

Royal Club Web Portal User Manual

Prepared By-

Kellton Tech Solutions Pvt Ltd

Features available as per the user login role-

TSH

- Login
- Forgot Password
- Change Password
- Profile
- Dashboard
- Reports
 - o ETQ Report
 - o KYC Verification Pending Report
 - o Retailer Profile Report
 - o Retailer Revenue Report
 - Retailer Sales Data Report
 - o MIS Retailer Visits Report
 - o Sales Data Capture Report
 - o Sales Validation Pending Report
 - o Retailer Wallet Details Report
- Pending Tasks
 - Sales Data Entry
 - Sales Data Validation
- Sales
 - Sales Data Entry
 - Sales Data Validation
- My Customers
 - o Retailers
 - o Distributors
- Logout

RSH

- Login
- Forgot Password
- Change Password
- Profile
- · Score board Dashboard
- Score Board Reports
- Sales

- Sales Data Validation
- My Customers
 - Retailers
 - o Distributors
- Logout

Distributor

- Login
- Forgot Password
- Change Password
- Profile
- Dashboard
- Reports
 - o Retailer Profile Report
 - o Retailer Revenue Report
 - o Sales Validation MIS Report
- Sales
 - Sales Data Validation
- Customers
 - Retailers
- Logout

RC Admin

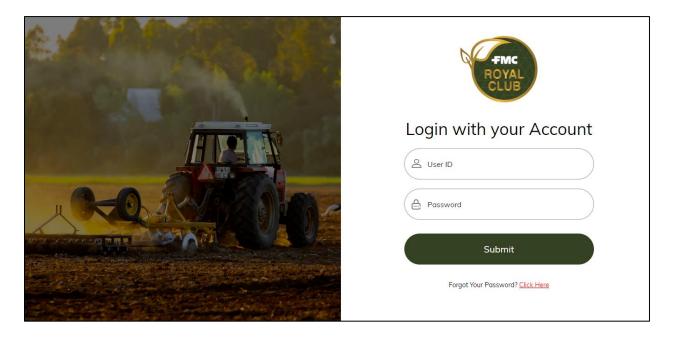
- Login
- Forgot Password
- Change Password
- Profile
- Score Board Dashboard
- Score Board Reports
- Admin Rights
 - o Announcements
 - o Splash Upload
 - o Product Configuration
- Logout

Super Distributor

- Login
- Forgot Password

- Change Password
- Profile
- Score Board Dashboard
- Score Board Reports
- Sales
 - Salas Data Validation
- My Customers
 - o Retailers
 - Distributors
- Logout

1. Login (TSH/RSH/SD/Distributor/RC Admin login)-



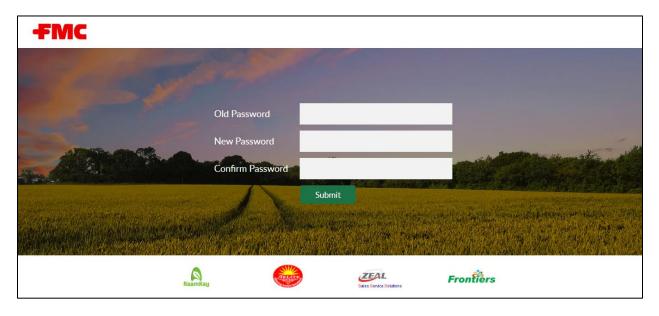
- User will enter the User ID and Password in the respective fields.
- On clicking the "Login" button, user will be able to login to the website.
- User will also be able to reset the password on clicking "Forgot Your Password? <u>Click Here</u>"

1.1. Forgot Password



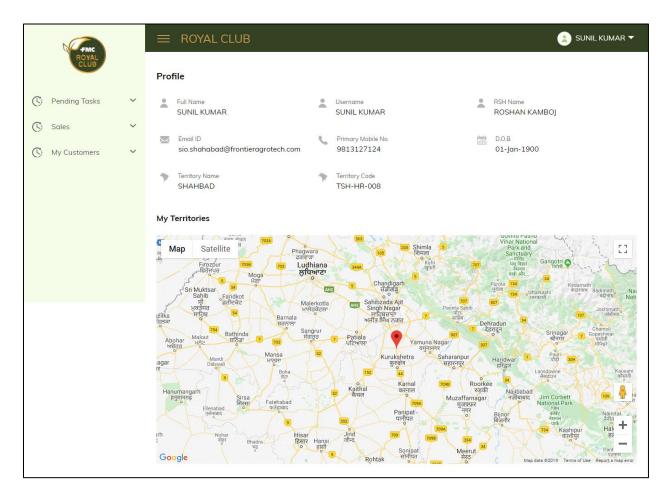
- User will enter his User Id.
- On clicking "Send" button, password will send to the user's registered email id.

