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LAC HONG TECHNOLOGY SOLUTION JSC

KSMART USER MANUAL

(WEBSITE VERSION – FOR MANAGERS)



Creator: Lac Hong Tech

Hanoi, 15/01/2020

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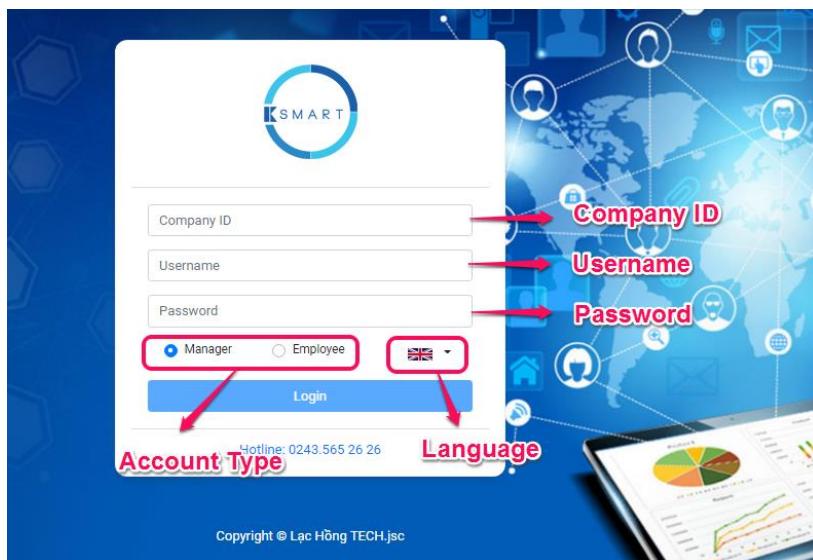
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A. LOG IN

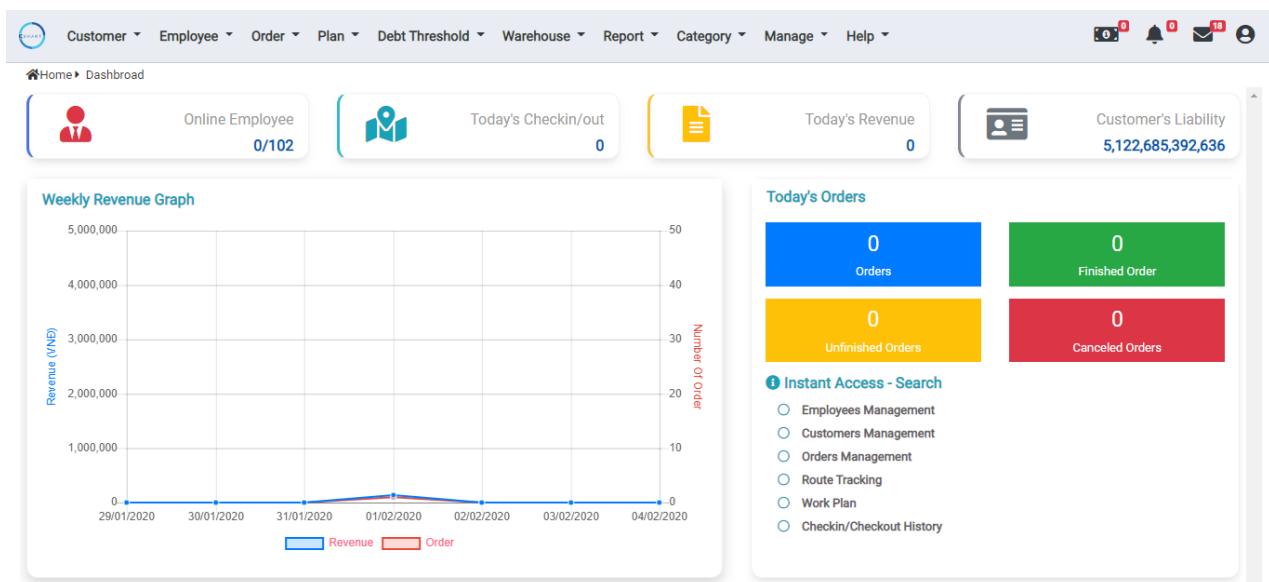
Use online on web browser on computer:

Link: <http://quanly.ksmart.vn>

To log-in, Administrator fill out blank boxes with log-in information

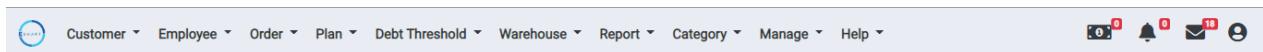


Front page after logging in successfully:

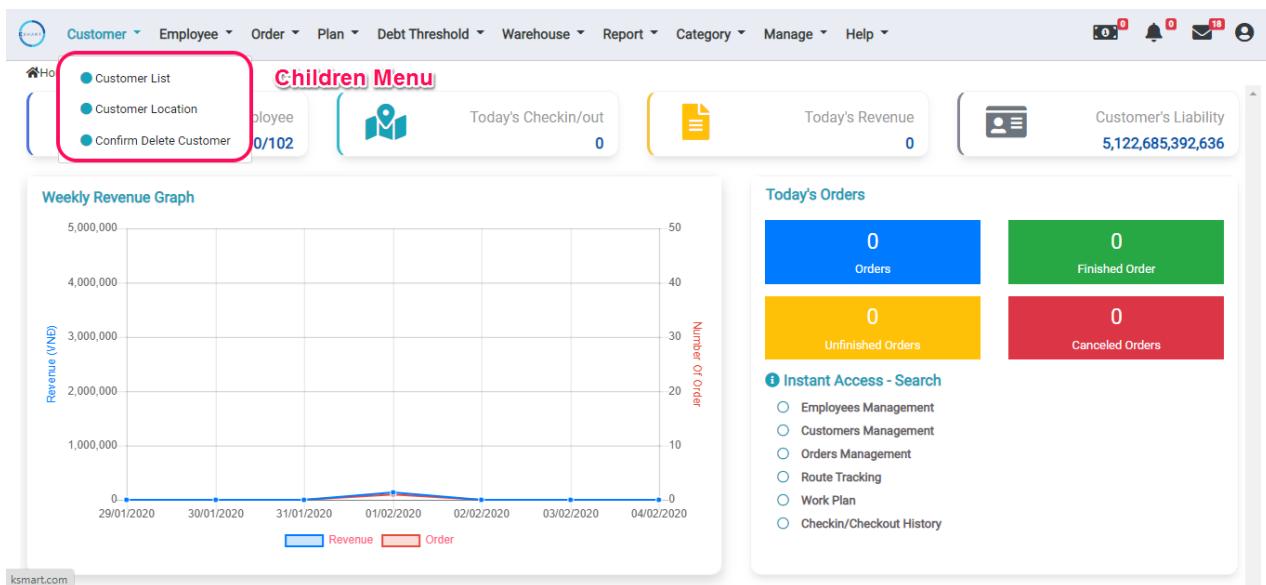


Feature list menu:

+ Parental menu:



+ Children menu



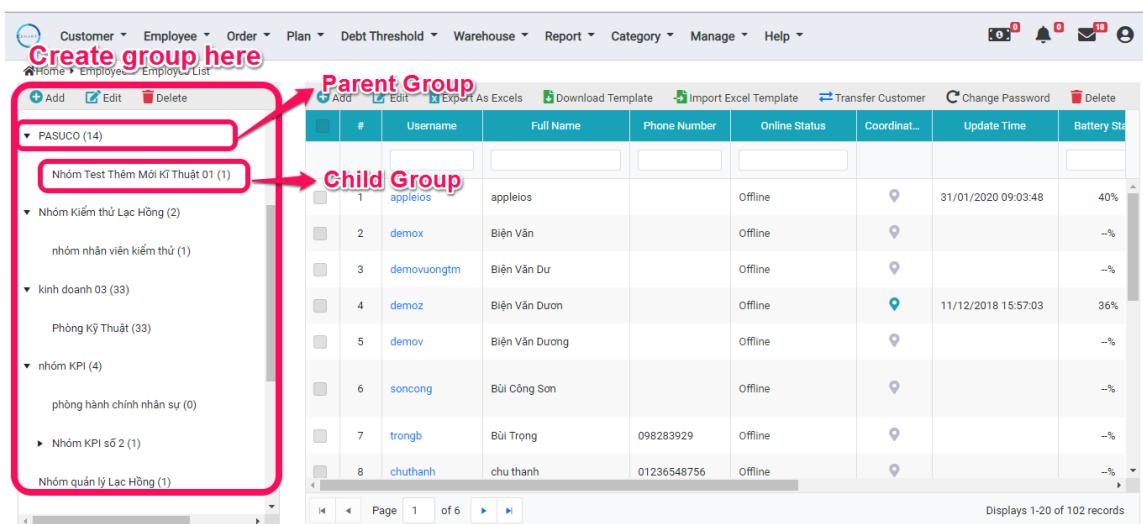
B. CREATE DATA, LISTS

I. CREATE EMPLOYEE LIST

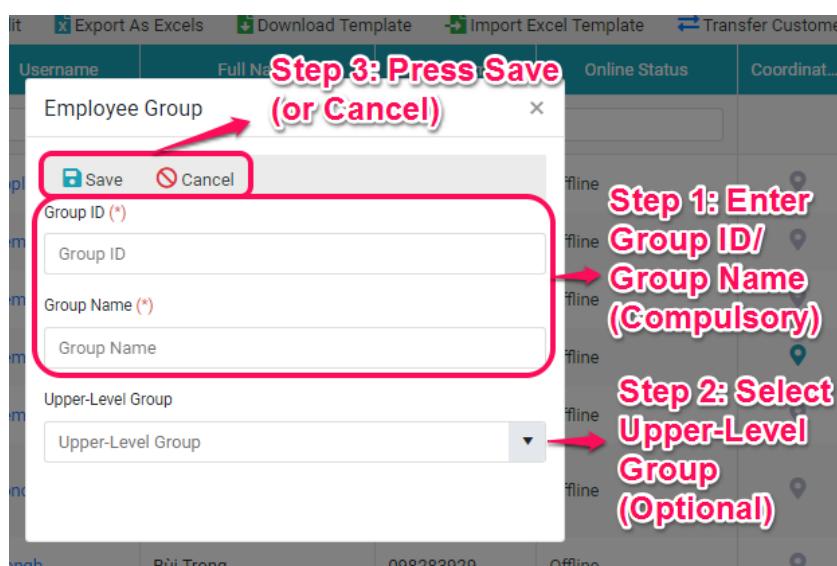
1. Create employee group list (optional):

On Menu, select “Employee”, select “Employee list (app)”:

Note: Create parent groups then children groups



The screenshot shows the 'Employee List' application interface. On the left, a sidebar titled 'Create group here' lists existing groups under 'Parent Group'. A red box highlights the 'Nhóm Kỹ Thuật Mới 01 (1)' group under 'Nhóm Test Thêm Mới Kỹ Thuật 01 (1)'. An arrow points from this box to a red box on the main grid labeled 'Child Group', which contains a list of employees. The main grid has columns for #, Username, Full Name, Phone Number, Online Status, Coordinate, Update Time, and Battery Status. Eight employee records are listed, all marked as Offline.

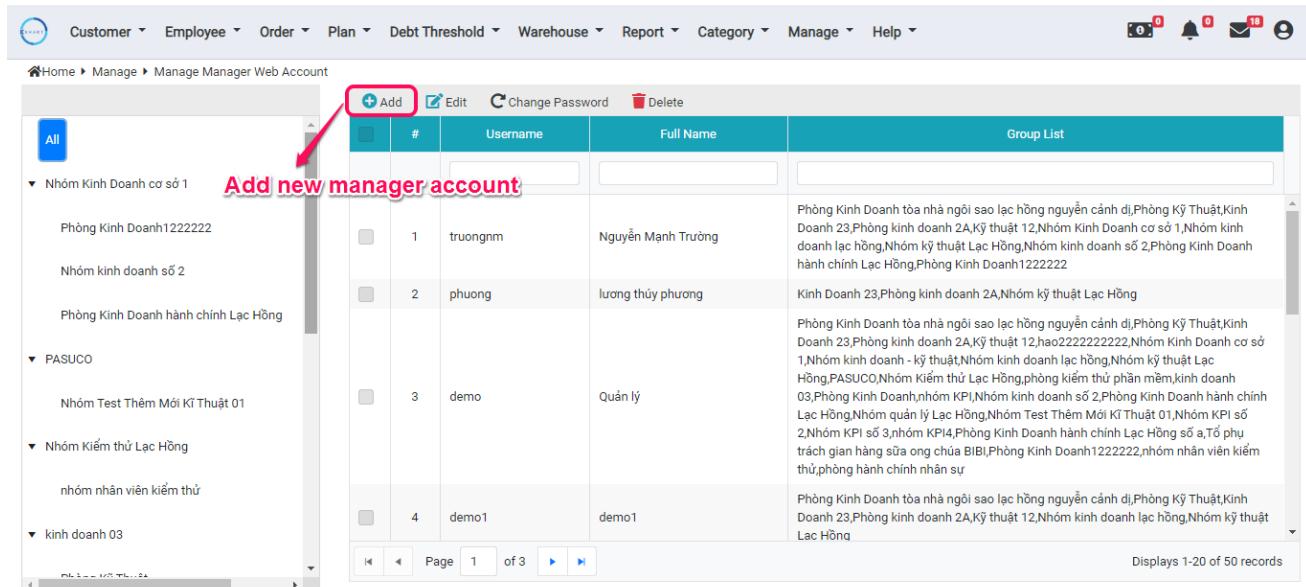


The screenshot shows the 'Employee Group' dialog box. It includes fields for 'Group ID (*)' and 'Group Name (*)'. Below these are dropdown menus for 'Upper-Level Group' and 'Coordinate'. At the bottom are 'Save' and 'Cancel' buttons. A red box highlights the 'Save' button. Overlaid text provides instructions:

- Step 1: Enter Group ID/ Group Name (Compulsory)**
- Step 2: Select Upper-Level Group (Optional)**
- Step 3: Press Save (or Cancel)**

2. Create accounts for group leaders

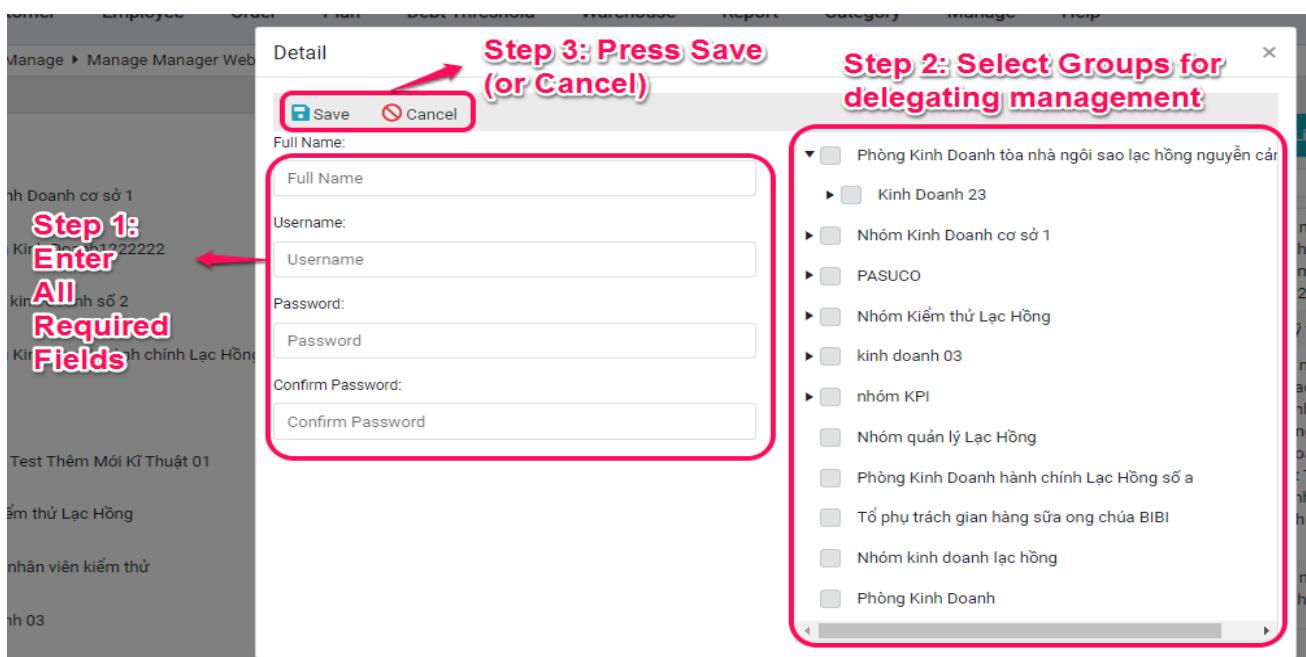
On Menu, select "Manage", then “Manage Manager Web Account” :



The screenshot shows a list of users in a table format. The columns are labeled '#', 'Username', 'Full Name', and 'Group List'. There are four entries in the table:

- #1, Username: truongnm, Full Name: Nguyễn Mạnh Trường, Group List: Phòng Kinh Doanh tòa nhà ngôi sao lạc hồng nguyên cánh di, Phòng Kỹ Thuật, Kinh Doanh 23, Phòng kinh doanh 2A, Kỹ thuật 12, Nhóm Kinh Doanh cơ sở 1, Nhóm kinh doanh lạc hồng, Nhóm kỹ thuật Lạc Hồng, Nhóm kinh doanh số 2, Phòng Kinh Doanh hành chính Lạc Hồng, Phòng Kinh Doanh 122222.
- #2, Username: phuong, Full Name: Lương Thúy Phương, Group List: Kinh Doanh 23, Phòng kinh doanh 2A, Nhóm kỹ thuật Lạc Hồng.
- #3, Username: demo, Full Name: Quản lý, Group List: Phòng Kinh Doanh tòa nhà ngôi sao lạc hồng nguyên cánh di, Phòng Kỹ Thuật, Kinh Doanh 23, Phòng kinh doanh 2A, Kỹ thuật 12, hao2222222222, Nhóm Kinh Doanh cơ sở 1, Nhóm kinh doanh - kỹ thuật, Nhóm kinh doanh lạc hồng, Nhóm kỹ thuật Lạc Hồng, PASUCO, Nhóm Kiểm thử Lạc Hồng, phòng kiểm thử phần mềm, kinh doanh 03, Phòng Kinh Doanh, nhóm KPI, Nhóm kinh doanh số 2, Phòng Kinh Doanh hành chính Lạc Hồng, Nhóm quản lý Lạc Hồng, Nhóm Test Thêm Mới Kỹ Thuật 01, Nhóm KPI số 2, Nhóm KPI số 3, nhóm KPI4, Phòng Kinh Doanh hành chính Lạc Hồng số a, Tổ phụ trách gian hàng sửa chữa BIBI, Phòng Kinh Doanh 1222222, nhóm nhân viên kiểm thử, phòng hành chính nhân sự.
- #4, Username: demo1, Full Name: demo1, Group List: Phòng Kinh Doanh tòa nhà ngôi sao lạc hồng nguyên cánh di, Phòng Kỹ Thuật, Kinh Doanh 23, Phòng kinh doanh 2A, Kỹ thuật 12, Nhóm kinh doanh lạc hồng, Nhóm kỹ thuật Lạc Hồng.

At the top left of the table, there is a red arrow pointing to the '+ Add' button. The text 'Add new manager account' is overlaid on this button.

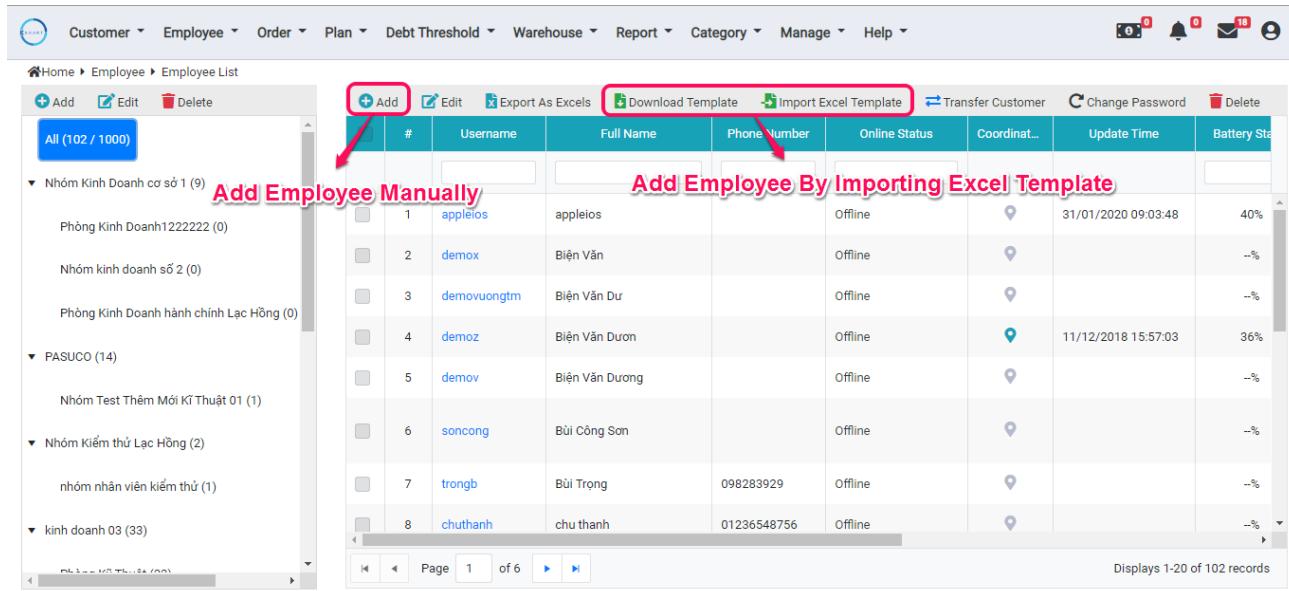



The screenshot shows a 'Detail' dialog box for creating a new user account. The dialog has three main sections:

- Step 1: Enter All Required Fields**: A red box highlights the 'Full Name', 'Username', 'Password', and 'Confirm Password' input fields.
- Step 2: Select Groups for delegating management**: A red box highlights a list of groups on the right side of the dialog. The groups listed are:
 - Phòng Kinh Doanh tòa nhà ngôi sao lạc hồng nguyên cánh di
 - Kinh Doanh 23
 - Nhóm Kinh Doanh cơ sở 1
 - PASUCO
 - Nhóm Kiểm thử Lạc Hồng
 - kinh doanh 03
 - nhóm KPI
 - Nhóm quản lý Lạc Hồng
 - Phòng Kinh Doanh hành chính Lạc Hồng số a
 - Tổ phụ trách gian hàng sửa chữa BIBI
 - Nhóm kinh doanh lạc hồng
 - Phòng Kinh Doanh
- Step 3: Press Save (or Cancel)**: A red box highlights the 'Save' and 'Cancel' buttons at the top of the dialog.

3. Create employee accounts

On Menu, select ‘Employee’, select “Employee (app) list”:



The screenshot shows the 'Employee List' page. On the left, there's a sidebar with group categories like 'Nhóm Kinh Doanh cơ sở 1', 'PASUCO', etc. The main area has a table with columns: #, Username, Full Name, Phone Number, Online Status, Coordinat..., Update Time, and Battery Sta. At the top of the table, there are two highlighted buttons: '+ Add' and 'Import Excel Template'. A red arrow points from the text 'Add Employee Manually' to the '+ Add' button, and another red arrow points from the text 'Add Employee By Importing Excel Template' to the 'Import Excel Template' button.

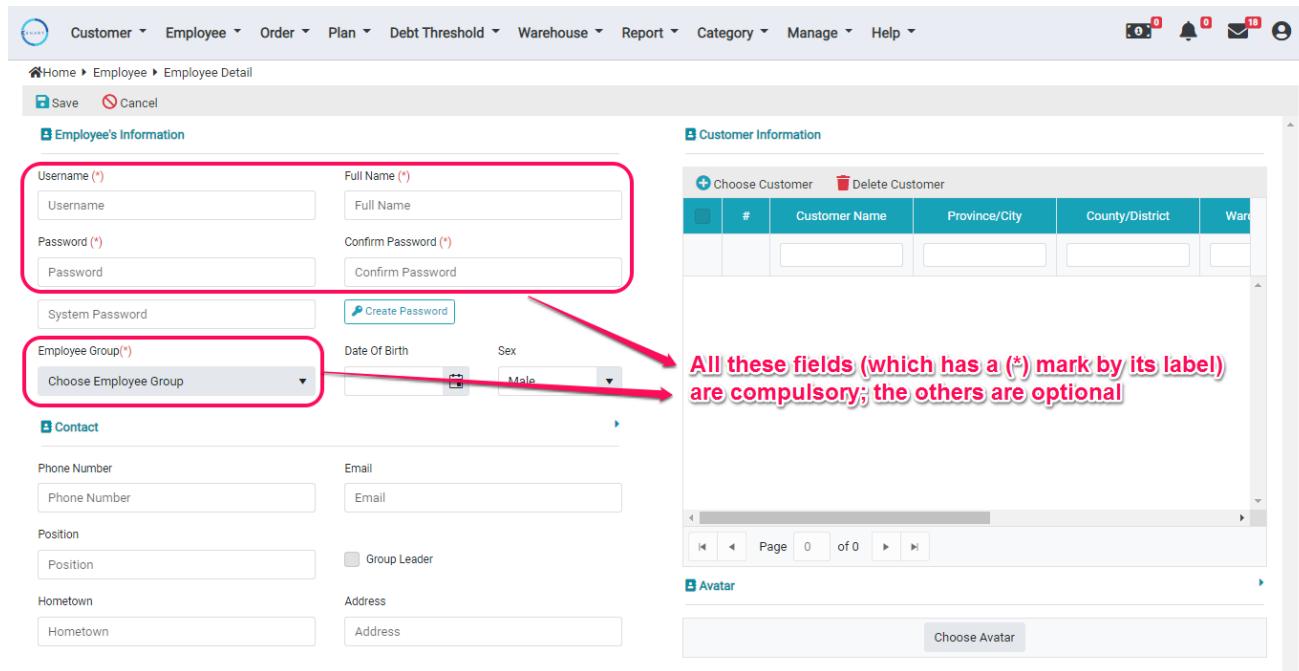
#	Username	Full Name	Phone Number	Online Status	Coordinat...	Update Time	Battery Sta
1	appleios	appleios		Offline		31/01/2020 09:03:48	40%
2	demox	Biện Văn		Offline			--%
3	demovuongtm	Biện Văn Dư		Offline			--%
4	demoz	Biện Văn Dươn		Offline		11/12/2018 15:57:03	36%
5	demov	Biện Văn Dương		Offline			--%
6	soncong	Bùi Công Sơn		Offline			--%
7	trongb	Bùi Trọng	098283929	Offline			--%
8	chuthanh	chu thanh	01236548756	Offline			--%

Two ways to create employee accounts:

- Manually create each account (for a small number of employees)
- Upload with excel file (for a large number of employees)

3.1. *Create employee account manually*

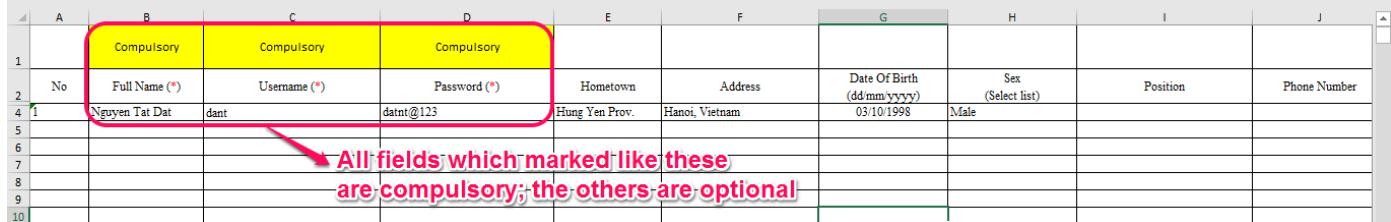
+ Insert employee information: Full name, ID, password, confirmation password (password must contain at least 8 characters; user can create their own passwords or use automatically-generated password)... then select a group for the employee and click “Save”.



