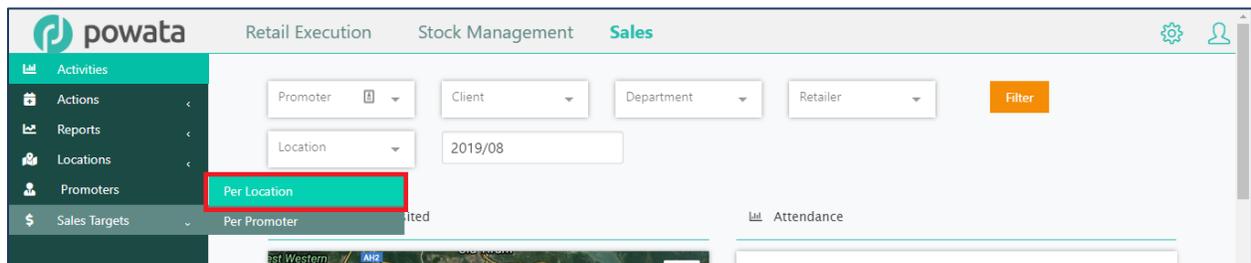


1. Go to [app.optimmerchandising.com](http://app.optimmerchandising.com) and log-in with the manager credentials.

2. Set Sales Target. Go to Sales > Sales Targets > Per Location. This is where you set the monthly sales target per store location.



Click on the Add a New Sales Target button and fill-out the required fields including the location and sales target for the month.

**Add Location Sales Target**

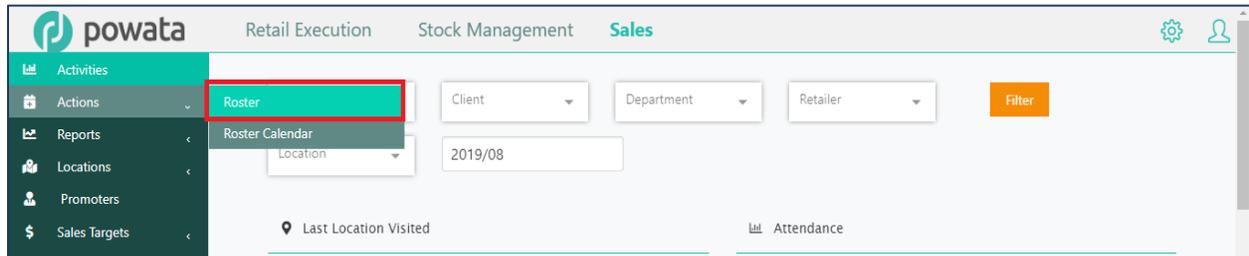
Client *	Tide	Location *	7-Eleven Anchorpoint
Department *	Laundry Care	Sales Target (SGD) *	100000
Month *	August	Year *	2019

Next, do the same for the sales target per promoter. Go to Sales > Sales Targets > Per Promoter.

