Requests List 2.1

Sales

1. (User)Rework display of Company Resources and Past Booking
2. (Manager, User) rework Date of closing and NCL expiry and event details
3. (User)Bug- Entries trùng email vẫn được input vào system
4. (User)-rework Call Info
5. (Manager, User) – Show search box (search for Event Name, Event Code) in Events Dashboard
6. (User) rework Request to Booking
7. (Manager, User)- Show top-sales in Consolidated KPIs
8. (Manager, User)- Rework notification

HR

9. (Manager, User)- Rework User List for only Manager
10. (Manager, User)- Rework User Basic Info, User Contract Info
11. Create "Recruitment Intern" role in HR Department
12. (User) Rework HR User rights
13. (Manager, User) rework Candidate List for both Manager, HR User

Production

14. (Manager) Create Import Event Button in Event List to import Excel Sheet

Admin

15. Leave Management

Procurement

16. Procurement Management
    Create an interface to manage purchase request from all department, list of vendors, activities related to vendors

Sales

17. Create Button "Report This Contact" at each call screen of each contact

Marketing

18. Design marketing user accounts

Sales

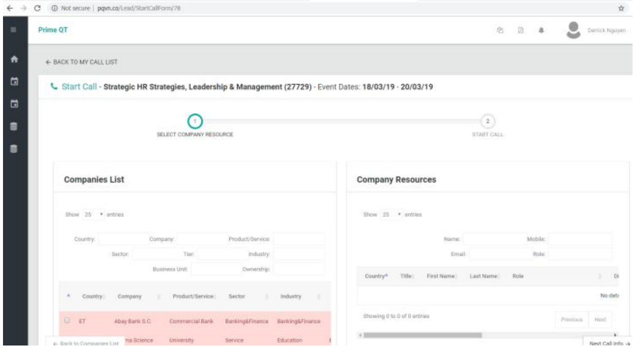
19. Rework New Event Request (NER)

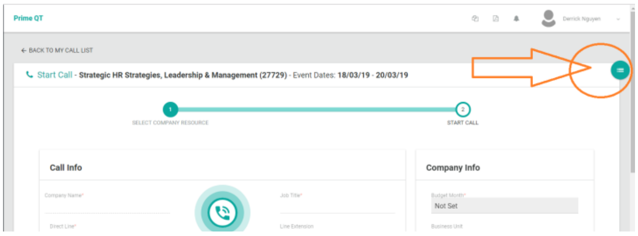
Sales

1. (Sales User) Rework display of Company Resources and Past Booking

a Sales User/Thu gọn & Float display of Company Resources and Past Booking,

- At Companies List screen, thu gọn Company Resources và Past Booking thành 2 buttons và float giống button ở Call Info
- Tại Call Info show 2 button là Company Resources và Past Booking
- 2 Button này float theo scroll, khi click vào sẽ show content chiếm 50% màn hình



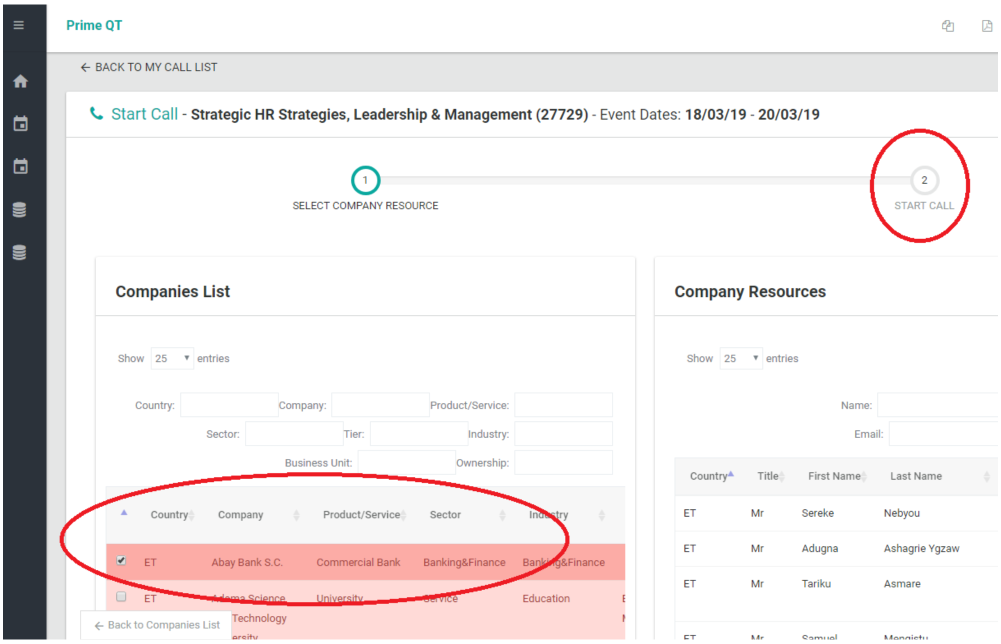


b Sales User/Bỏ nút vuông trước Company Name (đánh dấu vàng), maximize company name visibility.

c Companies List

- Show 100 % màn hình (do Company Resources và Past Booking bị thu gọn)
- Add column “Company Resources” bên phải column “Ownership”. Tại đây show quantity contacts available trong Company Resources của each company. Phần quantity này dynamic theo quantity của company resources được updated từ Manager/Masterfile/Companies Resources.
  Ví dụ tại column “Company Resources” của Awashbank show 14, tức là có 14 company resources entries, sau mỗi envent, số 14 sẽ tăng do data merve vào, hoặc giảm do data bị delete từ Manager

