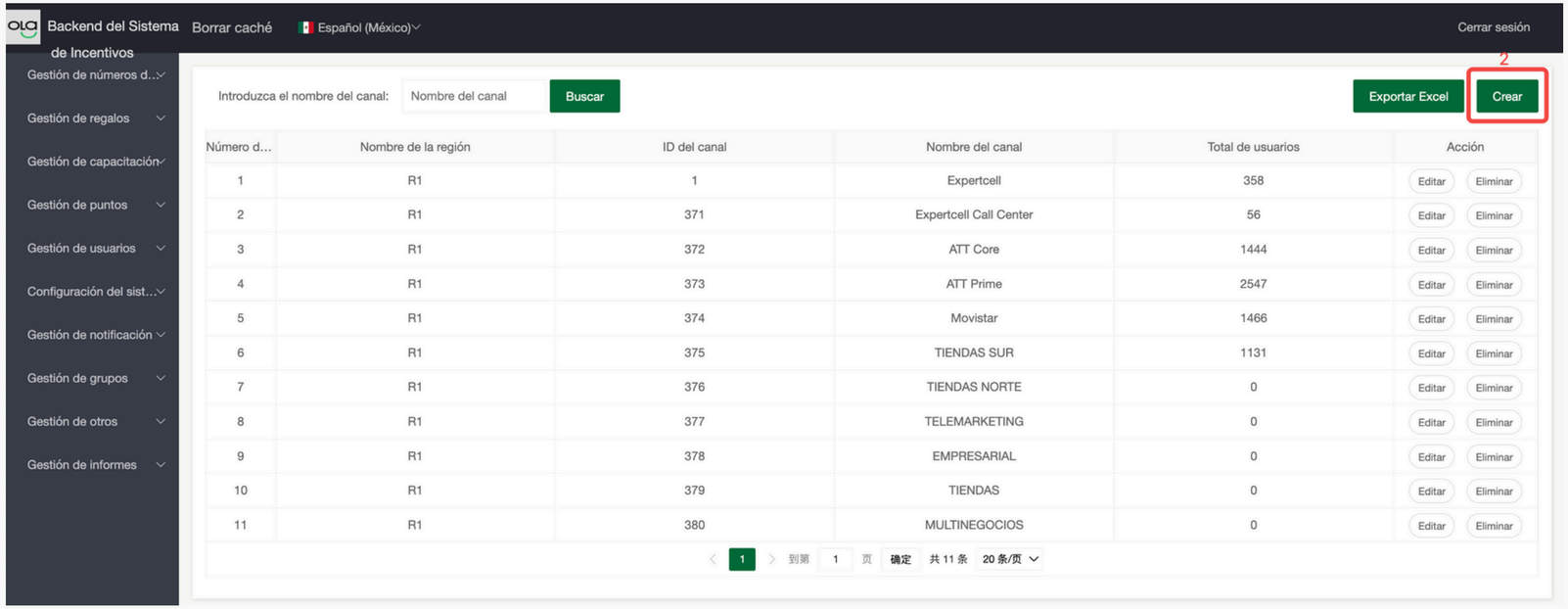
Channel Management

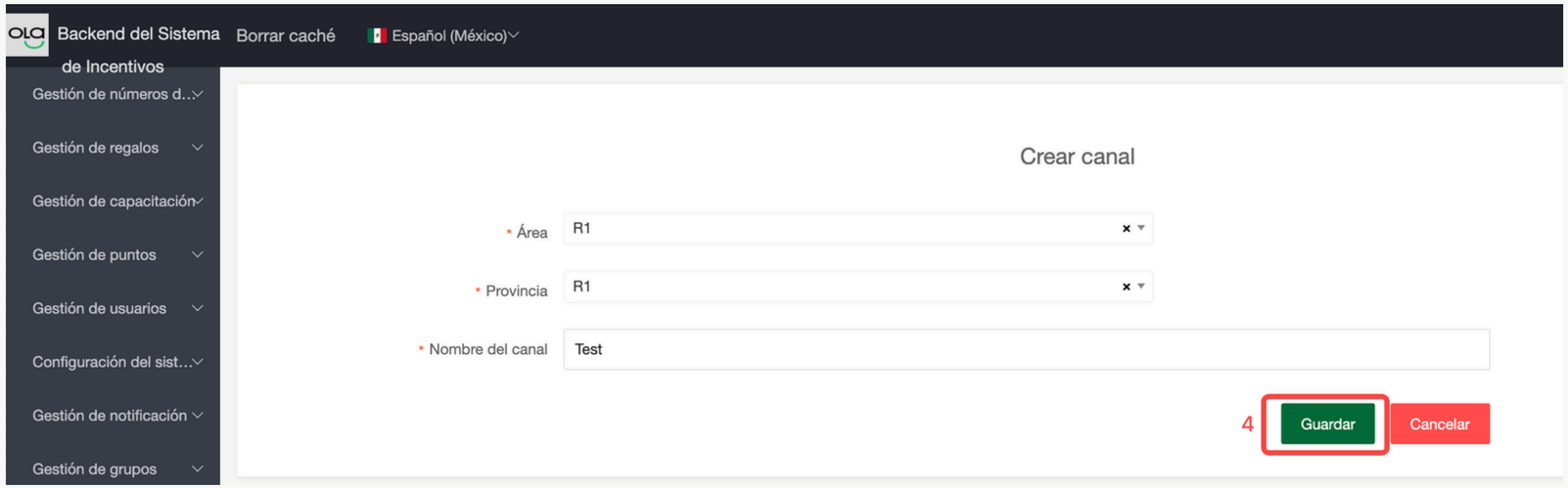


How to manage channel

1. Click the **“Gestión de otros”** menu and select **“Gestión de canales”**

Channel Management





2. Click **“Crear”** to create a channel

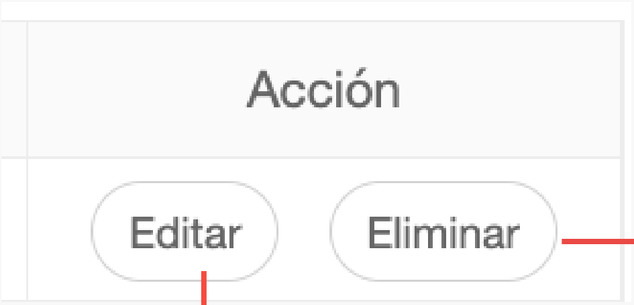
3. Enter the **Área, Provincia** and **Nombre del canal**

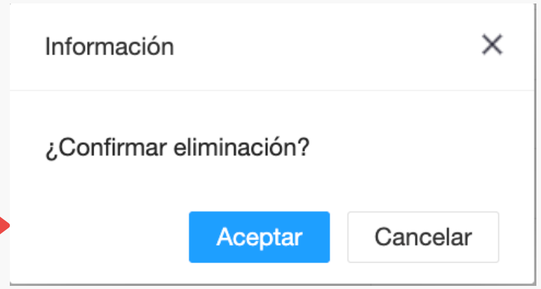
4. Click **“Guardar”**

Channel Management

In the **“Acción”** menu, you can edit channel information and delete channel

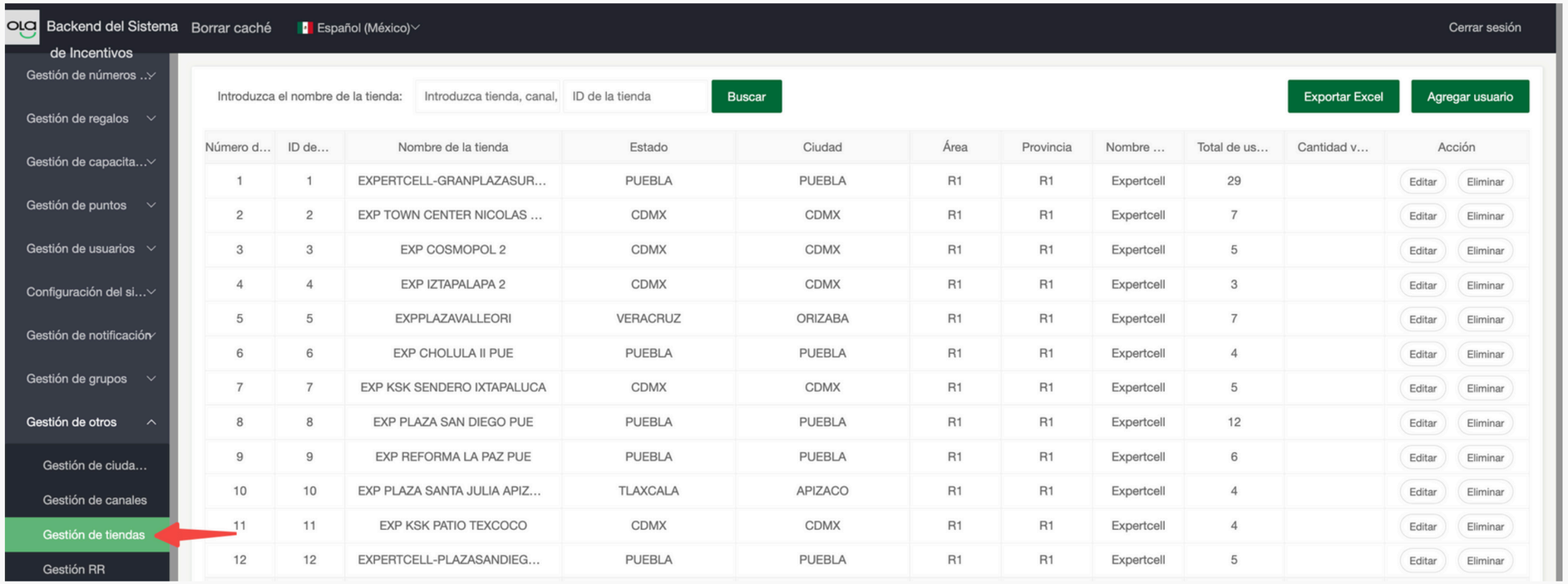
If there are users in a channel, the channel cannot be deleted