All these fields (which has a (*) mark by its label) are compulsory; the others are optional

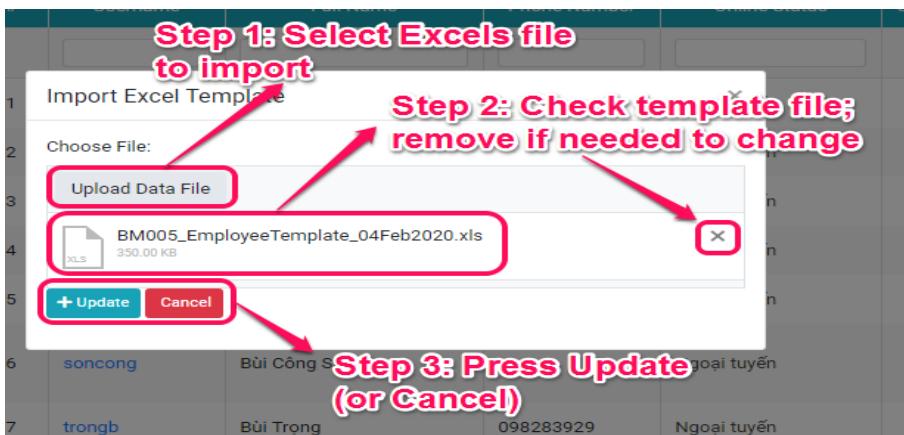
3.2. Upload with template

+ Step 1: Upload sample excel file and complete the file with necessary data



A	B	C	D	E	F	G	H	I	J
1	Compulsory	Compulsory	Compulsory						
2	No	Full Name (*)	Username (*)	Password (*)	Hometown	Address	Date Of Birth (dd/mm/yyyy)	Sex (Select list)	Position
4	1	Nguyen Tat Dat	dant	datnt@123	Hung Yen Prov.	Hanoi, Vietnam	03/10/1998	Male	
5									
6									
7									
8									
9									
10									

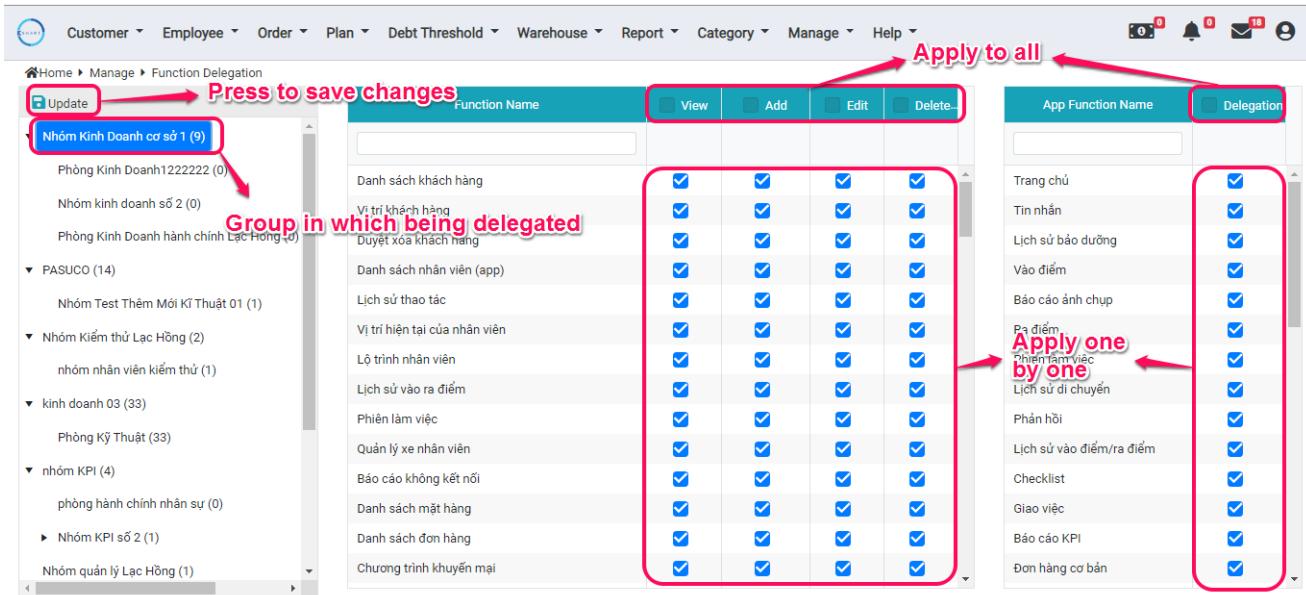
+ Step 2: Upload file



+ Provide employees with log-in information (company ID, username, password)

4. Delegate functions to groups

- Only account with highest authorization has the right to delegate functions to other account
- On Menu, click on “Manage”, select “Function delegation”



The screenshot shows the 'Function Delegation' section of the software. On the left, a sidebar lists various groups: Nhóm Kinh Doanh cơ sở 1 (9), Nhóm kinh doanh số 2 (0), Phòng Kinh Doanh hành chính Lạc Hồng (0), PASUCO (14), Nhóm Test Thêm Mới Kĩ Thuật 01 (1), Nhóm Kiểm thử Lạc Hồng (2), nhóm nhân viên kiểm thử (1), kinh doanh 03 (33), Phòng Kỹ Thuật (33), nhóm KPI (4), phòng hành chính nhân sự (0), Nhóm KPI số 2 (1), and Nhóm quản lý Lạc Hồng (1). A red arrow points to the 'Update' button with the text 'Press to save changes'. In the center, a grid titled 'Function Name' shows a list of functions: Danh sách khách hàng, Vị trí khách hàng, Duyệt xóa khách hàng, Danh sách nhân viên (app), Lịch sử thao tác, Vị trí hiện tại của nhân viên, Lộ trình nhân viên, Lịch sử vào ra điểm, Phiên làm việc, Quản lý xe nhân viên, Báo cáo không kết nối, Danh sách mặt hàng, Danh sách đơn hàng, and Chương trình khuyến mại. A red box highlights the entire grid with the text 'Group in which being delegated'. At the top right, there are four buttons: View, Add, Edit, and Delete. A red arrow points to the 'Edit' button with the text 'Apply to all'. On the right, a panel titled 'App Function Name' lists various app functions: Trang chủ, Tin nhắn, Lịch sử bảo dưỡng, Vào điểm, Báo cáo ảnh chụp, Pa điểm, Phản hồi, Lịch sử vào điểm/ra điểm, Checklist, Giao việc, Báo cáo KPI, and Đơn hàng cơ bản. A red box highlights this panel with the text 'Delegation'. A red arrow points to the 'Delegation' button with the text 'Apply one by one'.

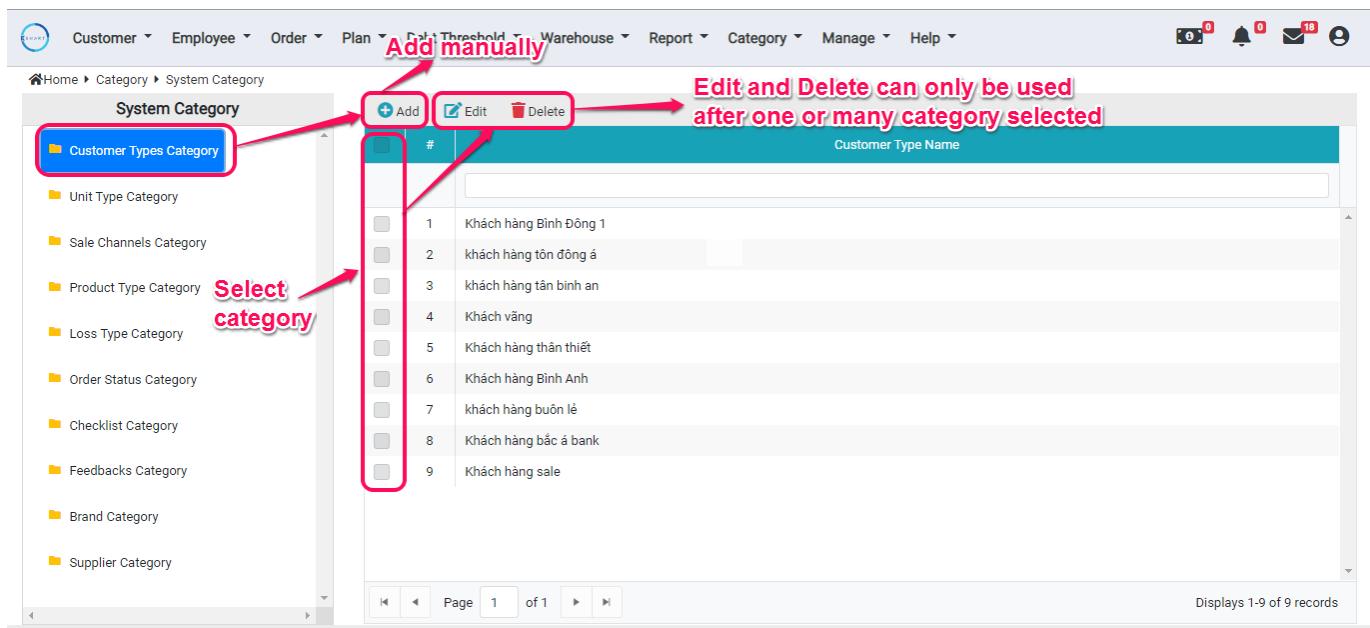
II. CREATE CUSTOMER LIST

1. Create customer type category (if necessary)

1.1 .Customer types category

There are two options to create Type of customer category

Option 1 : On Menu, select “Category”, then click on “ Customer type category”



Customer Types Category

Add manually

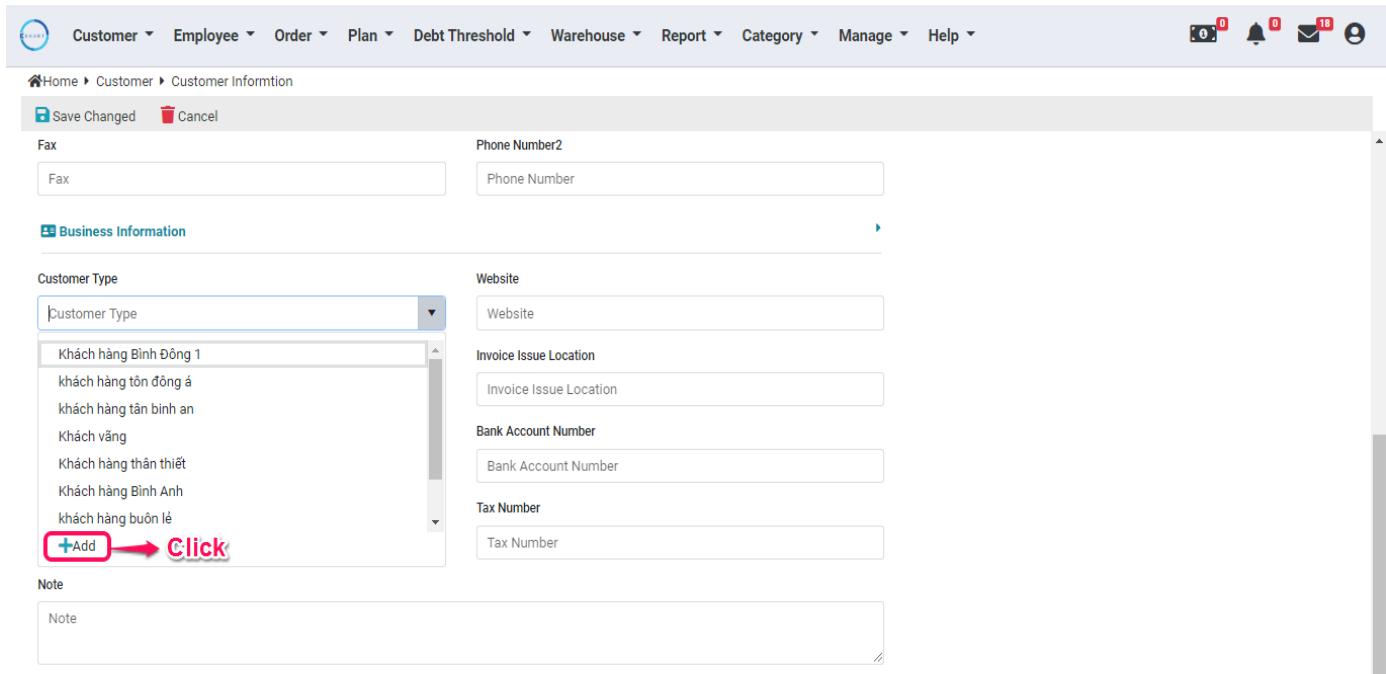
Select category

Edit and Delete can only be used after one or many category selected

#	Customer Type Name
1	Khách hàng Bình Đông 1
2	khách hàng tôn đồng á
3	khách hàng tân binh an
4	Khách vắng
5	Khách hàng thân thiết
6	Khách hàng Bình Anh
7	khách hàng buôn lẻ
8	Khách hàng bắc á bank
9	Khách hàng sale

Displays 1-9 of 9 records

Option 2: On Customer list, click on Add, on Customer type, choose category



Customer Type

+Add Click

Fax

Phone Number2

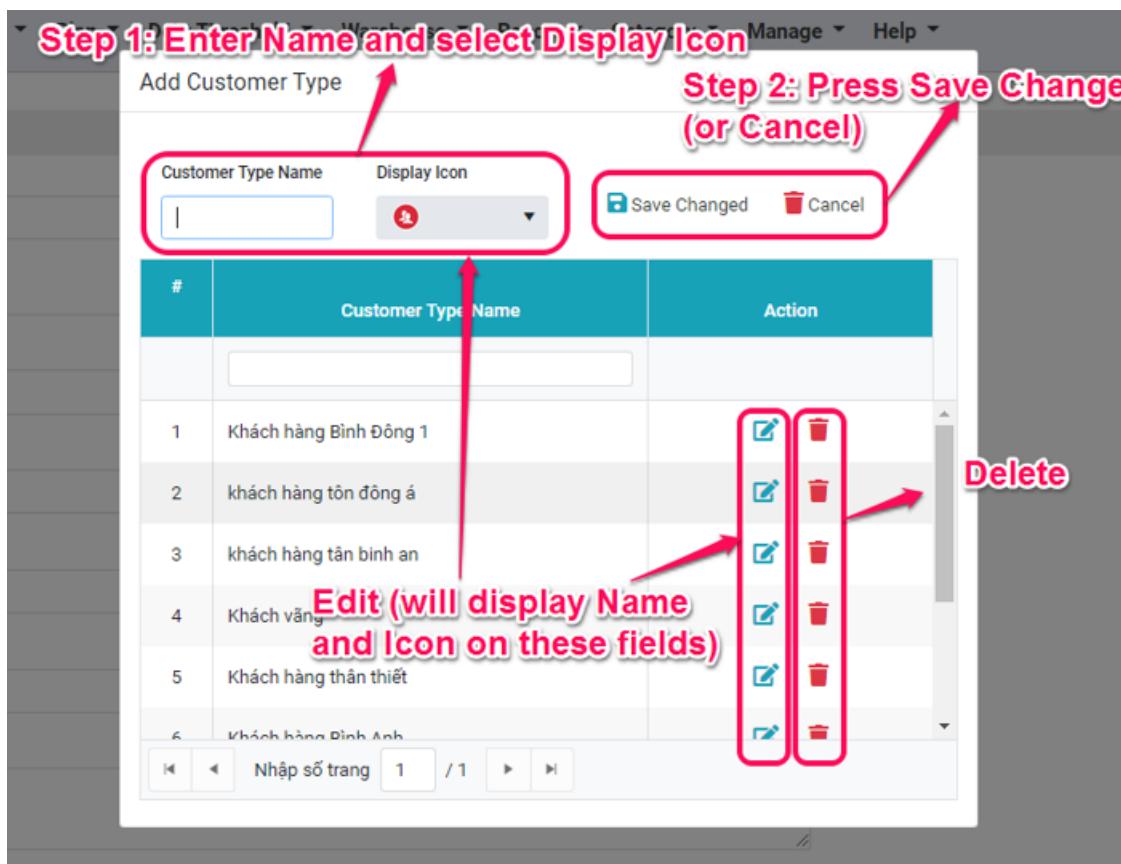
Phone Number

Business Information

Customer Type

- Khách hàng Bình Đông 1
- khách hàng tôn đồng á
- khách hàng tân binh an
- Khách vắng
- Khách hàng thân thiết
- Khách hàng Bình Anh
- khách hàng buôn lẻ

Note

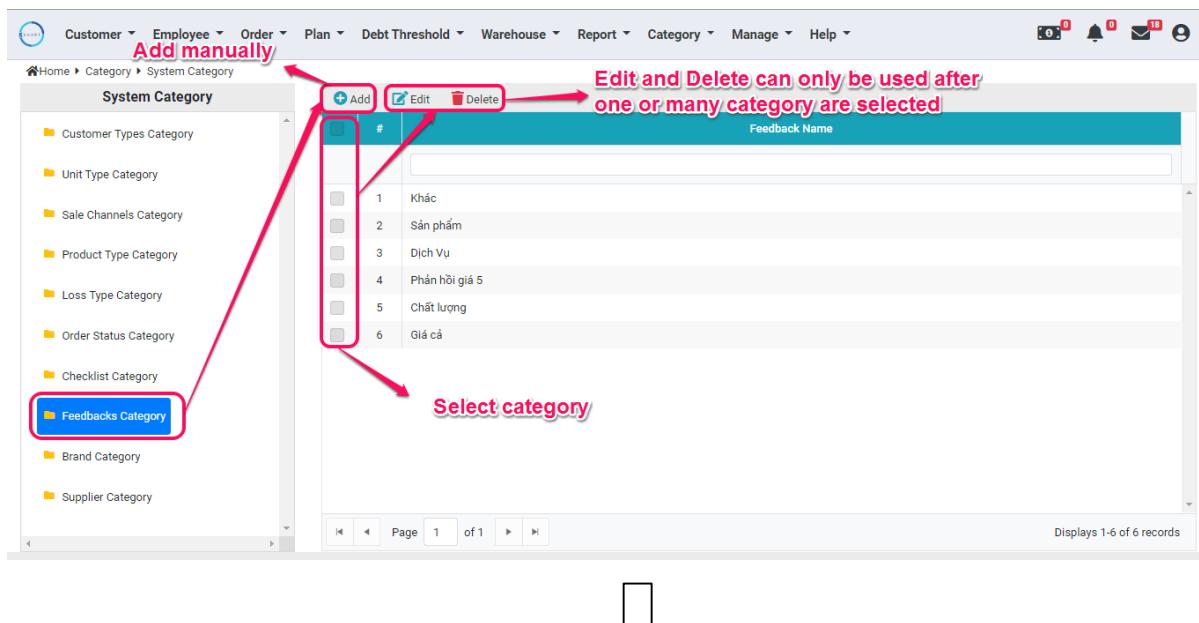


1.2. Feedbacks category

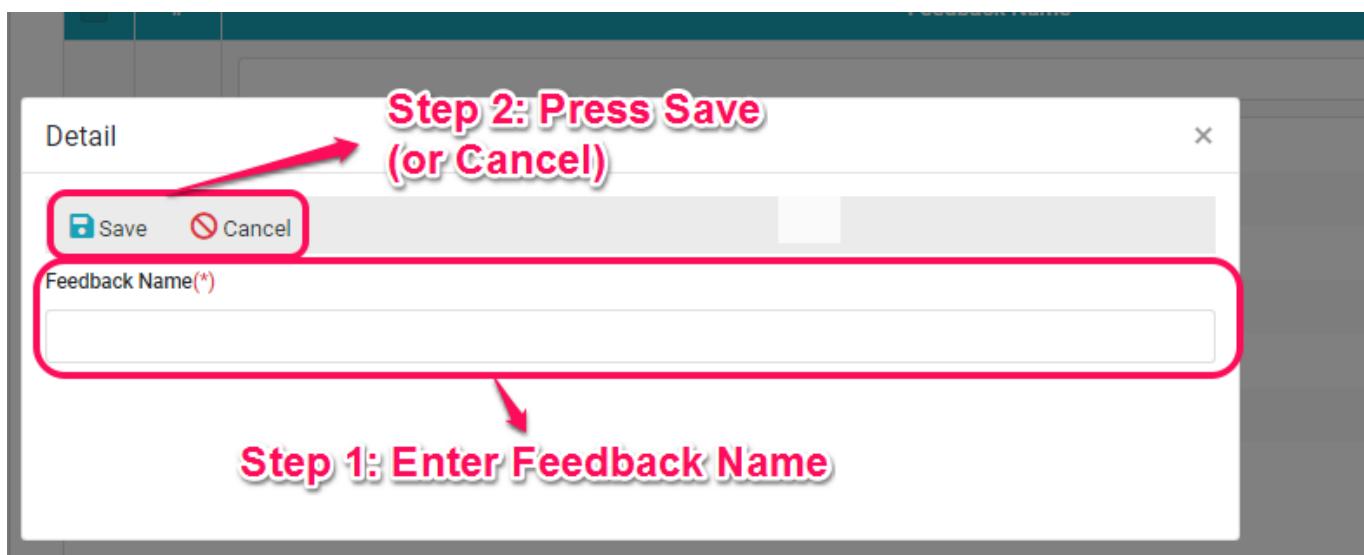
Add manually

Select category

Edit and Delete can only be used after one or many category are selected

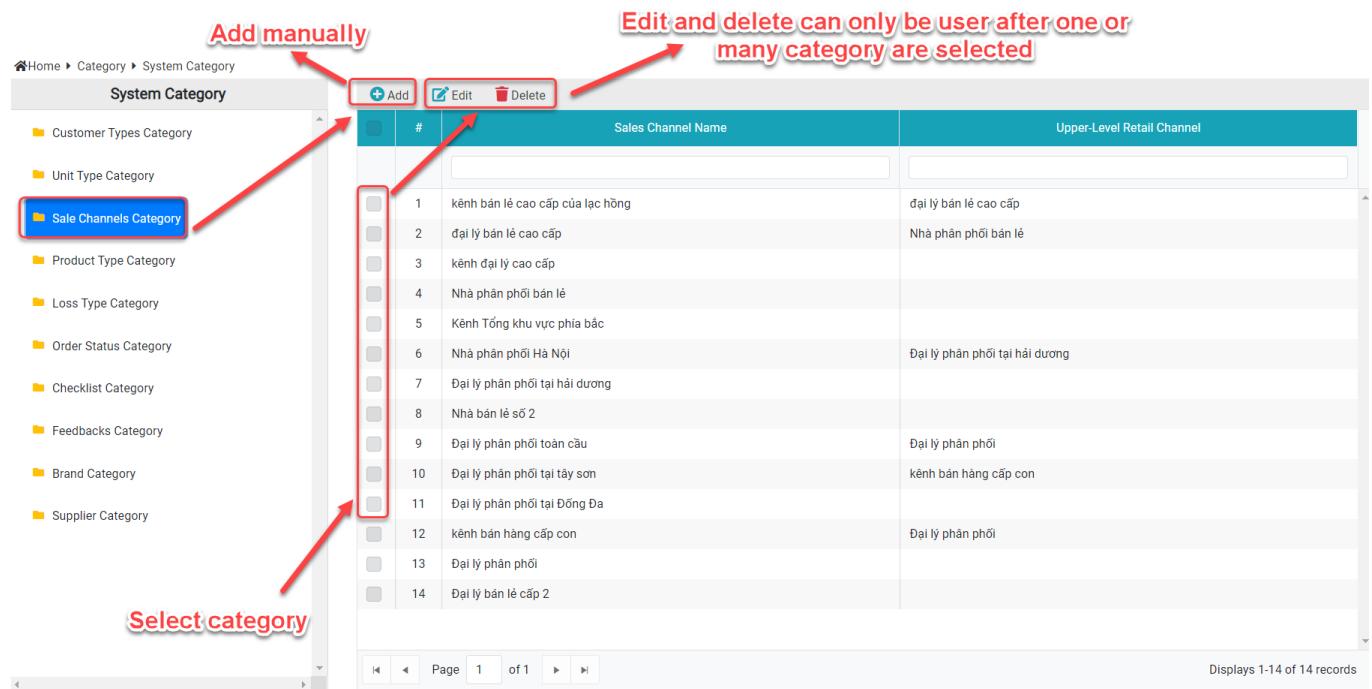


#	Feedback Name	Action
1	Khác	
2	Sản phẩm	
3	Dịch Vụ	
4	Phản hồi giá 5	
5	Chất lượng	
6	Giá cả	



1.3. Sale channels category

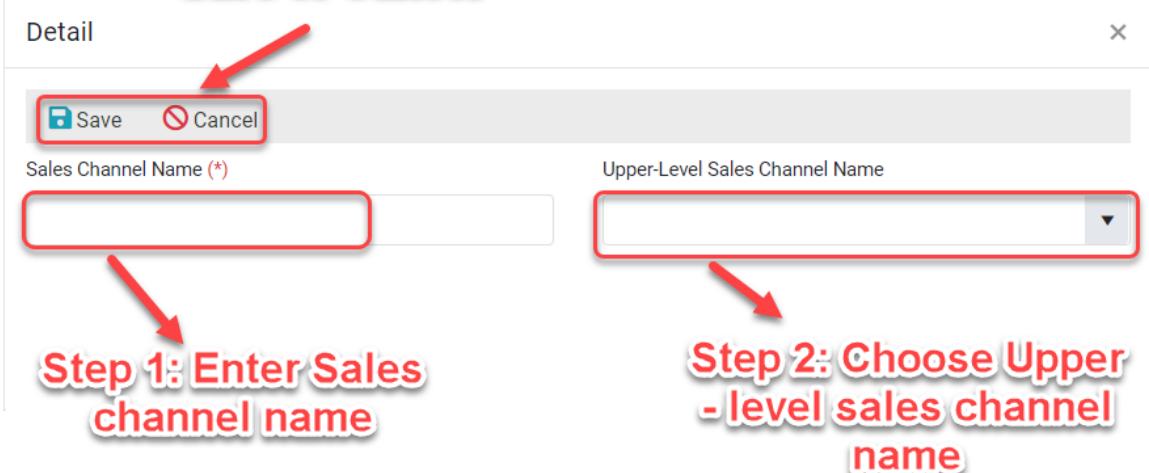
Create sale channel from the top to the bottom:



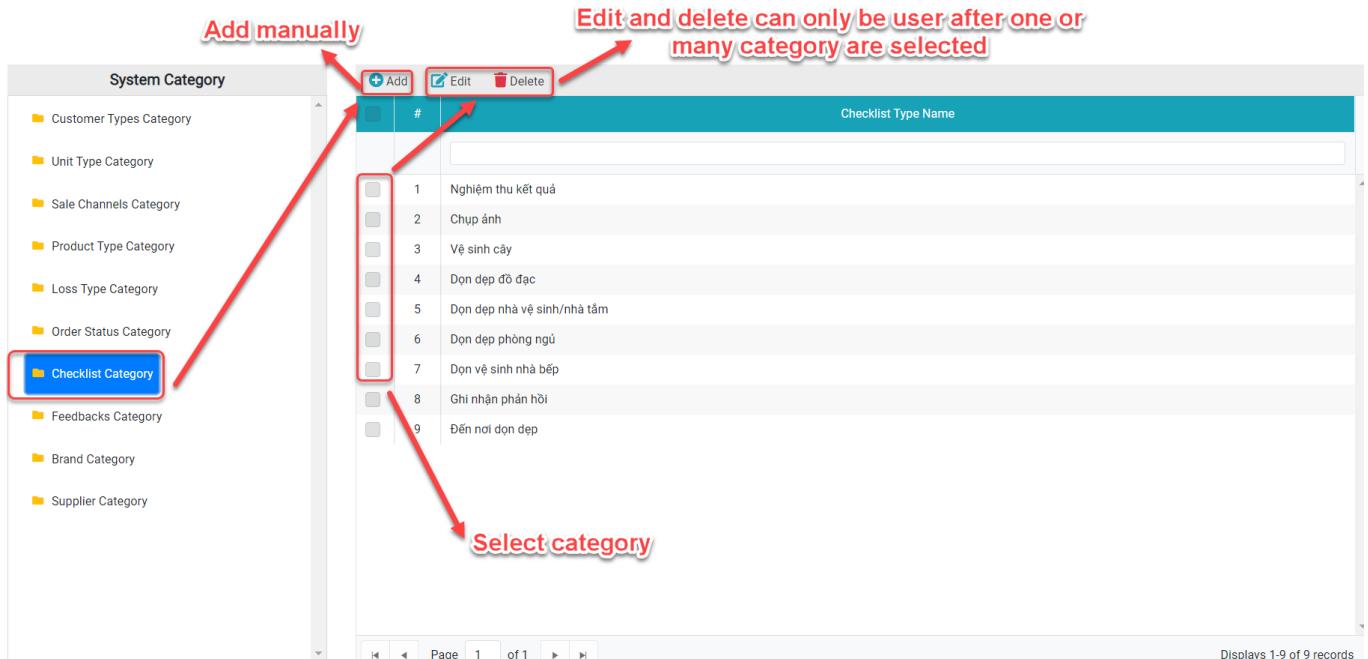
#	Sales Channel Name	Upper-Level Retail Channel
1	kênh bán lẻ cao cấp của lạc hồng	đại lý bán lẻ cao cấp
2	đại lý bán lẻ cao cấp	Nhà phân phối bán lẻ
3	kênh đại lý cao cấp	
4	Nhà phân phối bán lẻ	
5	Kênh Tổng khu vực phía bắc	
6	Nhà phân phối Hà Nội	Đại lý phân phối tại hải dương
7	Đại lý phân phối tại hải dương	
8	Nhà bán lẻ số 2	
9	Đại lý phân phối toàn cầu	Đại lý phân phối
10	Đại lý phân phối tại tây sơn	kênh bán hàng cấp con
11	Đại lý phân phối tại đồng Đa	Đại lý phân phối
12	kênh bán hàng cấp con	
13	Đại lý phân phối	
14	Đại lý bán lẻ cấp 2	



Step 3: Press Save or Cancel



1.4. Checklist category



Add manually

Edit and delete can only be used after one or many category are selected

Select category

#	Checklist Type Name
1	Nghiệm thu kết quả
2	Chụp ảnh
3	Vệ sinh cây
4	Dọn dẹp đồ đạc
5	Dọn dẹp nhà vệ sinh/nhà tắm
6	Dọn dẹp phòng ngủ
7	Dọn vệ sinh nhà bếp
8	Ghi nhận phản hồi
9	Đến nơi dọn dẹp



Detail

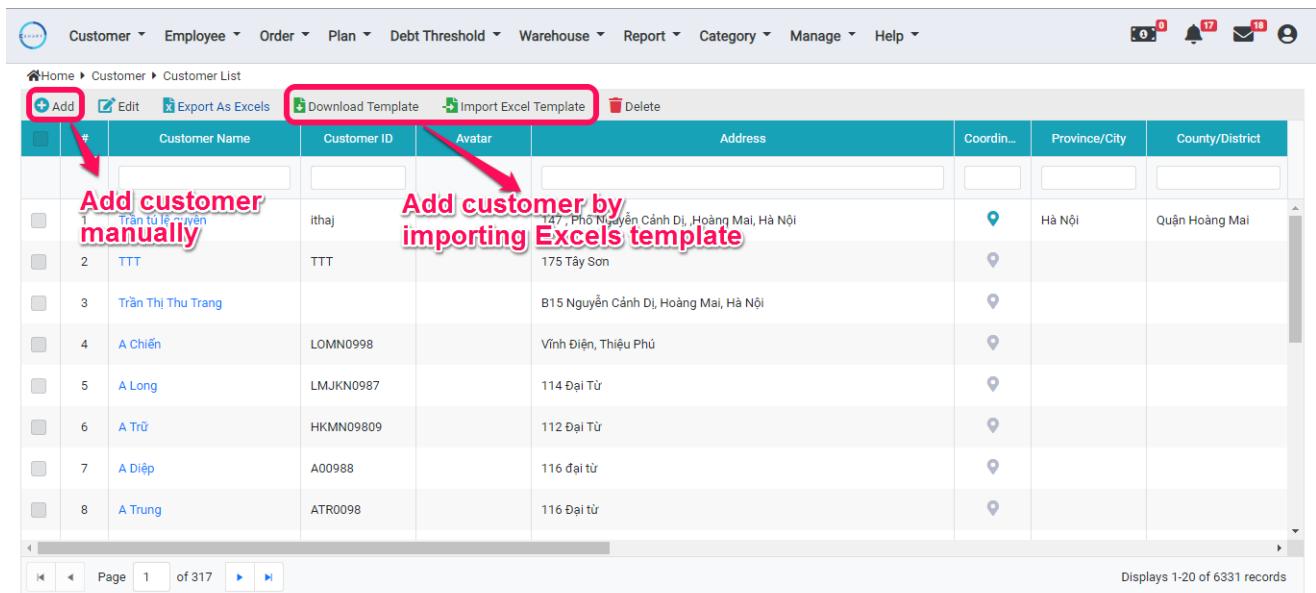
Step 2: Press Save or Cancel

Save
 Cancel

Step 1: Enter Checklist Name

2. Create customer list

On Menu, select “Customer”, select “Customer list”



The screenshot shows a grid of customer data with columns for Customer Name, Customer ID, Avatar, Address, Coordinates, Province/City, and County/District. At the top, there are buttons for Add, Edit, Export As Excel, Download Template, Import Excel Template, and Delete. Red arrows point from the text descriptions to the 'Add' button and the 'Import Excel Template' button.

