

Welcome to the Help Document of the Distribution Management System. This comprehensive guide aims to provide you with detailed information on the app's features, functionalities, and overall structure. Whether you are an admin, salesperson, manufacturer, wholesaler, retailer, or distributor, this document will assist you in navigating through the app effectively.

## **About the Distribution Management System App**

The Distribution Management System App is a powerful tool designed to streamline and optimize the distribution of physical products. It caters for various stakeholders, including manufacturers, wholesalers, retailers, distributors, super stockists, and salespersons. The app offers a range of features, including route planning, order management, attendance tracking, and expense management, to ensure efficient distribution operations.

## **Key User Roles**

The app supports different user roles, each with specific access and functionalities:

1. **Admin/Super-admin:** Responsible for managing the overall app settings, user accounts, and distribution network setup.
2. **Salesperson/Employee:** Field representatives who visit retailers, take orders, and manage daily progress.
3. **Retailer:** Retailers can conveniently place orders for products using the Distribution Management System App

## **2. Getting Started**

### **Login and Registration**

After installing the application, you can access it using your unique login credentials. If you are a new user, you must register with the app using a valid email address and

password. Upon successful login, you will land on the Dashboard.

### **Dashboard Overview**

The Dashboard is the central hub of the app, providing an overview of key information such as Route Request & Approval Process, Attendance, and travel expenses management, Reporting . It serves as a launching point to access various app sections.

### **User Profile Management**

Ensure your user profile is accurate and up-to-date. You can view and edit your profile details in the designated section, including contact information and preferences.

## **3. Admin Features**

### **Employee Master Management**

Admins can manage the organization's hierarchy, employee roles, and attendance tracking. Additionally, they can create and assign beat masters to salespersons.

### **Channel Masters Setup**

Admins maintain essential customer information, including super stockist, distributor, and retailer data. They can also conduct surveys to gather insights from stakeholders.

### **Geographical Masters Setup**

Efficient distribution relies on understanding geographic locations. Admins manage state, district, and city masters to organize the distribution network effectively.

### **Order for Items Master**

Admins manage all brand, item category, item group, and item/SKU masters. Detailed reports on individual items assist in inventory management.

### **Beat/Route Planner**

Admins oversee route requests from salespersons and manage the overall route planning process.

## **4. Salesperson Features**

### **Route Visit**

Salespersons can make route requests for specific cities they plan to visit. Admins approve or disapprove these requests, allowing salespersons to proceed with visiting approved cities.

### **Attendance and Travel Expenses Management**

Salespersons record their daily attendance and travel-related expenses within the app. Admins verify and process the expense claims.

### **Daily Progress Review**

Salespersons can monitor their daily progress, track orders, and sales within the app to stay on top of their targets and performance.

## **5. Retailer/Distributor/Super Stockist Features**

### **Placing Orders**

Retailers, distributors, and super stockists can place orders for products through the app. They can select the desired items and quantities for smooth order processing.

## **6. Reports and Analytics**

### **Daily Office Report**

Generate and review daily office reports to assess overall performance, orders received, and progress against targets.

### **Salesman Monthly Report**

Obtain comprehensive monthly reports highlighting achievements and areas for improvement.

### **Primary Order Report**

Track primary orders made by retailers and manage the fulfillment process through the app.

### **Distribution Payment Collection Report**

Stay informed about the payment status of retailers and manage payment collections accordingly.

## **7. Travelling Expenses Management**

### **Recording Travel Expenses**

Users can record all travel-related expenses accurately within the app to ensure transparent expense tracking.

### **Expense Claim Submission**

Submit travel expense claims through the app. Admins review and process these claims for reimbursement.

## **8. Campaigns**

### **Viewing Campaigns**

Users can view ongoing marketing campaigns and promotions run by the Admin/Super-admin.

### **Participating in Campaigns**

Users can participate in campaigns to boost sales and engage with customers effectively.

## **9. Support**

### **Contacting Support**

For any app-related issues or inquiries, users can contact the support team through the app's support section.

### **Conclusion**

You are now familiar with the Distribution Management System App and its various features. Whether you are an admin, salesperson, retailer, distributor, or super stockist, the app offers comprehensive tools to optimize distribution operations. Should you encounter any challenges or require further assistance, refer to this help document, explore the FAQs, or reach out to the support team for prompt resolution. Happy distributing!