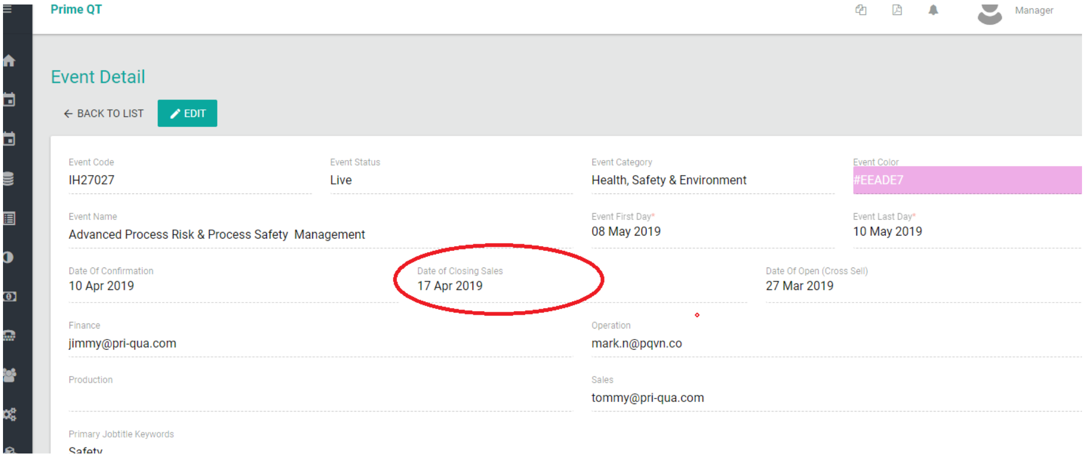
d Sales User/Companies List, show tất cả company existing inside NCL của event đó, để sales khác không cần qua NCL cũng biết rằng company đó đã được call.
All Companies existing inside NCL, shown in Companies List, button “Start Call” is replaced by button “Existing inside NCL”, sales user không sở hữu NCL entry không có quyền call, chỉ view. Tới khi entry đó expired khỏi NCL, button “Existing inside NCL” quay trở lại thành button “Start Call”.



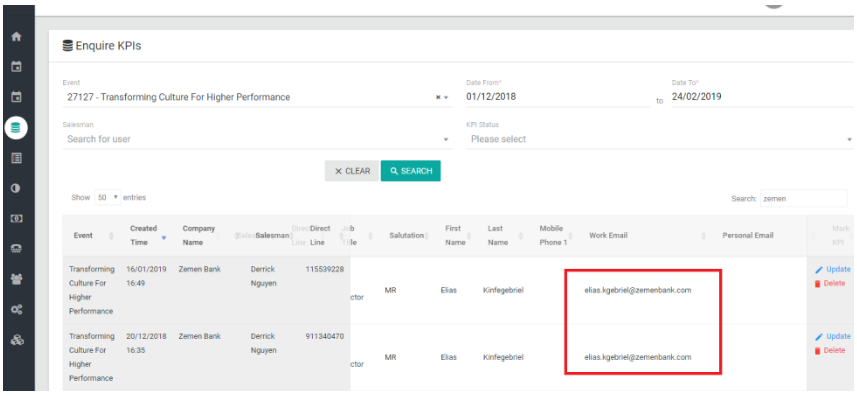
e Empty all Company Remarks of Manager/Master-files/Companies

2. (Manager, Sales User) rework Date of closing and NCL expiry and event details

Each event has a unique “Date of Closing Sales”
When “Date of Closing Sales” is reached, event is disappeared from Dashboard
When Manager inputs in newer dates to extend event in Dashboard, -> All NCL entries of the event will be removed from event NCL including Blocked, LOI, Live (excluding Booked). However Call KPIs of previous entries inside Consolidated KPIs remains.



3. (Sales User)Bug- Entries trùng email vẫn được input vào system



New rules in an existing "Live" "Confirmed" event

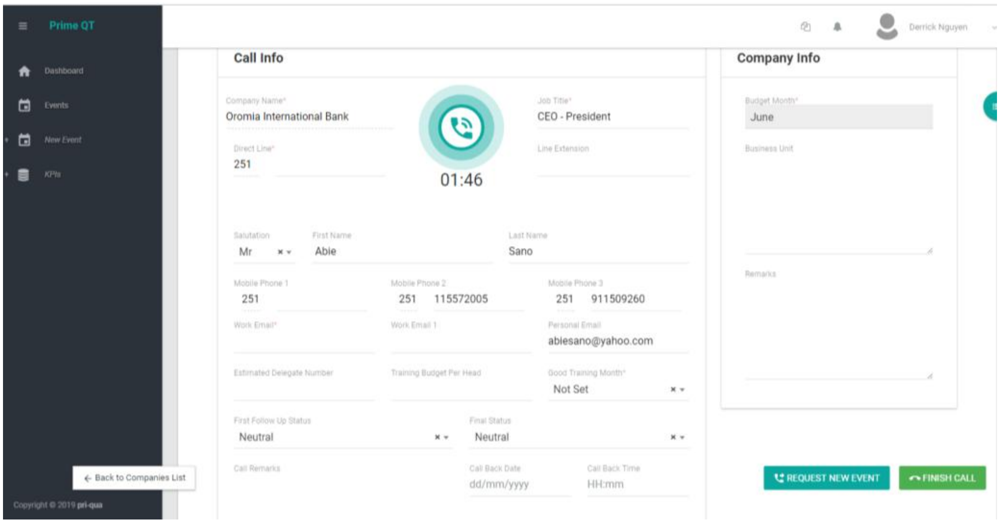
a. Entries having Work Email, Work Email 1, Personal Email, overlapping with any existing entries emails cannot be accepted.
   Show error "Email existing in another entry of same event"
b. Entries having Work Email, Work Email 1, Personal Email, overlapping with its own emails cannot be accepted.
   Show error "02 or more emails cannot be overlapped inside 01 entry"

c. Entries having Direct Line, Mobile Phone 1, Mobile Phone 2, Mobile Phone 3, overlapping with any existing entries contacts cannot be accepted.
   Show error "Number existing in another entry of same event"
d. Entries having Direct Line, Mobile Phone 1, Mobile Phone 2, Mobile Phone 3, overlapping with its own contacts cannot be accepted.
   Show error "02 or more numbers cannot be overlapped inside 01 entry"