	Customer Name	Customer ID	Avatar	Address	Coordinates	Province/City	County/District
1	Trần tử Lệ Nguyễn	ithaj		147, Phố Nguyễn Cảnh Di, Hoàng Mai, Hà Nội		Hà Nội	Quận Hoàng Mai
2	TTT	TTT		175 Tây Sơn			
3	Trần Thị Thu Trang			B15 Nguyễn Cảnh Di, Hoàng Mai, Hà Nội			
4	A Chiến	LOMN0998		Vĩnh Điện, Thiệu Phú			
5	A Long	LMJKN0987		114 Đại Từ			
6	A Trữ	HKMN09809		112 Đại Từ			
7	A Diệp	A00988		116 Đại từ			
8	A Trung	ATR0098		116 Đại từ			

Displays 1-20 of 6331 records

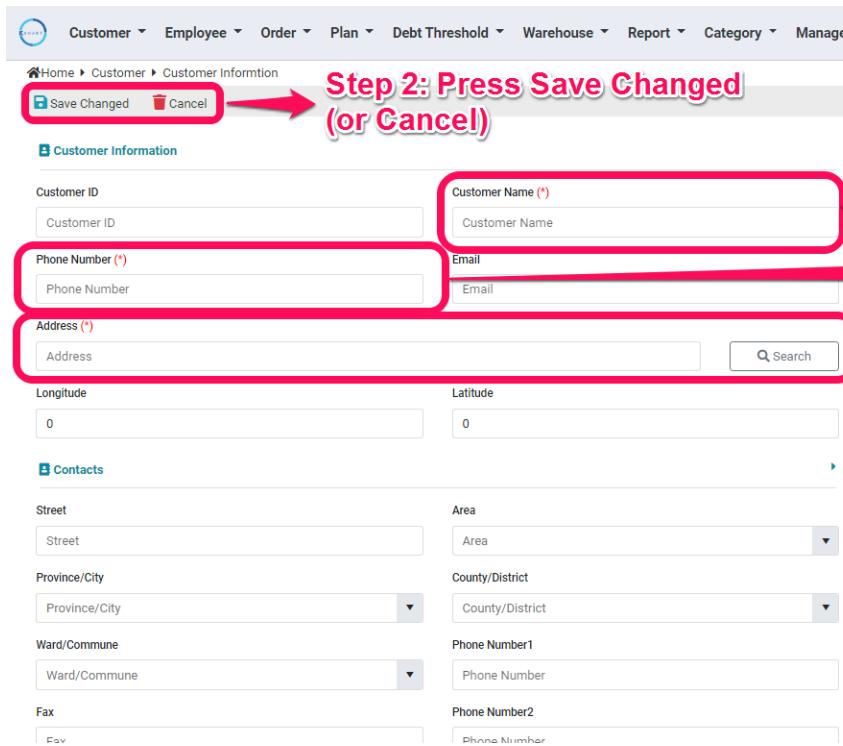
There are 2 ways to add customers:

Option 1: Employee can create new customer at the place of that customer, in that case address and position of customer would be the most accurate.

Option 2: Admin can add each customer manually or download excel template to fill data in and upload to the system.

2.1 . Add manually

- Insert information of customer, the field with symbol * is compulsory.
- After inserting address, click on search icon. Ksmart will update customer's location on the map.
- Click "Save" to complete.



The screenshot shows a software interface for managing customer information. At the top, there is a navigation bar with links like Home, Customer, Order, Plan, etc. Below the navigation, the current page is 'Customer Information'. On the left, there are sections for 'Customer Information' and 'Contacts'. The 'Customer Information' section contains fields for Customer ID (disabled), Phone Number (*), Address (*), Longitude (0), Latitude (0), and a 'Search' button. The 'Contacts' section includes fields for Street, Province/City, Ward/Commune, and Fax. On the right side of the form, there is a map of a region in Vietnam, specifically showing parts of Bac Ninh and Hanoi. A red box highlights the 'Address (*)' field in the 'Customer Information' section. Another red box highlights the 'Save Changed' and 'Cancel' buttons at the top right of the form. A large red arrow points from the text 'Step 1: Fill these 3 fields (compulsory); others are optional' to the 'Address (*)' field. A second red arrow points from the text 'Step 2: Press Save Changed (or Cancel)' to the 'Save Changed' button.

Step 2: Press Save Changed (or Cancel)

Step 1: Fill these 3 fields (compulsory); others are optional

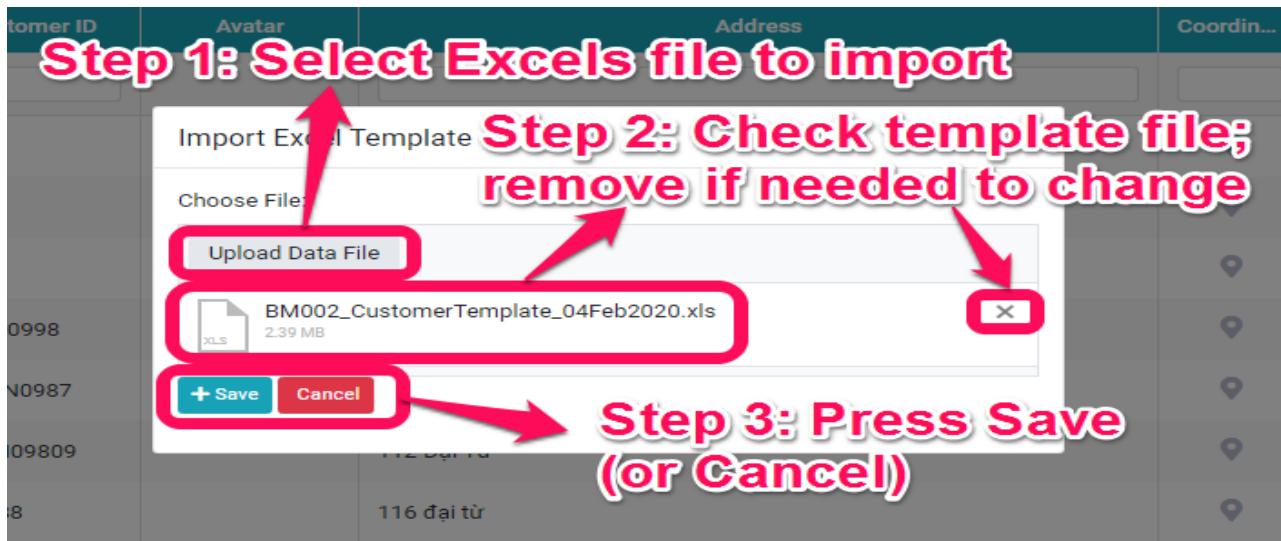
2.2 . Upload with excel template

Please note when insert data on excel template:

A	B	C	D	E	F	G	H
1		Compulsory	Compulsory				
2	No	Customer ID	Customer Name(*)	Address(*)	Longitude	Latitude	Street
3							
4							
5							
6							
7							
8							
9							
10							

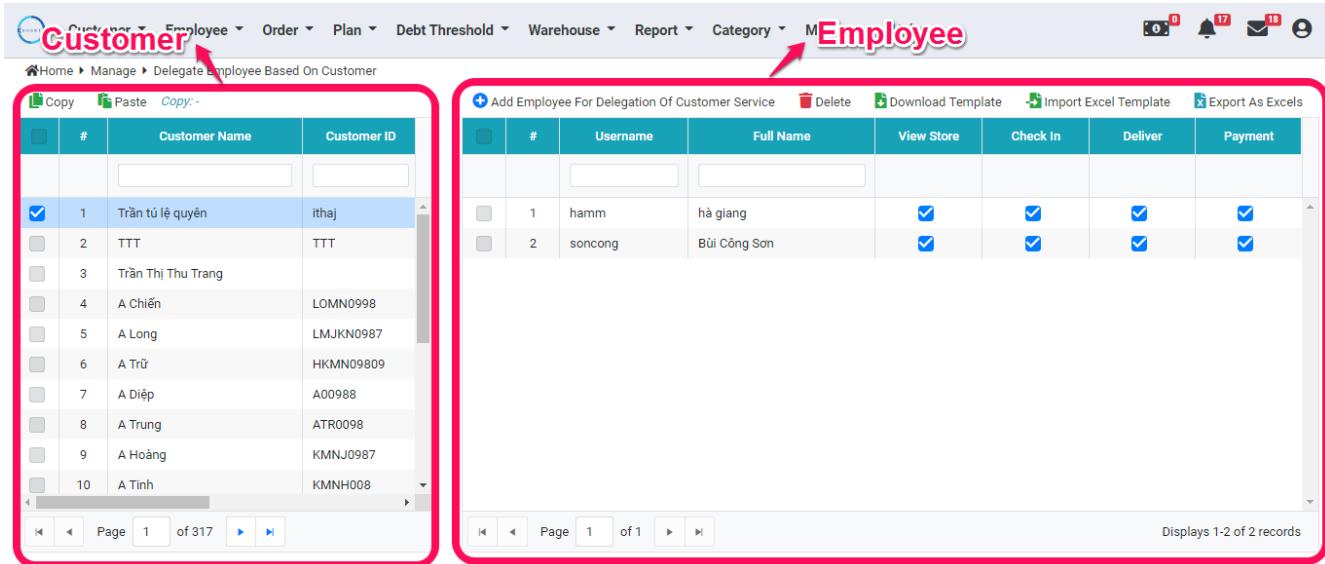
All fields in which marked like these are compulsory; the others are optional

- The field with symbol * is compulsory to insert data there, the fields with note “Select list” are for user to choose data from the system.
- Address: Insert data as detailed as possible (eg: name of road, alley, lane, ward, district, province/city)
- Type of customer, sale channel (if there are): User choose as category created on the system.
- Full name of employee in charge: insert name of employee in charge so that when file uploaded on the system, the customer will be assigned to that employee.
- Choose file to upload:



3. Customer delegation:

If there are customers that have not been delegated yet or need delegating in addition, on Menu, choose “Manage”, select “Delegate employee based on Customer”:



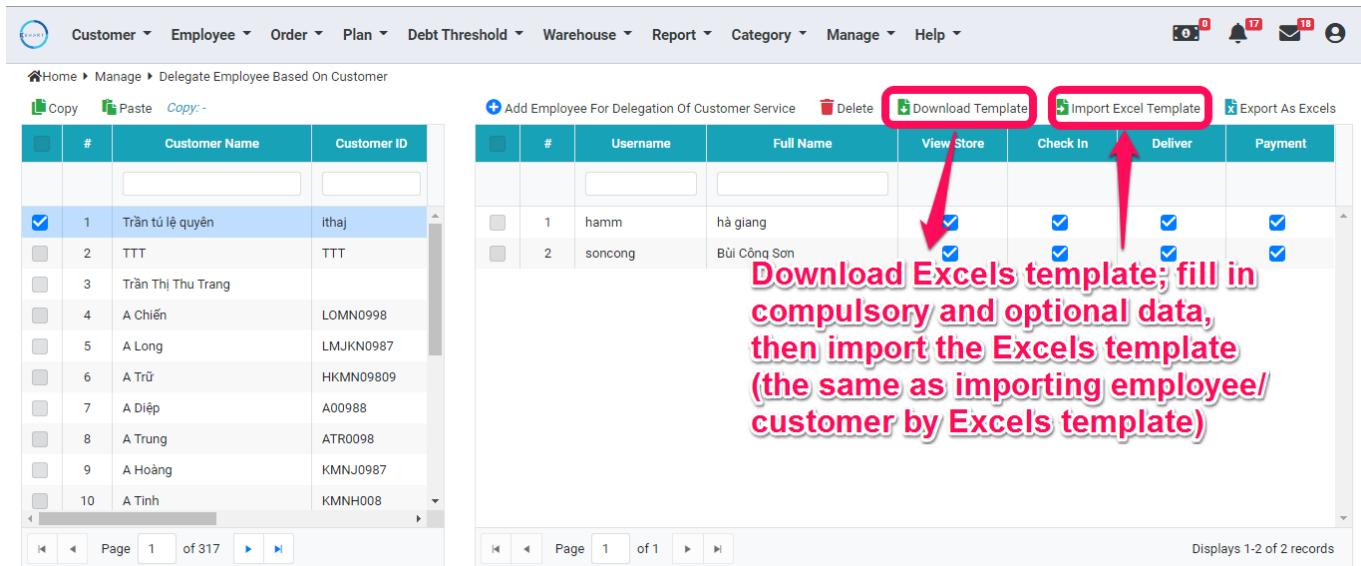
#	Customer Name	Customer ID
<input checked="" type="checkbox"/> 1	Trần tú lệ quyền	ithaj
<input type="checkbox"/> 2	TTT	TTT
<input type="checkbox"/> 3	Trần Thị Thu Trang	
<input type="checkbox"/> 4	A Chiến	LOMKN0998
<input type="checkbox"/> 5	A Long	LMJKN0987
<input type="checkbox"/> 6	A Trữ	HKMN09809
<input type="checkbox"/> 7	A Diệp	A00988
<input type="checkbox"/> 8	A Trung	ATR0098
<input type="checkbox"/> 9	A Hoàng	KMNJ0987
<input type="checkbox"/> 10	A Tinh	KMNH008

#	Username	Full Name	View Store	Check In	Deliver	Payment
<input type="checkbox"/> 1	hamm	hà giang	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> 2	soncong	Bùi Công Sơn	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

3.1 . Delegate employee based on Customer

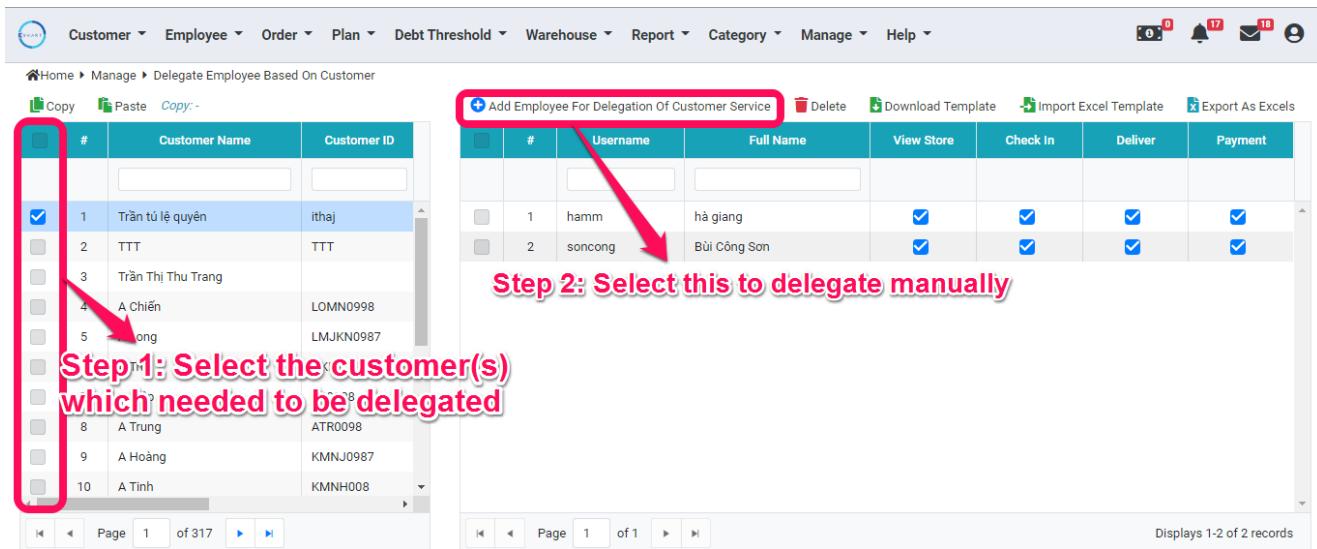
Option 1: Download excel template to delegate

Fill the data in and upload the file.



Download Excels template; fill in compulsory and optional data, then import the Excels template (the same as importing employee/customer by Excels template)

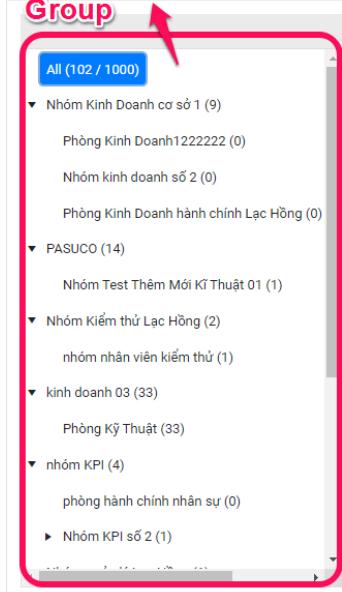
Option 2: Manually delegate each customer:



Step 1: Select the customer(s) which needed to be delegated

Step 2: Select this to delegate manually

Step 1: Select Employee Group



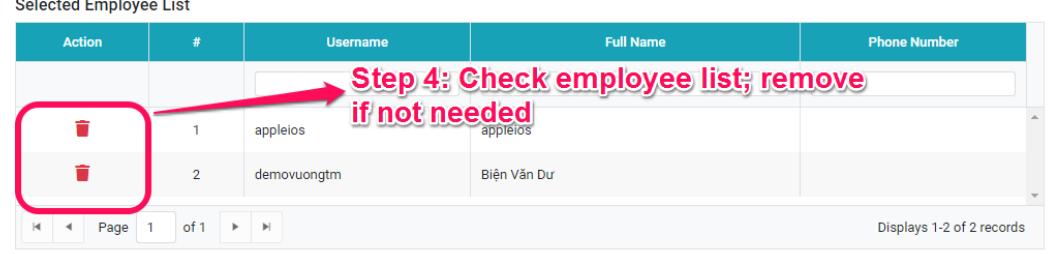
Step 2: Select function(s) to be delegated



Step 3: Select employee to be delegated



Step 4: Check employee list; remove if not needed



Step 5: Press Save Selected Employee (or Cancel)



3.2 . Delegate customer based on employee:

Option 1: Upload excel template to delegate

Fill the date in and then upload the file

Home ▶ Manage ▶ Delegate Customer Service Based On Employee

Employee List

#	Employee Name	Username
1	appleios	appleios
2	Biên Văn	demox
3	Biên Văn Dư	demovuongtm
4	Biên Văn Dươn	demoz
5	Biên Văn Dương	demov
6	Bùi Công Sơn	soncong
7	Bùi Trọng	trongb
8	chu thanh	chuthanh
9	Đoàn Văn Diệp	diedpv
10	Dương Văn Đạt	datdv
11	hà giang	hamm
12	hà phuong	haphuong
13	Hà Thu Hoàng	thuhoang
14	Hoàng Minh Quang	quanghm
15	Khanh	khanhnt2
16	KhanhTN	tnkhanh

Customer List

#	Customer ID	Customer Name	View Store	Check In	Deliver	Payment	Address
1	KH003	Hà Đình Đức	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	20 , Phố Nguyễn Cảnh Di, Hà Nội
2		Kh14	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	147 Phố Nguyễn Cảnh Di, Hà Nội
3		thu2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	トキオ , 日本
4		キンセオリン くん	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	トキオ , 日本

Download excel template, fill in compulsory and optional data. Then import the excel template (the same as importing employee by excel template)

Download Template **Import Excel Template** **Export As Excels**

Option 2: Manually delegate each employee

Home ▶ Manage ▶ Delegate Customer Service Based On Employee

Employee List

#	Employee Name	Username
1	appleios	appleios
<input checked="" type="checkbox"/>	Biện Văn	demox
3	Biện Văn Dư	demovuongtm
4	Biện Văn Dương	demoz
5	Biện Văn Dương	demov
6	Bùi Công Sơn	soncong
7	Bùi Trọng	trongb
8	chu thanh	chuthanh
9	Đoàn Văn Diệp	diepdv
10	Dương Văn Đạt	datdv
11	hà giang	hamini
12	hà phuong	haphuong
13	Hà Thu Hoảng	thuhoang
14	Hoàng Minh Quang	quanghm
15	Khanh	khanhnt2
16	KhanhTN	tnkhanh

Page 1 of 6

Displays 1-4 of 4 records

Add Customer For Delegation Of Employee

#	Customer ID	Customer Name	View Store	Check In	Delivery	Payment	Address
1	KH003	Hà Đình Đức	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	...
2	Kh14	Kh14	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	20 , Phố Nguyễn Cảnh Di, Hà Nội
3		thu2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	147 Phố Nguyễn Cảnh Di, Hà Nội
4		кинセオリソ くん	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	トキオ, 日本

Page 1 of 1

Displays 1-4 of 4 records

Step 1: Select the employee which needed to delegate

Step 2: Select this to delegate manually

Step 1: Select Employee Group

Step 2: Select function(s) to be delegated

Step 3: Select employee to be delegated

Step 4: Check employee list; remove if not needed

Step 5: Press Save Selected Employee (or Cancel)

All (102 / 1000)

- ▼ Nhóm Kinh Doanh cơ sở 1 (9)
 - Phòng Kinh Doanh1222222 (0)
 - Nhóm kinh doanh số 2 (0)
 - Phòng Kinh Doanh hành chính Lạc Hồng (0)
- ▼ PASUCO (14)
 - Nhóm Test Thêm Mới Kỹ Thuật 01 (1)
- ▼ Nhóm Kiểm thử Lạc Hồng (2)
 - nhóm nhân viên kiểm thử (1)
- ▼ kinh doanh 03 (33)
 - Phòng Kỹ Thuật (33)
- ▼ nhóm KPI (4)
 - phòng hành chính nhân sự (0)
- Nhóm KPI số 2 (1)

Save Selected Employee **Cancel**

Applied Delegating Value

View Store Check In Delivery Payment

Action	#	Username	Full Name	Phone Number
+	3	demov	Biện Văn Dương	Phòng Kỹ Thuật
+	4	soncong	Bùi Công Sơn	Phòng Kinh Doanh tòa nhà ngõ sao lạc hông nguyên cánh dí
+	5	trongb	Bùi Trọng	PASUCO
+	6	chuthanh	chu thanh	nhóm nhân viên kiểm thử

Page 1 of 5

Displays 1-20 of 101 records

Selected Employee List

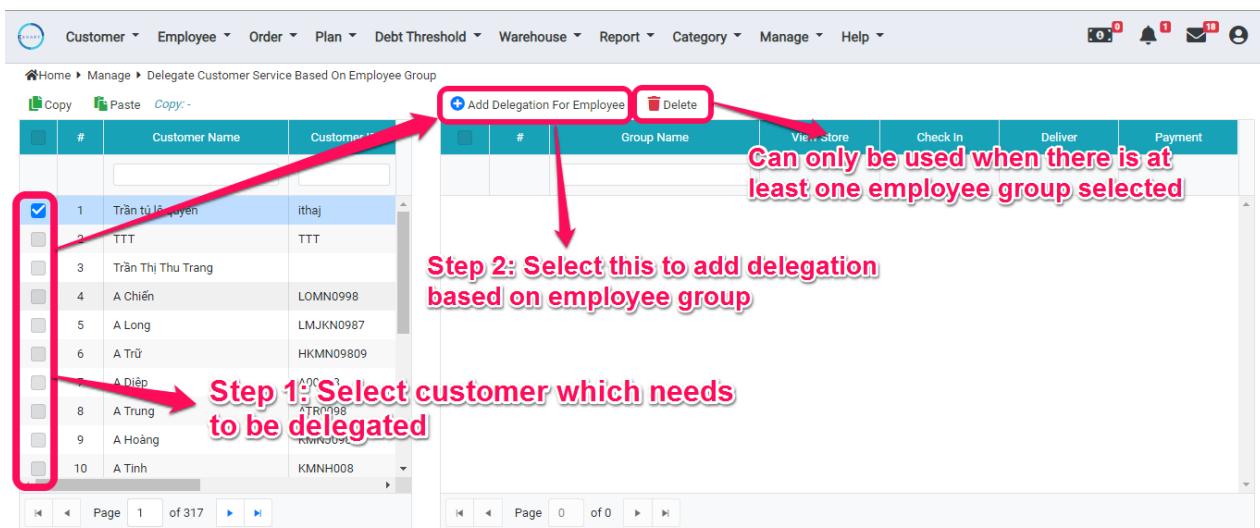
Action	#	Username	Full Name	Phone Number
	1	appleios	appleios	
	2	demovuongtm	Biện Văn Dư	