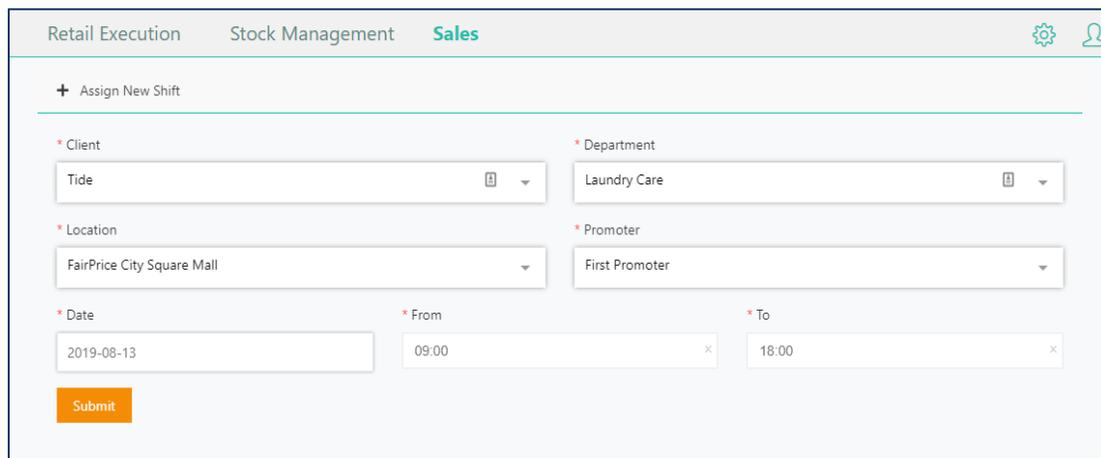
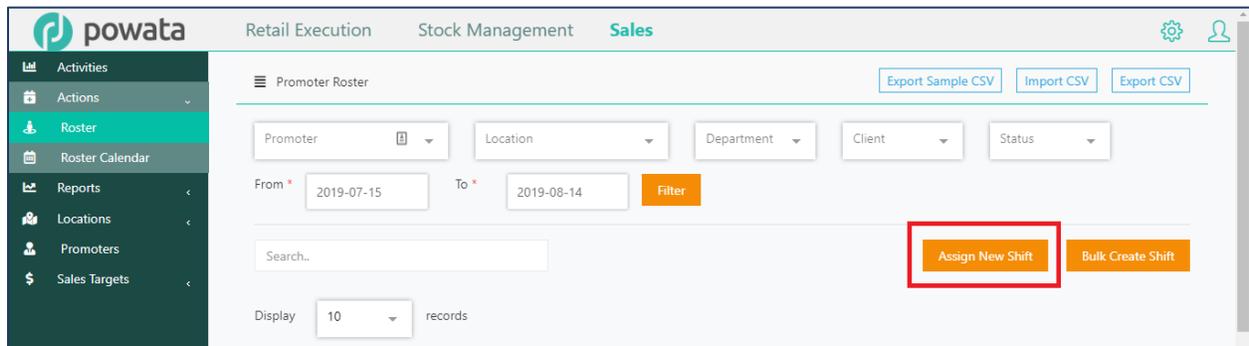
**Add Promoter Sales Target**

Client *	Tide	Promoter *	First Promoter
Department *	Laundry Care	Sales Target (SGD) *	100000
Month *	August	Year *	2019

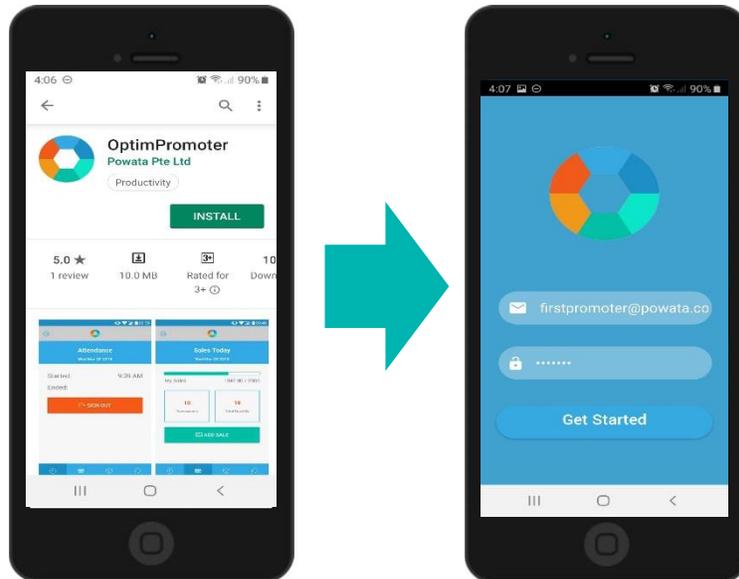
**3. Create Roster.** Go to Actions tab > Roster > Assign New Shift. This is where you create schedules for your promoters.