Manage Store

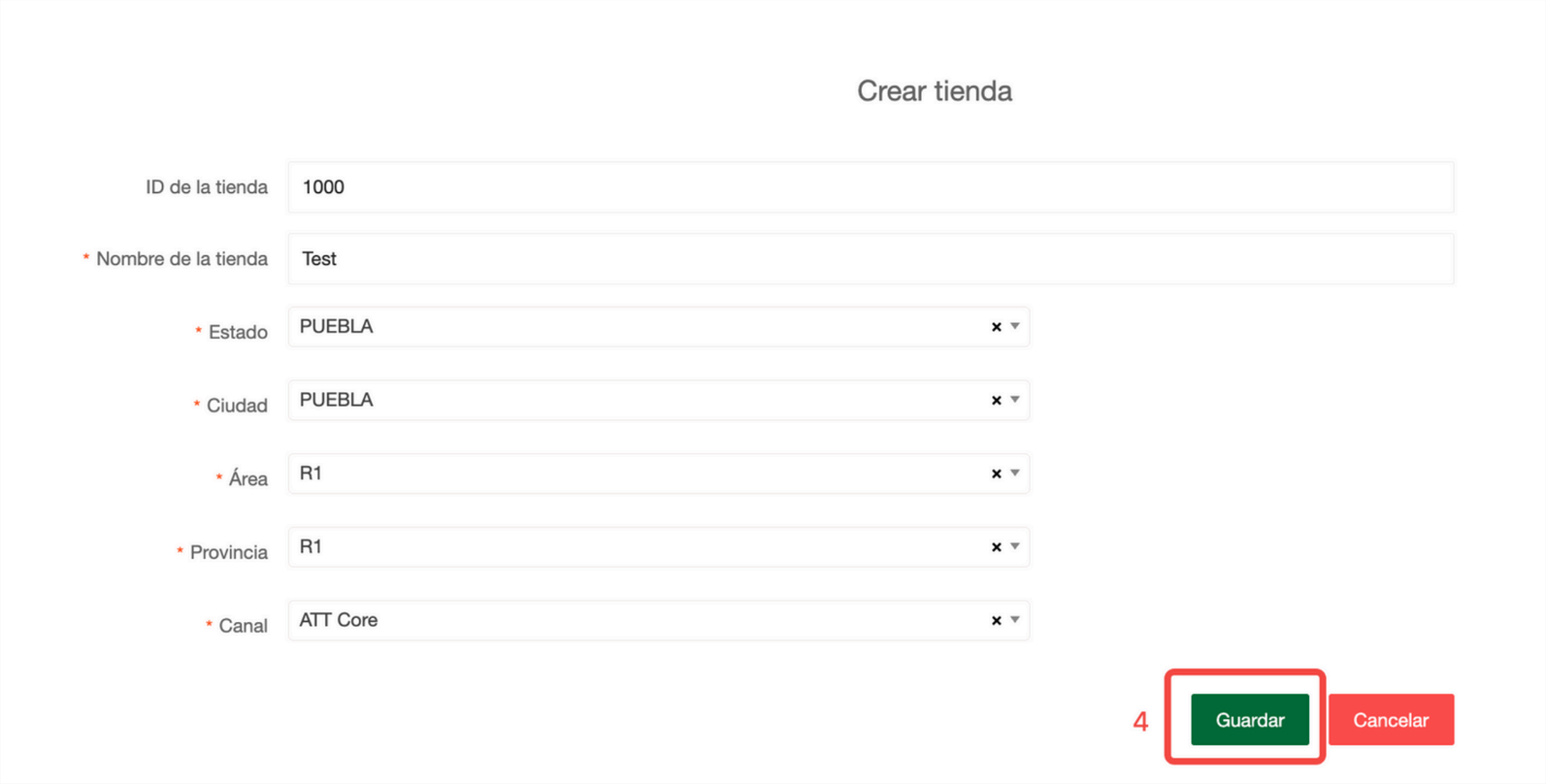
Store Management



how to manage store

1. Click the **“Gestión de otros”** menu and select **“Gestión de tiendas”**

Store Management



2. Click **“Crear tienda”** to create a store

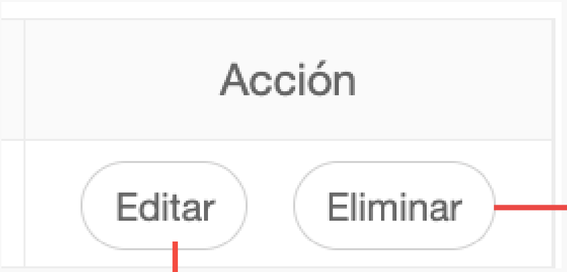
3. Enter the **“ID de la tienda”** , **“Nombre de la tienda”** , **“Estado”** , **“Ciudad”** , **“Área”**, **“Provincia”** and **“ Canal ”**

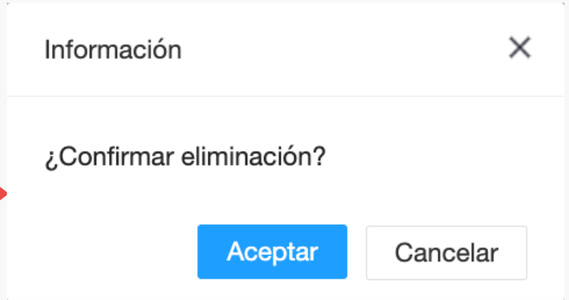
4. Click **“Guardar”**

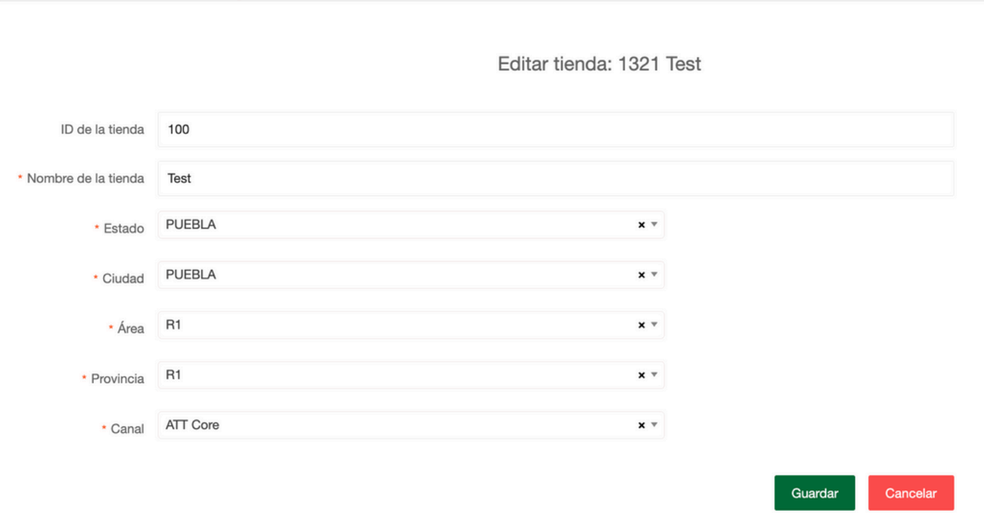
Store Management

In the **“Acción”** menu, you can edit channel information and delete store

If there are users in a store, the store cannot be deleted

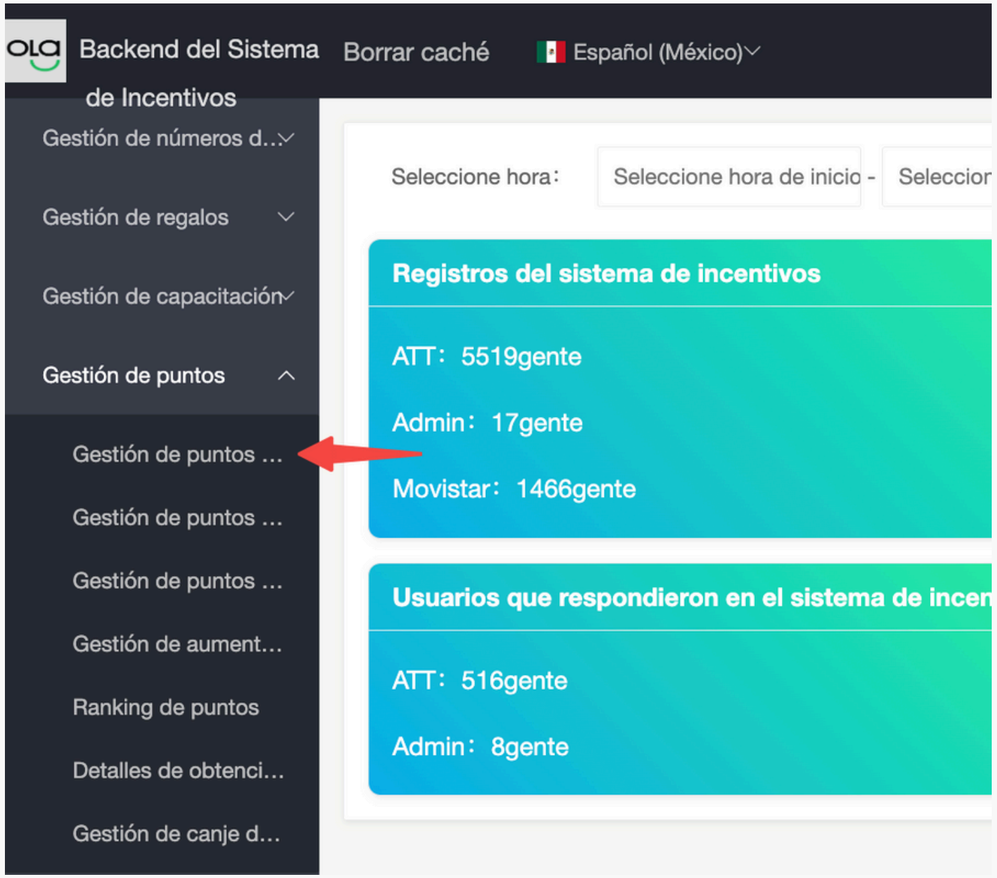






Manage model point

Product Point Management

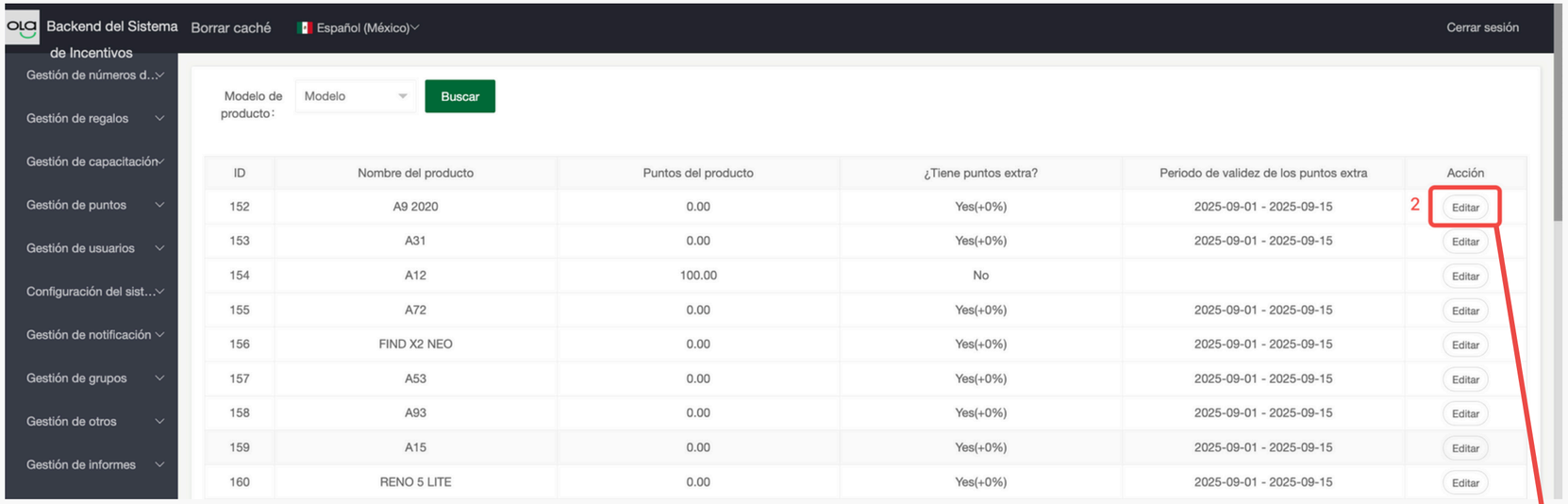


How to manage model point

1. Click the **“Gestión de puntos”** menu and select **“Gestión de puntos de productos”**

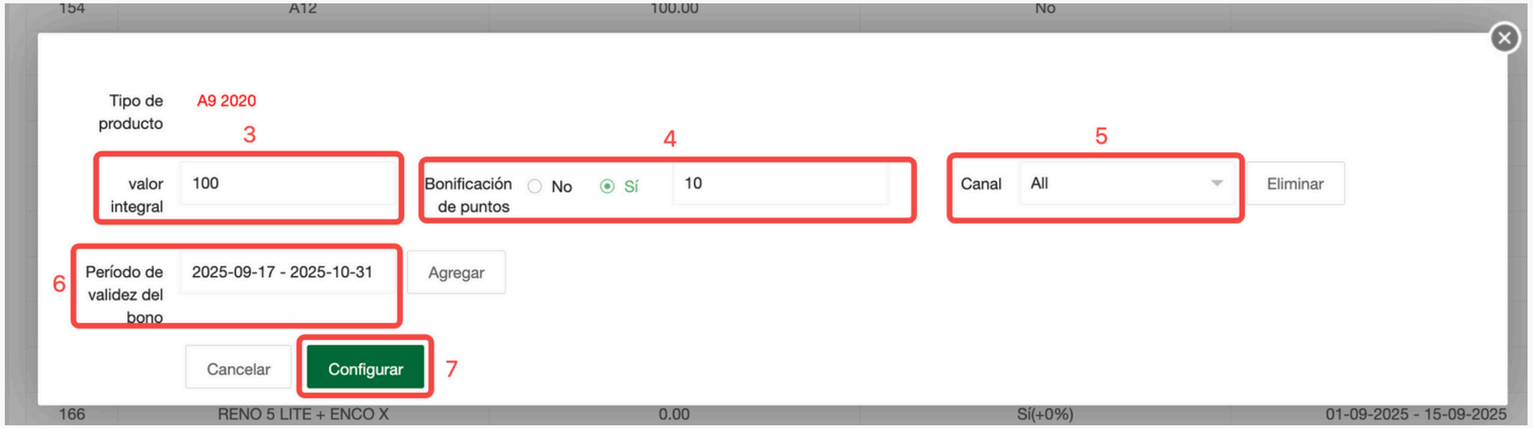
Product Point Management

2. Click **“Editar”** to manage the points for each model



ID	Nombre del producto	Puntos del producto	¿Tiene puntos extra?	Periodo de validez de los puntos extra	Acción
152	A9 2020	0.00	Yes(+0%)	2025-09-01 - 2025-09-15	Editar
153	A31	0.00	Yes(+0%)	2025-09-01 - 2025-09-15	Editar
154	A12	100.00	No		Editar
155	A72	0.00	Yes(+0%)	2025-09-01 - 2025-09-15	Editar
156	FIND X2 NEO	0.00	Yes(+0%)	2025-09-01 - 2025-09-15	Editar
157	A53	0.00	Yes(+0%)	2025-09-01 - 2025-09-15	Editar
158	A93	0.00	Yes(+0%)	2025-09-01 - 2025-09-15	Editar
159	A15	0.00	Yes(+0%)	2025-09-01 - 2025-09-15	Editar
160	RENO 5 LITE	0.00	Yes(+0%)	2025-09-01 - 2025-09-15	Editar

