**DMS Review : Guidelines**

* Each & Every Dealership to update Enquiries - Daily
* TMs to validate enquiries in the evening - Daily
* TMs to check proper remarks of enquiries - Daily
* TMs to track enquiry generation by each salesman - Daily
* TMs to Track activity as per plan - daily
* SH to review TM & Dealer wise enquiries in the morning - Daily
* SH to review TM/Dealer on Gap of Hot enquiry & target – Bi Weekly