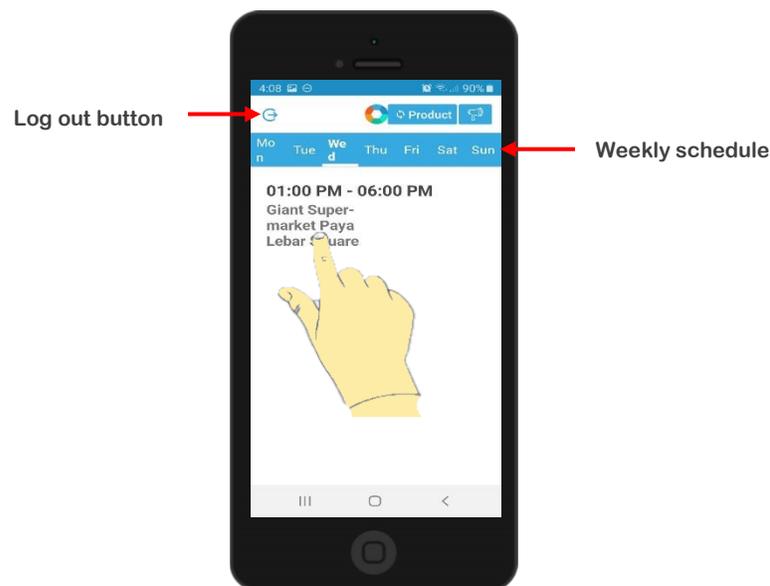
Click on the Assign New Shift button and fill-out the required fields including the date and time.



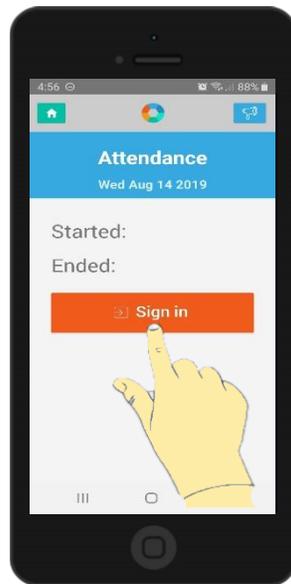
4. Download OptimPromoter from [Google Play](#) or [App Store](#) on your device. Log-in with the Promoter credentials.



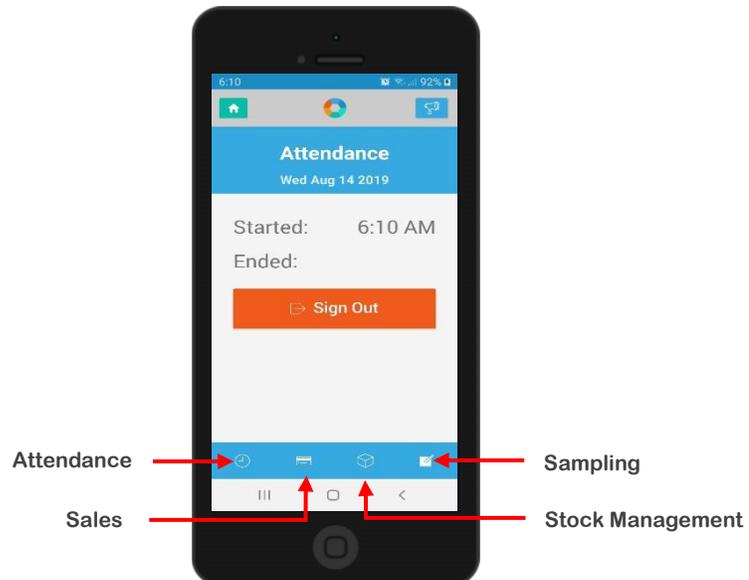
5. Begin shift by signing-in. Once you logged-in, you'll be directed to the weekly dashboard where you can see your shift for the day as well as for the rest of the week. Simply tap on the shift to sign-in.