Page 1 of 1

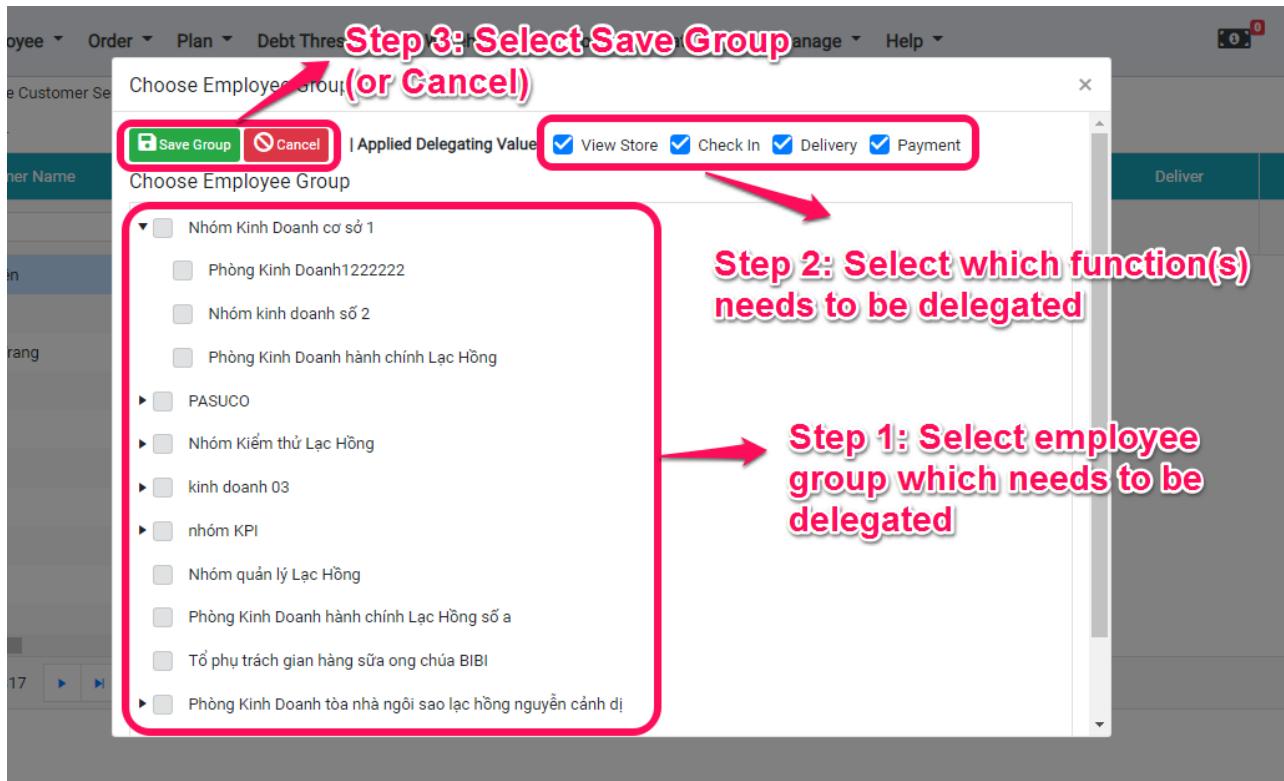
Displays 1-2 of 2 records

3.3. Delegate customer based on employee group

On Menu, choose “Manage”, select “Delegate customer based on employee group”



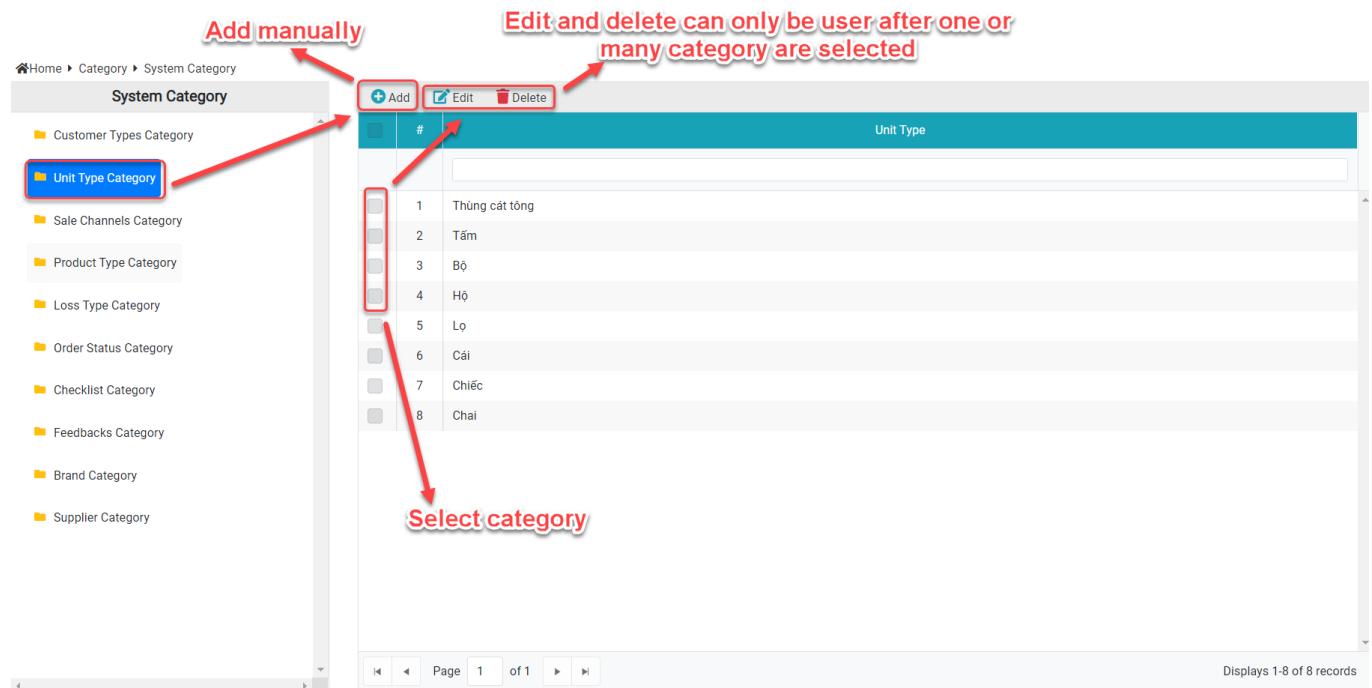
Can only be used when there is at least one employee group selected

III. CREATE PRODUCT CATEGORY

1. Create Unit type category

On Menu, choose “Category”, select “Unit type category”



Add manually

Edit and delete can only be used after one or many category are selected

Select category

#	Unit Type
1	Thùng cát tông
2	Tấm
3	Bộ
4	Hộ
5	Lọ
6	Cái
7	Chiếc
8	Chai



Detail

Step 2: Press Save or Cancel

Unit Type (*)

Step 1: Enter Unit Type

Save Cancel

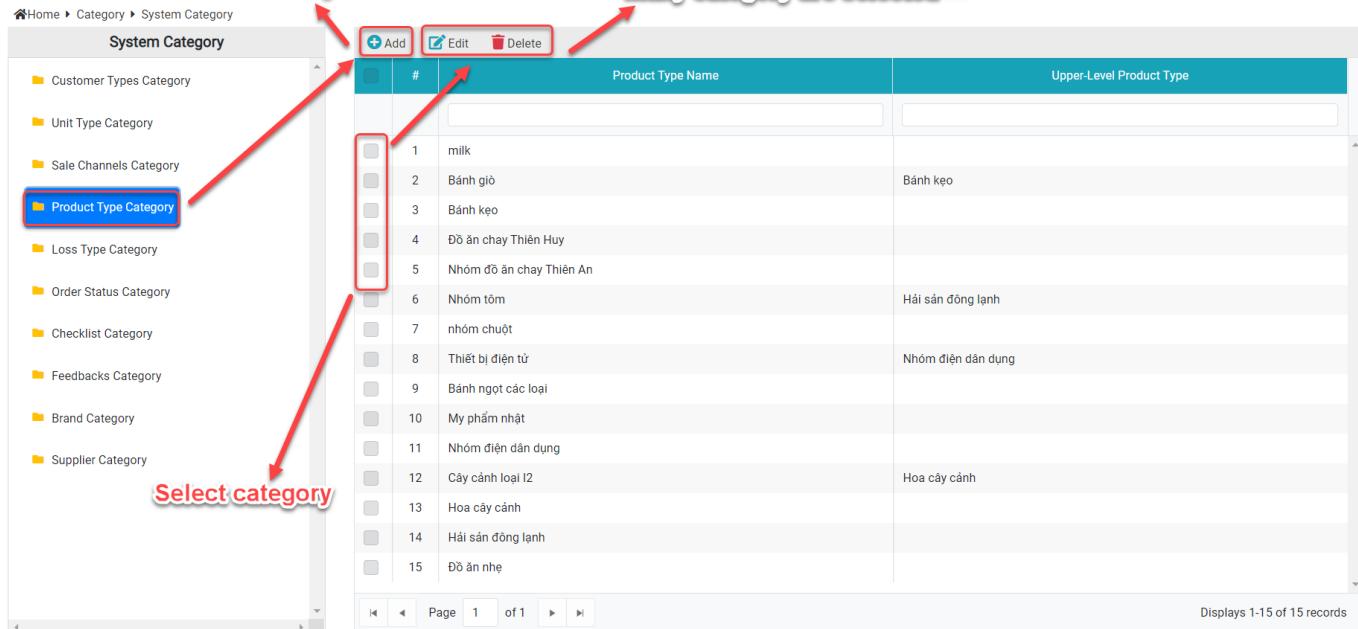
2. Product Type Category

On Menu, select “Category”, select “Product Type Category”

Note: Create product type from the top to the bottom

Add manually

Edit and delete can only be used after one or many category are selected ↳



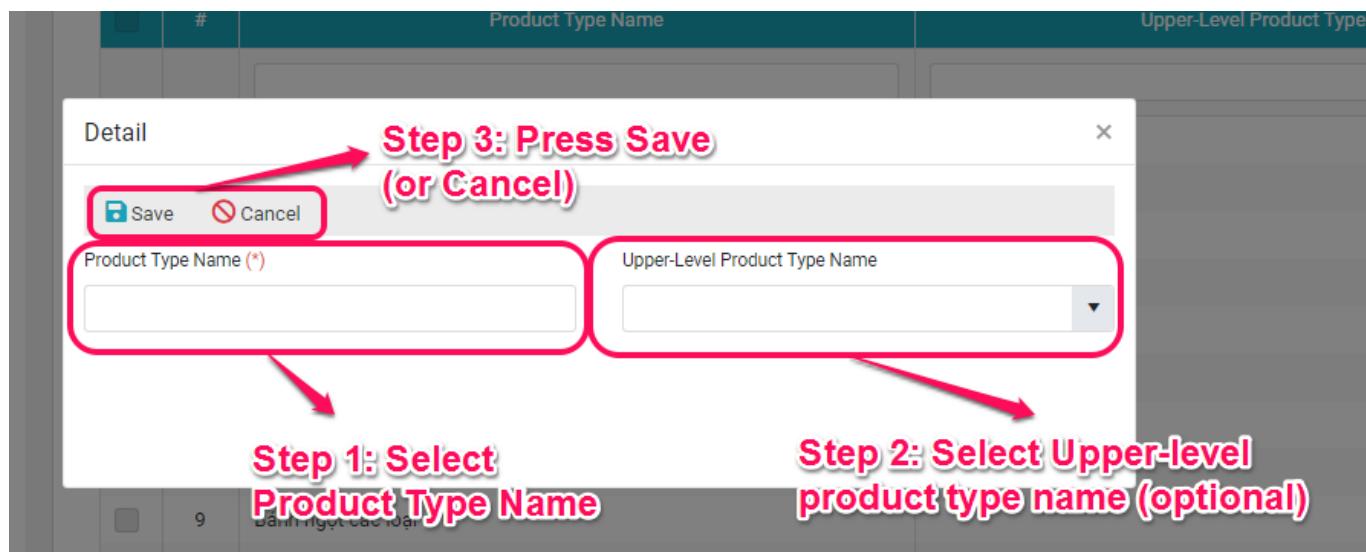
The screenshot shows a list of categories under 'System Category'. On the left, a sidebar lists various category types. The 'Product Type Category' option is selected and highlighted with a blue border. At the top of the main content area, there are three buttons: 'Add' (highlighted with a red box), 'Edit', and 'Delete'. The main table lists 15 product types, each with a checkbox in the first column. The columns are labeled '#', 'Product Type Name', and 'Upper-Level Product Type'. The last row shows 'Đồ ăn nhẹ'.



Step 3: Press Save (or Cancel)

Step 1: Select Product Type Name

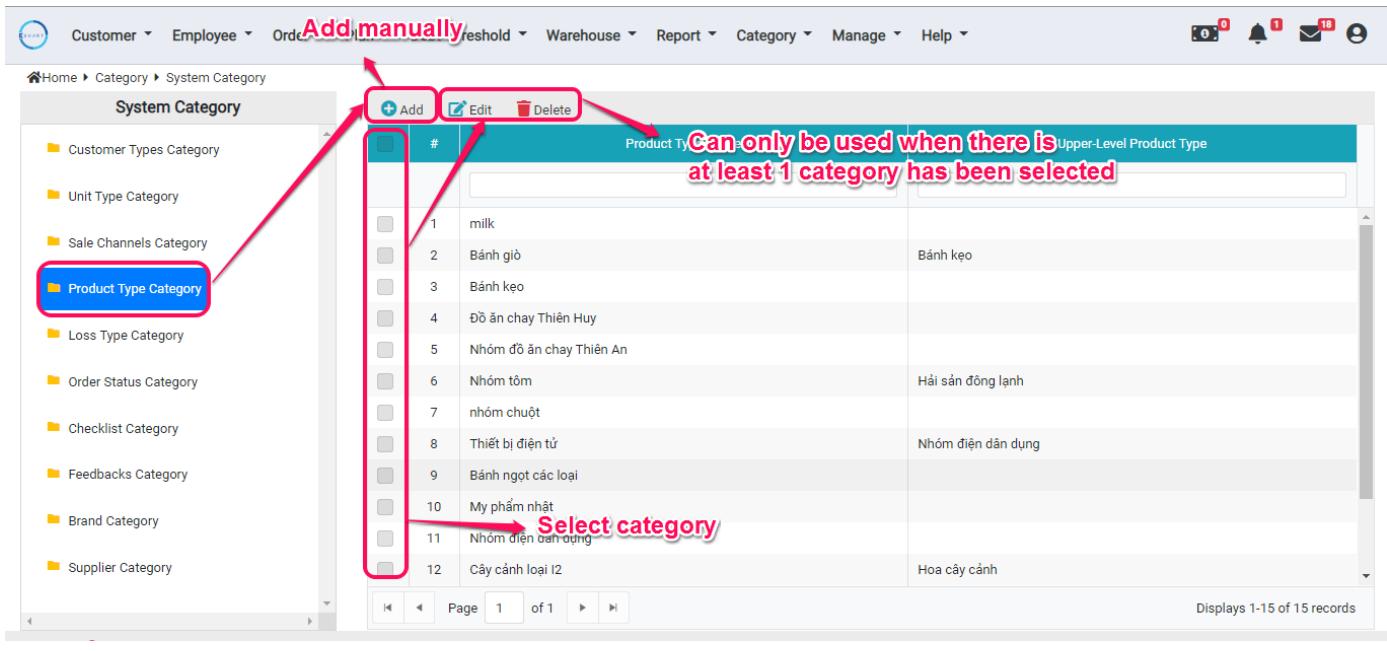
Step 2: Select Upper-level product type name (optional)



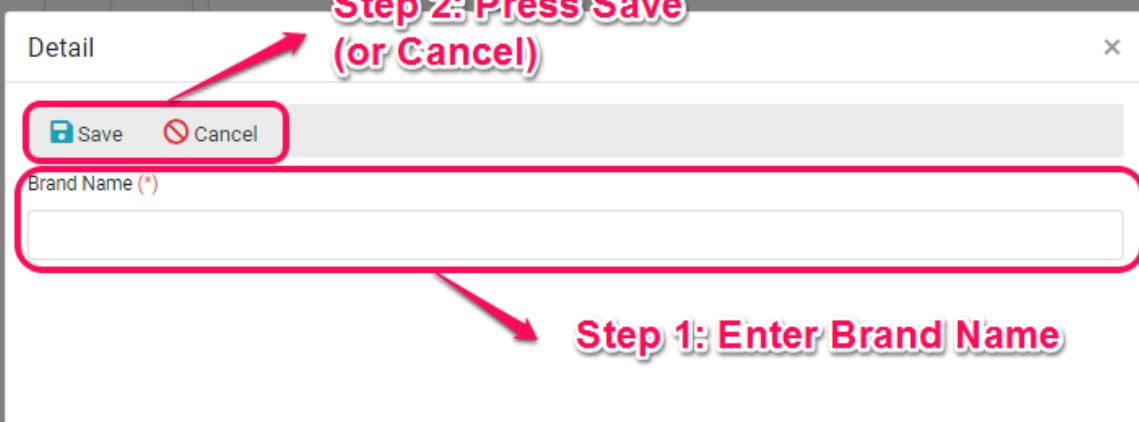
The screenshot shows a 'Detail' dialog box. It has two main input fields: 'Product Type Name (*)' and 'Upper-Level Product Type Name'. Both fields have red outlines around them. Below the fields are 'Save' and 'Cancel' buttons, also outlined in red. The background shows the main list of categories.

3. Brand Category (if there is)

On Menu, choose “Manage”, select “Brand Category”



#	Product Type	Upper-Level Product Type
1	milk	
2	Bánh giò	Bánh kẹo
3	Bánh kẹo	
4	Đồ ăn chay Thiên Huy	
5	Nhóm đồ ăn chay Thiên An	
6	Nhóm tôm	Hải sản đông lạnh
7	nhóm chuột	
8	Thiết bị điện tử	Nhóm điện dân dụng
9	Bánh ngọt các loại	
10	My phẩm nhật	
11	Nhóm điện dân dụng	
12	Cây cảnh loại I2	Hoa cây cảnh

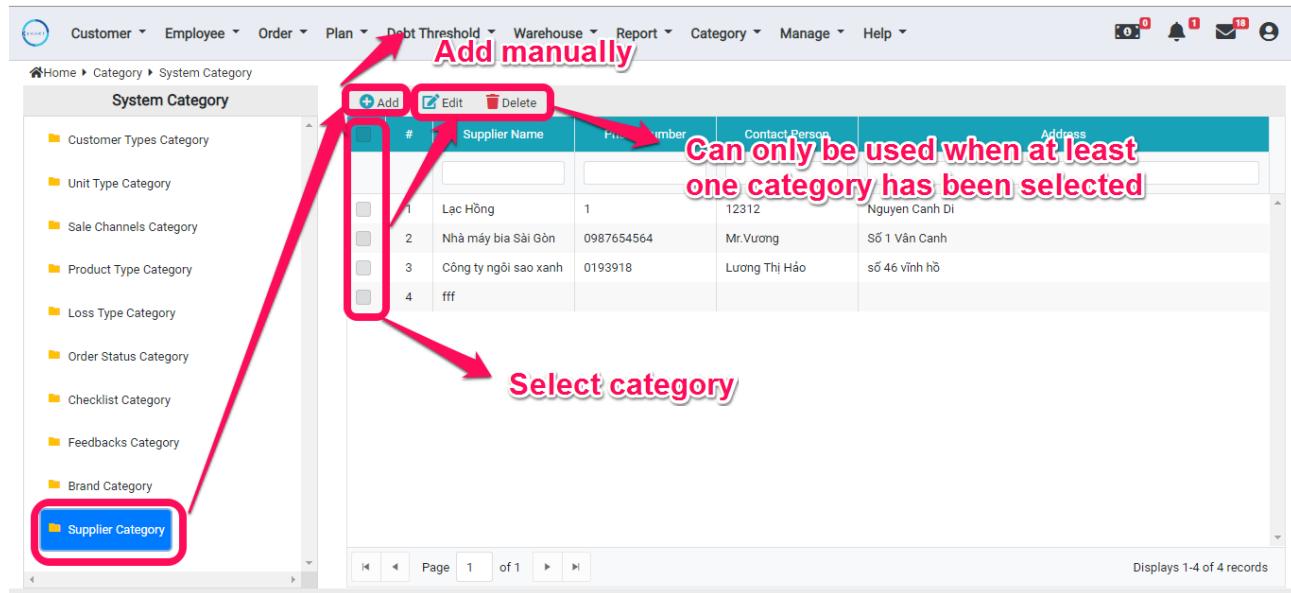



Step 1: Enter Brand Name

Step 2: Press Save (or Cancel)

4. Supplier Category (if there is)

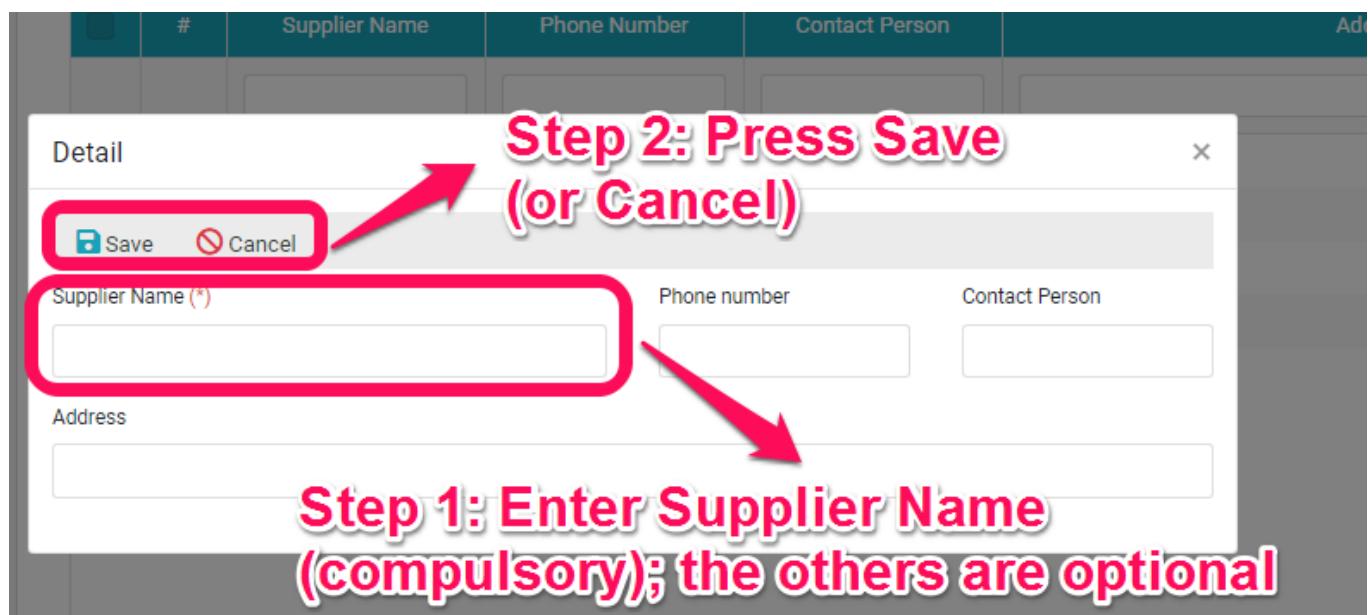
On Menu, choose “Category”, select “Supplier Category”



Add manually

Can only be used when at least one category has been selected

Select category

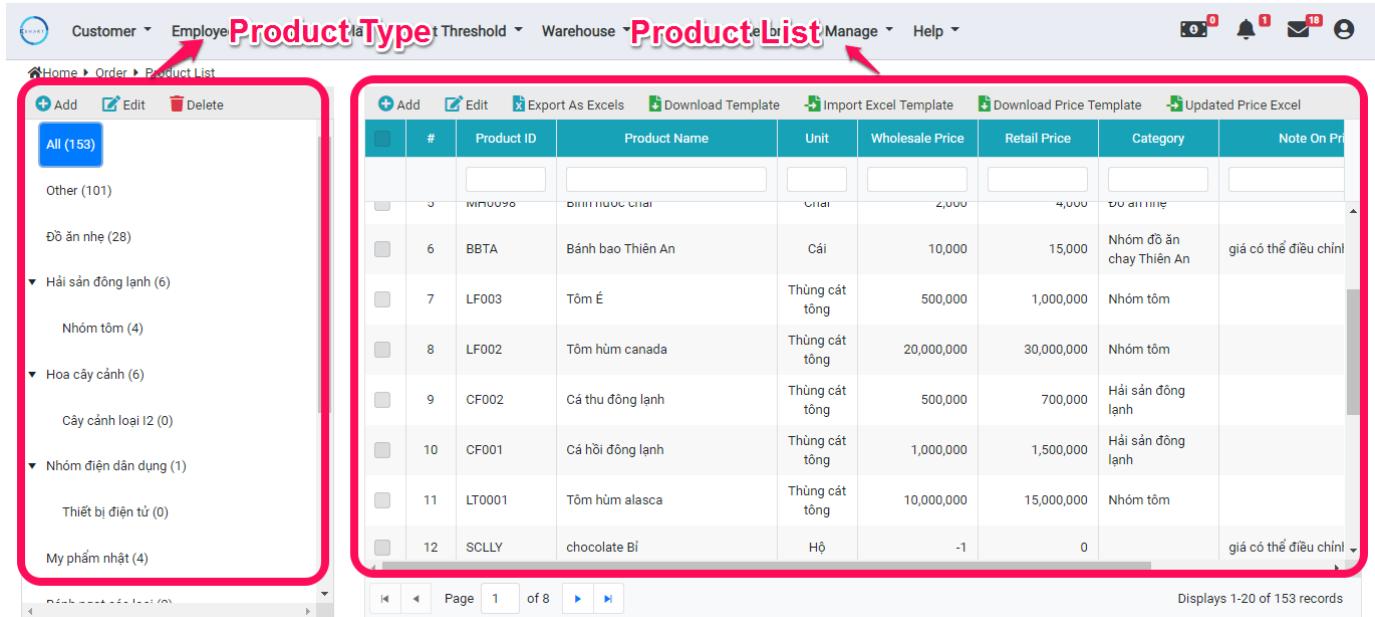



Step 2: Press Save (or Cancel)

Step 1: Enter Supplier Name (compulsory); the others are optional

5. Product list

On Menu, choose “Order”, select “Product list”



The screenshot shows the 'Product List' screen. On the left, there is a sidebar with a tree view of product categories:

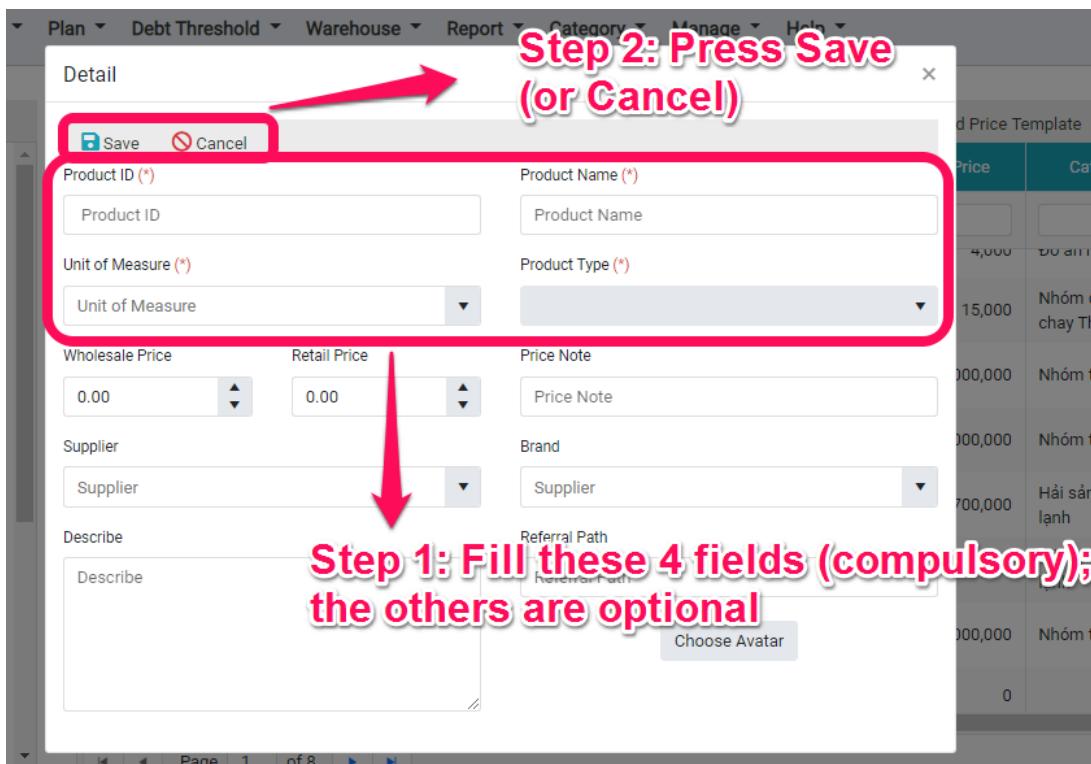
- All (153)
- Other (101)
- Đồ ăn nhẹ (28)
- Hải sản đông lạnh (6)
 - Nhóm tôm (4)
 - Hoa cây cảnh (6)
 - Cây cảnh loại I2 (0)
 - Nhóm điện dân dụng (1)
 - Thiết bị điện tử (0)
 - Mỹ phẩm nhật (4)

On the right, there is a grid table displaying product details:

#	Product ID	Product Name	Unit	Wholesale Price	Retail Price	Category	Note On Price
5	MF0090	Bánh mì nước chấm	Cái	2,000	4,000	Đồ ăn nhẹ	giá có thể điều chỉnh
6	BBTA	Bánh bao Thiên An	Cái	10,000	15,000	Nhóm đồ ăn chay Thiên An	giá có thể điều chỉnh
7	LF003	Tôm É	Thùng cát tông	500,000	1,000,000	Nhóm tôm	
8	LF002	Tôm hùm canada	Thùng cát tông	20,000,000	30,000,000	Nhóm tôm	
9	CF002	Cá thu đông lạnh	Thùng cát tông	500,000	700,000	Hải sản đông lạnh	
10	CF001	Cá hồi đông lạnh	Thùng cát tông	1,000,000	1,500,000	Hải sản đông lạnh	
11	LT0001	Tôm hùm alasca	Thùng cát tông	10,000,000	15,000,000	Nhóm tôm	
12	SCLLY	chocolate BÍ	Hộ	-1	0		giá có thể điều chỉnh

At the bottom right of the grid, it says "Displays 1-20 of 153 records".

