

## How do I log in as a Sales Manager?

1. First, you need to visit the Storage page at <http://yourwebsite/sales>
2. Make sure no one else is logged in
  - a. If someone else is logged in, make sure to log them out by pressing the **Logout** button.
3. At the login box that will be presented to you, enter the following:
  - a. **Your Username:** You can login with the username you have been provided by a system Administrator. If you have no account yet, please contact an Administrator.
  - b. **Your Password:** Your password is given to you in combination with your username by a system Administrator. If your password is invalid, you will be presented with an error message. Additionally, please note that passwords are case-sensitive.

After you log into the Sales Dashboard there are several options for you:

- You can view a list of Orders, categorized by their status (**Unassigned**, **Pending**, **Undelivered**, and **Delivered**).
- You can assign Unassigned Orders to Assemblers.
- You can deliver Undelivered Orders to Customers.
- You can view a list of Customers.
- You can create new Customers.
- You can delete already existing customers.

## How can I assign an Unassigned Order to an Assembler?

1. You can assign an Unassigned Order to an Assembler by hovering your mouse over the order, and then pressing the **Assign Order** button that will appear.
2. After pressing the button, a pop up window will appear, where you will be able to select the select the Assembler you want to assign the order to..
3. Finally, after selecting the Assembler, you can finalize the assignment of the order by pressing the **Assign** button.

## How can I deliver an Undelivered Order to a Customer?

1. You can deliver an Undelivered Order to a Customer by hovering your mouse over the order, and then pressing the **Deliver Order** button that will appear.
2. After pressing the button, a pop up window will appear, where you can either Confirm the delivery of the Order by pressing the **Confirm** button, or Cancel it by pressing the **Cancel** button.

#### **How can I create a new Customer?**

1. You can create a new Customer by pressing the **Create Customer** button, which is located on the left handside of the Customer List page.
2. After pressing the button, a pop up window will appear, where you will have to input information about the new Customer, such as his **Name**, **Username**, **Address**, **E-mail**, **Tax ID**, **Phone No.**, **Fax No.**, and **Password**.
3. Finally, you can create the Customer by pressing the **Create** button.

#### **How can I delete a Customer?**

1. You can delete a Customer by hovering your mouse over the Customer, and then pressing the **Delete** button that will appear.
2. After pressing the button, a pop up window will appear, where you can either Confirm the deletion of the Customer by pressing the **Yes** button, or Cancel it by pressing the **No** button.

#### **How can I log out ?**

1. At any point, you can logout by pressing the **Logout** button, present at the main navigation bar.