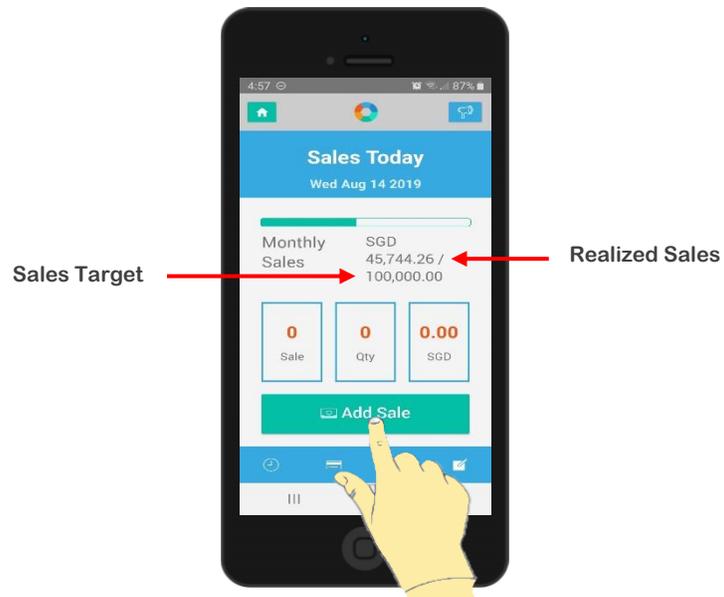
Press on the Sign in button and take a selfie in front of the store location.



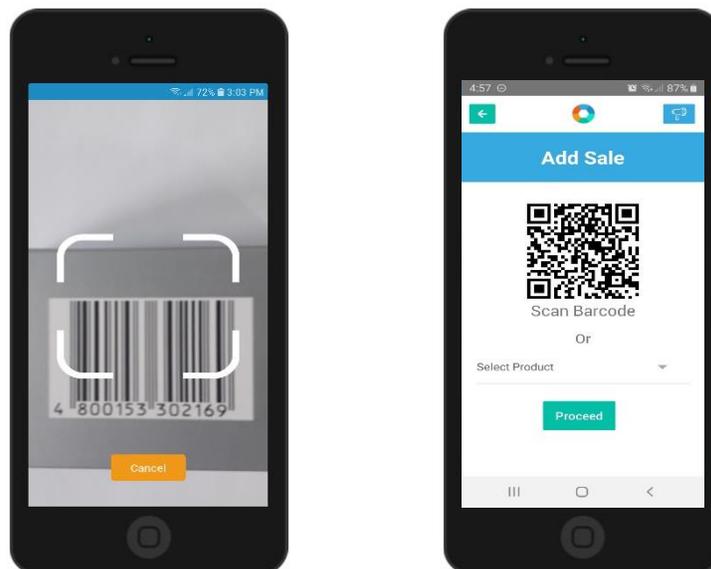
Go to the Sales page to start adding your sales.



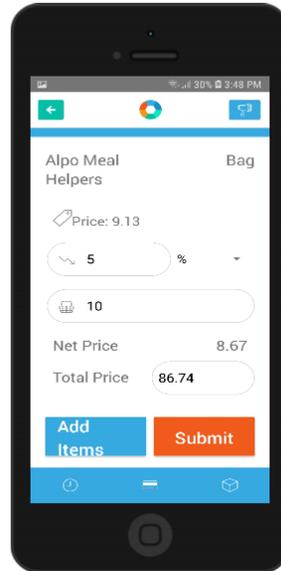
To add a sale, tap on the Add Sale button.