Product Point Management



3. Enter the points in **“valor integral”**

4. Choose whether to include **bonus points**

If bonus points are applied, enter the bonus percentage

5. Select the Channel

6. Select the time period during which bonus points are awarded

7. Click **“Configurar”** to save

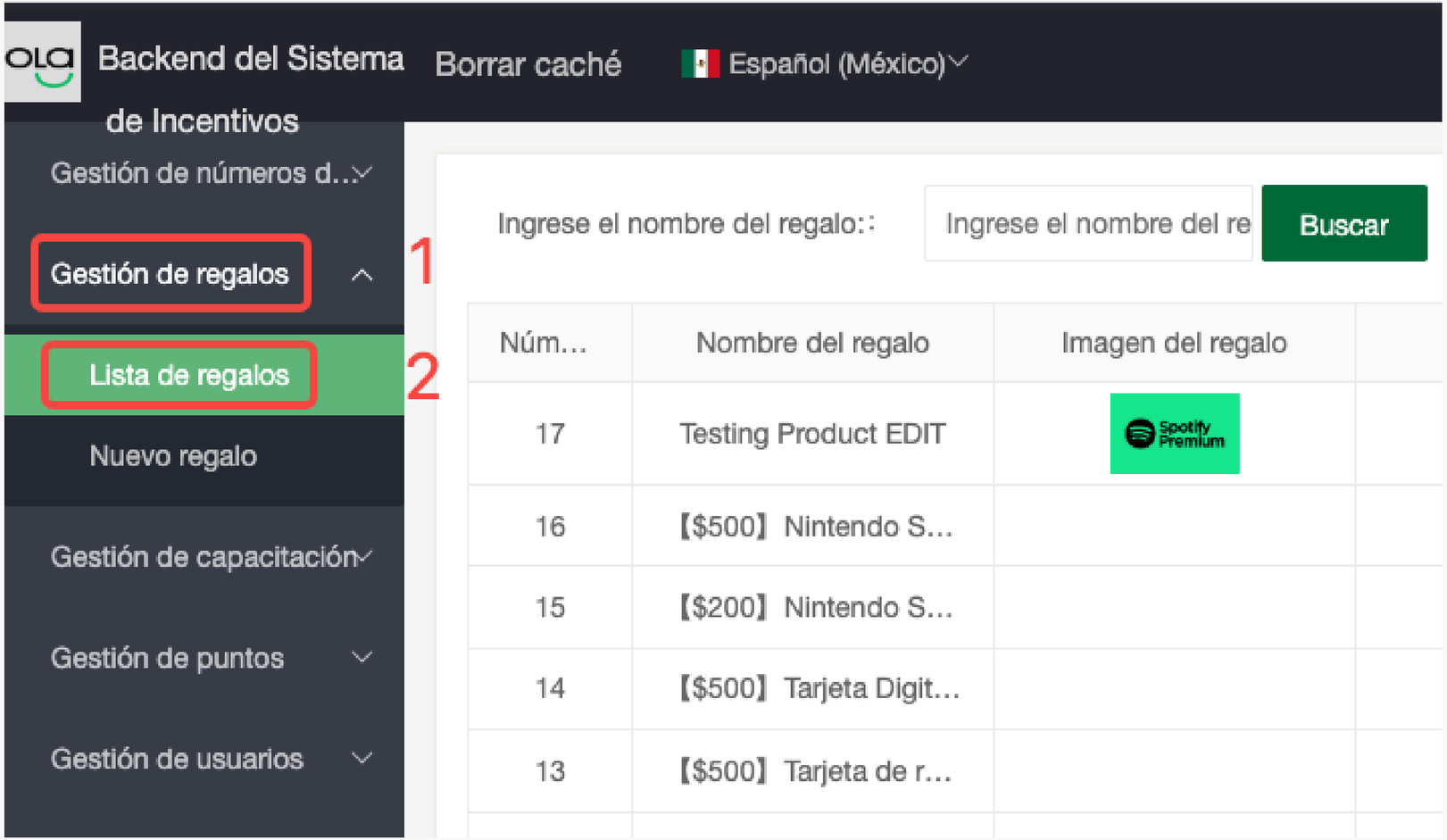
Product Point Management

How to set points for different channels

1. Click **“Agregar”** to assign points to different channels and click **“Eliminar”** to remove them

Manage Gift

Create Gift



How to Create Gift

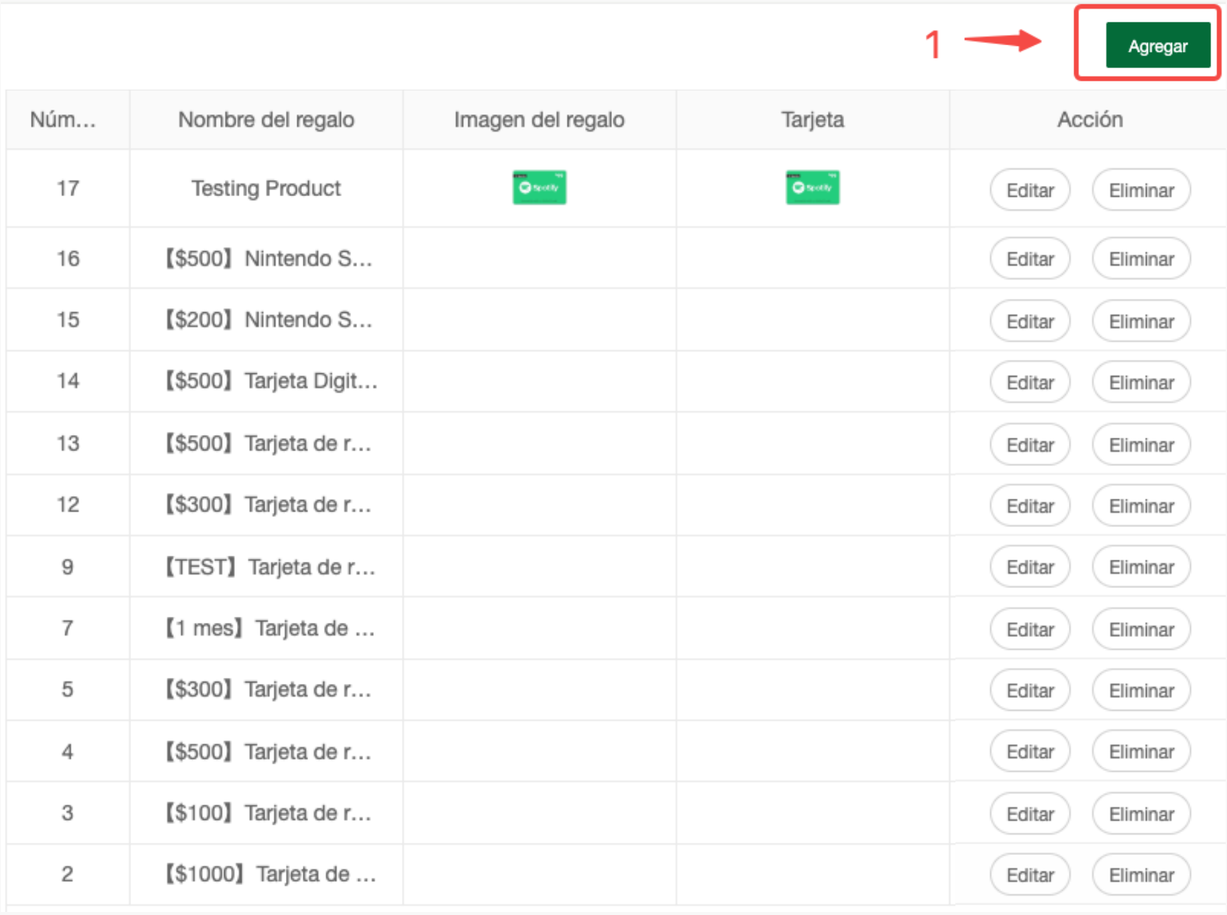
1.Enter The Incentive Web

2.Click on the list

" **Gestión de regalos**"

3.Select **Lista de regalos**

Create Gift

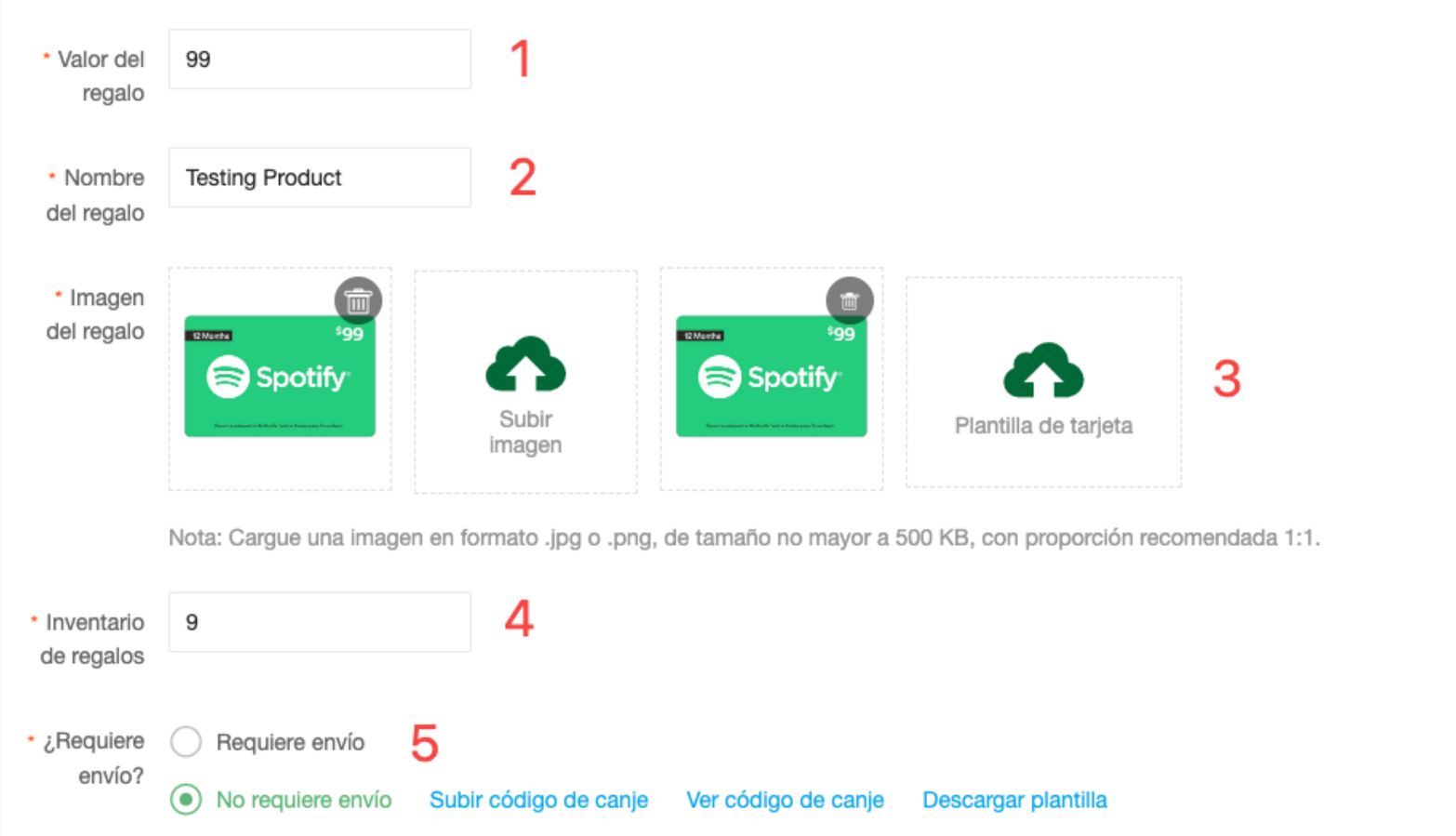


How to Create Gift

The Gift List Will Show on this page Select Add To Create the Gift

4.After Display Gift List Page Click “ **Agregar** ”