e. Entries having same Direct Line but different "Line Extension" are accepted

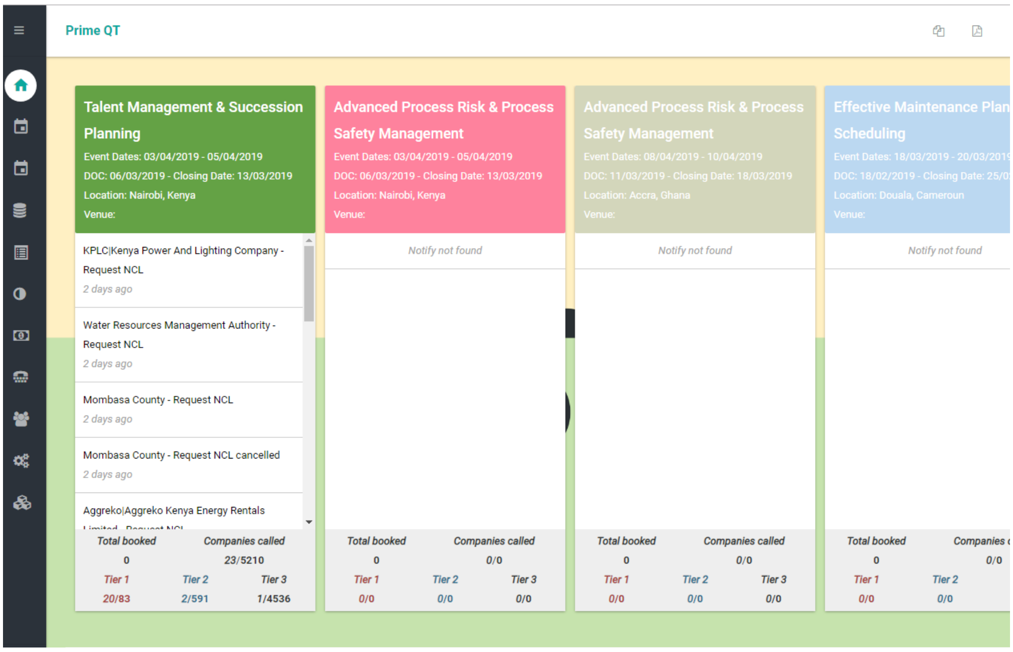
4. (User)-rework Call Info

- Call info đánh dấu sao, bắt buộc phải điền First Name, Last Name, Salutation.

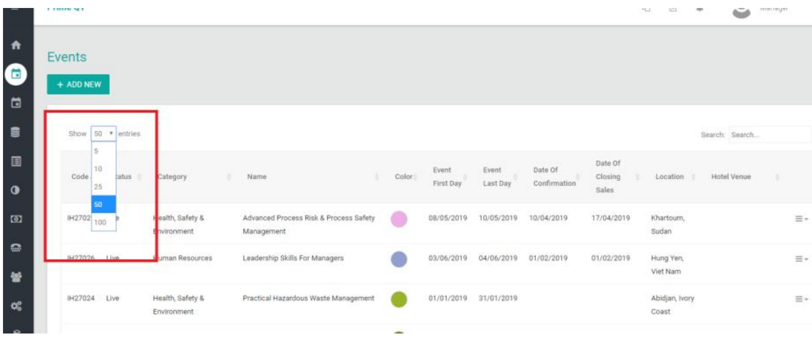


5. (Manager, User) – Show search box (search for Event Name, Event Code) in Events Dashboard

a. Event Dashboard cua Manager, Sales User, create a search box to search for Event Name, Event Code existing

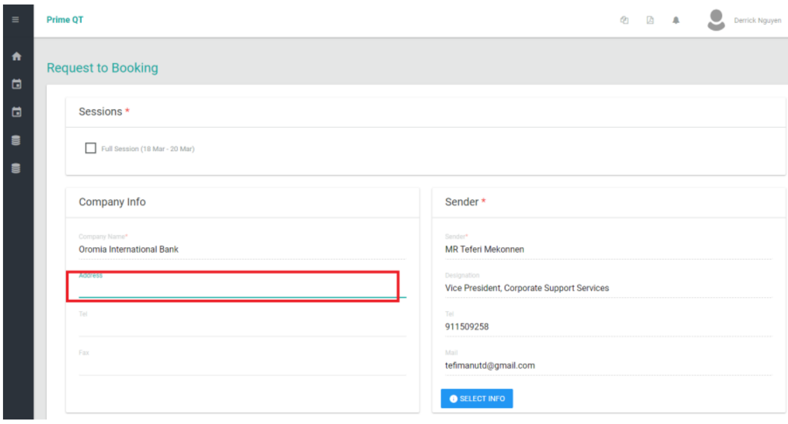


b. (Manager, User) Event List both Manager, User show 100, 200, 500, 1000, 2000 events



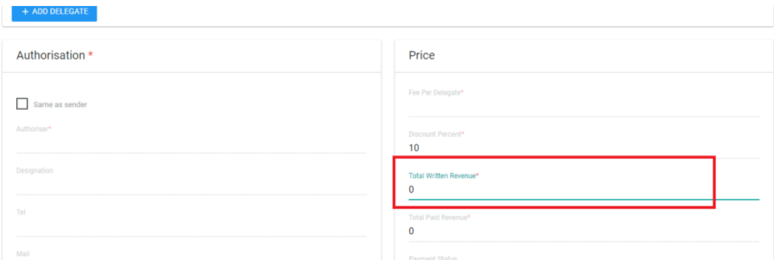
6. (User) rework Request to Booking

a Dấu sao + bắt buộc update Address trước khi complete Booking

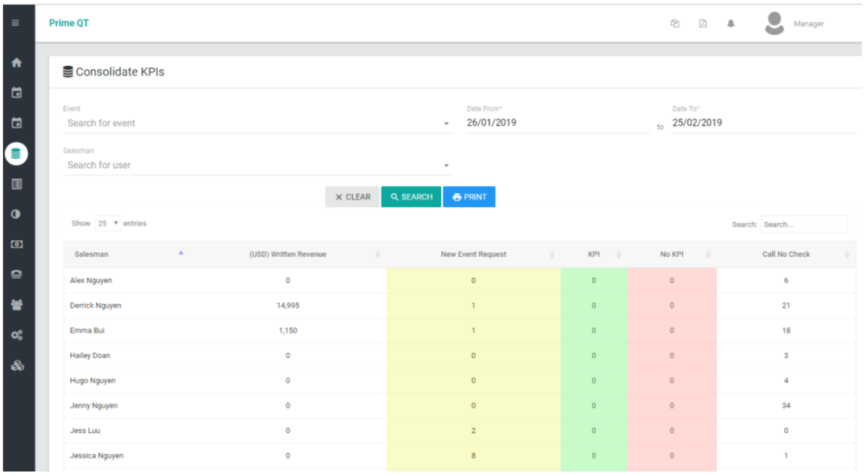


b Turn on Auto Calculate "Written Revenue". Sales User input Fee Per Delegate, Discount Percent -> Written Revenue is auto calculated based as below