Option 1: Add each product manually



The screenshot shows the 'Add New Product' dialog box. It contains the following fields:

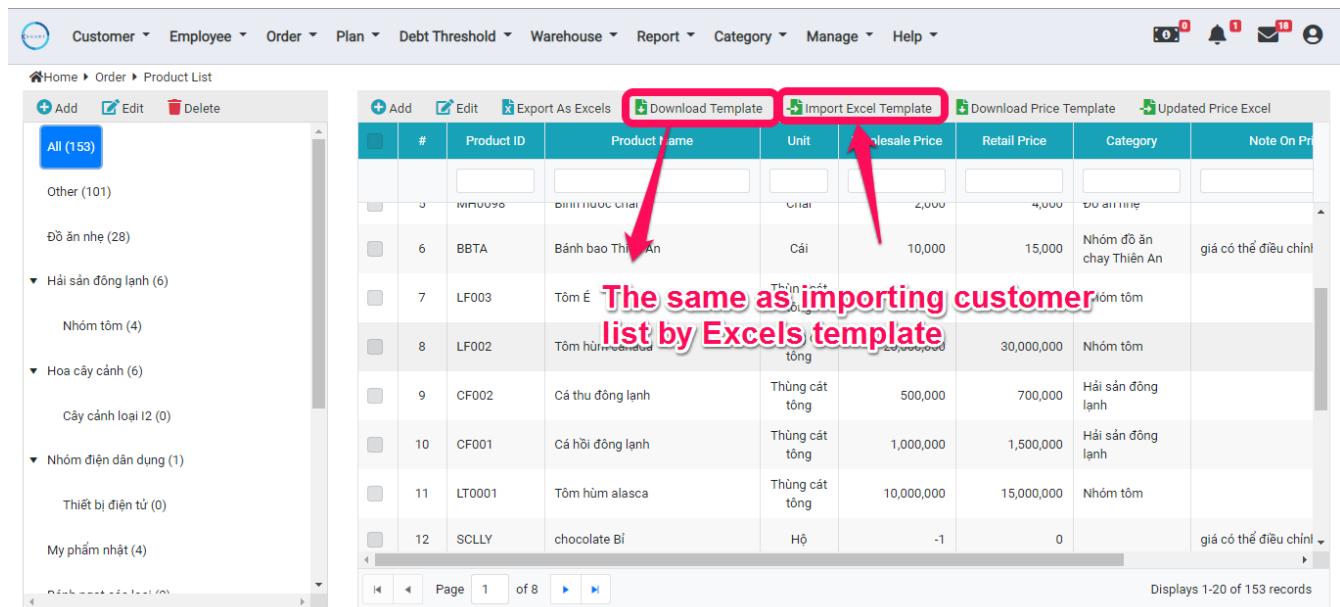
- Product ID (*)
- Product Name (*)
- Unit of Measure (*)
- Product Type (*)
- Wholesale Price
- Retail Price
- Supplier
- Brand
- Describe
- Referral Path
- Choose Avatar

A red arrow points from the 'Save' button to the text "Step 2: Press Save (or Cancel)". Another red arrow points from the 'Product ID' field to the text "Step 1: Fill these 4 fields (compulsory); the others are optional".

Option 2: Upload with excel template

Download excel template and fill the date in:

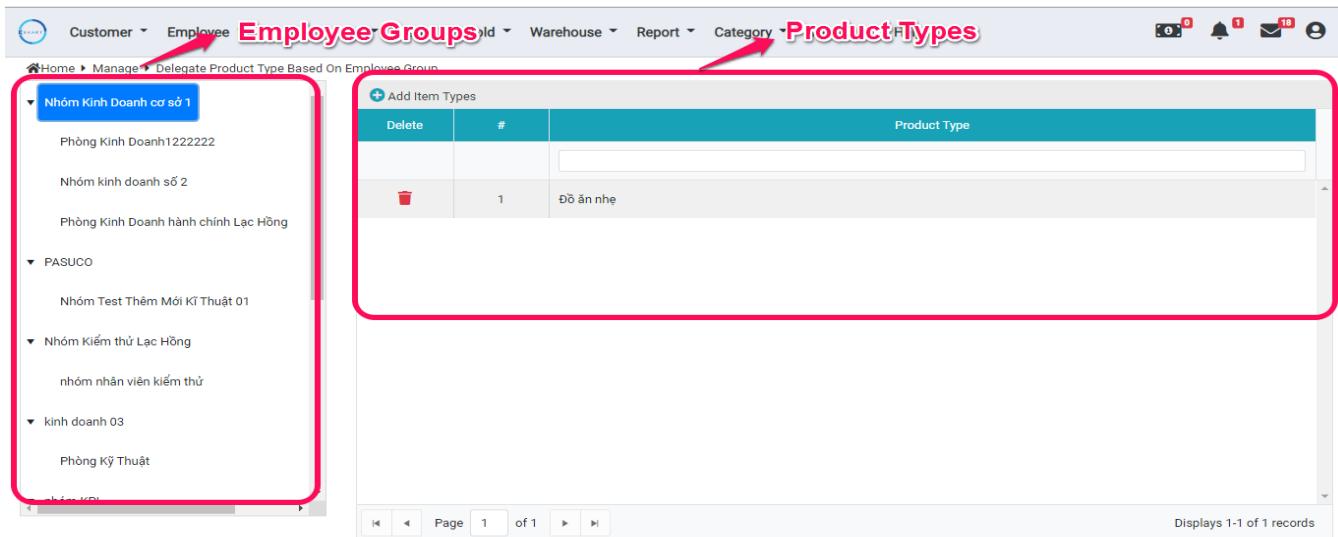
Choose file to upload:



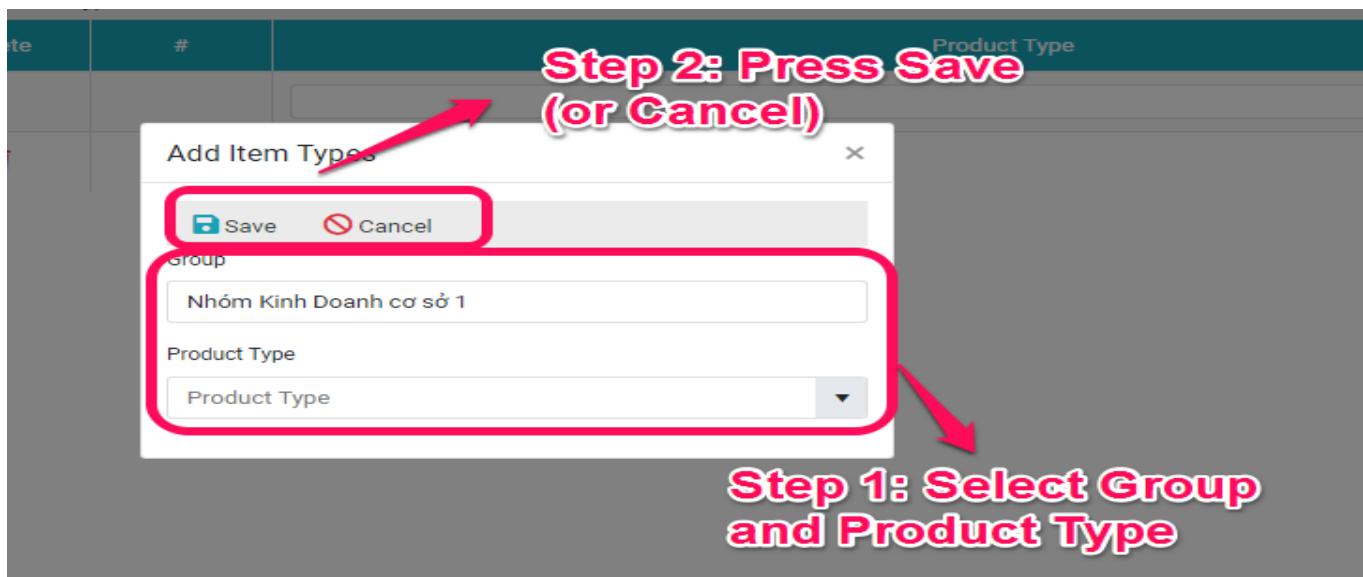
#	Product ID	Product Name	Unit	Wholesale Price	Retail Price	Category	Note On Price
5	MMU090	Bánh mì chả	Cái	2,000	4,000	Đồ ăn nhẹ	
6	BBTA	Bánh bao Thiên An	Cái	10,000	15,000	Nhóm đồ ăn chay Thiên An	giá có thể điều chỉnh
7	LF003	Tôm É	Thùng	1,000,000	2,000,000	Nhóm tôm	
8	LF002	Tôm hùm	Thùng	30,000,000	60,000,000	Nhóm tôm	
9	CF002	Cá thu đông lạnh	Thùng cát	500,000	700,000	Hải sản đông lạnh	
10	CF001	Cá hồi đông lạnh	Thùng cát	1,000,000	1,500,000	Hải sản đông lạnh	
11	LT0001	Tôm hùm alasca	Thùng cát	10,000,000	15,000,000	Nhóm tôm	
12	SCLLY	chocolate Bỉ	Hộ	-1	0		giá có thể điều chỉnh

6. Product Type Delegation

On Menu, select “Manage”, choose “Delegate product type based on employee group”



The screenshot shows the software's main menu with options like Customer, Employee, Home, Manage, Delegate Product Type Based On Employee Group, and so on. The 'Employee Groups' section is highlighted with a red box and arrow, showing a list of groups such as Nhóm Kinh Doanh cơ sở 1, Nhóm kinh doanh số 2, Phòng Kinh Doanh hành chính Lạc Hồng, PASUCO, Nhóm Test Thêm Mới Kỹ Thuật 01, Nhóm Kiểm thử Lạc Hồng, Nhóm nhân viên kiểm thử, and kinh doanh 03. The 'Product Types' section is also highlighted with a red box and arrow, showing a table with one record: #1, Product Type: Đồ ăn nhẹ.

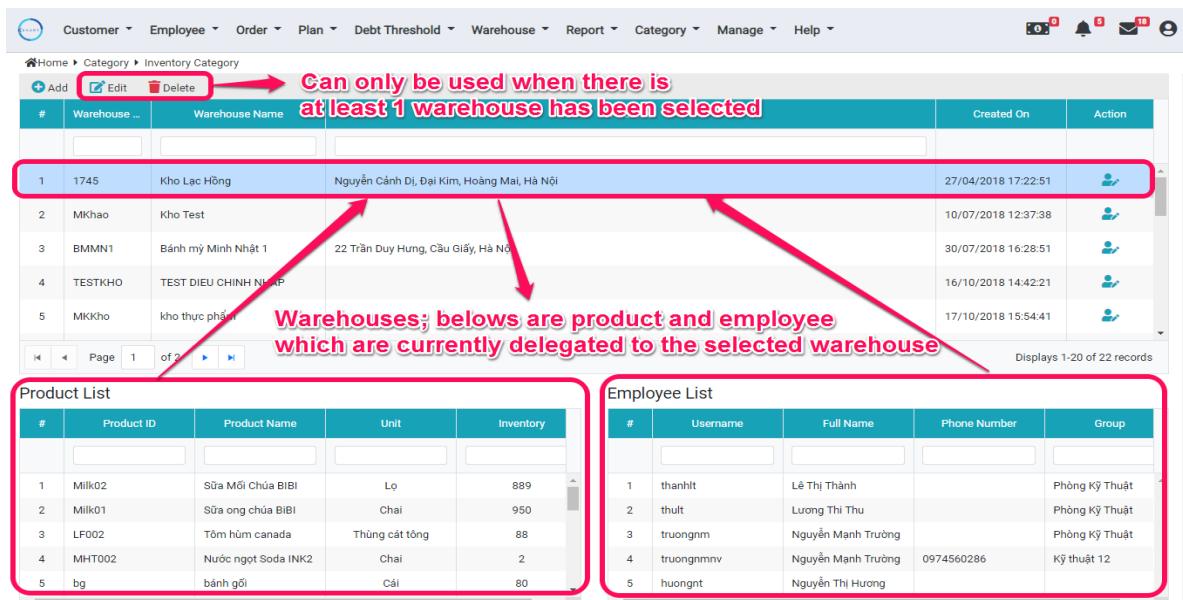


The screenshot shows a modal dialog box titled 'Add Item Types'. It contains fields for 'Group' (Nhóm Kinh Doanh cơ sở 1) and 'Product Type' (Product Type dropdown). A large red box highlights the 'Save' and 'Cancel' buttons at the bottom. Red arrows point from the text 'Step 1: Select Group and Product Type' to the 'Group' field and the 'Product Type' dropdown, and from the text 'Step 2: Press Save (or Cancel)' to the 'Save' button.

IV. CREATE DISCOUNT, WAREHOUSE (OPTIONAL)

1. Discount Program

On menu, select “Order”, choose “Discount”



Can only be used when there is at least 1 warehouse has been selected

Warehouses; belows are product and employee which are currently delegated to the selected warehouse

#	Warehouse ...	Warehouse Name	Address	Created On	Action
1	1745	Kho Lạc Hồng	Nguyễn Cảnh Di, Đại Kim, Hoàng Mai, Hà Nội	27/04/2018 17:22:51	
2	MKhao	Kho Test		10/07/2018 12:37:38	
3	BMMN1	Bánh mỳ Minh Nhật 1	22 Trần Duy Hưng, Cầu Giấy, Hà Nội	30/07/2018 16:28:51	
4	TESTKHO	TEST DIEU CHINH NHAP		16/10/2018 14:42:21	
5	MKKho	kho thực phẩm		17/10/2018 15:54:41	

Displays 1-20 of 22 records

#	Product ID	Product Name	Unit	Inventory
1	Milk02	Sữa Mối Chúa BIBI	Lọ	889
2	Milk01	Sữa ong chúa BIBI	Chai	950
3	LF002	Tôm hùm canada	Thùng cát tông	88
4	MHT002	Nước ngọt Soda INK2	Chai	2
5	bg	bánh gối	Cái	80

#	Username	Full Name	Phone Number	Group
1	thanhlt	Lê Thị Thành		Phòng Kỹ Thuật
2	thuct	Lương Thị Thu		Phòng Kỹ Thuật
3	truongnm	Nguyễn Manh Trường		Phòng Kỹ Thuật
4	truongnmnv	Nguyễn Manh Trường	0974560286	Kỹ thuật 12
5	huongnt	Nguyễn Thị Hương		

Insert details of discount:

Discount Program Information

Program Name (*)	<input type="text" value="chiết khấu % - đạt số tiền"/>		
Discount Type (*)	<input type="text" value="Mua sản phẩm - đạt số tiền - chiết khấu SP (%)"/>	From (*)	To (*)
	<input type="text" value="16/01/2020"/>	<input type="text" value="08/02/2020"/>	
Note	<input type="text" value="Note"/>		
<input checked="" type="checkbox"/> Effective			

Choose product(s) to apply the discount program

Discount Information Apply To Product

Wholesale discount Percentage	Wholesale Cast Discount	Retail discount Percentage (%)	Retail Cast Discount
<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
<input type="button" value="Update For All Products"/>			

Note: Different discounts have different nature. Example:

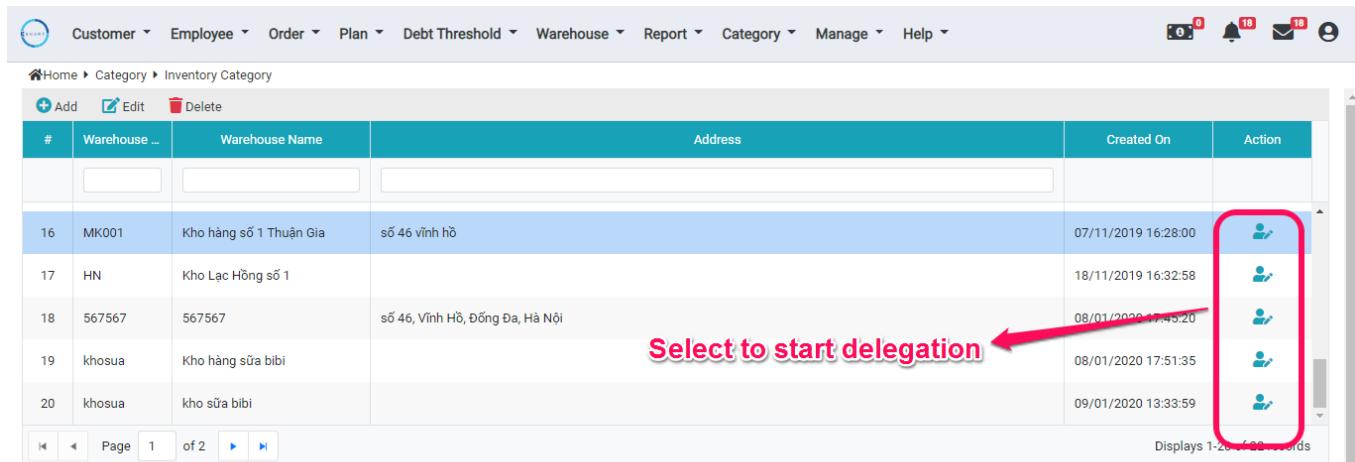
- Buy products – give away products program: User has to choose products that qualified for the program, then choose giveaway products.
- Reach quantity/value and then qualified for the products: the minimum value/quantity (or maximum – optional) must be added

2. Inventory management

On Menu, select “Category”, choose “Inventory Category”

Delegate warehouse to employee:

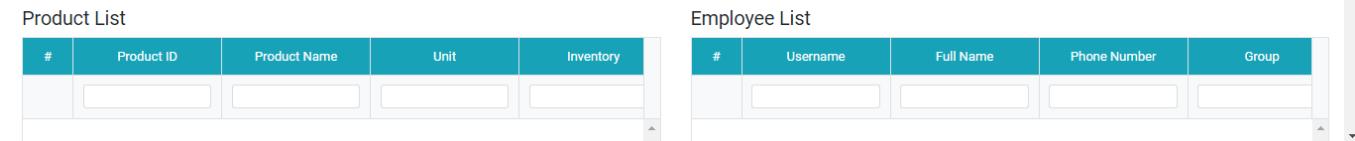
Only employee in charge of the warehouse can see inventory in that warehouse.



The screenshot shows a table of warehouse records. The last column contains delegation icons. A red arrow points to one of these icons with the text "Select to start delegation".

#	Warehouse ...	Warehouse Name	Address	Created On	Action
16	MK001	Kho hàng số 1 Thuận Gia	số 46 vĩnh hồ	07/11/2019 16:28:00	
17	HN	Kho Lạc Hồng số 1		18/11/2019 16:32:58	
18	567567	567567	số 46, Vĩnh Hồ, Đống Đa, Hà Nội	08/01/2020 17:45:20	
19	khosua	Kho hàng sữa bibi		08/01/2020 17:51:35	
20	khosua	kho sữa bibi		09/01/2020 13:33:59	

Page 1 of 2 Displays 1-20 of 22 records



Product List, Employee List, and Delegating Employee By Warehouse dialog boxes are shown.

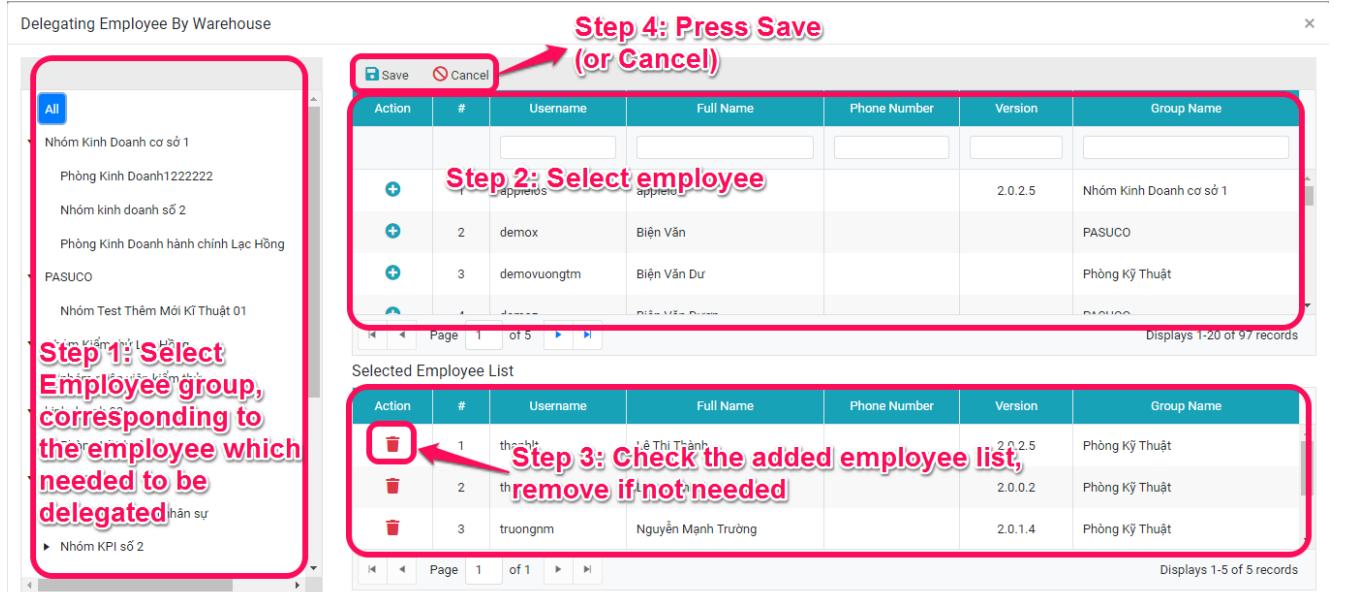
Delegating Employee By Warehouse

Step 1: Select Employee group, corresponding to the employee which needed to be delegated

Step 2: Select employee

Step 3: Check the added employee list, remove if not needed

Step 4: Press Save (or Cancel)



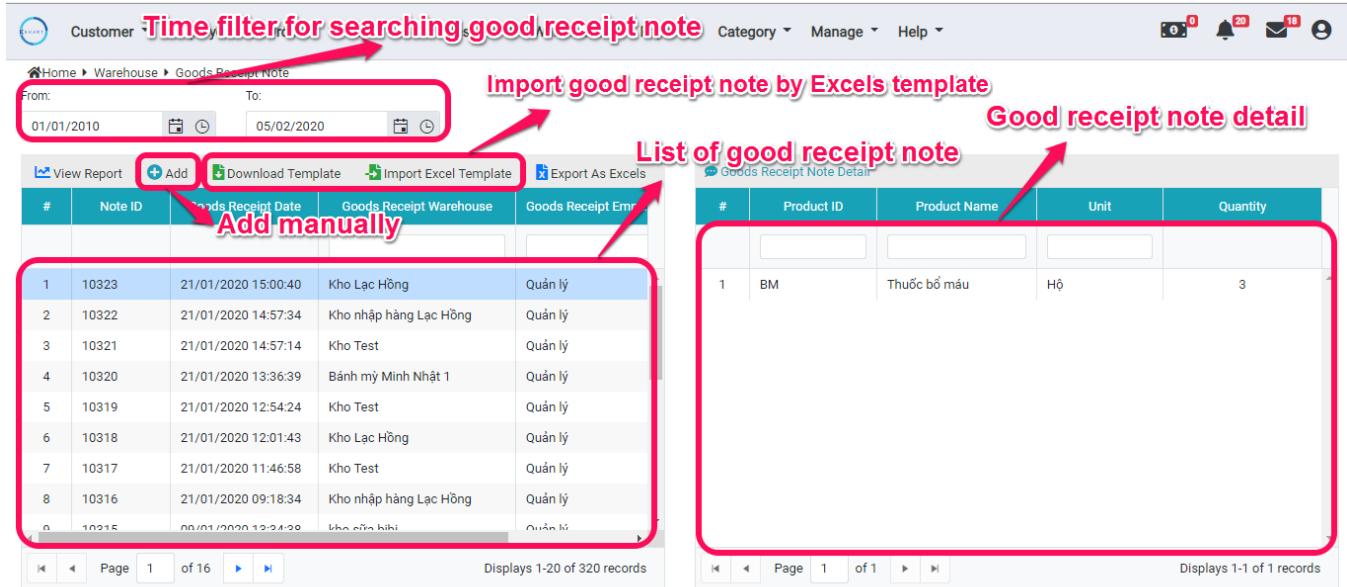
The screenshot shows the "Delegating Employee By Warehouse" dialog box. It includes three main sections:

- Employee group selection:** A tree view on the left labeled "All" with categories like Nhóm Kinh Doanh cơ sở 1, Phòng Kinh Doanh1222222, Nhóm kinh doanh số 2, Phòng Kinh Doanh hành chính Lạc Hồng, PASUCO, and Nhóm Test Thêm Mới Kĩ Thuật 01. A red box highlights this section with the annotation "Step 1: Select Employee group, corresponding to the employee which needed to be delegated".
- Employee selection:** A table listing employees with columns: Action, #, Username, Full Name, Phone Number, Version, and Group Name. Three employees are listed: demox (Biên Văn), demovuongtm (Biên Văn Dư), and truongnm (Nguyễn Mạnh Trường). A red box highlights this section with the annotation "Step 2: Select employee".
- Selected Employee List:** A table showing the selected employees with the same columns. The first employee, thietthi, is highlighted with a red box and a delete icon, with the annotation "Step 3: Check the added employee list, remove if not needed".

Step 4: Press Save (or Cancel)

3. Goods Receipt Note

On Menu, select “Warehouse”, choose “Goods Receipt Note”

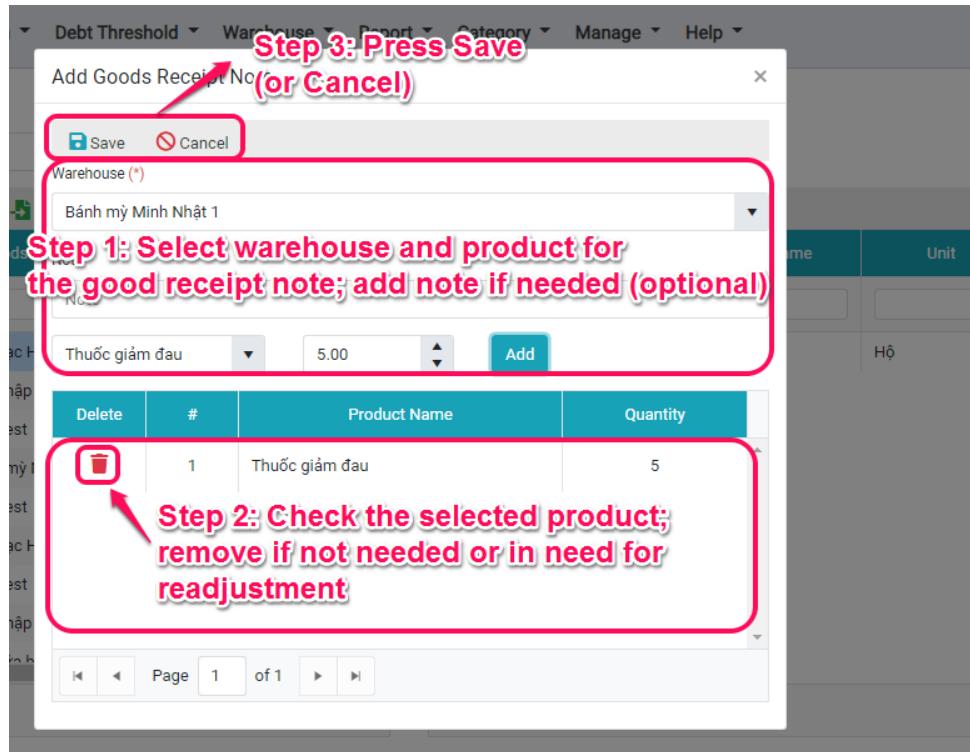


The screenshot shows the 'Goods Receipt Note' module interface. At the top, there is a time filter labeled 'Time filter for searching good receipt note' with date fields from '01/01/2010' to '05/02/2020'. Below the filter are buttons for 'Import good receipt note by Excel template', 'View Report', 'Add' (highlighted with a red arrow), 'Download Template', 'Import Excel Template', and 'Export As Excel'. A red box highlights the 'Add' button with the text 'Add manually'. To the right, a red box highlights the 'Good receipt note detail' section, which displays a single record: Product ID BM, Product Name Thuốc bổ máu, Unit Hộ, and Quantity 3. The main panel shows a list of 320 records with columns: #, Note ID, Goods Receipt Date, Goods Receipt Warehouse, and Goods Receipt Employee. The first few records are listed below:

#	Note ID	Goods Receipt Date	Goods Receipt Warehouse	Goods Receipt Employee
1	10323	21/01/2020 15:00:40	Kho Lạc Hồng	Quản lý
2	10322	21/01/2020 14:57:34	Kho nhập hàng Lạc Hồng	Quản lý
3	10321	21/01/2020 14:57:14	Kho Test	Quản lý
4	10320	21/01/2020 13:36:39	Bánh mỳ Minh Nhật 1	Quản lý
5	10319	21/01/2020 12:54:24	Kho Test	Quản lý
6	10318	21/01/2020 12:01:43	Kho Lạc Hồng	Quản lý
7	10317	21/01/2020 11:46:58	Kho Test	Quản lý
8	10316	21/01/2020 09:18:34	Kho nhập hàng Lạc Hồng	Quản lý
...	10315	09/01/2020 12:24:20	Kho cũn hiki	Quản lý

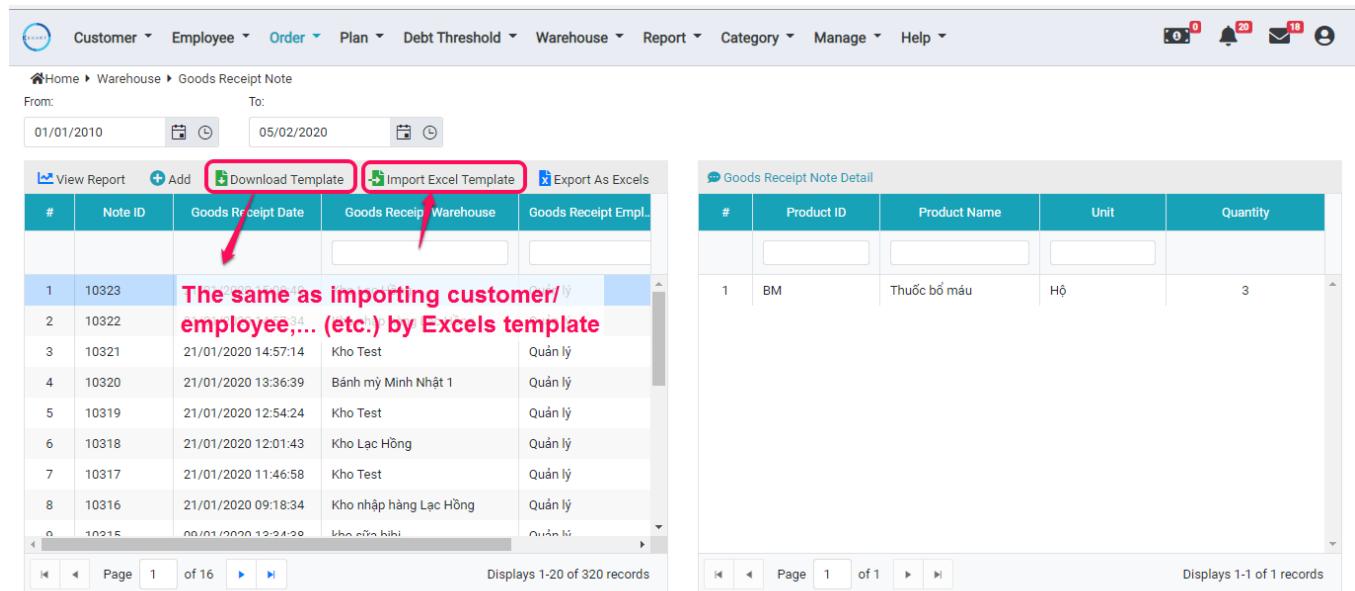
Below the table are navigation buttons: Page 1 of 16, and a message 'Displays 1-20 of 320 records'.