Create Gift

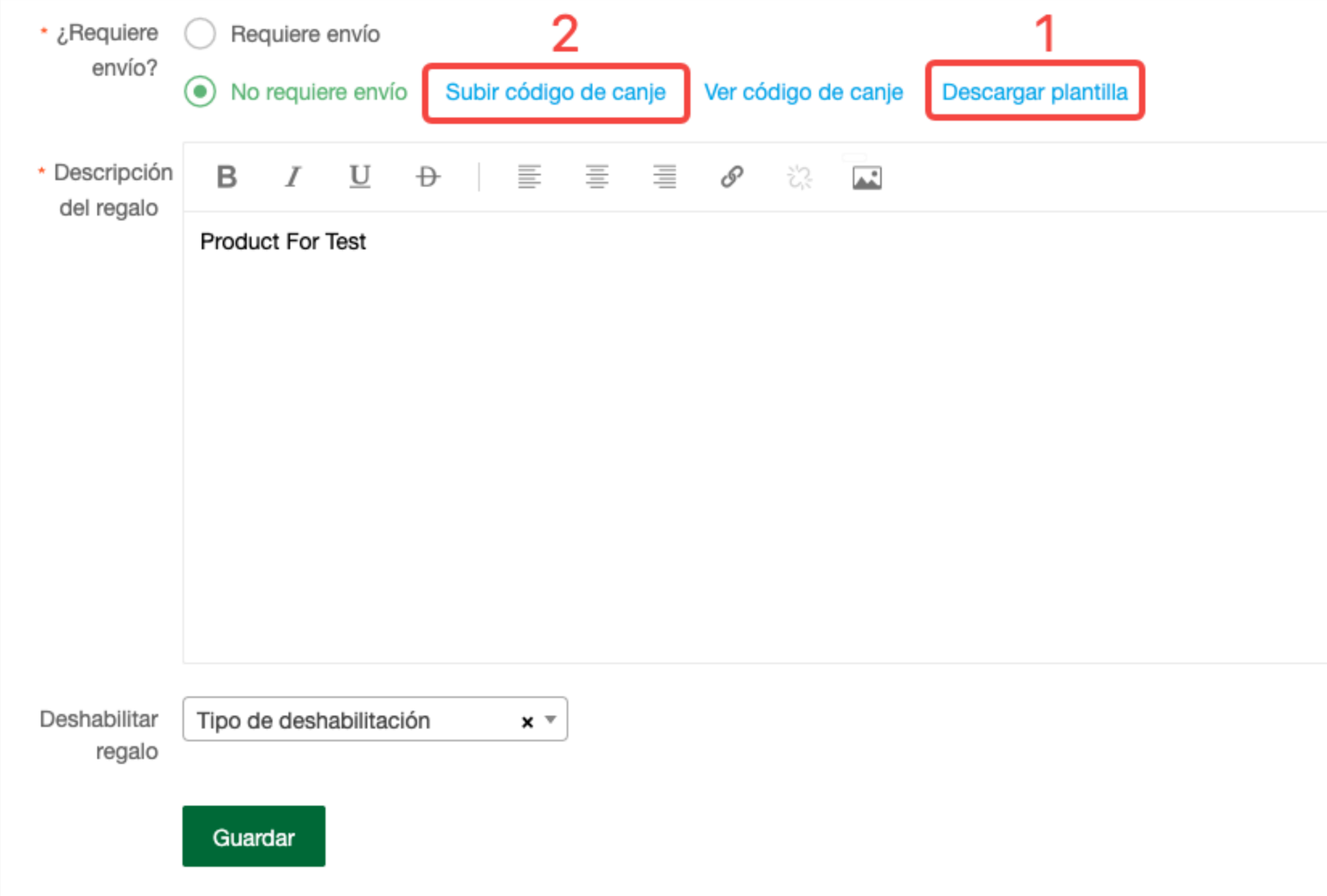


How to Create Gift

Create Gift Page Will Show up

1.Fill The Gift Value
2.Fill The Gift Name
3.Insert the Picture
4.Fill The QTY of Gift
5.And Select Delivery or Not

Create Gift



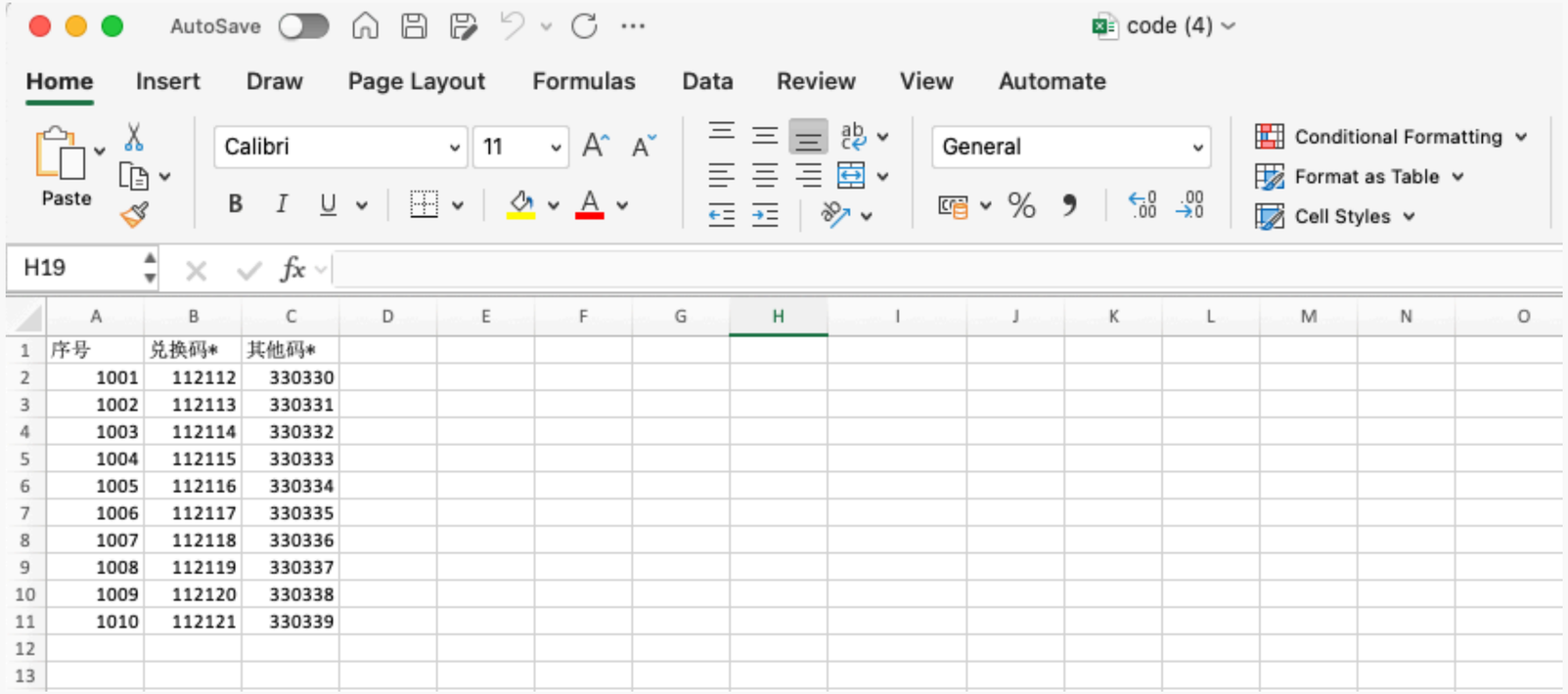
How to Create Gift

Then gift required to fill the Redemption Code

1.Download The Template by click " **Descargar plantilla** "

2.after download and fill Code then click " **Subir código de canje** " choose files and upload

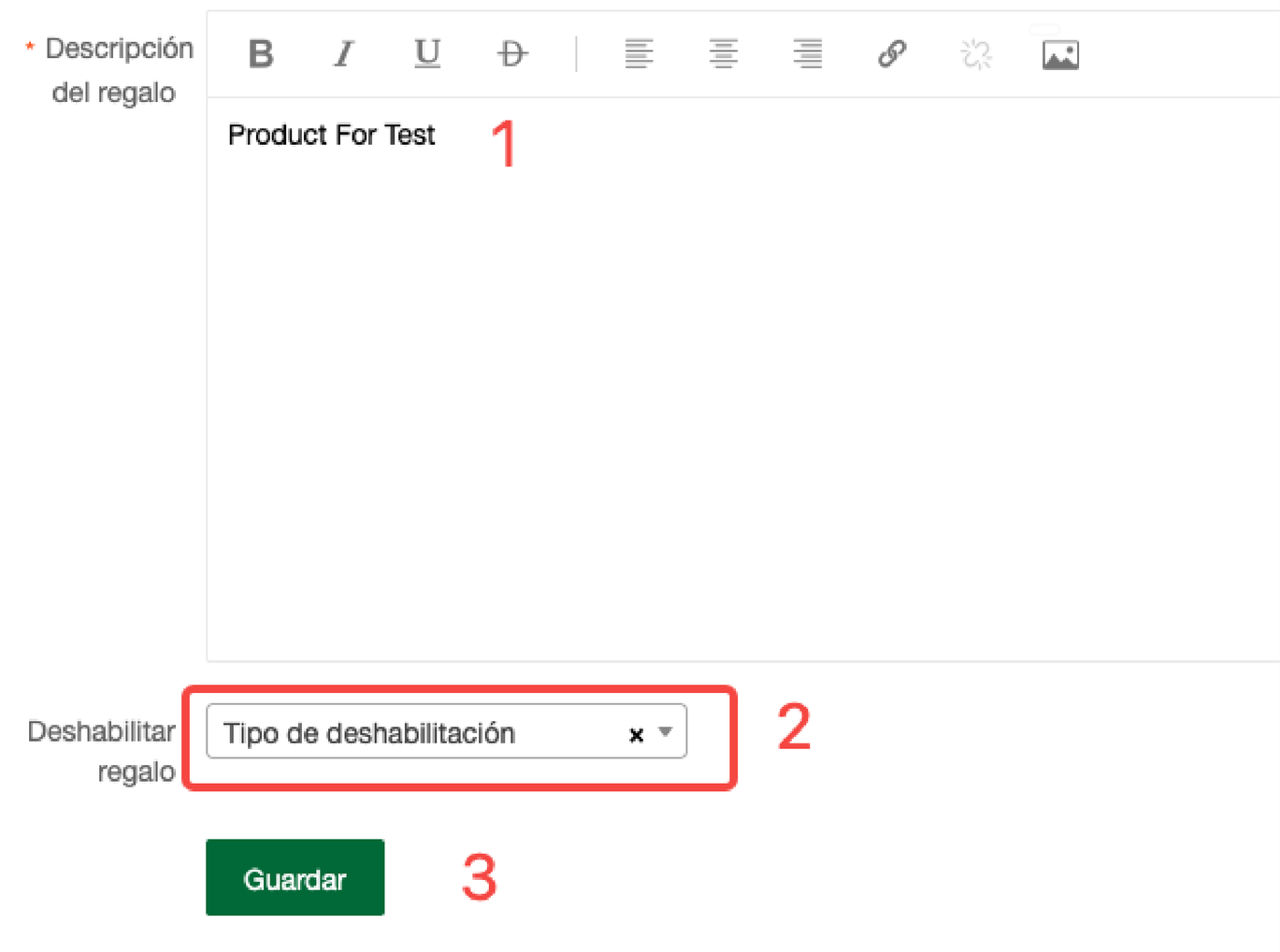
Example Fill in Descargar plantilla



	A	B	C
1	序号	兑换码*	其他码*
2	1001	112112	330330
3	1002	112113	330331
4	1003	112114	330332
5	1004	112115	330333
6	1005	112116	330334
7	1006	112117	330335
8	1007	112118	330336
9	1008	112119	330337
10	1009	112120	330338
11	1010	112121	330339
12			
13			

序号 = Number of Serial
兑换码* = Code of gift
其他码* = Other

Manage Gift



How to Create Gift

After Upload Redemption Code

1.Fill The Description by typing in " **Descripción del regalo** "

2.Select " **Descripción del regalo** " For Choose Staff Can See The Gift

3.then Click **Guardar**

Example Disable Gift

All of the staff can see the gift if choose All.