Written Revenue = (Fee Per Delegate x Delegate Number) – Discount Percentage

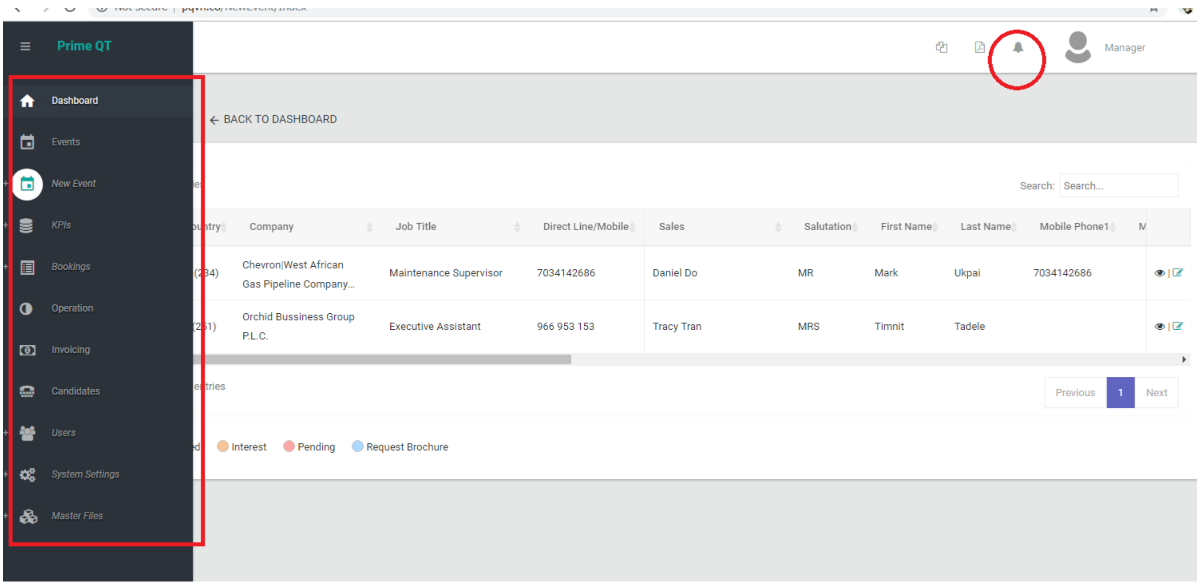


7. (Manager, User)- On top of Consolidate KPIs for both Manager, User, show Top sales (Sales Name, Total Written Revenue) per month in Consolidated KPIs, and show top sales in each of 03 continuous months



8. (Manager, User)- Rework notification

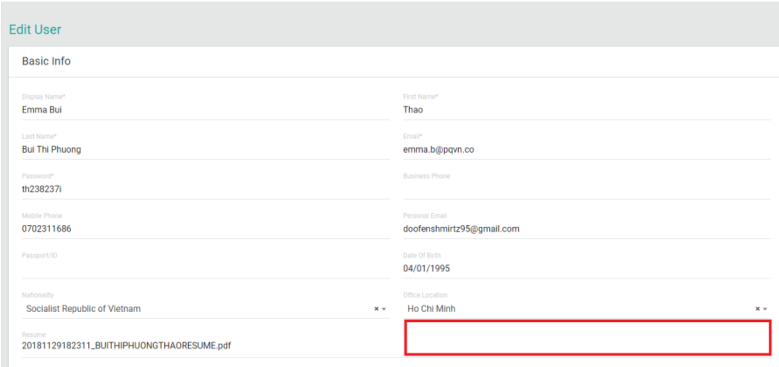
c Show notification (của request, approval trực thuộc các field) ngay tại fields ở main tab trực thuộc both manager, user. Còn lại show ở notification chính bao gồm tất cả non-classified request, approval



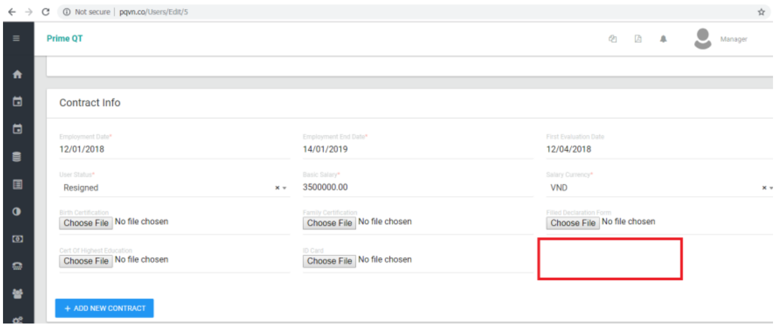
HR

9. (Manager)- Rework User List for only Manager
   a. Show below columns next to column “Line Supervisor”
      - Employment Date (of the latest contract)
      - Employment End Date