Option 1: Manually stock each product



Option 2: Upload with excel template

Download excel template and fill the data in:



The same as importing customer/ employee... (etc.) by Excels template

#	Note ID	Goods Receipt Date	Goods Receipt Note	Warehouse	Goods Receipt Employee
1	10323	21/01/2020 14:57:14	Bánh mỳ Minh Nhật 1	Kho Test	Quán lý
2	10322	21/01/2020 13:36:39	Bánh mỳ Minh Nhật 1	Kho Test	Quán lý
3	10321	21/01/2020 12:54:24	Bánh mỳ Minh Nhật 1	Kho Test	Quán lý
4	10320	21/01/2020 12:01:43	Bánh mỳ Minh Nhật 1	Kho Lạc Hồng	Quán lý
5	10317	21/01/2020 11:46:58	Bánh mỳ Minh Nhật 1	Kho Lạc Hồng	Quán lý
6	10316	21/01/2020 09:18:34	Bánh mỳ Minh Nhật 1	Kho Lạc Hồng	Quán lý
7	10315	21/01/2020 08:59:20	Bánh mỳ Minh Nhật 1	Kho Lạc Hồng	Quán lý

Displays 1-20 of 320 records

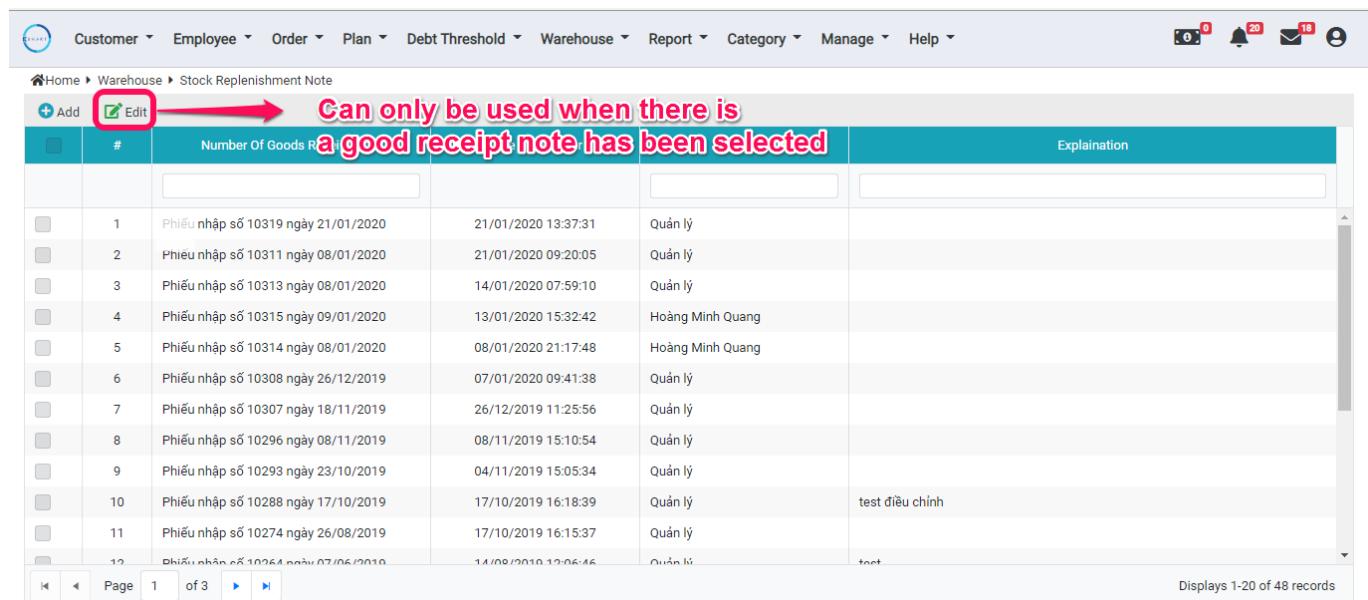
#	Product ID	Product Name	Unit	Quantity
1	BM	Thuốc bổ máu	Hộ	3

Displays 1-1 of 1 records

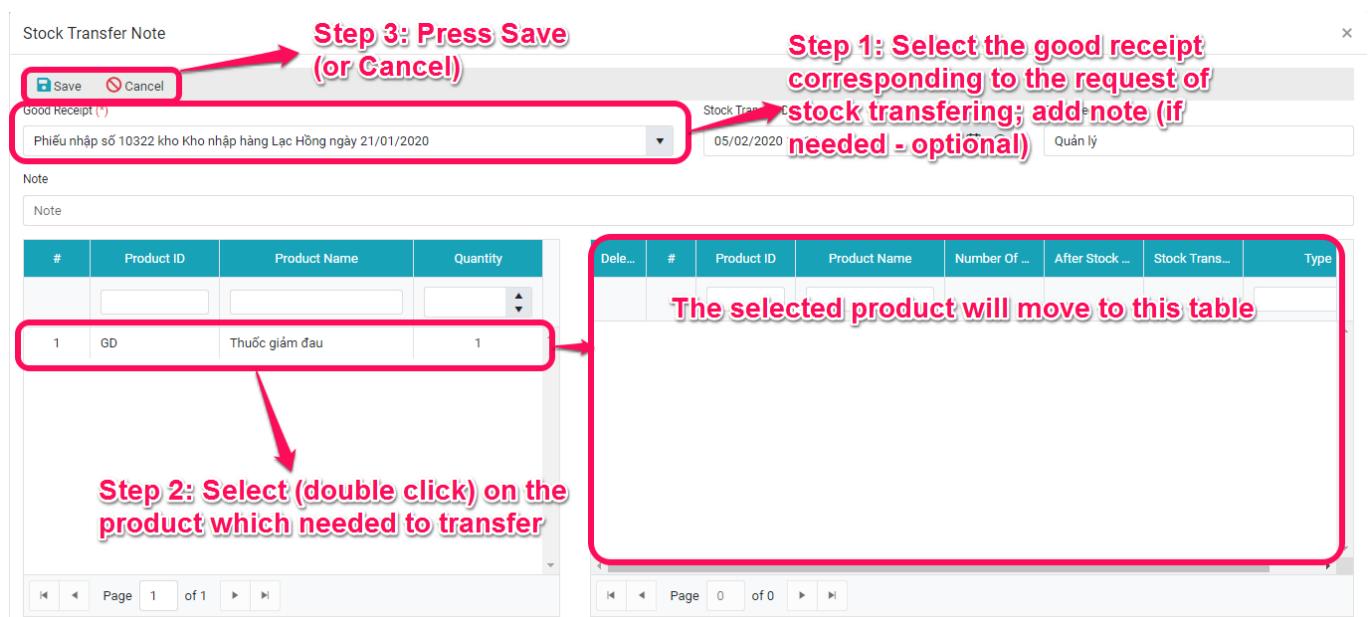
4. Stock Replenishment Note

User can transfer goods among warehouses

On Menu, choose Warehouse, then select Stock Replenishment Note:



The screenshot shows a list of 48 records, each containing a checkbox, a number, a note, a date, and a name. A red box highlights the 'Edit' button in the top-left corner of the header. A red arrow points from this button to the text 'Can only be used when there is a good receipt note has been selected'.

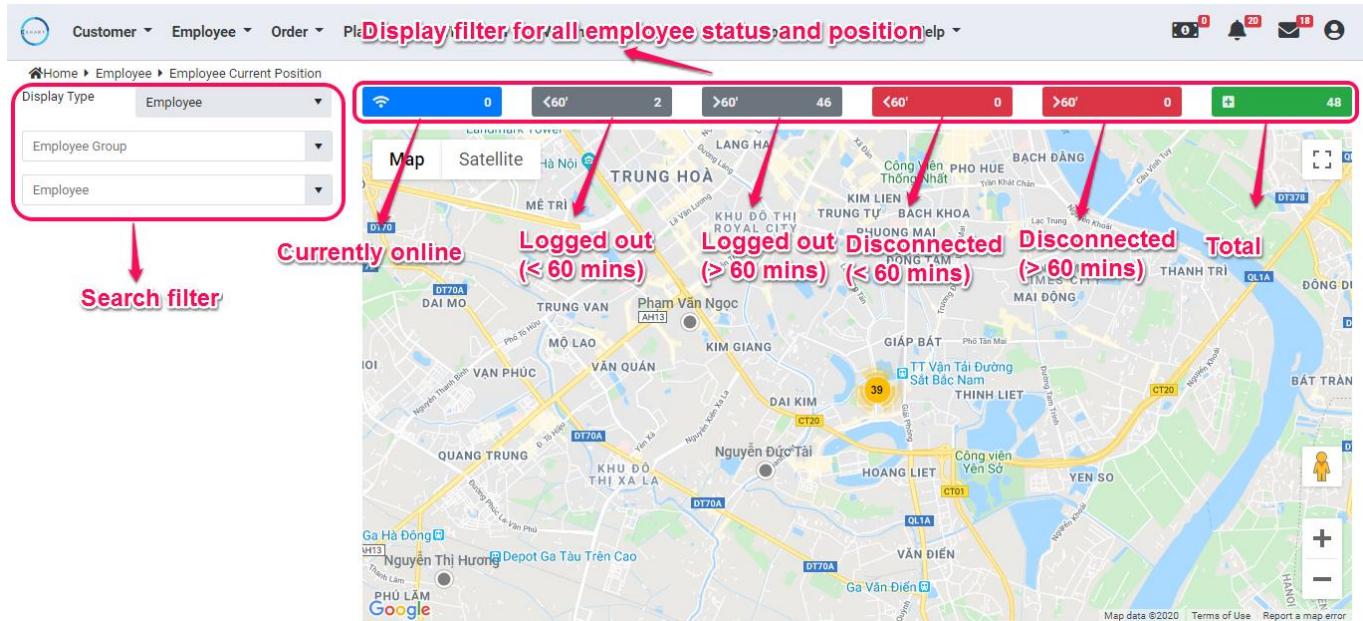



The screenshot shows the 'Stock Transfer Note' creation interface. It includes fields for 'Good Receipt', 'Stock Transfer Date', 'Note', and a product table. A red box highlights the 'Good Receipt' dropdown. A red arrow points from the 'Save' button to the text 'Step 3: Press Save (or Cancel)'. Another red arrow points from the 'Good Receipt' dropdown to the text 'Step 1: Select the good receipt corresponding to the request of stock transferring; add note (if needed - optional)'. A red box highlights the product table. A red arrow points from the selected product row to the text 'The selected product will move to this table'.

C. EMPLOYEE REPORT

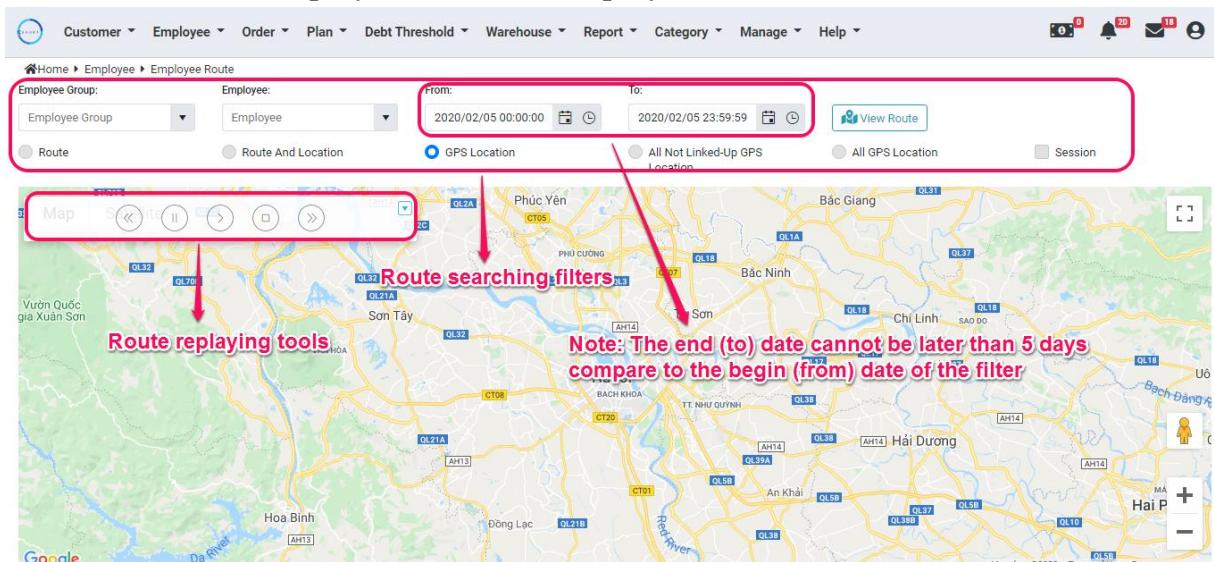
I. Employee current position

On Menu, select “Employee”, choose “Employee current position”



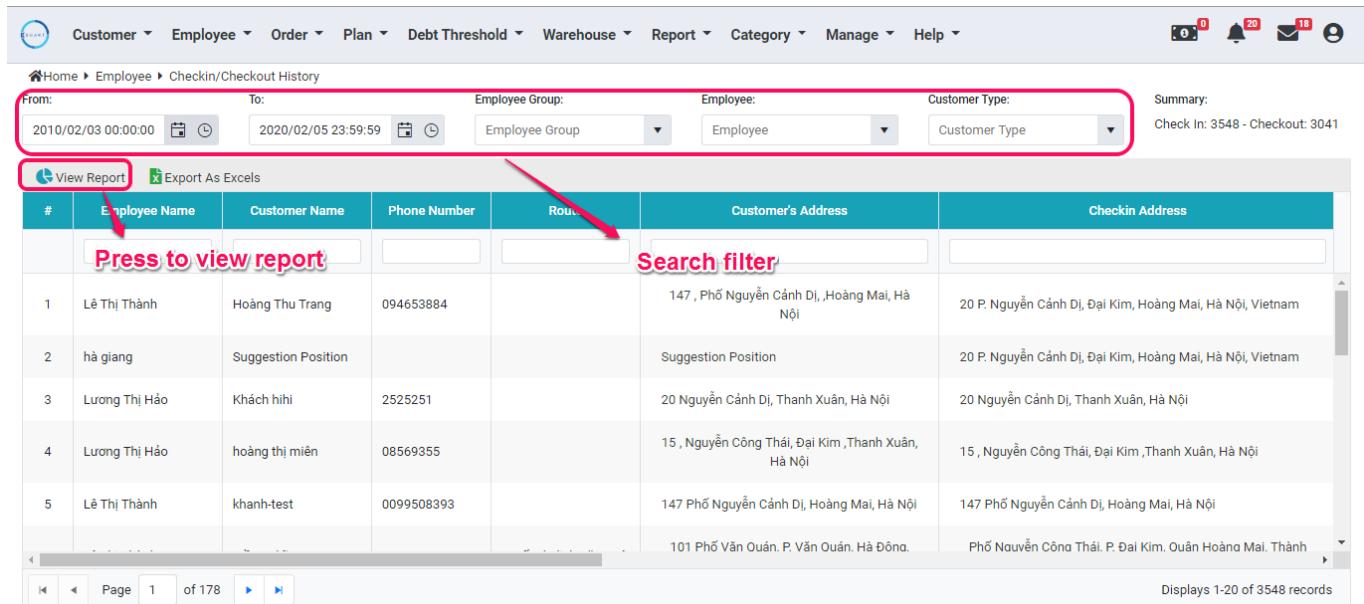
II. EMPLOYEE ROUTE

On Menu, select “Employee”, choose “Employee route”



III. CHECKIN/CHECKOUT HISTORY

On Menu, choose “Employee”, select “Checkin/checkout history”

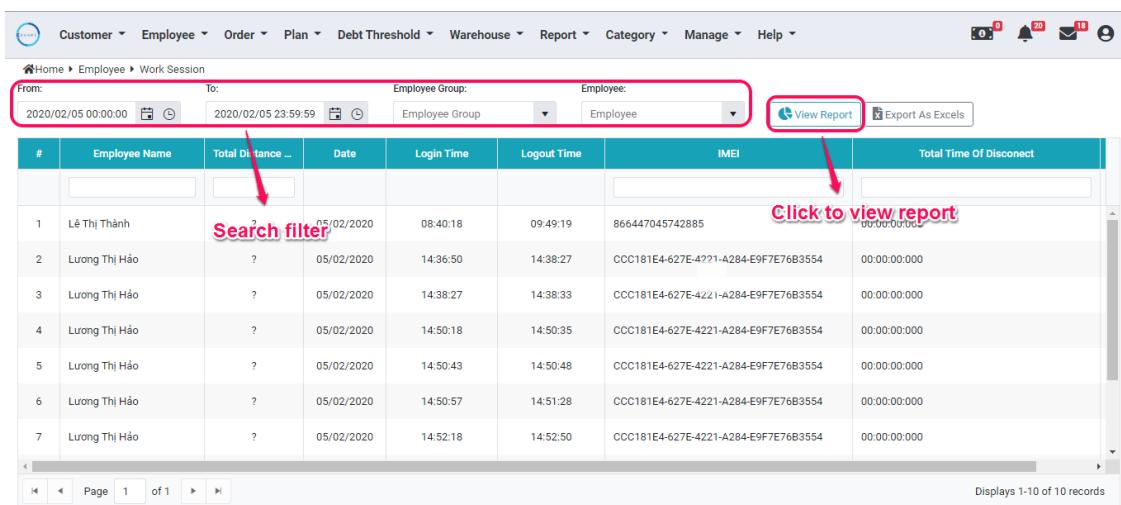


#	Employee Name	Customer Name	Phone Number	Route	Customer's Address	Checkin Address
1	Lê Thị Thành	Hoàng Thu Trang	094653884		147 , Phố Nguyễn Cảnh Di, Hoàng Mai, Hà Nội	20 P. Nguyễn Cảnh Di, Đại Kim, Hoàng Mai, Hà Nội, Vietnam
2	hà giang	Suggestion Position			Suggestion Position	20 P. Nguyễn Cảnh Di, Đại Kim, Hoàng Mai, Hà Nội, Vietnam
3	Lương Thị Hảo	Khách hihii	2525251		20 Nguyễn Cảnh Di, Thanh Xuân, Hà Nội	20 Nguyễn Cảnh Di, Thanh Xuân, Hà Nội
4	Lương Thị Hảo	hoàng thi miên	08569355		15 , Nguyễn Công Thái, Đại Kim ,Thanh Xuân, Hà Nội	15 , Nguyễn Công Thái, Đại Kim ,Thanh Xuân, Hà Nội
5	Lê Thị Thành	khanhh-test	0099508393		147 Phố Nguyễn Cảnh Di, Hoàng Mai, Hà Nội	147 Phố Nguyễn Cảnh Di, Hoàng Mai, Hà Nội
					101 Phố Văn Quán. P. Văn Quán. Hà Đông.	Phố Nauvien Công Thái. P. Đại Kim. Quận Hoàn Mai. Thành

Displays 1-20 of 3548 records

IV. WORK SESSION

On Menu, select “Employee”, choose “Work session”

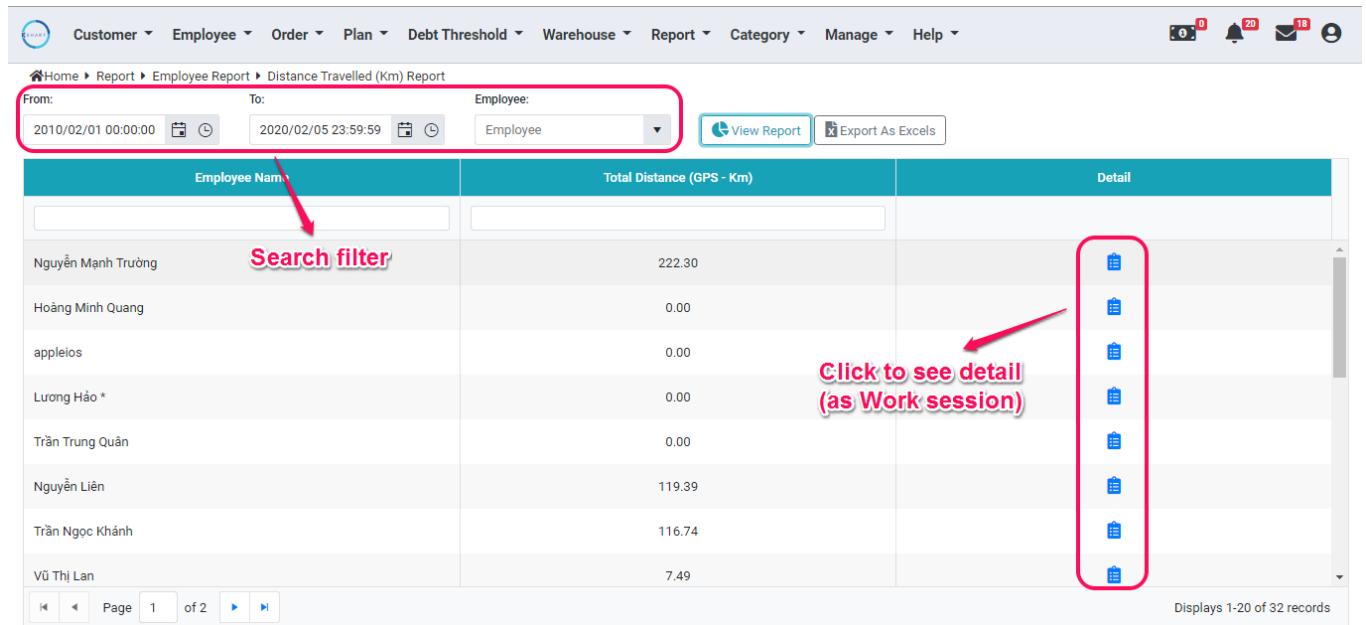


#	Employee Name	Total Distance ...	Date	Login Time	Logout Time	IMEI	Total Time Of Disconnect
1	Lê Thị Thành	?	05/02/2020	08:40:18	09:49:19	866447045742885	00:00:00:00
2	Lương Thị Hảo	?	05/02/2020	14:36:50	14:38:27	CCC181E4-627E-4221-A284-E9F7E76B3554	00:00:00:00
3	Lương Thị Hảo	?	05/02/2020	14:38:27	14:38:33	CCC181E4-627E-4221-A284-E9F7E76B3554	00:00:00:00
4	Lương Thị Hảo	?	05/02/2020	14:50:18	14:50:35	CCC181E4-627E-4221-A284-E9F7E76B3554	00:00:00:00
5	Lương Thị Hảo	?	05/02/2020	14:50:43	14:50:48	CCC181E4-627E-4221-A284-E9F7E76B3554	00:00:00:00
6	Lương Thị Hảo	?	05/02/2020	14:50:57	14:51:28	CCC181E4-627E-4221-A284-E9F7E76B3554	00:00:00:00
7	Lương Thị Hảo	?	05/02/2020	14:52:18	14:52:50	CCC181E4-627E-4221-A284-E9F7E76B3554	00:00:00:00

Displays 1-10 of 10 records

V. STOP BY REPORT, DISTANCE TRAVELED (KM) REPORT

On Menu, choose “Report”, then select “Employee report”, select “Distance travelled (km) report” or “Distance report”

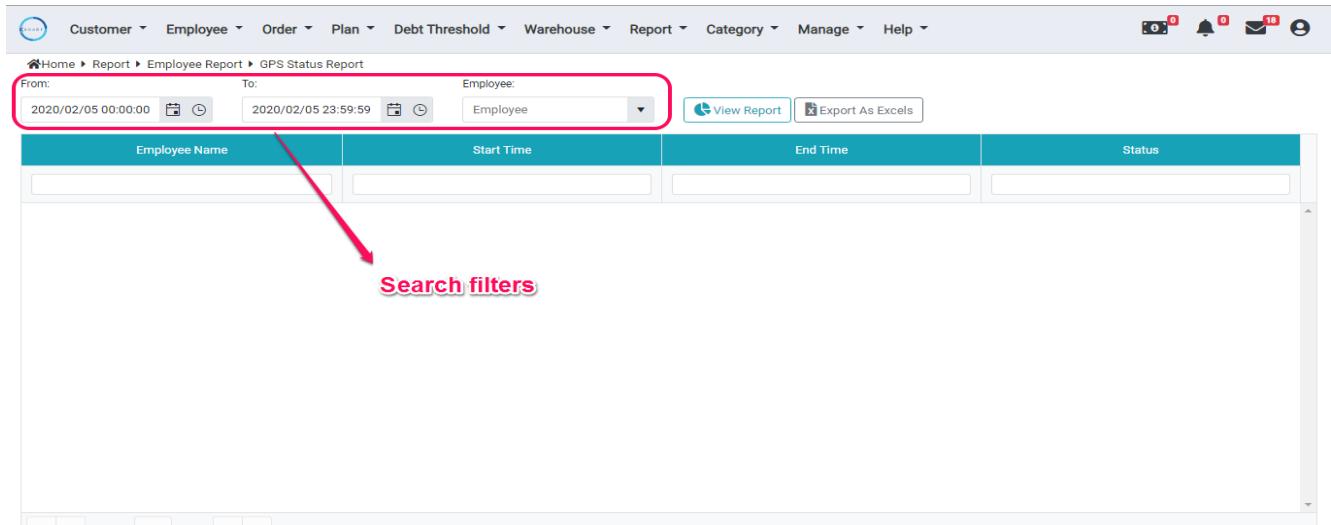


Employee Name	Total Distance (GPS - Km)	Detail
Nguyễn Mạnh Trường	222.30	
Hoàng Minh Quang	0.00	
appleios	0.00	
Lương Hảo *	0.00	
Trần Trung Quân	0.00	
Nguyễn Liên	119.39	
Trần Ngọc Khánh	116.74	
Vũ Thị Lan	7.49	

Displays 1-20 of 32 records

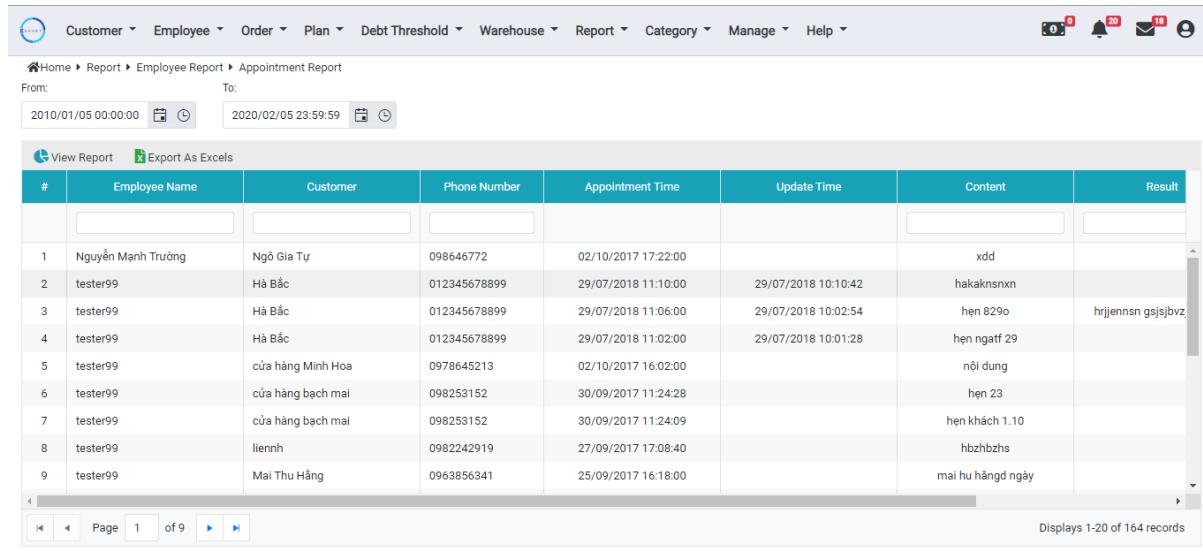
VI. GPS STATUS REPORT

On Menu, select “Report”, then choose “Employee report”, select “GPS status Report” or “Fake GPS status Report”



VII. APPOINTMENT/TASK REPORT

On Menu, select “Report”, then choose “Employee report”, select “Appointment report” or “Employee task summary report”



#	Employee Name	Customer	Phone Number	Appointment Time	Update Time	Content	Result
1	Nguyễn Mạnh Trường	Ngô Gia Tự	098646772	02/10/2017 17:22:00		xdd	
2	tester99	Hà Bắc	012345678899	29/07/2018 11:10:00	29/07/2018 10:10:42	hakaknsnx	
3	tester99	Hà Bắc	012345678899	29/07/2018 11:06:00	29/07/2018 10:02:54	hẹn 829o	hrjjennsn gsjsjbvz
4	tester99	Hà Bắc	012345678899	29/07/2018 11:02:00	29/07/2018 10:01:28	hẹn ngatf 29	
5	tester99	cửa hàng Minh Hoa	0978645213	02/10/2017 16:02:00		nội dung	
6	tester99	cửa hàng bách mai	098253152	30/09/2017 11:24:28		hẹn 23	
7	tester99	cửa hàng bách mai	098253152	30/09/2017 11:24:09		hẹn khách 1.10	
8	tester99	liennh	0982242919	27/09/2017 17:08:40		hbzhbzhs	
9	tester99	Mai Thu Hằng	0963856341	25/09/2017 16:18:00		mai hu hằngd ngày	

VIII. KPI REPORT (IF THERE IS)

1. Set KPI target for employee

On Menu, select “Employee”, then choose “Task management”, choose “KPI target”.