Only Movistar Group can see the gift , Other Group staff has disable to see the gift

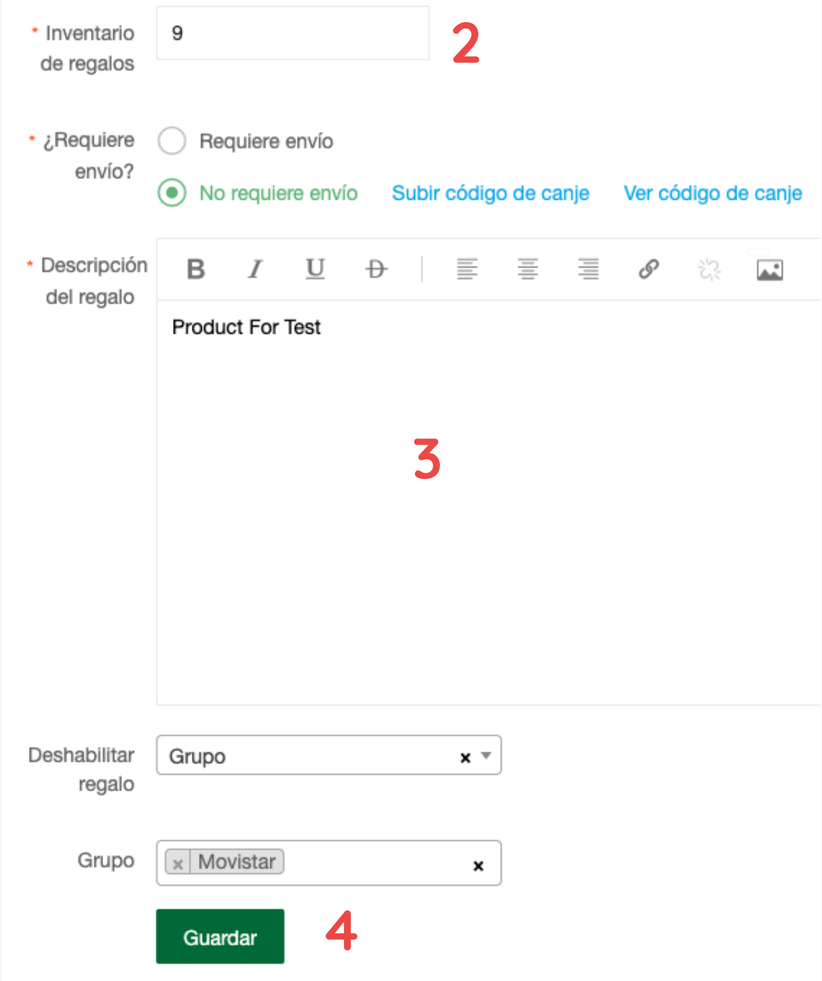
Manage Gift

Núm...	Nombre del regalo	Imagen del regalo	Tarjeta	Acción
17	Testing Product			Editar Eliminar
16	【$500】Nintendo S...			Editar Eliminar
15	【$200】Nintendo S...			Editar Eliminar
14	【$500】Tarjeta Digit...			Editar Eliminar
13	【$500】Tarjeta de r...			Editar Eliminar
12	【$300】Tarjeta de r...			Editar Eliminar
9	【TEST】Tarjeta de r...			Editar Eliminar
7	【1 mes】Tarjeta de ...			Editar Eliminar
5	【$300】Tarjeta de r...			Editar Eliminar
4	【$500】Tarjeta de r...			Editar Eliminar
3	【$100】Tarjeta de r...			Editar Eliminar
2	【$1000】Tarjeta de ...			Editar Eliminar

After Click Save , The Gift will Show on gift list you can edit or delete gift in this page

Gift will not appear in OLA incentive Application until Set Point of the gift

How to edit gift



How to Edit Gift

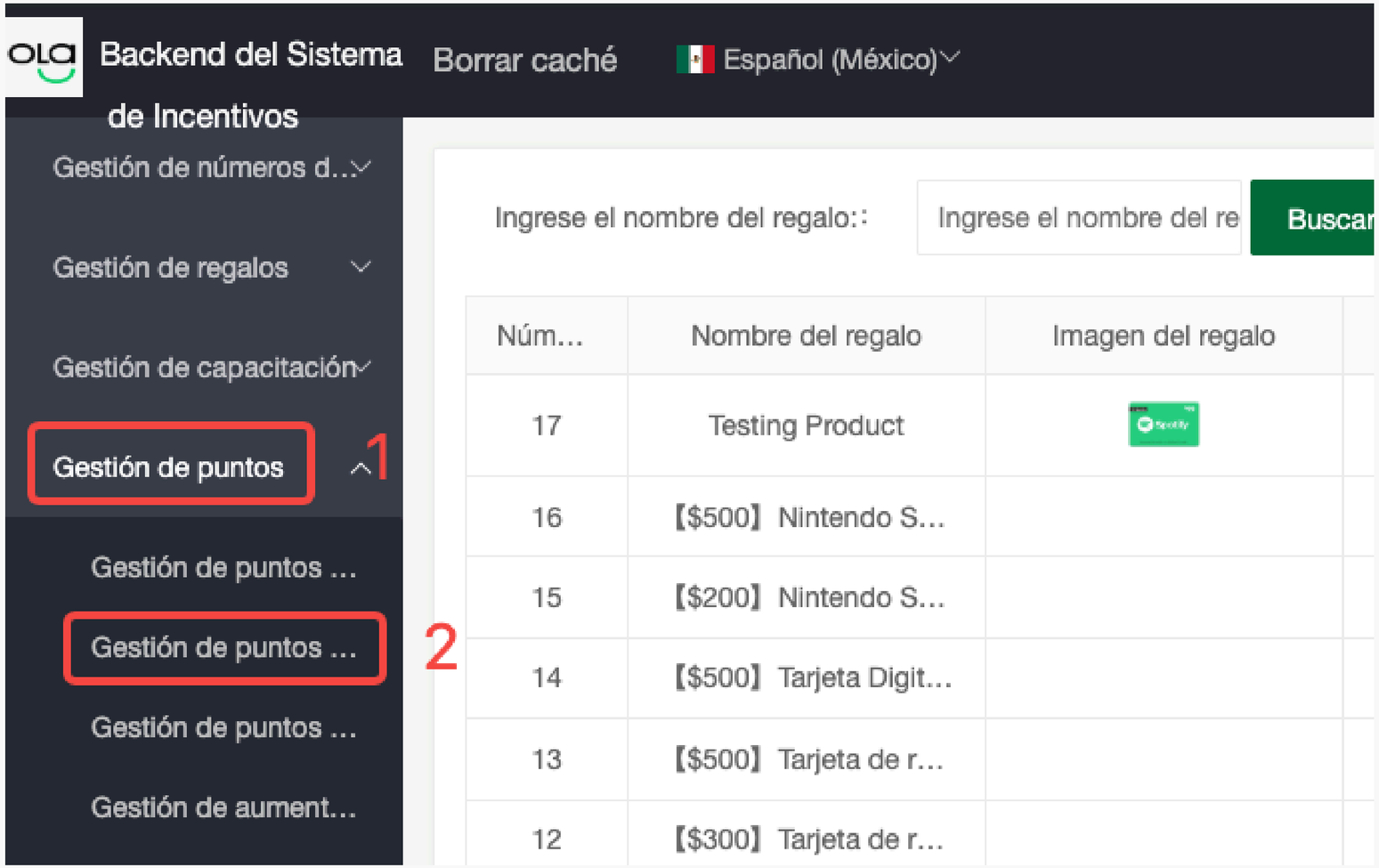
1.click **editar** in action

2.Gift Detail will show

3.edit the gift use same step with create gift

4.after edit click **Guardar**

Setting Point



How to Set Point Gift

1.Enter The Incentive Web

2.Click on the list

" **Gestión de puntos**"

3.Select **Gestión de puntos de regalos**

Setting Point

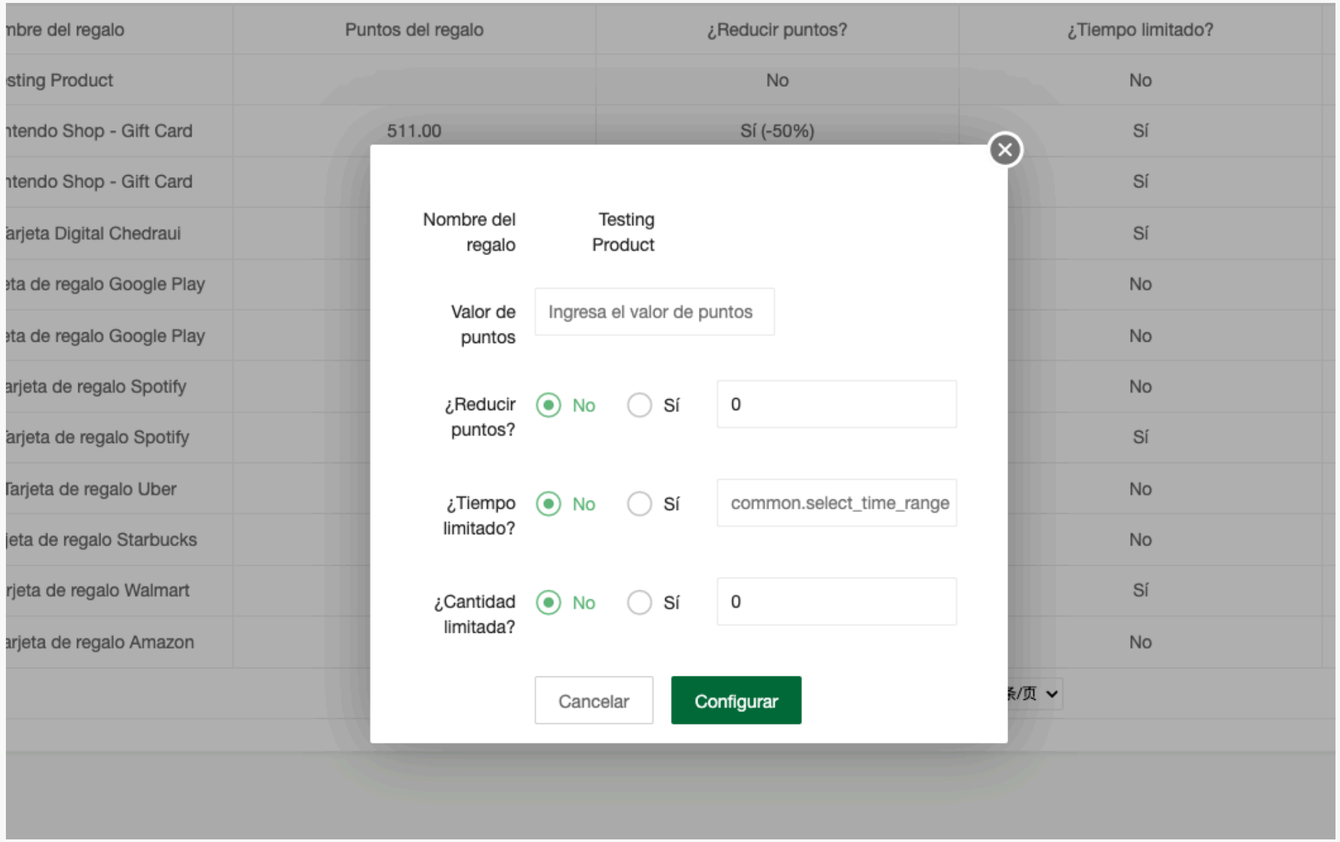
Nombre del regalo	Puntos del regalo	¿Cantidad limitada?	Acción
Testing Product		No	1 Editar
【$500】Nintendo Shop - Gift Card	511.00	Sí	Editar
【$200】Nintendo Shop - Gift Card	205.00	Sí	Editar
【$500】Tarjeta Digital Chedraui	511.00	Sí	Editar
【$500】Tarjeta de regalo Google Play	511.00	No	Editar
【$300】Tarjeta de regalo Google Play	306.00	No	Editar
【TEST】Tarjeta de regalo Spotify	0.00	No	Editar
【1 mes】Tarjeta de regalo Spotify	150.00	No	Editar
【$300】Tarjeta de regalo Uber	307.00	No	Editar
【$500】Tarjeta de regalo Starbucks	511.00	No	Editar
【$100】Tarjeta de regalo Walmart	120.00	No	Editar
【$1000】Tarjeta de regalo Amazon	1023.00	No	Editar