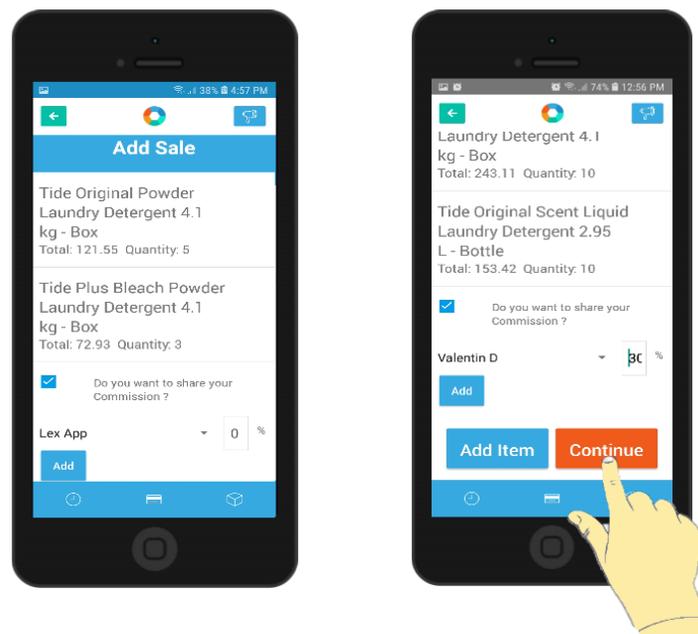
Scan the product barcode or choose from the drop-down list



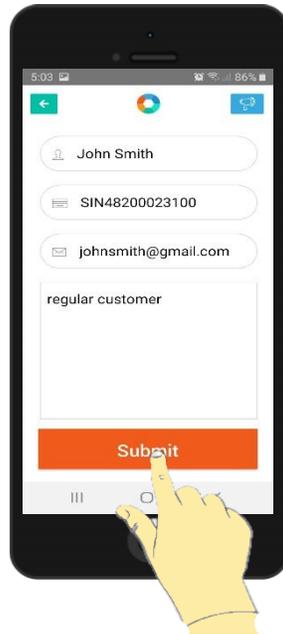
Enter the discount (if any) and quantity of items sold. If you need to add more items, press on the Add Items button. Otherwise, submit your sales by tapping on the Submit button.



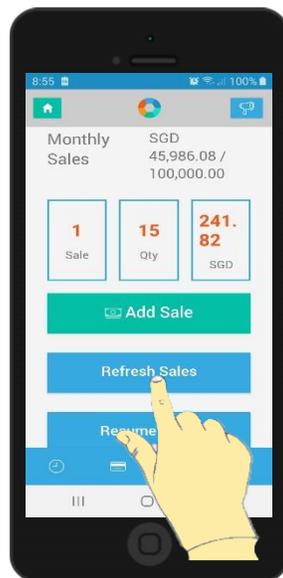
Tick the box if you want to share the commission. Then, select and add the promoter to share it with. Write the % share in the box and press on the Continue button.



Add the customer details and tap on the Submit button.