The screenshot shows the "Employee groups" page. At the top, there is a message: "Need at least 1 employee to use". Below the message, there is a table with columns: #, Apply, Username, Employee Name, Income, Number Of Order, Man-days, and Number Of Visits. The table contains 11 rows of data. A red box highlights the "Employee" column in the table. Red arrows point from the "Employee" column to the "Employee" dropdown in the modal dialog and to the "Employee" column in the main table.

Step 1: Select Employee and the valid target number

Step 2: Press Save (or Cancel)

The modal dialog is titled "Detail". It has two buttons at the top: "Save" (with a checkmark icon) and "Cancel" (with a crossed-out circle icon). The dialog contains fields for "Employee (*)" (dropdown), "Income" (input field with value "0.00"), "Number Of Order" (input field with value "0.00"), "Man-days" (input field with value "0.00"), "Number of Visited Times" (input field with value "0.00"), and "Month of Application" (calendar input field with value "02/2020").

2. KPI report

On Menu, choose “Report”, select “Employee report”, select “Employee KPT Report” or “KPI based on target graph”

Customer Employee Order Plan Debt Threshold Warehouse Report Category Manage Help

Home Report Employee Report Employee KPI Report

Month: February 2020 Employee Group: Employee Group Employee: Employee

View Report Export As Excel

#	Employee Name	Income Target			Order Target			Man-days Target			Visit Target	
		Plan	Reality	Percentage ...	Plan	Reality	Percentage ...	Plan	Reality	Percentage ...	Plan	Reality
1	Nguyễn Thị Hương1	50,000	0	0	20	0	0	20	0	0	15	
2	Đoàn Văn Diệp	20	0	0	10	0	0	30	0	0	40	
3	tester99	252,000	0	0	5	0	0	5	0	0	5	
4	hà phuong	9	0	0	1	0	0	1	0	0	2	
5	Hà Thủ Hoàng	200,000	0	0	1	0	0	1	0	0	1	
6	Lương Hảo *	200,000	0	0	1	0	0	1	0	0	1	
7	Lương Thị Hảo	200,000	0	0	1	0	0	1	1	100	1	
8	Lương Thị Hảo1	200,000	0	0	1	0	0	1	0	0	1	
9	Lương Thị Thu	200,000	0	0	1	0	0	1	0	0	1	

Page 1 of 4
Displays 1-20 of 63 records

118.70.171.240:8330/#

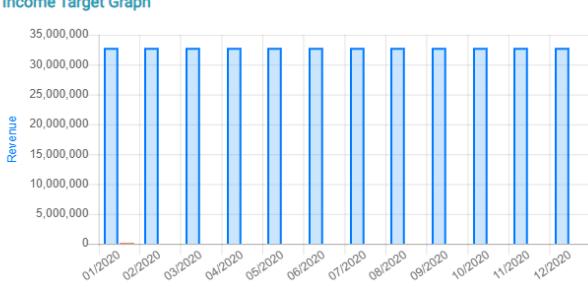
Customer Employee Order Plan Debt Threshold Warehouse Report Category Manage Help

Home Report Employee Report KPI Based On Target Graph

Year: Year 2020

View Report

Income Target Graph



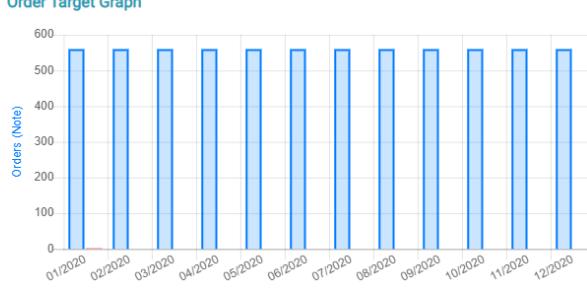
Revenue

0, 5,000,000, 10,000,000, 15,000,000, 20,000,000, 25,000,000, 30,000,000, 35,000,000

01/2020, 02/2020, 03/2020, 04/2020, 05/2020, 06/2020, 07/2020, 08/2020, 09/2020, 10/2020, 11/2020, 12/2020

Plan Reality

Order Target Graph



Orders (Sale)

0, 100, 200, 300, 400, 500, 600

01/2020, 02/2020, 03/2020, 04/2020, 05/2020, 06/2020, 07/2020, 08/2020, 09/2020, 10/2020, 11/2020, 12/2020

Plan Reality

Visit Target Graph



Visit

160, 180

01/2020, 02/2020, 03/2020, 04/2020, 05/2020, 06/2020, 07/2020, 08/2020, 09/2020, 10/2020, 11/2020, 12/2020

Workday Target Graph



Workday

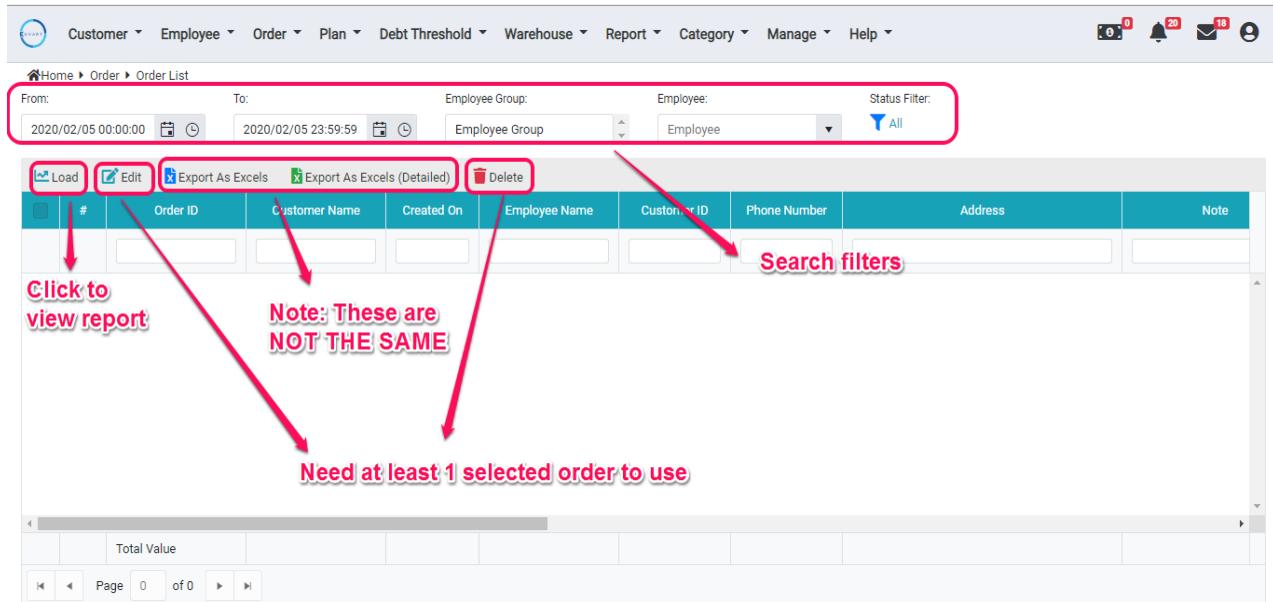
160, 180

01/2020, 02/2020, 03/2020, 04/2020, 05/2020, 06/2020, 07/2020, 08/2020, 09/2020, 10/2020, 11/2020, 12/2020

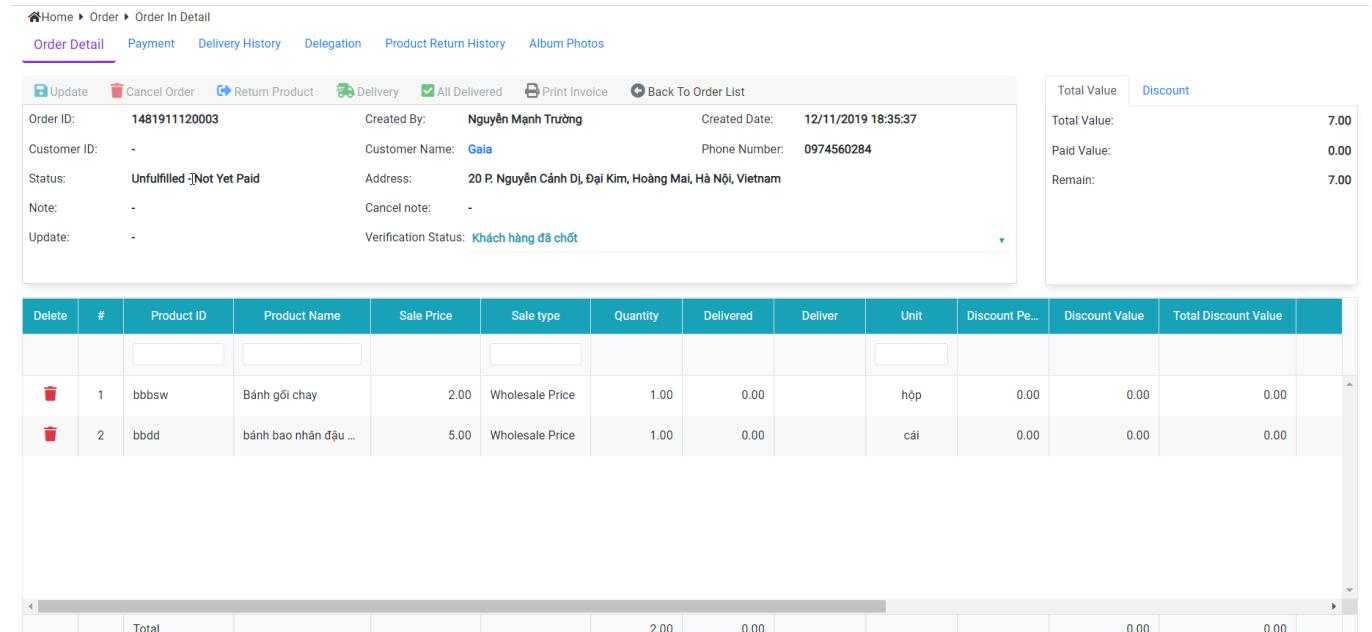
D. REPORT ON ORDER, REVENUE

I. ORDER, REVENUE REPORT

+ On Menu, choose “Order”, then select “Order list” and click on row to view order detail



The screenshot shows the 'Order List' page. At the top, there are date range filters ('From' and 'To'), dropdowns for 'Employee Group' and 'Employee', and a 'Status Filter' set to 'All'. Below the filters is a toolbar with buttons for 'Load' (highlighted with a red box), 'Edit', 'Export As Excel', 'Export As Excel (Detailed)', and 'Delete'. A red arrow points from the 'Load' button to a note: 'Click to view report'. Another red arrow points from the 'Edit' button to a note: 'Note: These are NOT THE SAME'. A third red arrow points from the 'Delete' button to a note: 'Need at least 1 selected order to use'. To the right of the toolbar is a 'Search filters' input field.



The screenshot shows the 'Order In Detail' page. At the top, there are tabs for 'Order Detail', 'Payment', 'Delivery History', 'Delegation', 'Product Return History', and 'Album Photos'. The 'Order Detail' tab is selected. The main area displays order information: Order ID: 1481911120003, Created By: Nguyễn Mạnh Trường, Created Date: 12/11/2019 18:35:37. Customer ID: -, Customer Name: Gia, Phone Number: 0974560284. Status: Unfulfilled - Not Yet Paid, Address: 20 P. Nguyễn Cảnh Di, Đại Kim, Hoàng Mai, Hà Nội, Vietnam. Note: -, Cancel note: -. Update: -, Verification Status: Khách hàng đã chốt. To the right, there are sections for 'Total Value' and 'Discount'. The 'Total Value' section shows: Total Value: 7.00, Paid Value: 0.00, Remain: 7.00. The 'Discount' section is empty. Below this is a table of products:

Delete	#	Product ID	Product Name	Sale Price	Sale type	Quantity	Delivered	Deliver	Unit	Discount Pe...	Discount Value	Total Discount Value
刪	1	bbbsw	Bánh gói chay	2.00	Wholesale Price	1.00	0.00		hộp	0.00	0.00	0.00
刪	2	bbdd	bánh bao nhân đậu ...	5.00	Wholesale Price	1.00	0.00		cái	0.00	0.00	0.00

At the bottom, there is a summary table:

Total	2.00	0.00	0.00	0.00
-------	------	------	------	------

+ On Menu, choose “Order”, then select “Total order”, “Order based on employee report” or “Revenue report and click to view.



Home ▶ Order ▶ Total Order

From: 2019/10/27 00:00:00 To: 2020/02/06 23:59:59

[View Report](#) [Export As Excel](#)

#	Date	Total Order	Unfinished	Finished	Cancel	Not Yet Paid	Partly Paid	Paid	Not Yet Delivered	Pa
1	10/01/2020	1.00	1.00	0.00	0.00	0.00	0.00	1.00	1.00	
2	12/11/2019	3.00	1.00	0.00	2.00	2.00	0.00	1.00	3.00	
3	07/11/2019	1.00	1.00	0.00	0.00	0.00	0.00	1.00	1.00	
4	31/10/2019	3.00	0.00	3.00	0.00	1.00	0.00	2.00	1.00	

Total 8.00 3.00 3.00 2.00 3.00 0.00 5.00 6.00

Page 1 of 1 Displays 1-4 of 4 records

II. REPORTS ON CUSTOMERS, EMPLOYEES, PRODUCTS, ORDERS

+ On Menu, choose “Report”, select “Customer report”, select “Total order based on customer report”, “Customer – product – order Report”, “Customer – product Report”

Eg: Total order based on customer report”

Customer ▶ Employee ▶ Order ▶ Plan ▶ Debt Threshold ▶ Warehouse ▶ Report ▶ Category ▶ Manage ▶ Help

Home ▶ Report ▶ Customer Report ▶ Summary Report Based On Customer

From: 2020/02/01 00:00:00 To: 2020/02/05 23:59:59

Customer: [Customer](#)

[View Report](#) [Export As Excel](#)

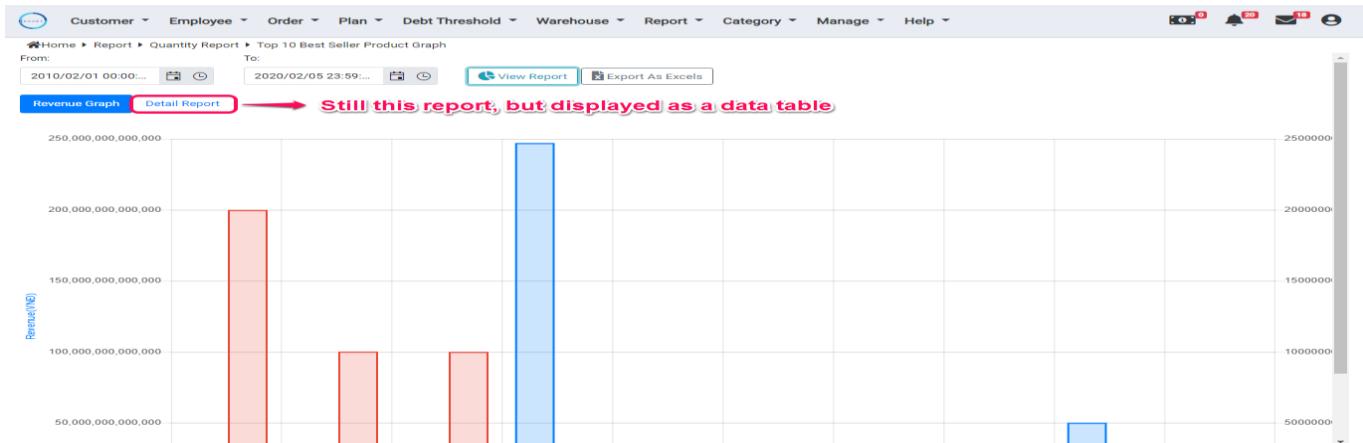
#	Customer Name	Phone Number	Number Of Tak...	Number Of Che...	Number Of Che...	Total Number O...	Unfinished	Finished	Cancel	Not Yet Paid
1	Trần tú lè quyên	076484351	0	0	0	1	1	0	0	1
2	Hoàng Thu Trang	094653884	1	1	1	1	1	0	0	0

Total 1 1 1 2 2 0 0 1

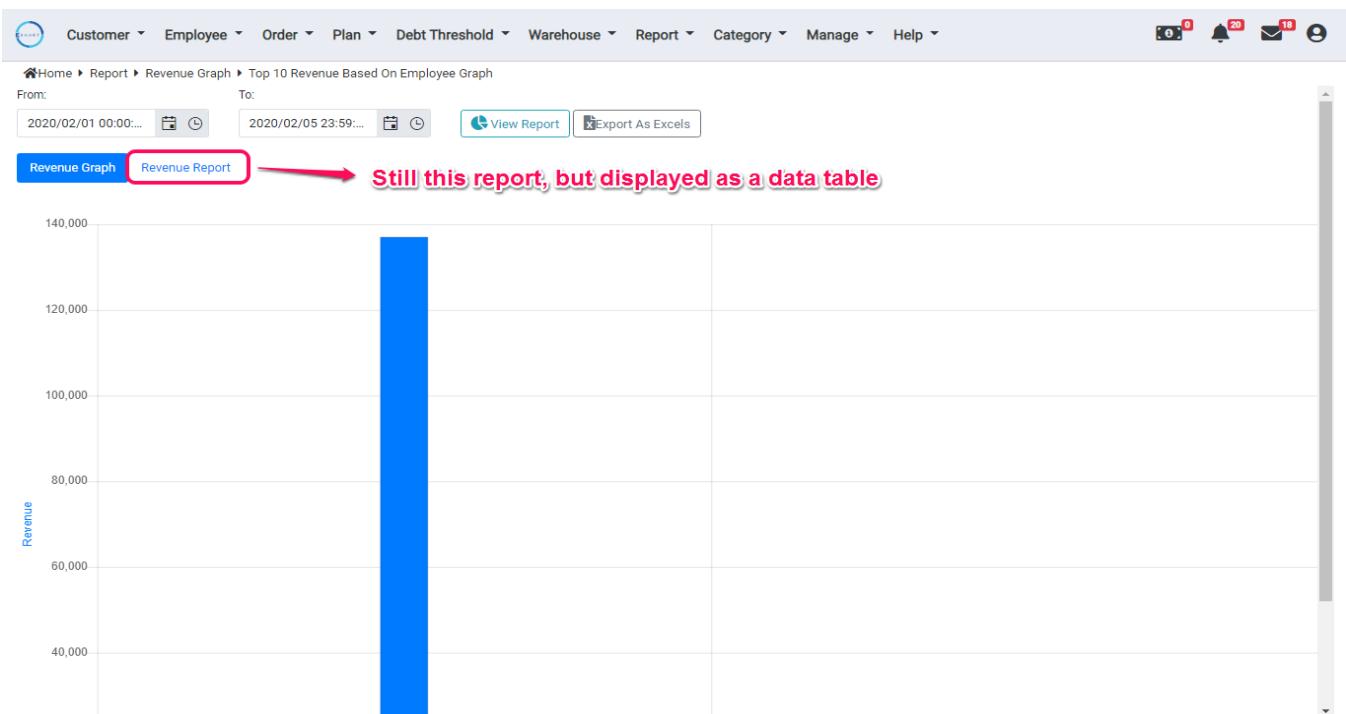
Page 1 of 1 Displays 1-2 of 2 records

+ On Menu, choose “Report”, select “Employee Report”, “Order based on Checkin Report”, “Total order based on employee Report”

E. GRAPH, TOP 10 REPORT



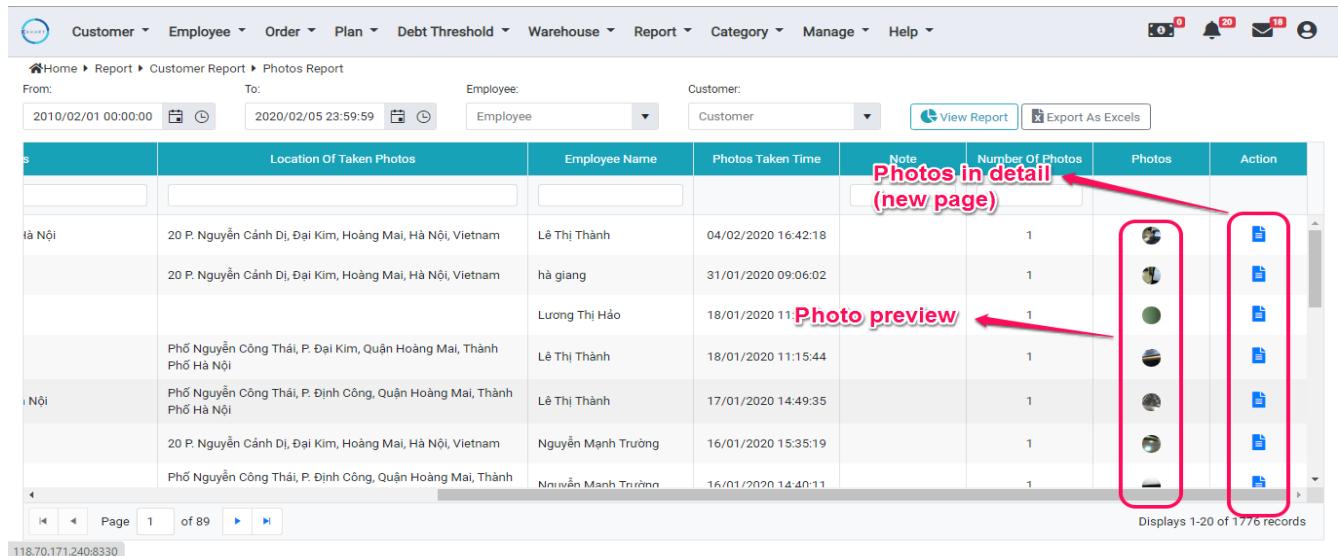
- + On Menu, choose Report, select “Quantity Report”, choose graph reports or top 10 reports on revenue, employee.
- + On Menu, choose Report, select “Revenue Graph”, choose graph reports or top 10 reports on revenue, employee



F. CUSTOMER REPORT

I. PHOTOS REPORT

On Menu, choose “Report”, choose “Customer Report”, select “Photos report”



Customer Report - Photos Report

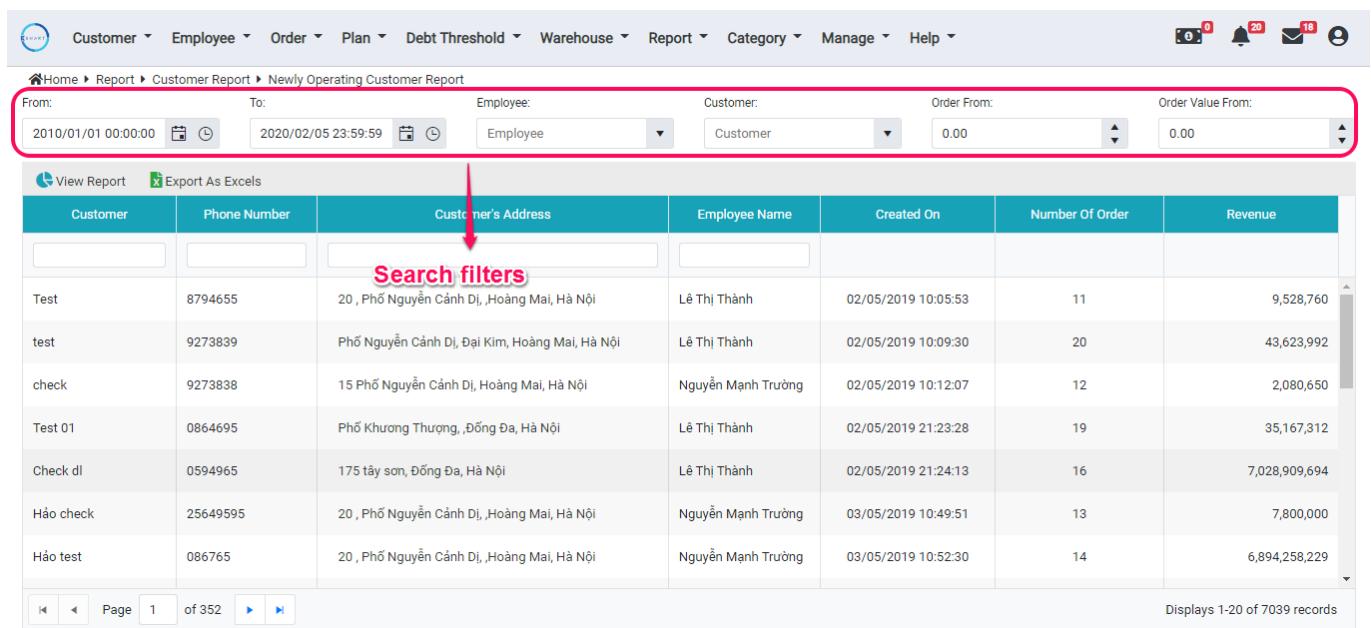
From: 2010/02/01 00:00:00 To: 2020/02/05 23:59:59 Employee: Employee Customer: Customer

	Location Of Taken Photos	Employee Name	Photos Taken Time	Note	Number Of Photos	Photos	Action
Hà Nội	20 P. Nguyễn Cánh Di, Đại Kim, Hoàng Mai, Hà Nội, Vietnam	Lê Thị Thành	04/02/2020 16:42:18		1		
	20 P. Nguyễn Cánh Di, Đại Kim, Hoàng Mai, Hà Nội, Vietnam	hà giang	31/01/2020 09:06:02		1		
		Lương Thị Hảo	18/01/2020 11:15:44		1		
Hà Nội	Phố Nguyễn Công Thái, P. Đại Kim, Quận Hoàng Mai, Thành Phố Hà Nội	Lê Thị Thành	18/01/2020 11:15:44		1		
	Phố Nguyễn Công Thái, P. Định Công, Quận Hoàng Mai, Thành Phố Hà Nội	Lê Thị Thành	17/01/2020 14:49:35		1		
	20 P. Nguyễn Cánh Di, Đại Kim, Hoàng Mai, Hà Nội, Vietnam	Nguyễn Mạnh Trường	16/01/2020 15:35:19		1		
	Phố Nguyễn Công Thái, P. Định Công, Quận Hoàng Mai, Thành Phố Hà Nội	Nguyễn Mạnh Trường	16/01/2020 14:40:11		1		