How to Set point

The Gift will display on this page and show point of the gift

4.Click Editar

Setting Point

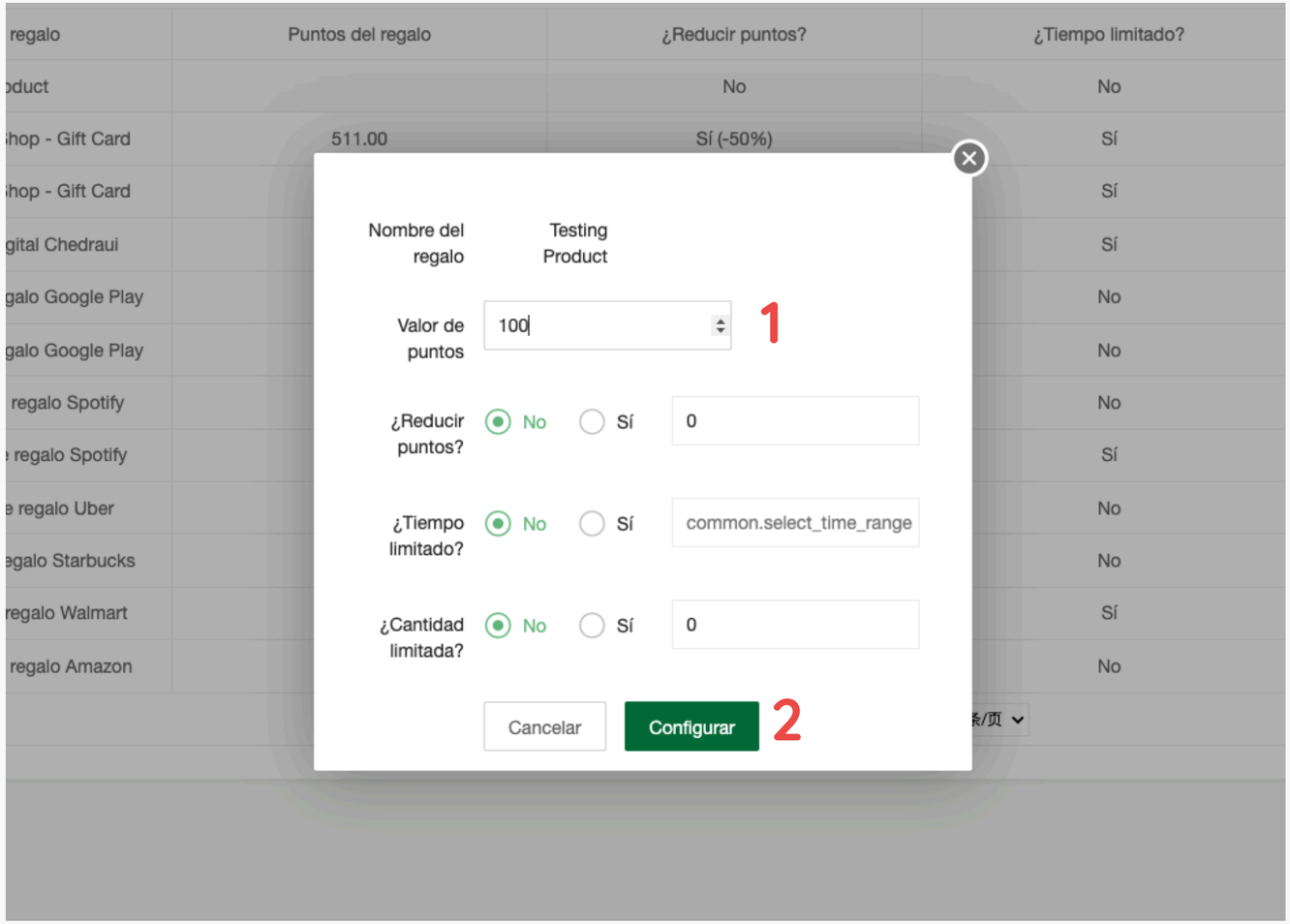


The Pop Up of detail of point will show up

Valor de puntos For Set the point
¿Reducir puntos? For Reduction Point
¿Tiempo limitado? For set date of reduction point
¿Cantidad limitada? For Set QTY of Gift for reduction

Don’t need to fill everything ,only Valor de puntos Has Require to set

Setting Point

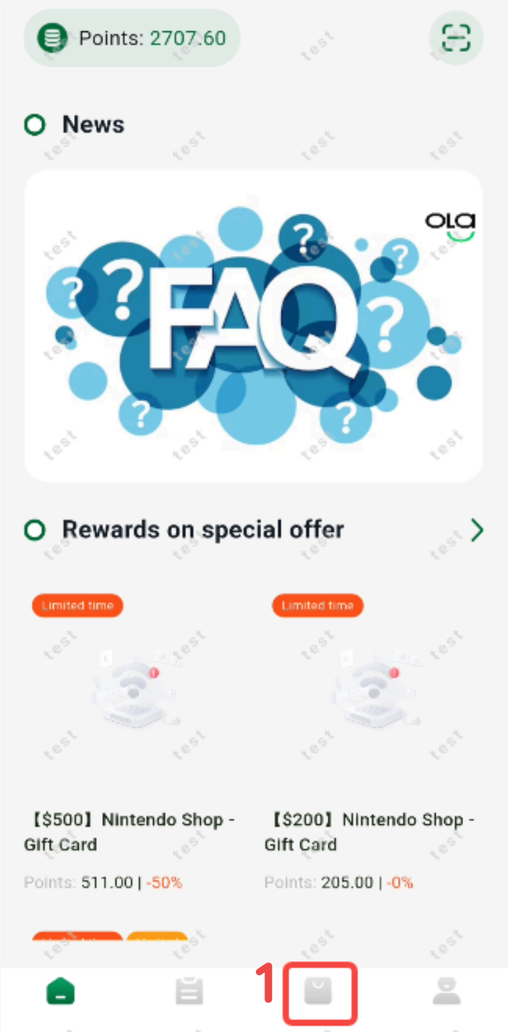


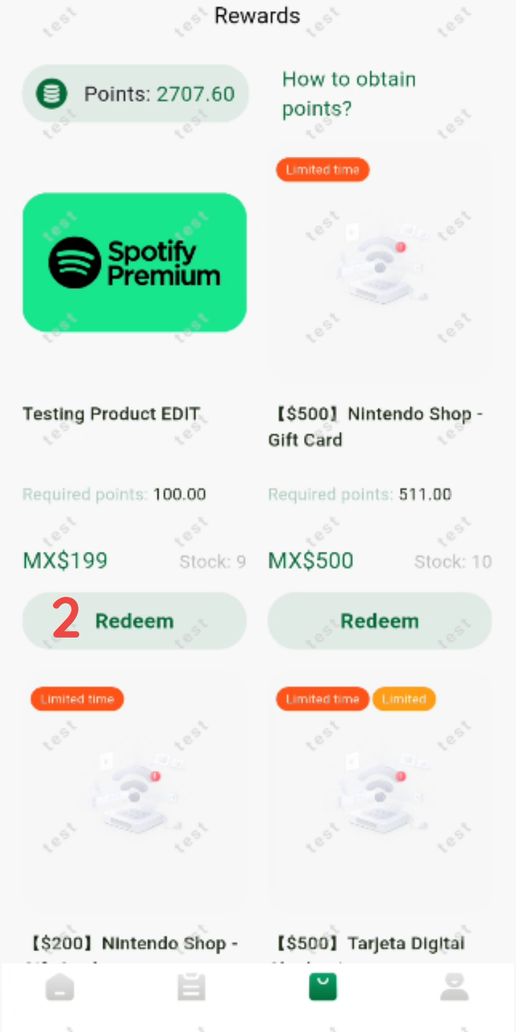
How to Set point

1.Set point in the **Valor de puntos**

2.After setting point then click **Configular**

Redeem the Gift



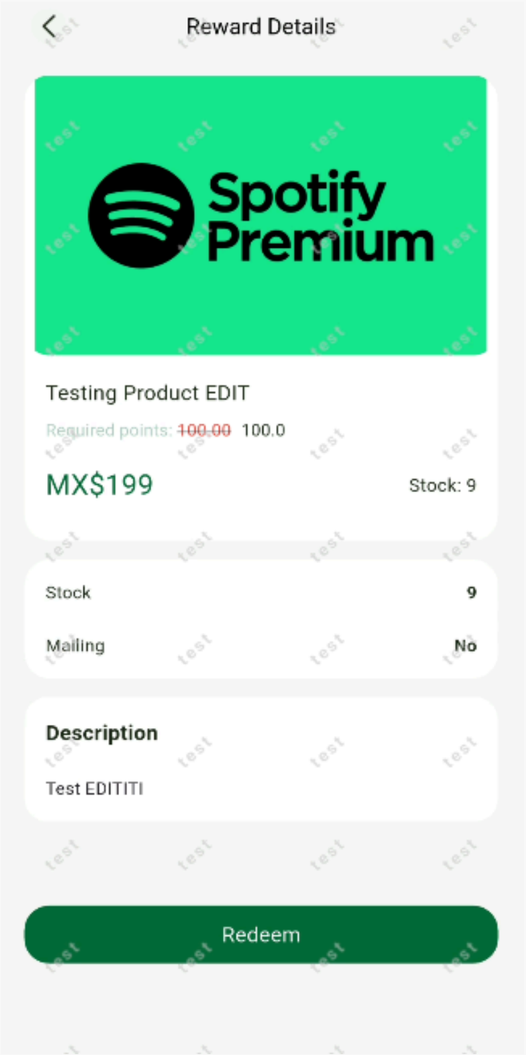


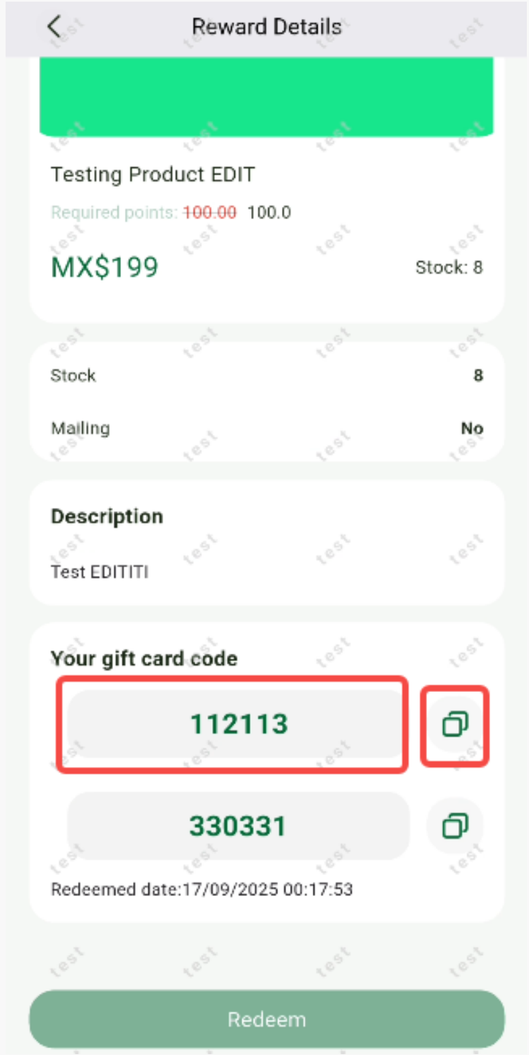
How To Redeem

1.After Set Gift Point Click on OLA App
2.Then Click Icon To Redeem The Gift
3.The gift will show in this page
4.then click redeem on gift

Gift will not appear in OLA incentive Application until Set Point of the gift or point of the gift is 0

