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Document Version

31/01/2020 V0.1

Introduction

This software is designed to make EOD easier. In short, just pressing a single button and all the stats will be loaded into the monthly document, EOD document and automatically uploaded into an email to send to your area manager.

**Notice:**

This software has not been officially approved or authorised by Jaycar or the IT department. As such, it possible that this program contains bugs or issues in it. Whilst every attempt has been made to prevent this with verification and notifications, there is still the potential for error; so use at your own risk.

Features

Currently Implemented:

* Copies salesperson stats into correct date/under correct person in Friedman.
* Copies stats into EOD.
* Alerts if salesperson date is incorrect.
* Alerts if nerd perks/door count is incorrect.
* Makes backups.
* Erases EOD document every Monday.
* Verifies that EOD/monthly document was copied correctly.
* Uploads salesperson stats and EOD into a default email to send to area manager.
* At end of the month it also sends monthly document.
* At end of month moves current monthly document into an archive folder and replaces it with a new blank document.

To be Implemented:

* Automatic copying of daily door count.

Setup

1. Copy the EOD excel document and Monthly stats document into the folder containing “Auto-fill.xlsm”
2. Rename EOD document to “EOD report.xlsx”
3. Rename Monthly document to “Current Monthly Master Stats.xlsm”
4. Open Back Office IN Remote Desktop
5. Go to Reports Module
6. Go to Sales
7. Go to SalesPerson
8. Change SalesPerson from “window” or “printer” to “File”
9. In advanced:
   1. Change file type to “Excel” “.XLS”
   2. Change the save location to the folder containing “Auto-fill.xlsm”
10. Run the report.

Now Back Office should save the file location so you can just press “Run Report” from the normal back office from now on.

1. Open “Auto-fill.xlsm”
2. Press “Auto-Fill”

In theory, after about 10 seconds all the stats for that day will be populated and EOD populated too.

Troubleshooting

*Email address is not correct:*

* Either add the area managers email address in “To:” of “Auto-fill.xlsm” or in “Store Details” or the monthly document. Change the area manager to the first and last name of the area manager.

*Message box stating SalesPerson date is incorrect*

* Check that the salesperson sheet is being saved to the correct folder and that back office is set to the right date

*Message box stating Monthly or EOD or Blank Monthly not found*

* Make sure:
  + Monthly is called: “Current Monthly Master Stats.xlsm”
  + EOD is called: “EOD report.xlsx”
* Make sure both files are in the same folder as “Auto-fill.xlsm”

*Message box stating Validation failed*

* Manually check that the correct people got the correct values in the monthly sheet
* Make sure “other store refunds” is filled in correctly if applicable.
* Make sure other casuals have the correct values if applicable.

*Message box stating Nerd Perks empty*

* Manually add nerd perks number

*Message box stating door Count empty*

* Manually add door count