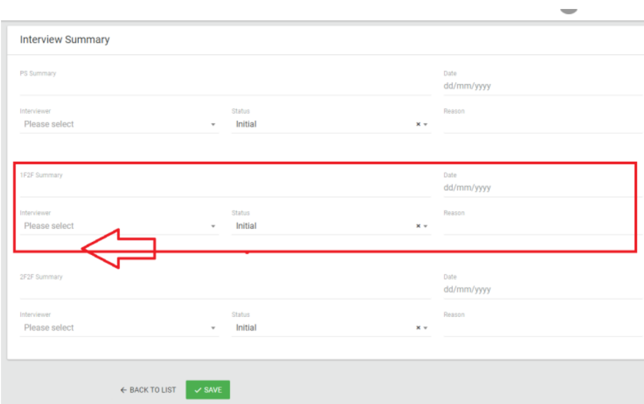
10. (Manager, User)- Rework User Basic Info
   - Present “Basic Info” table into 03 columns
   - Add new upload field “Employment Offer Letter” next to “Resume”. Đánh dấu sao field này, bắt buộc khi Request Employment from candidate
   - In the third column, Add new field “Bank Account Name” “Bank Account Number” “Branch Address”
   - Mobile Phone show country calling code (Synced from Manager/Masterfile/Countries)



Rework User Contract Info
- Present “Basic Info” table into 03 columns
- Add new upload field “Employment Termination Letter”
- Show “Add New Contract” button in HR User upon Request Employment



Rework Interview Summary
- Rework PS Summary, 1F2F Summary, 2F2F Summary following standard scroll table
- Create new Upload Box “Candidate Information” at 1F2F Summary, below Interview. If status is chosen as Passed or Rejected, then HR User must upload file to box “Candidate Information” to be allowed for Save. If status is chosen as Initial, then no need to upload



11. Create "Recruitment Intern" role in HR Department
   a. Recruitment Intern can select HR Coordinator as Direct Supervisor
   b. Recruitment Intern cannot view Recruitment Position on main tab
   c. Recruitment Intern has other right similar to HR Coordinator

12. (User) Rework HR User rights
   d HR Coordinator or above can view (not edit) Recruitment Position on main tab
   e Each recruitment position has an Unique position ID starting at RP
      - Manager and HR User can view position ID
      - Upon Add New recruitment position, create new field Location which is synced from Manager/Masterfiles/Office Location
      - Location column is shown in Recruitment Position List
      - Each position ID cannot have same position and same location. Same location but different position are accepted, same position but different location are accepted

Position	ID
HN|Business Development Trainee	RP001
HCM|Business Development Trainee	RP002
HN|Business Development Intern	RP003
HCM|Business Development Intern	RP004
HN|HR Coordinator	RP005
HCM|HR Coordinator	RP006
HN|HR Intern	RP007
HCM|HR Intern	RP008
Operation Trainee	RP009

   f HR Coordinator or above can create new Recruitment Position on main tab, request for approval from Manager. Upon approval, the position is un-editable
   g Each Recruitment Intern or above can only view "Candidates Interview On Today", "Candidate List" created by them
   h Each Recruitment Intern or above can only view Live employees from Employees List
   i Each candidate being input into system has a unique mobile number, personal email, recruitment position and office location.
      - Entries having mobile number (same recruitment position) overlapping with any existing entries mobile number cannot be accepted. Show error "Number existing in another entry of same position"
      - Entries having email (same recruitment position and office location) overlapping with any existing entries emails cannot be accepted. Show error "Emails existing in another entry of same position"
   j Each Candidate Input into system has unique Candidate ID starting from CAN001
      - In Candidate List, Candidate ID Column is show at the beginning of the table, before First Name
      - In Dashboard of HR User, show Candidate ID Column similar to Candidate List
   k Each Employee has unique Employee ID starting from EMP001
   l At Candidate Detail/ Interview Summary
      - Đánh dấu sao PS Summary, 1F2F Summary, 2F2F Summary
      - Upon date selection of each Interview round, interviewer is required to put feedback to each summary before "Save"

13. (Manager, User) rework Candidate List for both Manager, HR User
   m Show different color for each candidate based on PS Summary status (Initial, Passed, Rejected)
   n Show upto 200,500,1000, 2000 entries
   o Show new columns
      - Date of PS Summary, before PS Status
      - Interviewer of PS Summary, next to PS Reason
      - Date of 1F2F Summary, before 1F2F Status
      - Interviewer of 1F2F Summary, next to 1F2F Reason
      - Date of 2F2F Summary, before 2F2F Status
      - Interviewer of 2F2F Summary, next to 2F2F Reason

Production

14. (Manager) Create Import Event Button in Event List to import Excel Sheet
   p Import below columns
      - Event Code
      - Event Status
      - Event Category
      - Event Name
      - Event First Date
      - Event Last Date
      - Date of Confirmation
      - Date of Closing Sales
      - Date of Open (Cross Sell)
      - Location
      - Event Summary

15. Leave Management

a. Each user (Only Direct Supervisor) from all departments can view, approve, plan leave of direct members. Members will request Supervisor verbally about leaves, then Supervisor will book inside system
b. Acting Supervisor of same team can view and approve leave of members. When leave are approved, system shows name of approver
c. Manager can view all people leave summary, lateness summary, date of resignation summary
d. Type of leaves
   - Annual Leave (12 days per year, prorated-working 1 month earn 1 day, cannot take in the first 03 months of the first contract)
   - Medical Paid Leave (12 days per year, cannot take in the first 03 months of the first contract)
   - Personal paid leave (cannot take in the first 03 months of contract)-03 Days
   - Maternity Leave (cannot take in the first 03 months of contract)-Unlimited
   - Full day Unpaid Leave-Unlimited
   - Half day Unpaid Leave-Unlimited

All leave requires submission of leave form

Type of lateness
   - Late 05 minutes or less (With inform)
   - Late 14 minutes or less (With inform)
   - Late beyond 15 minutes (With inform)
   - Late 05 minutes or less (Without inform)
   - Late 14 minutes or less (Without inform)
   - Late beyond 15 minutes (Without inform)

All lateness requires submission of evidence documents

e. Monthly attendance report (Report of leave, lateness, resignation)
f. Sync directly to Consolidated KPIs to produce Actual Monthly KPI targets