Redeem the Gift





How To Redeem

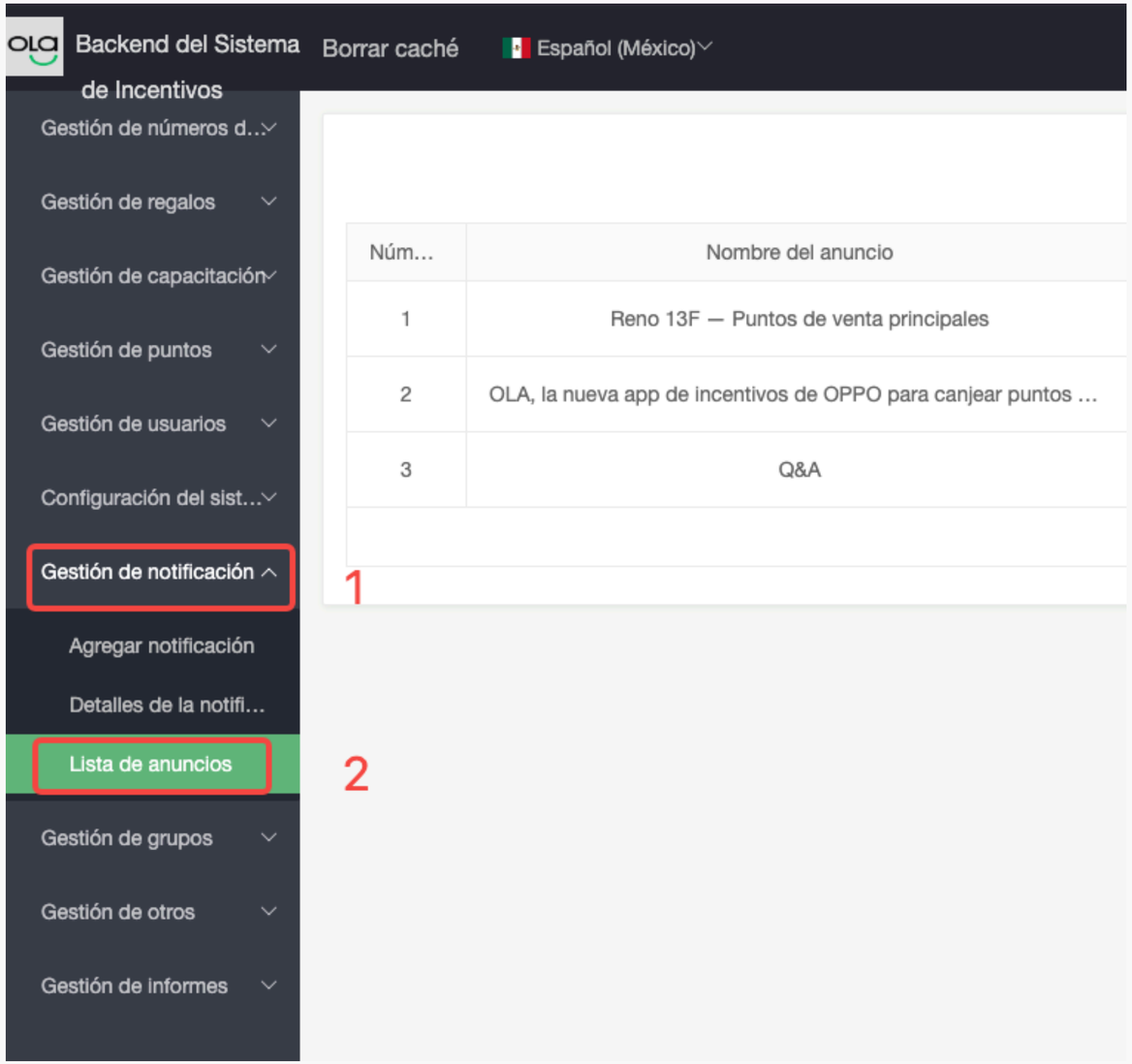
5.Then Click redeem for get code of Gift

Check Point before redeem because Reward page use point to get the gift

6.The Code will show up get code by click copy

Create Banner

Create Banner



How to Create Banner

1.Enter The Incentive Web

2.Click on the list

" **Gestión de notificación**"

3.Select **Lista de anuncios**

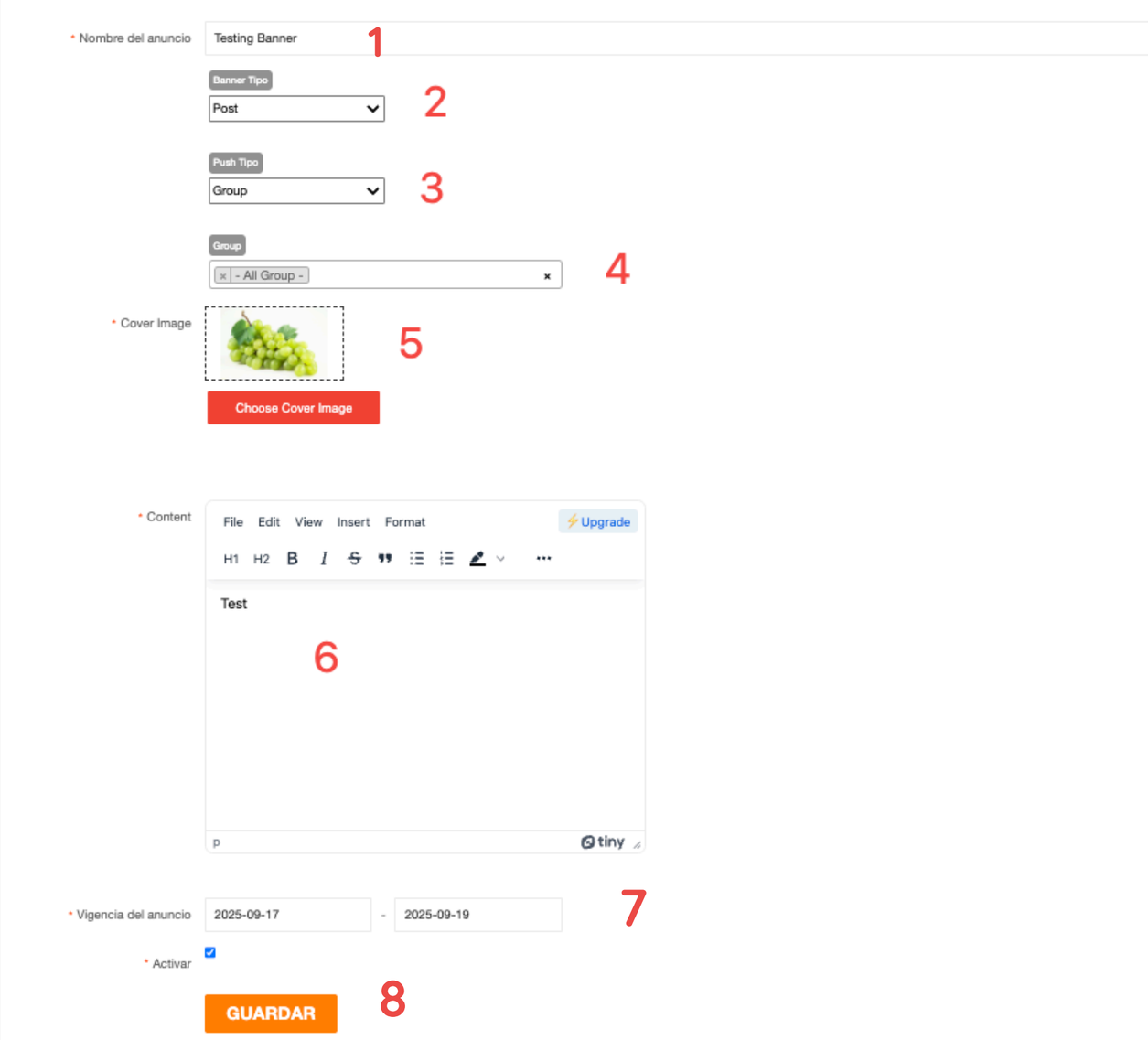
Create Banner

How to Create Banner

The Banner Will show in this page can hide , edit , and delete banner

1.Select “ **Agregar anuncio** ”

Create Banner

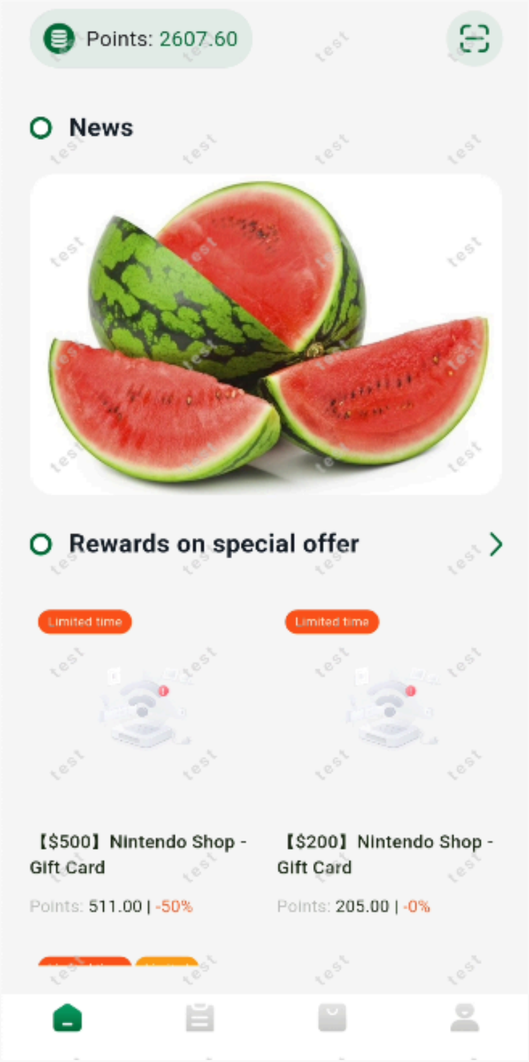


How to Create Banner

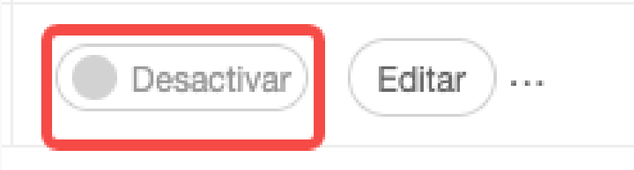
Create Banner Page will Show up

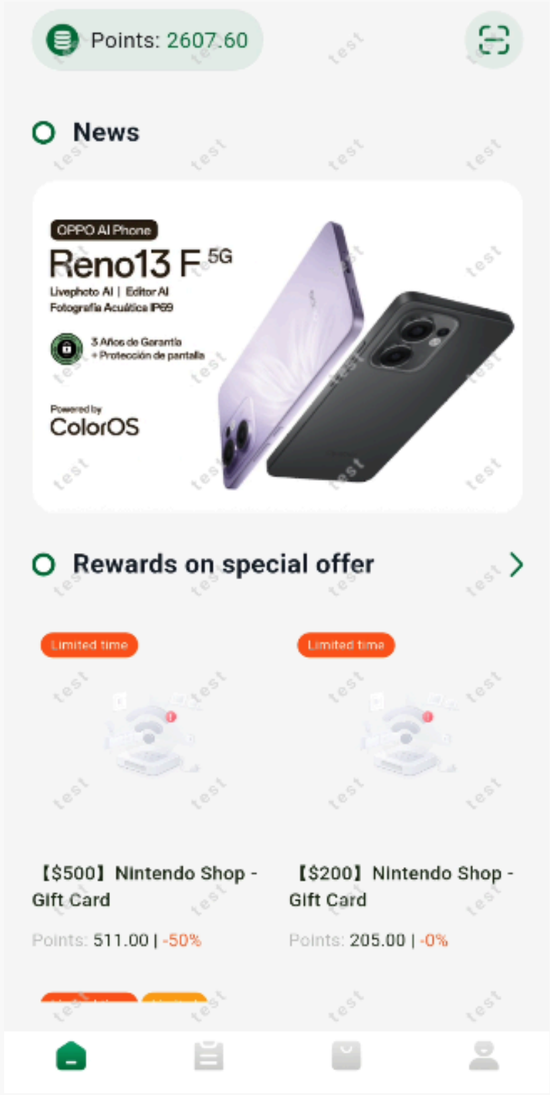
1.Fill The Name Banner
2.Select and fill " **Banner Tipo** "
3.Select and fill " **Push Tipo** "
4.Select and fill Group
5.Select Cover Page
6.Fill The content
7.set date for show this banner
8.click "**GUARDAR** " For save