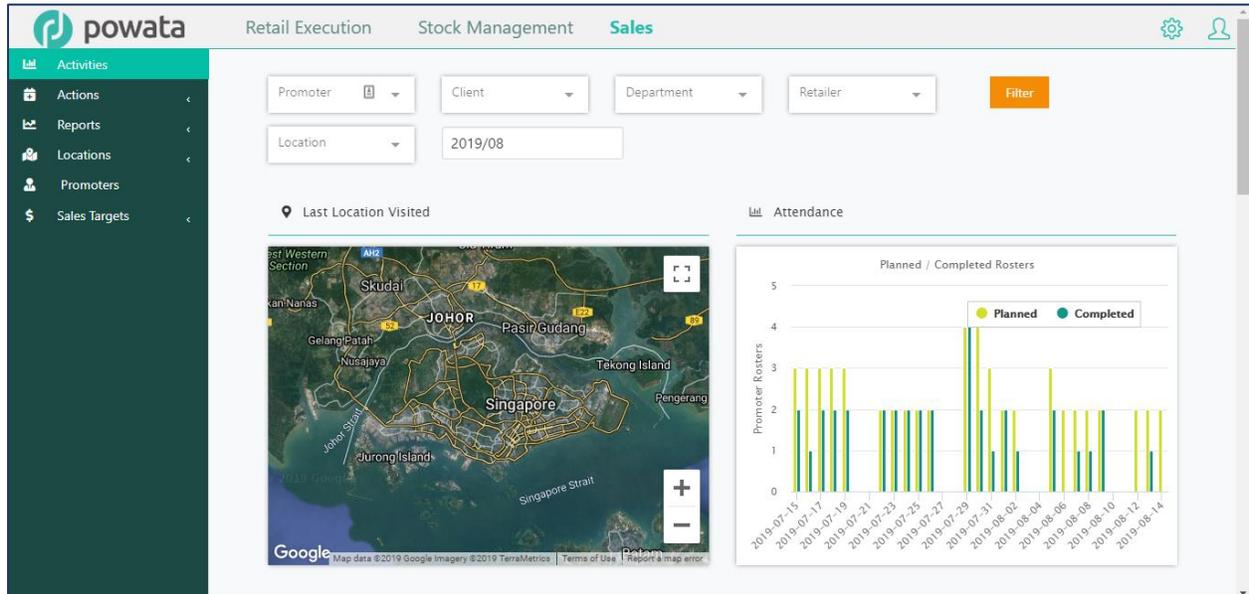


You'll be redirected back to the Sales page. You may need to press on the Refresh Sales button to update the daily sales counter. To add more sales, just tap on the Add Sales button.

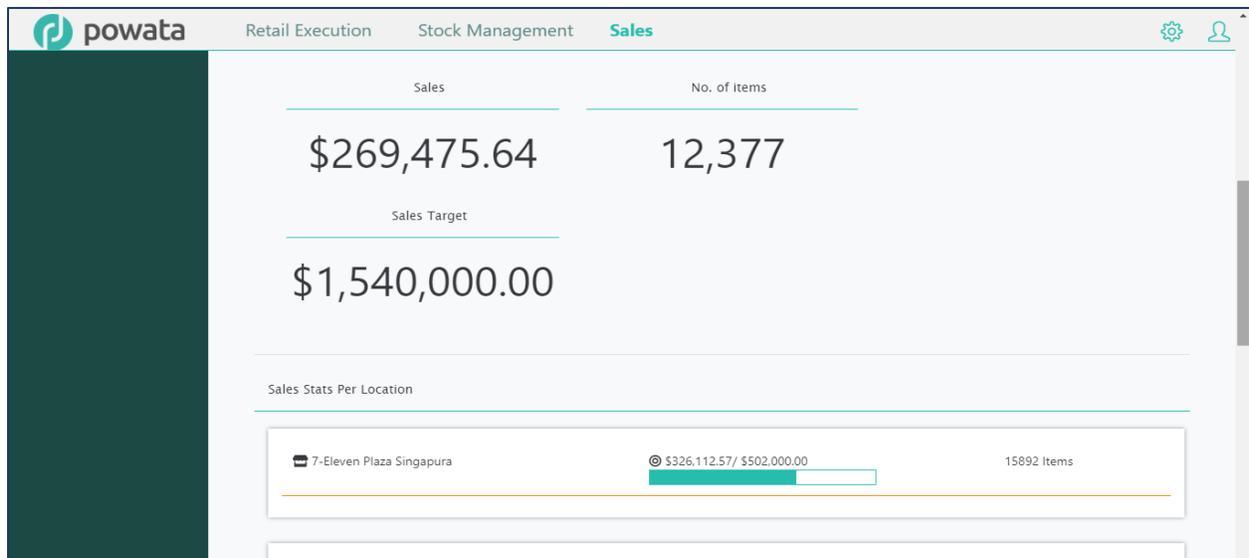


**6. Report and Analysis.** On the Sales dashboard (Activities tab), you'll have a good overview of the performance of your locations and promoters.