Guidelines 2 From 01/01/2019, this below definitions and calculation guidelines take effects, the above 27.1 Guidelines 1 is void

a Definitions

a1	**Total Monthly Working Days**	=	Monday to Friday excluding public holidays of office location during the month
a2	**Total Monthly Required Call KPIs**	=	**Total Monthly Working Days** x 3
a3	**Unit Salary per KPI**	=	3,500,000 / **Total Monthly Required Call KPIs**
a4	**Actual Monthly Working Days**	=	**Total Monthly Working Days – Total Monthly Leaves**
a5	**Total Monthly Leaves**	=	Total of (Annual Leaves, Medical Leaves, Unpaid Leaves, Paid Leaves, Absenteeism)
a6	**Actual Monthly Required Call KPIs**	=	3 x (**Actual Monthly Working Days – 10 – Non Sales Days – Technical Issues Days**)
a7	**10**	=	This value 10 means new Business Development Unit members are exempted 03 daily Call KPIs for the first 10 of Actual Monthly Working Days
a8	**Non Sales Days**	=	Number of days salesman is being officially assigned to other non sales tasks consuming more than 06 hours of official working shift, as of Section 27.7b Sales Policies
a9	**Technical Issues Days**	=	Number of days company phone line has continuous technical disruption at least 01 hour, as section 27.7a Sales Policies. This is not applicable to members whom quit before or taking leaves or absenteeism technical issue dates
a10	**Actual Monthly Call KPIs**	=	Actual Monthly Call KPIs per PQ Control report

b Calculations

b1 If **Actual Monthly Call KPIs** < **Actual Monthly Required Call KPIs**, then Basic Salary = Unit Salary per KPI x Actual Monthly Call KPIs
b2 If **Actual Monthly Call KPIs** = **Actual Monthly Required Call KPIs**, then Basic Salary is based on working days
b3 If 90>**Actual Monthly Call KPIs** > **Actual Monthly Required Call KPIs**, then Basic Salary is based on working days
b4 If **Actual Monthly Call KPIs** = 90, then Basic Salary is based on working days + Call KPIs Bonus as of VND 1,500,000

- If level Business Development Intern, Daily required Call KPIs is 02 only
- If Business Development Trainee or higher, Daily required Call KPIs is 03
- Manager can change Daily Required Call KPIs
- Manager can mark Non Sales Day based on individual (Sales Users)
- Manager can mark Technical Issues Days based on individual(Sales Users)

16. Create an interface to manage purchase request from all department, list of vendors, activities related to vendors

a. Procurement is responsible for scanning market price of Purchasing Request from each department (Purchase Order) or (Purchase Contract)
b. Each department can suggest and book quantity and quality only (send Purchase Request to Procurement)
c. Procurement staff create/ select vendors together with contracts then request Manager for approval
d. Procurement requests are approved by Managers
e. Procurement dashboard show summary
   - Total value from time to time contracts per vendor
   - Detailed contract per period of each vendor, unit price, conditions, contract ending period
   - Due date of payment per contract
   - List of Paid Contract, mode of payment
   - Bank account details of each vendor
   - Vendor information
   - Graph showing top supplier
   - Remarks
   - Name of procurement staffs
   - List of requests pending for approved
   - Templates of contracts for each vendor
   - Issue Purchase Order (PO) to vendors. PO is different from a contract. Each PO has a PO Number
   - Create Purchase Request (PR)(Requisition) from user department to procurement department. PR appears on black tab so that supervisor or appointed personnel and create and request. Each PR has a PR Number
   - Create Receive Notes (RN) from procurement department. RN is paper issued when products/services are received. Each RN has a RN number
   - Có search box, để gõ mobile, hoặc vendor name, email có thể search ra hết detailed vendor info

<u>Common vendors</u>

Production Department
- Trainer
- Trainer Profiles Page (Similar to Sales User/Call Info page)
  <u>Basic Details</u>
  <u>Contract Details</u>
  - ✓ Trainer (Designation, First Name, Last Name, Mobile 1,2, 3 (Country Code synced from Manager/Countries), Email 1,2,3)
  - ✓ Nationality (Manager/ Countries) – Trong each Manager/Countries create field for nationality
  - ✓ Passport Upload, can add upto 03 passports
  - ✓ Nearest International Airport
  - ✓ Airport ATA Code
  - ✓ Physical Address

  - ✓ Bank Account Details (Borrow Screen from OCBC)
  - ✓ Trainer Contract
  - ✓ Remarks
  - ✓ Can add many Contracts, Contract Remarks, Bank Accounts, Contract Value, Due date of payment, so to be synced to Procurement Dashboard Summary
  - ✓ Payment status (Live, Paid) of each contract updated by Finance

Operation Department
- Hotel Venue
  <u>Basic Details</u>
  - ✓ Company Name (Select from Manager/ Companies). Manager/Companies bao gồm Client Companies, Vendor Companies, vậy set ở chế độ khi Create Event, Vendor Companies sẽ không hiện ra trong companies list
  - ✓ Company Physical Address
  - ✓ Company Phone Number 1,2,3
  - ✓ Company Email 1,2,3

  <u>Contract Details</u>
  - ✓ Point of contacts (First and Last Name, Email, Extension, Job title, Mobile 1,2,3, Direct Line-) ((Select from Manager/ Company Resources)
  - ✓ Hotel Contract
  - ✓ Remarks
  - ✓ Can add many Contracts, Contract Remarks, Bank Accounts, Contract Value, Due date of payment, so to be synced to Procurement Dashboard Summary
  - ✓ Payment status (Live, Paid) of each contract updated by Finance

- Hotel Accommodation
  Basic Details
    - ✓ Company Name (Select from Manager/ Companies). Manager/Companies bao gồm Client Companies, Vendor Companies, vậy set ở chế độ khi Create Event, Vendor Companies sẽ không hiện ra trong companies list
    - ✓ Company Physical Address
    - ✓ Company Phone Number 1,2,3
    - ✓ Company Email 1,2,3

  Contract Details
    - ✓ Point of contacts (First and Last Name, Email, Extension, Job title, Mobile 1,2,3, Direct Line-) ((Select from Manager/ Company Resources)
    - ✓ Hotel Contract
    - ✓ Remarks
    - ✓ Can add many Contracts, Contract Remarks, Bank Accounts, Contract Value, Due date of payment, so to be synced to Procurement Dashboard Summary
    - ✓ Payment status (Live, Paid) of each contract updated by Finance