Example Disable



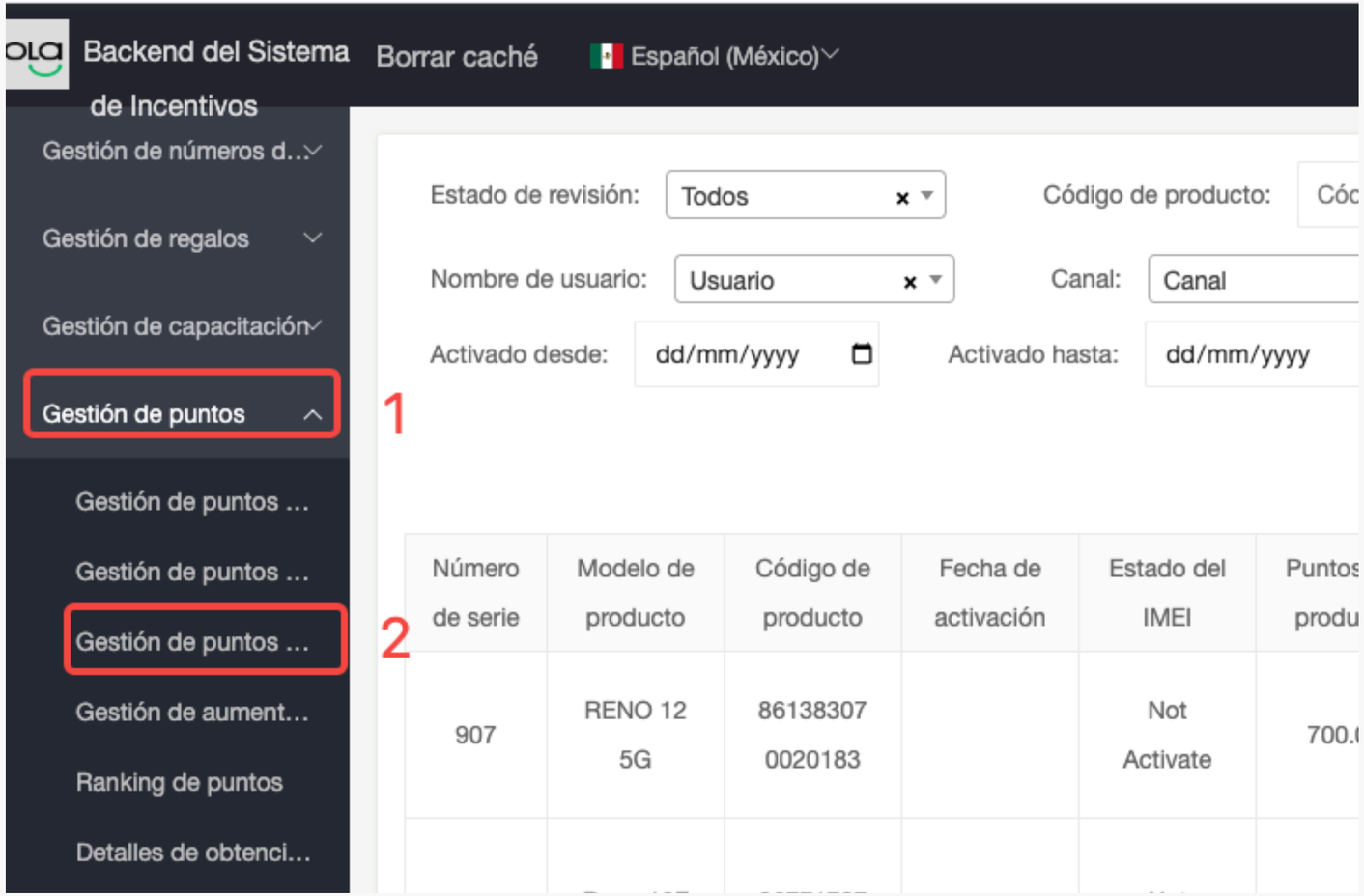
Banner Will Show follow Group when creating , And it's will disappear after date or click " Desactivar "





Check Timing IMEI

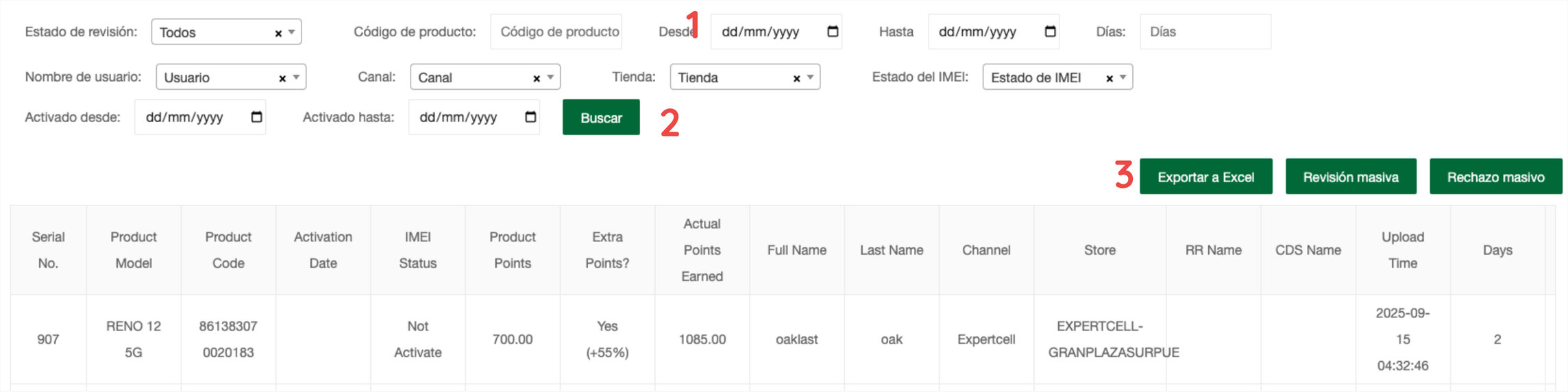
Check IMEI



How to Check IMEI

1.Enter The Incentive Web
2.Click on the list
" **Gestión de puntos** "
3.Select **Gestión de puntos de promotores**

Check IMEI



Serial No.	Product Model	Product Code	Activation Date	IMEI Status	Product Points	Extra Points?	Actual Points Earned	Full Name	Last Name	Channel	Store	RR Name	CDS Name	Upload Time	Days
907	RENO 12 5G	86138307 0020183		Not Activate	700.00	Yes (+55%)	1085.00	oaklast	oak	Expertcell	EXPERTCELL-GRANPLAZASURPUE			2025-09-15 04:32:46	2

How to Check Imei

detail of product will display in this page for search , export and View

1.Select date for scope the data
2.click Search
3.then click Export Excel

Example Detail From Export

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	编号	产品型	产品串码	Activate	Imei Sta	产品积	是否加	实际获	全名	姓氏	渠道	门店	上传时	状态	驳回原	RR ID	RR Nam	CDS ID	CDS Nar
3	903	Reno 13F 5	867717073449556		Not Activat	280		280	ALVAREZ LEON MIGUEL		Movistar	CAC TLALNI	2025-09-1:	通过					
36	870	Reno 13F 5	867717070877429		Not Activat	280		280	DULCE MARIA SANCHEZ		ATT Prime	PRM TDA P	2025-09-1:	通过					
41	865	Reno 13F 5	867717073444581		Not Activat	280		280	BAHENA BAHENA JESSIC		Movistar	CAC WALM	2025-09-1:	通过					
44	862	RENO 12 5(	861383070753429		Not Activat	280		280	JESUS EDUARDO ENCAF		ATT Prime	PRM TDA P.	2025-09-1:	通过					
45	861	A5	861923073821085		Not Activat	50		50	LUIS ANGEL DOMINGUI		ATT Core	ATT Core st	2025-09-1:	通过					
47	859	A5 PRO 5G	861175071624785		Not Activat	150		150	RODRIGUEZ CENTENO A		Movistar	CAC TLALNI	2025-09-1:	通过					
49	857	Reno 13F 5	867717072612014		Not Activat	280		280	ALFREDO A	Alfredo Ang	ATT Prime	PRM TDA SI	2025-09-1:	通过					
50	856	A40	861904070906442		Not Activat	50		50	GUADALUP	MARIA	Expertcell	EXP KSK M/	2025-09-1:	通过					
51	855	Reno 13F 5	867717070872651		Not Activat	280		280	Karla Janet	Sanchez Vie	ATT Prime	PRM TDA S/	2025-09-1:	通过					
52	854	A5 PRO 5G	861175071677429		Not Activat	150		150	GALAVIZ CORTINA JUAN		Movistar	CAC CARRA	2025-09-1:	通过					
55	851	Reno 13 5G	865699070591808		Not Activat	380		380	RODRIGUEZ CENTENO A		Movistar	CAC TLALNI	2025-09-1:	通过					
57	849	A5 PRO 5G	861175071658585		Not Activat	150		150	VELAZQUEZ GRANADOS		Movistar	CAC TLALNI	2025-09-1:	通过					
58	848	A5 PRO 4G	869697073008982		Not Activat	50		50	MARTIN JASSO PALACIC		ATT Prime	PRM TDA SI	2025-09-1:	通过					
62	844	Reno 13F 5	867717070885091		Not Activat	280		280	JOEL ULISES MARTINEZ		ATT Prime	PRM TDA SI	2025-09-1:	通过					
64	842	FIND X8 PR	864645070543258		Not Activat	400		400	RAMIREZ BELTRAN DAN		TIENDAS SU	COMMUNI(	2025-09-1:	通过					
66	840	Reno 13 5G	865699070041531		Not Activat	380		380	MACOTELA GONZALEZ H		TIENDAS SU	COMMUNI(	2025-09-1:	通过					
68	838	A5 PRO 5G	861175071551905		Not Activat	150		150	ANZALDO TORRES JORG		TIENDAS N(	COMMUNI(	2025-09-1:	通过					
72	834	A5	861923073805955		Not Activat	50		50	LOPEZ LOPEZ SANDRA G		Movistar	CAC SAN M	2025-09-1:	通过					
75	831	Reno 13 5G	865699070118156		Not Activat	380		380	GABRIEL FERNANDO LO		ATT Core	ATT Core st	2025-09-1:	通过					
77	829	A5	861923073752215		Not Activat	50		50	LETICIA PEÑA CERVANT		ATT Core	TDA ATLIXC	2025-09-1:	通过					
81	825	A5 PRO 4G	869697073053525		Not Activat	50		50	José Luis	martinez	Movistar	CAC SAN M	2025-09-1:	通过					
83	823	Reno 13F 5	867717073629702		Not Activat	280		280	OLIVAS BAUTISTA VICTC		TIENDAS N(	COMMUNI(	2025-09-1:	通过					
84	822	A5 PRO 4G	869697073055629		Not Activat	50		50	José Luis	martinez	Movistar	CAC SAN M	2025-09-1:	通过					
86	820	Reno 13F 5	867717072443493		Not Activat	280		280	BALDERAS GARAY RICAI		Movistar	SMART STO	2025-09-1:	通过					

Notes : Can Use Fliter for easy to find imei

Check IMEI

Estado de revisión: Todos × | Código de producto: 867717073449556 | Desde dd/mm/yyyy | Hasta dd/mm/yyyy | Días: Días

Nombre de usuario: Usuario × | Canal: Canal × | Tienda: Tienda × | Estado del IMEI: Estado de IMEI ×

Activado desde: dd/mm/yyyy | Activado hasta: dd/mm/yyyy | Buscar

Exportar a Excel | Revisión masiva | Rechazo masivo

Número de serie	Modelo de producto	Código de producto	Fecha de activación	Estado del IMEI	Puntos del producto	¿Puntos adicionales?	Puntos obtenidos	Nombre completo	Apellido	Canal	Tienda	Nombre RR	Nombre CDS	Fecha de subida	Días
903	Reno 13F 5G	867717073449556		Not Activate	280.00	No	280.00	ALVAREZ LEON MIGUEL ANGEL		Movistar	CAC TLALNEPANTLA CENTRO			2025-09-11 23:51:58	5

From Excel

3	Reno 13F 5	867717073449556		Not Activat	280		280	ALVAREZ LEON MIGUEL	Movistar	CAC TLALNI	2025-09-1:	通过						

After Use IMEI To Search in web by using IMEI from Excel It will display on the list for Compare them together

Thank you