118.70.171.240:8330

II. NEWLY OPERATING CUSTOMER REPORT

On Menu, choose “report”, choose “Customer Report”, choose “Newly operating customer report”



Customer Report - Newly Operating Customer Report

From: 2010/01/01 00:00:00 To: 2020/02/05 23:59:59 Employee: Employee Customer: Customer Order From: 0.00 Order Value From: 0.00

Customer	Phone Number	Customer's Address	Employee Name	Created On	Number Of Order	Revenue
Test	8794655	20 , Phố Nguyễn Cánh Di ,Hoàng Mai, Hà Nội	Lê Thị Thành	02/05/2019 10:05:53	11	9,528,760
test	9273839	Phố Nguyễn Cánh Di, Đại Kim, Hoàng Mai, Hà Nội	Lê Thị Thành	02/05/2019 10:09:30	20	43,623,992
check	9273838	15 Phố Nguyễn Cánh Di, Hoàng Mai, Hà Nội	Nguyễn Mạnh Trường	02/05/2019 10:12:07	12	2,080,650
Test 01	0864695	Phố Khương Thượng,Đống Đa, Hà Nội	Lê Thị Thành	02/05/2019 21:23:28	19	35,167,312
Check dl	0594965	175 tây son,Đống Đa, Hà Nội	Lê Thị Thành	02/05/2019 21:24:13	16	7,028,909,694
Háo check	25649595	20 , Phố Nguyễn Cánh Di ,Hoàng Mai, Hà Nội	Nguyễn Mạnh Trường	03/05/2019 10:49:51	13	7,800,000
Háo test	086765	20 , Phố Nguyễn Cánh Di ,Hoàng Mai, Hà Nội	Nguyễn Mạnh Trường	03/05/2019 10:52:30	14	6,894,258,229

III. FEEDBACK REPORT

On Menu, choose “Report”, select “Customer report”, next choose” Feedback report”

Home ▶ Report ▶ Customer Report ▶ Feedback Report

From:	To:	Employee:	Customer:					
2019/09/29 00:00:00	2020/02/06 23:59:59	Employee	Customer	View Report	Export As Excel			
#	Date	Customer ID	Customer Name	Phone Number	Address	Employee Name	Feedback Name	Feedback Content
1	11/10/2019	kt	khanh-test	0099508393	147 Phố Nguyễn Cánh Di, Hoàng Mai, Hà Nội	Trần Ngọc Khánh	Khác	aaaaaaaa
2	11/10/2019	kt	khanh-test	0099508393	147 Phố Nguyễn Cánh Di, Hoàng Mai, Hà Nội	Trần Ngọc Khánh	Khác	aaaaaaaa
3	11/10/2019	kt	khanh-test	0099508393	147 Phố Nguyễn Cánh Di, Hoàng Mai, Hà Nội	Trần Ngọc Khánh	Khác	aaaaaaaa
4	11/10/2019	kt	khanh-test	0099508393	147 Phố Nguyễn Cánh Di, Hoàng Mai, Hà Nội	Trần Ngọc Khánh	Khác	aaaaaaaa
5	11/10/2019	kt	khanh-test	0099508393	147 Phố Nguyễn Cánh Di, Hoàng Mai, Hà Nội	Trần Ngọc Khánh	Khác	aaaaaaaa
6	13/10/2019	kt	khanh-test	0099508393	147 Phố Nguyễn Cánh Di, Hoàng Mai, Hà Nội	Trần Ngọc Khánh	Khác	aaaaaaaa
7	13/10/2019	kt	khanh-test	0099508393	147 Phố Nguyễn Cánh Di, Hoàng Mai, Hà Nội	Trần Ngọc Khánh	Khác	aaaaaaaa
8	13/10/2019	kt	khanh-test	0099508393	147 Phố Nguyễn Cánh Di, Hoàng Mai, Hà Nội	Trần Ngọc Khánh	Khác	aaaaaaaa
9	13/10/2019	kt	khanh-test	0099508393	147 Phố Nguyễn Cánh Di, Hoàng Mai, Hà Nội	Trần Ngọc Khánh	Khác	thang12081998
10	13/10/2019	kt	khanh-test	0099508393	147 Phố Nguyễn Cánh Di, Hoàng Mai, Hà Nội	Trần Ngọc Khánh	Khác	aaaaaaaa
11	13/10/2019	kt	khanh-test	0099508393	147 Phố Nguyễn Cánh Di, Hoàng Mai, Hà Nội	Trần Ngọc Khánh	Khác	thang123
12	13/10/2019	kt	khanh-test	0099508393	147 Phố Nguyễn Cánh Di, Hoàng Mai, Hà Nội	Trần Ngọc Khánh	Sản phẩm	thang1998
13	13/10/2019	kt	khanh-test	0099508393	147 Phố Nguyễn Cánh Di, Hoàng Mai, Hà Nội	Trần Ngọc Khánh	Phản hồi giá	thang123
14	13/10/2019	kt	khanh-test	0099508393	147 Phố Nguyễn Cánh Di, Hoàng Mai, Hà Nội	Trần Ngọc Khánh	Khác	thang12081998

Page 1 of 5 [Previous](#) [Next](#) [Last](#)

Displays 1-20 of 91 records

G. SEND AND RECEIVE MESSAGE

I. SEND MESSAGES TO EMPLOYEES

On Menu, choose “Employee”. Choose “Message Manager”, choose “Send messages to employees”

Customer Employee Order Plan Debt Threshold Warehouse Report Category Manage Help

Home > Employee > Message Manager > Send Message To Employee

SEARCH EMPLOYEE

Distance (m):	Connection Status:
0.00	All
<input type="button" value="Search"/>	

CHOOSE EMPLOYEE TO SEND MESSAGE

Tất cả

- Nhóm Kinh Doanh cơ sở 1
- Phòng Kinh Doanh12222
- Nhóm kinh doanh số 2
- Phòng Kinh Doanh hành
- PASUCO
- Nhóm Test Thêm Mới KI
- Nhóm Kiểm thử Lạc Hồng
- nhóm nhân viên kiểm th

#	Full Name	Online Status	Update Time	Action
1	Phạm Thị Hương	Ngoại tuyến	10/08/2018 14:46:52	<input type="button" value="Edit"/>
2	Nguyễn Đức Tài	Ngoại tuyến	22/08/2018 00:07:08	<input type="button" value="Edit"/>
3	Tương Tư Lăng	Ngoại tuyến	03/08/2018 10:05:42	<input type="button" value="Edit"/>
... 1 of 3 ...				

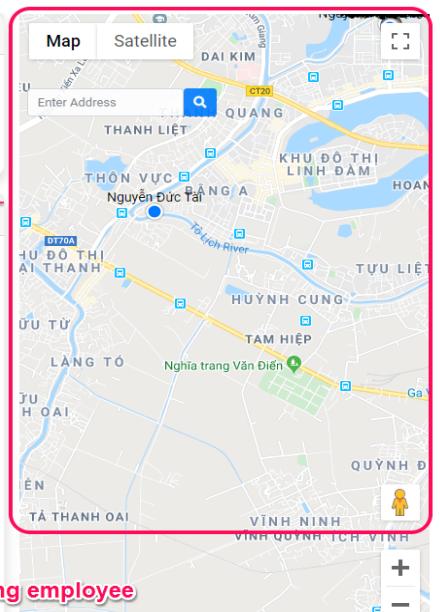
Map **Satellite**

Enter Address: Nguyễn Đức Tài

Search by distance/status/location

Select employee

Employee group: Select to display the corresponding employee



Customer Employee Order Plan Debt Threshold Warehouse Report Category Manage Help

Home > Employee > Message Manager > Send Message To Employee

MESSAGE CONTENT

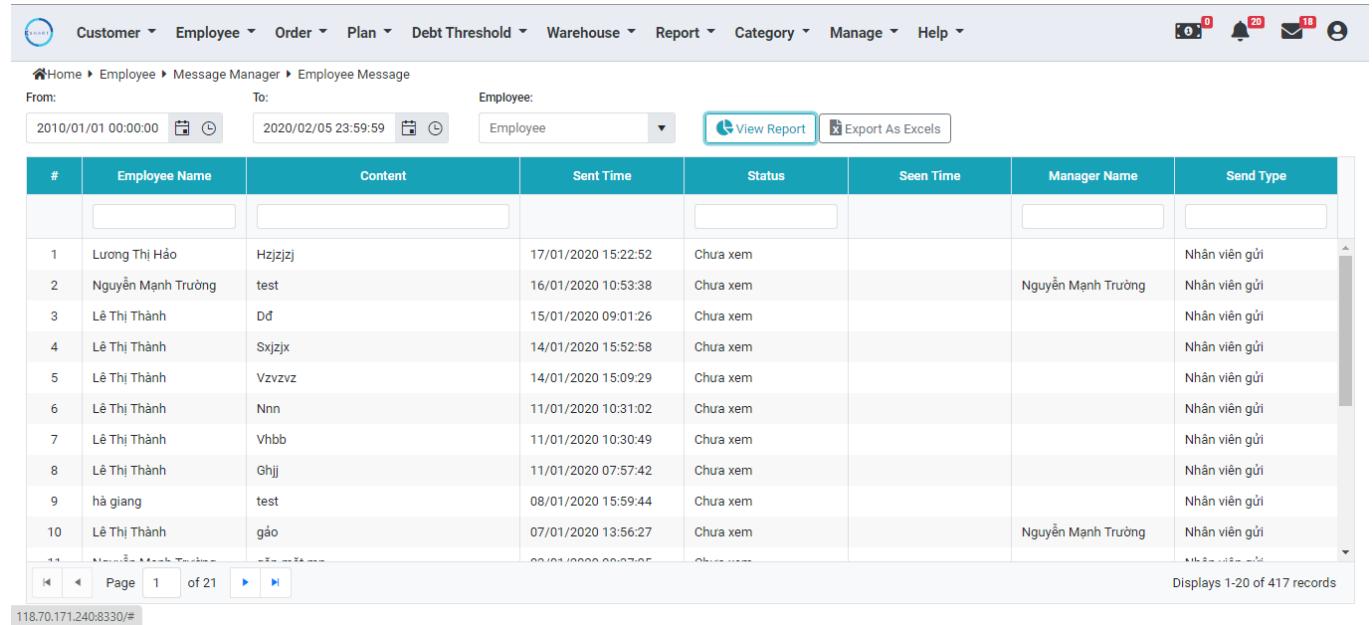
Content:
Enter content here

From the selected employee, enter message content, then click Send to send message



II. CHECK MESSAGES EMPLOYEES SENT

On Menu, choose “Employee”, select “Message manager”, choose “Employee Message”



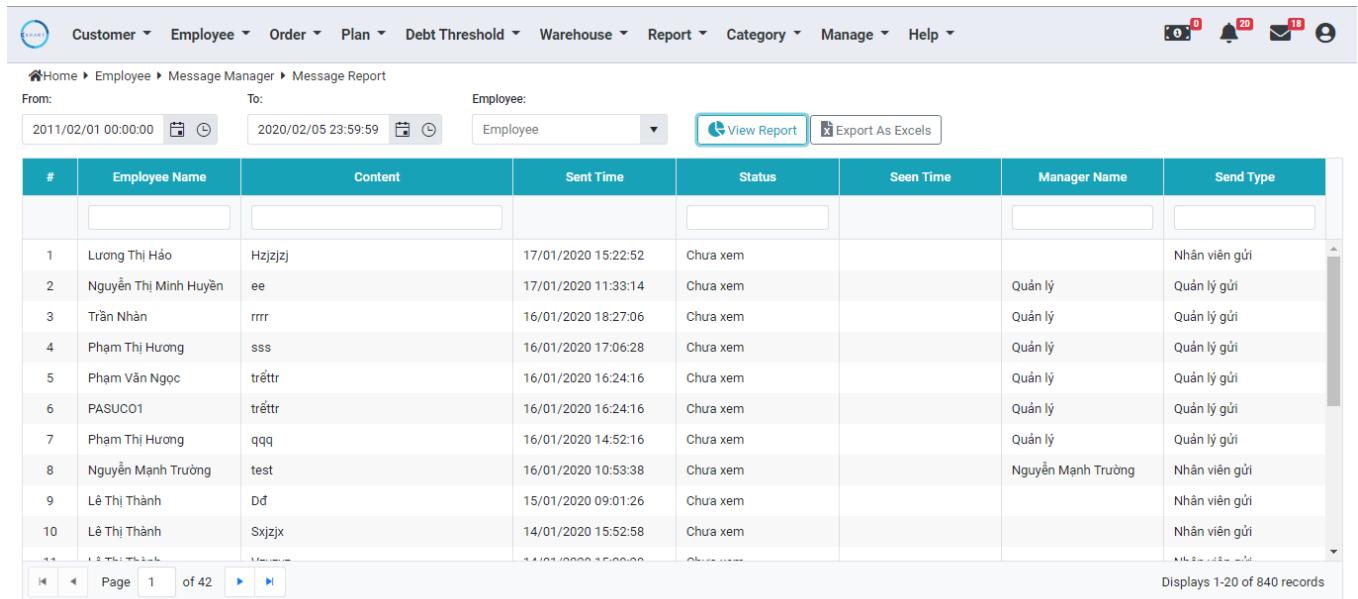
The screenshot shows a software interface for managing employee messages. At the top, there is a navigation bar with links for Customer, Employee, Order, Plan, Debt Threshold, Warehouse, Report, Category, Manage, and Help. Below the navigation bar, there are filters for 'From' (2010/01/01 00:00:00), 'To' (2020/02/05 23:59:59), and 'Employee' (Employee dropdown). There are also buttons for 'View Report' and 'Export As Excel'. The main area displays a table of messages:

#	Employee Name	Content	Sent Time	Status	Seen Time	Manager Name	Send Type
1	Lương Thị Hảo	Hxjzjzj	17/01/2020 15:22:52	Chưa xem			Nhân viên gửi
2	Nguyễn Mạnh Trường	test	16/01/2020 10:53:38	Chưa xem		Nguyễn Mạnh Trường	Nhân viên gửi
3	Lê Thị Thành	Dđ	15/01/2020 09:01:26	Chưa xem			Nhân viên gửi
4	Lê Thị Thành	Sxjzjx	14/01/2020 15:52:58	Chưa xem			Nhân viên gửi
5	Lê Thị Thành	Vzvzvz	14/01/2020 15:09:29	Chưa xem			Nhân viên gửi
6	Lê Thị Thành	Nnn	11/01/2020 10:31:02	Chưa xem			Nhân viên gửi
7	Lê Thị Thành	Vhbb	11/01/2020 10:30:49	Chưa xem			Nhân viên gửi
8	Lê Thị Thành	Ghjj	11/01/2020 07:57:42	Chưa xem			Nhân viên gửi
9	hà giang	test	08/01/2020 15:59:44	Chưa xem			Nhân viên gửi
10	Lê Thị Thành	gáo	07/01/2020 13:56:27	Chưa xem		Nguyễn Mạnh Trường	Nhân viên gửi

At the bottom left, there are page navigation buttons (Back, Forward, Page 1 of 21, Next). At the bottom right, it says "Displays 1-20 of 417 records".

III. MESSAGE REPORT

On Menu, choose “Employee”, choose “Message manager”, select “Message report”



The screenshot shows a software interface for managing message reports. At the top, there is a navigation bar with links for Customer, Employee, Order, Plan, Debt Threshold, Warehouse, Report, Category, Manage, and Help. Below the navigation bar, there are filters for 'From' (2011/02/01 00:00:00), 'To' (2020/02/05 23:59:59), and 'Employee' (Employee dropdown). There are also buttons for 'View Report' and 'Export As Excel'. The main area displays a table of messages:

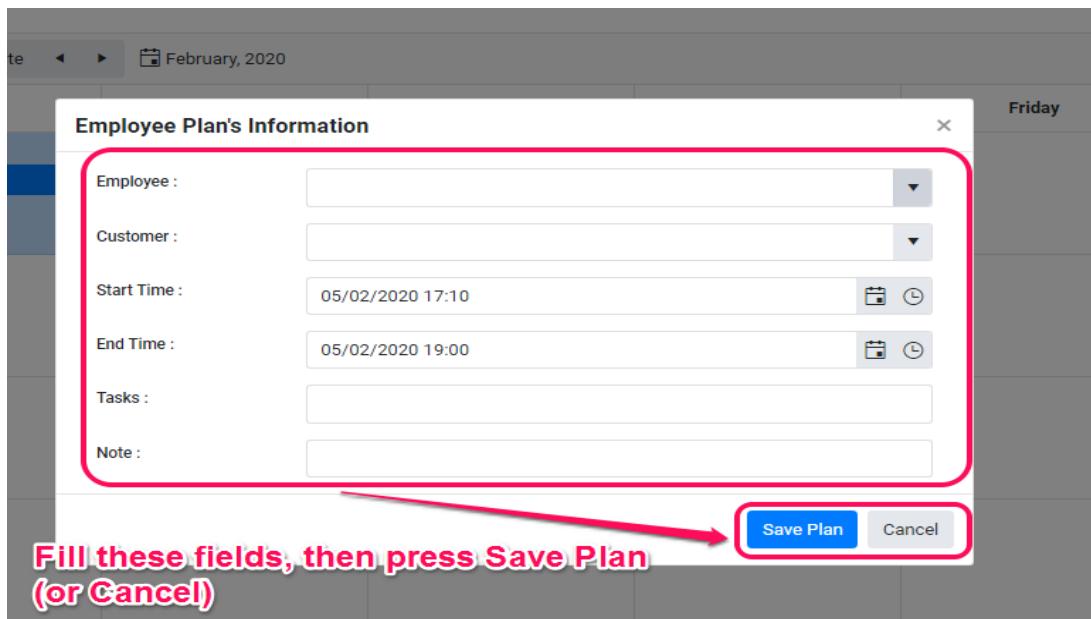
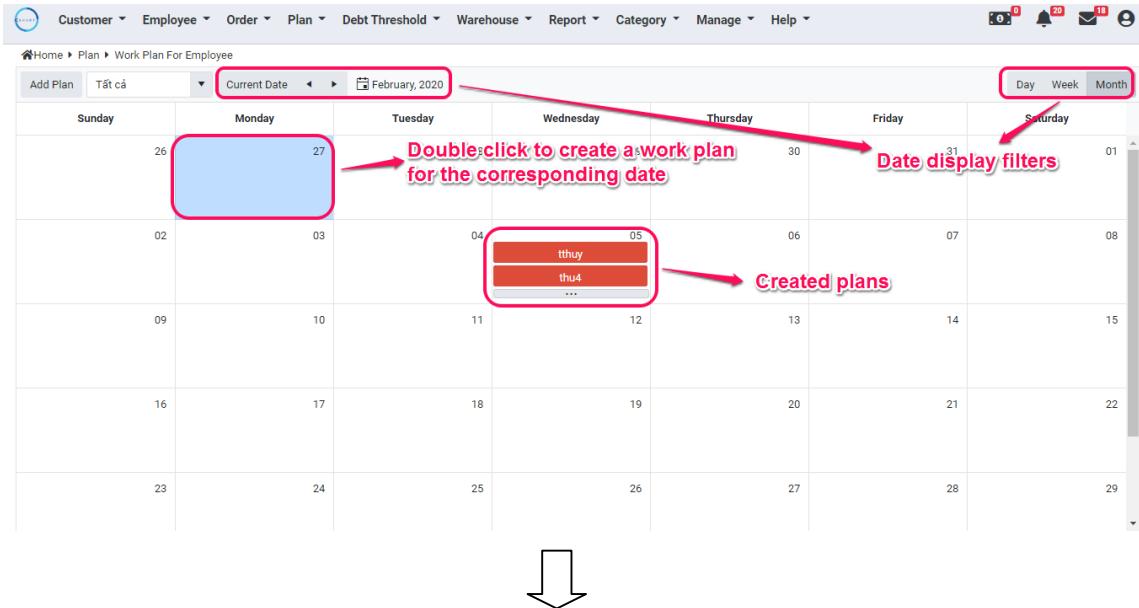
#	Employee Name	Content	Sent Time	Status	Seen Time	Manager Name	Send Type
1	Lương Thị Hảo	Hxjzjzj	17/01/2020 15:22:52	Chưa xem			Nhân viên gửi
2	Nguyễn Thị Minh Huyền	ee	17/01/2020 11:33:14	Chưa xem		Quản lý	Quản lý gửi
3	Trần Nhàn	rrrr	16/01/2020 18:27:06	Chưa xem		Quản lý	Quản lý gửi
4	Phạm Thị Hương	sss	16/01/2020 17:06:28	Chưa xem		Quản lý	Quản lý gửi
5	Phạm Văn Ngọc	trétrr	16/01/2020 16:24:16	Chưa xem		Quản lý	Quản lý gửi
6	PASUC01	trétrr	16/01/2020 16:24:16	Chưa xem		Quản lý	Quản lý gửi
7	Phạm Thị Hương	qqq	16/01/2020 14:52:16	Chưa xem		Quản lý	Quản lý gửi
8	Nguyễn Mạnh Trường	test	16/01/2020 10:53:38	Chưa xem		Nguyễn Mạnh Trường	Nhân viên gửi
9	Lê Thị Thành	Dđ	15/01/2020 09:01:26	Chưa xem			Nhân viên gửi
10	Lê Thị Thành	Sxjzjx	14/01/2020 15:52:58	Chưa xem			Nhân viên gửi

At the bottom left, there are page navigation buttons (Back, Forward, Page 1 of 42, Next). At the bottom right, it says "Displays 1-20 of 840 records".

H. WORK PLAN FOR EMPLOYEE

1. Create work plan based on customer

On Menu, choose “Plan”, choose “Work plan for employee”





2. View employee work plan

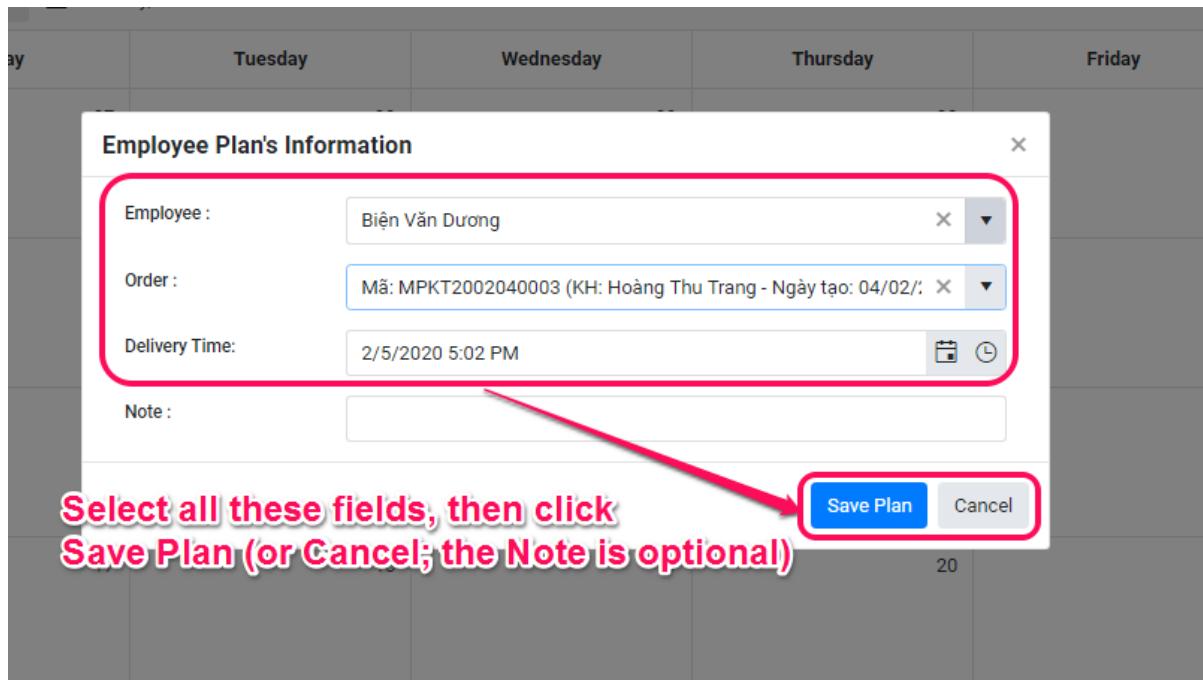
On Menu, choose “Plan”, select “View work plan for employee”

The screenshot shows a software interface for managing employee work plans. At the top, there's a navigation bar with links like Customer, Employee, Order, Plan, Debt Threshold, Warehouse, Report, Category, Manage, and Help. Below the navigation is a search/filter section with fields for 'From' (2020/02/05), 'To' (2020/02/05), 'Employee' (Employee), and a 'View Report' button. The main area is a data grid with columns: #, Date, Employee Name, Customer, Estimated T..., Real Checki..., Estimated T..., Real Checki..., Created On, Status, and Rec. The grid contains 7 rows of data, each representing an employee check-in record. The last row shows a total of 0. At the bottom, there are navigation buttons for Page (1 of 1), a message 'Displays 1-10 of 10 records', and icons for Add, Edit, and Delete.

3. Create delivery plan

On Menu, choose “Plan”, select “Create delivery plan”

The screenshot shows a calendar interface for creating delivery plans. The top navigation bar is identical to the previous screenshot. Below it, a header says 'Home > Plan > Create Delivery Plan'. The main area is a calendar for February 2020, showing days from Sunday to Saturday. Each day has a number (e.g., 26, 27, 28, 29, 30, 31, 01). A red callout with the text 'Double click on any of these date, for example:' points to the date 12, which is highlighted with a red rounded rectangle. Below the calendar, there are buttons for Day, Week, and Month.



I. HELP

I. USER MANUAL

User can download and see User manual to understand more about Ksmart as well as how to use it effectively.

II. CONTACTS

Contact		
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Represent Office In Hanoi

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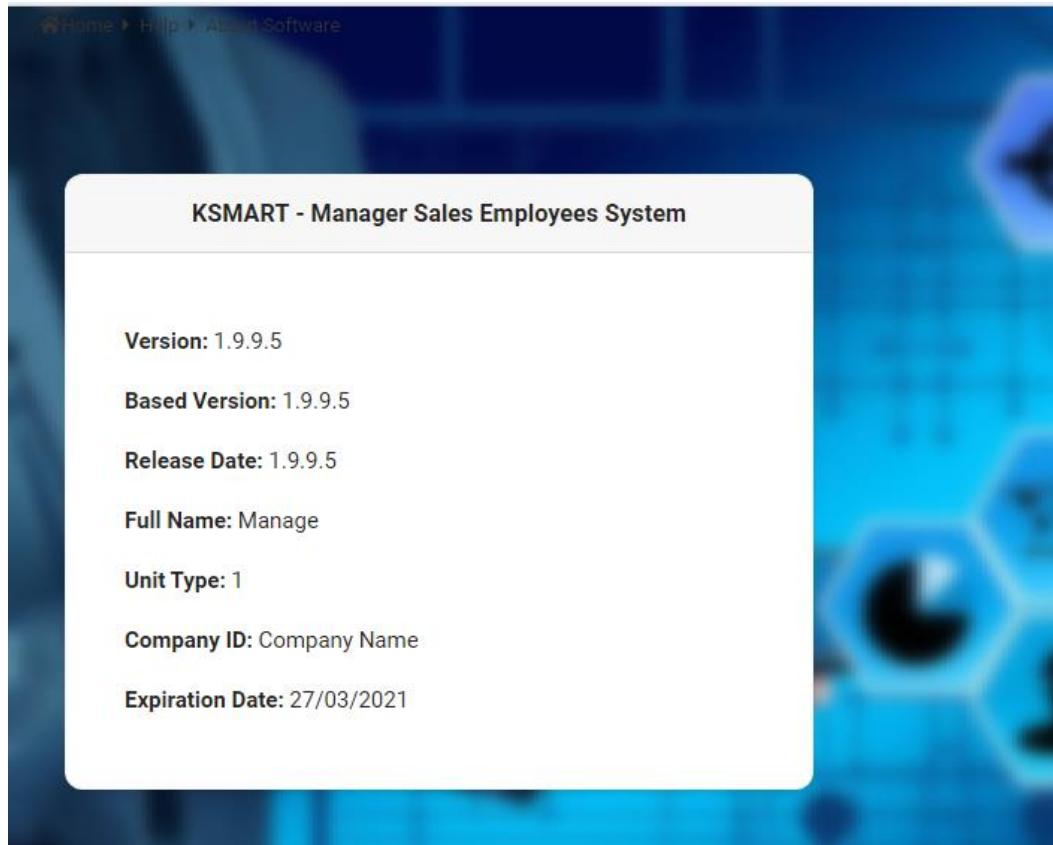
Represent Office In Ho Chi Minh City

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Phone Number: 0934.626900

Represent Office In Hai Phong City

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III.SOFTWARE INFORMATION





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BEST REGARDS!