- Travel Agent
  Basic Details
    - ✓ Company Name (Select from Manager/ Companies). Manager/Companies bao gồm Client Companies, Vendor Companies, vậy set ở chế độ khi Create Event, Vendor Companies sẽ không hiện ra trong companies list
    - ✓ Company Physical Address
    - ✓ Company Phone Number 1,2,3
    - ✓ Company Email 1,2,3

  Contract Details
    - ✓ Point of contacts (First and Last Name, Email, Extension, Job title, Mobile 1,2,3, Direct Line-) ((Select from Manager/ Company Resources)
    - ✓ Travel Contract
    - ✓ Remarks
    - ✓ Can add many Contracts, Contract Remarks, Bank Accounts, Contract Value, Due date of payment, so to be synced to Procurement Dashboard Summary
    - ✓ Payment status (Live, Paid) of each contract updated by Finance

- Photographer
  Basic Details
    - ✓ Company Name (Select from Manager/ Companies). Manager/Companies bao gồm Client Companies, Vendor Companies, vậy set ở chế độ khi Create Event, Vendor Companies sẽ không hiện ra trong companies list
    - ✓ Company Physical Address
    - ✓ Company Phone Number 1,2,3
    - ✓ Company Email 1,2,3

  Contract Details
    - ✓ Point of contacts (First and Last Name, Email, Extension, Job title, Mobile 1,2,3, Direct Line-) ((Select from Manager/ Company Resources)
    - ✓ Photograph Contract
    - ✓ Remarks
    - ✓ Can add many Contracts, Contract Remarks, Bank Accounts, Contract Value, Due date of payment, so to be synced to Procurement Dashboard Summary
    - ✓ Payment status (Live, Paid) of each contract updated by Finance

- Printing Vendor
  Basic Details
    - ✓ Company Name (Select from Manager/ Companies). Manager/Companies bao gồm Client Companies, Vendor Companies, vậy set ở chế độ khi Create Event, Vendor Companies sẽ không hiện ra trong companies list
    - ✓ Company Physical Address
    - ✓ Company Phone Number 1,2,3
    - ✓ Company Email 1,2,3

  Contract Details
    - ✓ Point of contacts (First and Last Name, Email, Extension, Job title, Mobile 1,2,3, Direct Line-) ((Select from Manager/ Company Resources)
    - ✓ Printing Contract
    - ✓ Remarks
    - ✓ Can add many Contracts, Contract Remarks, Bank Accounts, Contract Value, Due date of payment, so to be synced to Procurement Dashboard Summary
    - ✓ Payment status (Live, Paid) of each contract updated by Finance

Admin Department

- Office Leasing

  Basic Details
  - ✓ Company Name (Select from Manager/ Companies). Manager/Companies bao gồm Client Companies, Vendor Companies, vậy set ở chế độ khi Create Event, Vendor Companies sẽ không hiện ra trong companies list
  - ✓ Company Physical Address
  - ✓ Company Phone Number 1,2,3
  - ✓ Company Email 1,2,3

  Contract Details
  - ✓ Point of contacts (First and Last Name, Email, Extension, Job title, Mobile 1,2,3, Direct Line-) ((Select from Manager/ Company Resources)
  - ✓ Leasing Contract
  - ✓ Remarks
  - ✓ Can add many Contracts, Contract Remarks, Bank Accounts, Contract Value, Due date of payment, so to be synced to Procurement Dashboard Summary
  - ✓ Payment status (Live, Paid) of each contract updated by Finance

- IT Hardware Vendor

  Basic Details
  - ✓ Company Name (Select from Manager/ Companies). Manager/Companies bao gồm Client Companies, Vendor Companies, vậy set ở chế độ khi Create Event, Vendor Companies sẽ không hiện ra trong companies list
  - ✓ Company Physical Address
  - ✓ Company Phone Number 1,2,3
  - ✓ Company Email 1,2,3

  Contract Details
  - ✓ Point of contacts (First and Last Name, Email, Extension, Job title, Mobile 1,2,3, Direct Line-) ((Select from Manager/ Company Resources)
  - ✓ IT Hardware Contract
  - ✓ Remarks
  - ✓ Can add many Contracts, Contract Remarks, Bank Accounts, Contract Value, Due date of payment, so to be synced to Procurement Dashboard Summary
  - ✓ Payment status (Live, Paid) of each contract updated by Finance

- IT Software Vendor

  Basic Details
  - ✓ Company Name (Select from Manager/ Companies). Manager/Companies bao gồm Client Companies, Vendor Companies, vậy set ở chế độ khi Create Event, Vendor Companies sẽ không hiện ra trong companies list
  - ✓ Company Physical Address
  - ✓ Company Phone Number 1,2,3
  - ✓ Company Email 1,2,3

  Contract Details
  - ✓ Point of contacts (First and Last Name, Email, Extension, Job title, Mobile 1,2,3, Direct Line-) ((Select from Manager/ Company Resources)
  - ✓ IT Software Contract
  - ✓ Remarks
  - ✓ Can add many Contracts, Contract Remarks, Bank Accounts, Contract Value, Due date of payment, so to be synced to Procurement Dashboard Summary
  - ✓ Payment status (Live, Paid) of each contract updated by Finance

HR Department

- Job Advertisement Provider

  Basic Details
  - ✓ Company Name (Select from Manager/ Companies). Manager/Companies bao gồm Client Companies, Vendor Companies, vậy set ở chế độ khi Create Event, Vendor Companies sẽ không hiện ra trong companies list
  - ✓ Company Physical Address
  - ✓ Company Phone Number 1,2,3
  - ✓ Company Email 1,2,3

  Contract Details
  - ✓ Point of contacts (First and Last Name, Email, Extension, Job title, Mobile 1,2,3, Direct Line-) ((Select from Manager/ Company Resources)
  - ✓ Job Advertisement Contract
  - ✓ Remarks
  - ✓ Can add many Contracts, Contract Remarks, Bank Accounts, Contract Value, Due date of payment, so to be synced to Procurement Dashboard Summary
  - ✓ Payment status (Live, Paid) of each contract updated by Finance