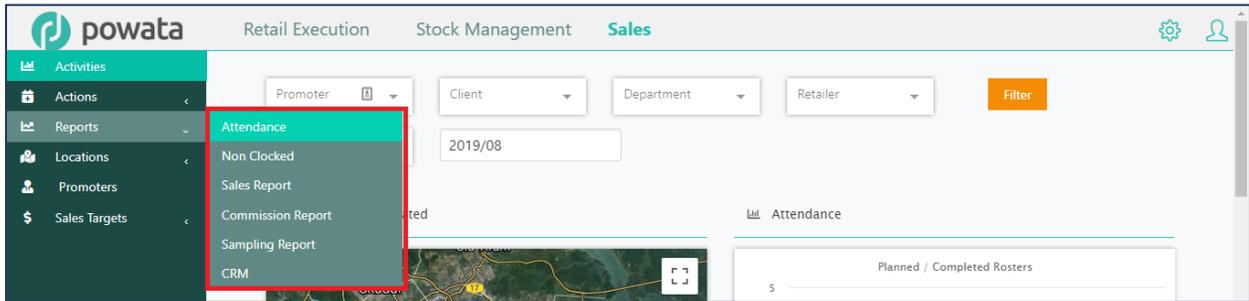
The map on the left side shows the last location visited by your promoters while the chart on the right shows a comparison of the planned vs completed rosters. You may also use the filter to view specific data.



Sales statistics such as overall sales vs sales target for the month are shown as well as total no. of items sold. Breakdown of sales stats per location are available as well.



Various reports are available in the Reports tab such as attendance, sales report, commission report, among others.



An example of an attendance report shows a GPS check as well as cheat warning (a check mark means good and no cheating was committed).

Date	Aug 13, 2019		
Promoter	Valentin D		
Location	FairPrice City Square Mall		
Start Time	09:00	End Time	13:00
Clock In Time	08:59	Clock Out Time	13:00
No. of Hours	4 hour(s) 0 minutes	Cheat Warning	✓
Server Time In	08:59	Server Time Out	13:00
GPS	Start ✓	End ✓	OK ✓
Sign In Picture		Sign Out Picture	
	<a href="#">Download</a>		<a href="#">Download</a>

Sales report allows you to edit/add the sales item and share commission.

**Sale Items**

Product Name	Barcode	Quantity	Net Price	Total Price	
Tide Original Powder Laundry Detergent 4.1 kg	4700532234681	100	23.54	2354.28	
Tide Plus Bleach Powder Laundry Detergent 4.1 kg	4700532234682	100	23.54	2354.28	
Tide Ultra OXI Powder Laundry Detergent 4.1 kg	4700532234683	30	24.83	744.92	
Tide Original Scent Liquid Laundry Detergent 2.95 L	4700532234684	30	14.86	445.74	

[Add New Sales Item](#)

**Share Commission**

Promoter	Commission (%)	Action
Valentin D	30	

[Add New Shared Commission](#)

[Submit](#)

Commission reports shows the commission generated per sale transaction.

**Commission Report** [Export CSV](#)

Locations

Client

Retailer

Promoter

From \*

To \*

[Clear Filter](#) [Filter](#)

Sale ID	Date	Location	Retailer	Client	Promoter Name	Category	Brand	Product	Net Price	Quantity	Total Price	Commission %
514	2019-08-13 12:41:19	FairPrice City Square Mall	FairPrice	Procter & Gamble	Valentin	Detergent	Tide	Tide Original Powder Laundry Detergent 4.1 kg	23.54	100	2354.28	70%
514	2019-08-13 12:41:19	FairPrice City Square Mall	FairPrice	Procter & Gamble	Valentin	Detergent	Tide	Tide Plus Bleach Powder Laundry Detergent	23.54	100	2354.28	70%

## 7. Troubleshooting

	<b>Error</b>	<b>Cause</b>	<b>Solution</b>
1	Unable to log-in	Wrong username or password	Check and make sure the credentials you enter are correct.
		No internet connection	Connect to a Wi-Fi signal or data connection. Ensure your mobile is not in airplane mode.
2	No roster schedule can be found	No roster was created on the platform	Create a roster on the platform.
		Roster is assigned to another Promoter	Check with Manager to whom the roster was assigned.
3	Additional Information		When installing the app on your phone, make sure to allow all permissions requested by the app. The location permission should be turned on in your phone settings for geotagging to work properly. For Android mobile phones, the minimum OS version supported is Android 4.1. Make sure to have at least 50 mb available internal storage on your phone.

END OF TUTORIAL