Department nao la user

Sales

17. Create Button "Report This Contact" at each call screen of each contact
    - Has remarks box to include reason, remarks box put "Star" must put reason before request
    - Manager can view Report with reason, then perform check, decide to edit, or delete from Company Resources

Marketing

Design marketing user accounts

18. Design marketing user accounts
    a. Create Marketing User Account

    View
    - Can view New Event Request (NER) tab like sales users
    - Only view NER created by himself
    - Can view 100% Companies List, Companies Resources
    - Cannot copy any info from Companies List and Companies Resources
    - Can view KPIs Tab/Consolidated KPIs, only view NER quantity input into system by each marketing user

    Function
    - Can input New Event Request like sales users requirements, by selecting Company, Company Resources or input new Company Resources directly from screen, no need to choose event or press call
    - NER requirements is similar to sales
    - NER require an upload button where in Marketing user will upload NER proof
    - Marketing user file and request approval from Manager for each NER

    b. Strategy
    - All marketing user can assess the list of email uploaded by Manager in system, this list is separated from Manager/ Company Resources
    - Total list of email is divided into sub-list including 495 emails per sub-list. Each sub-list is marked by a column number, Manager will assign each sub-list to each marketing user
    - Marketing User will use PQ Control for following
        - ✓ Each Marketing User is provided 03 company emails
        - ✓ Attach his company email into system (This is set by Manager, Marketing User can not edit)
        - ✓ Choose "To" his company email (This is set by Manager, Marketing User can not edit)
        - ✓ BCC all emails inside each assigned sub-list (Can only BCC emails from sub-list inside system)
        - ✓ Select template set by Manager to send (Including the email subject)
        - ✓ Select signature based on the company email he will use
        - ✓ Each company email can send only to maximum 2000 emails daily based on the quantity of emails in each sub-list assigned by Manager
        - ✓ Marketing User can mark status of each email inside a sub-list as "NER" "Rejection" "Unsubscribe Complain" "Wrong Email"
        - ✓ When Marketing User choose status, then a report according to each email status is created, Marketing user will click report inside system and submit to Manager
        - ✓ Each sub-list will be emailed 06 times as round 1, round 2, round 3, round 4, round 5, round 6
        - ✓ Email content of each round is set by Manager and selected by Marketing User
        - ✓ Each round, the sub-list will auto remove all emails of past round, which were marked as "NER" "Rejection" "Unsubscribe Complain" "Wrong Email". This report of email status was submitted as above, Manager will choose to remove, then system will do auto clean
        - ✓ System will do deep removal all emails having status "Wrong Email" from the Layer 1 Manager input into system
        - ✓ System will do normal removal to all emails having status "NER" "Rejection" "Unsubscribe Complain" to email list of next round as manager approve, so to ensure client will not receive emails again when they already reply

    - Marketing User will use his company emails to view client replies and reply to client directly from his company emails
    - Manager can add more emails into Email List of Layer 1, then assign to Marketing User to work from round 1-round 6
    - At the end of marketing campaign, Manager can choose to merge all Email List of Layer 1 and Email List remained after each round. So this final list of email will exclude all email which status marked by Marketing User as "Wrong Email"
    - Manager will also have total list of "NER" "Rejection" "Unsubscribe Complain"

    c. Requirements
    - All Marketing User can not copy and paste anything from Email List import by Manager
    - Manager can view all NER submitted by Marketing User, approve, and see summary inside NER tab
    - Marketing User cannot see NER after Manager approval
    - If Manager reject NER request, then Marketing User can view and edit to re-submit requests

Sales

19. Rework New Event Request (NER)

q All NER input into system requires proof to be attached so to be approved by Manager

r All NER is marked by an NER code, the first NER in system is coded by NER001, system will assign NER progressively

s On the main Sales User dashboard, all Sales users can see a small window name “New Event Requests”, following criteria

- All NER input by Sales Users, Marketing Users will be shot into this window under only NER code
- All Sales Users can view this NER window
- All Sales Users can select NER based on NER code temporarily to work on (This is similar to Manager assign Sales User to work on NER)
- Each NER can be clicked and reserved by a Sales User within 02 working days
- NER which First Follow Up Status is “Request Brochure” will be reserved by Sales User until Manager assign to other Sales User
- NER which First Follow Up Status is “Rejected” “Interest” “Pending” required upload proof as client email reply, otherwise if status is “Neutral” then this NER will be bounced out and shot into NER window for other Sales User to select and work on
- NER window will only allow salesmen to reserve entries between 12:00 PM – 01:00 PM and 06:30 PM -07:30 PM, Ha Noi Local Time
- Each NER in NER window can only be reserved by 01 salesmen upon a time
- When a salesman resigned, or terminated, all of his NER will be shot back into NER Window excluding “Request Brochure”
- Each salesman is required to wait 05 second before click the next NER
- Proof of NER request is different from Proof of First Follow Up Status, different from Proof of Request Brochure
- Manager see each proof to approve
- Manager can choose to reject proof of First Follow Up Status if the content is not qualified, once Manager clicks reject, the status is neutral and the NER will be shot into NER Window after 02 working days if there is no qualified proof inserted in

t Rework NER summary table

- Show “NER Code” column after “Created at” column of New Event summary
- Show “NER Code” column after “Approve Date” column of Assigned New Event
- Change Column “Sales” to “Creator”. This column means name of Sales User or Marketing User whom input NER into system
- Add new column “Assignee” next to column “Creator”. This column means name of Sales User whom is assigned to handle NER either by Manager appointing or reserving NER from NER window
- In Assigned New Event summary, Sales User will not see column “Creator”
- In New Event summary, Sales or Marketing user will not see column “Assignee”
- Manager can view all columns
- Move “New Topics “ column from scrolling table to static table, right after “NER Code” column”, move “Direct Line/Mobile” column to scrolling table in front of “Mobile Phone 1” column