1.2. Change Password



- User will click his name on the screen and choose the Change Password option from the menu.
- On clicking this, he will be redirected to Change Password screen.
- Here, user will enter his old password, new password and confirm new password.
- On clicking "Submit" button, user's password will get updated.

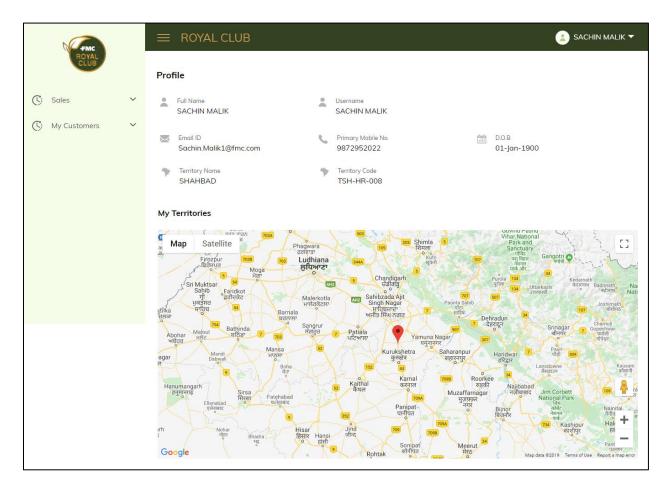
2. Profile (TSH login)-



• User will be able to click on his name situated on the right corner of the screen and choose the Profile option from the menu.

- On clicking this, he will be redirected to "Profile" screen.
- Here, below mentioned fields will be present:
 - o Full Name
 - User Name
 - o RSH Name
 - o Email ID
 - o Primary Mobile Number
 - o D.O.B.
 - o Territory Name
 - o Territory Code
 - My Territories
- User will have the access to read the details only. He won't be able to edit it.

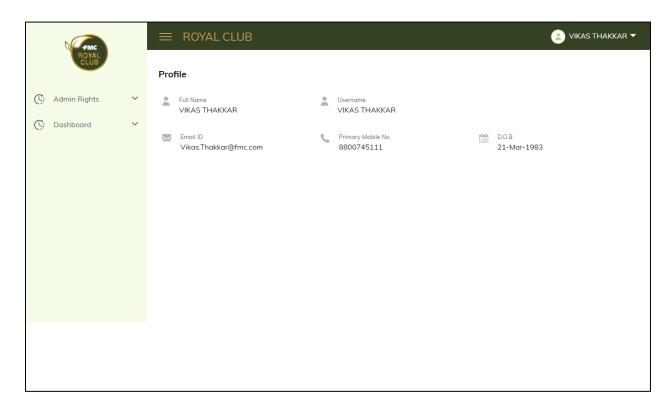
3. Profile (RSH/Distributor/SD Login)



• User will be able to click on his name situated on the right corner of the screen and choose the Profile option from the menu.

- On clicking this, he will be redirected to "Profile" screen.
- Here, below mentioned fields will be present:
 - o Full Name
 - User Name
 - o Email ID
 - o Primary Mobile Number
 - o D.O.B.
 - o Territory Name
 - o Territory Code
 - My Territories
- User will have the access to read the details only. He won't be able to edit it.

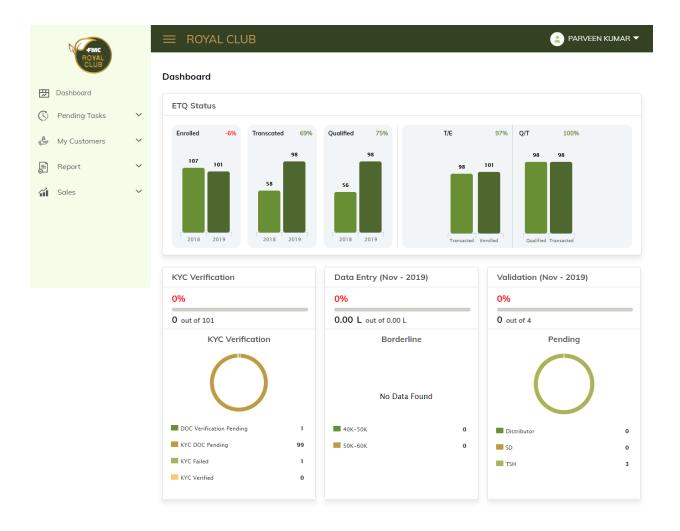
4. Profile (Admin Login)



- Admin will be able to click on his name situated on the right corner of the screen and choose the Profile option from the menu.
- On clicking this, he will be redirected to "Profile" screen.
- Here, below mentioned fields will be present:
 - o Full Name

- User Name
- Email ID
- Primary Mobile Number
- o D.O.B.
- Admin will have the access to read the details only. He won't be able to edit it.

5. Dashboard (TSH/Distributor Login)-



- User will be able to click on the "Dashboard" section present in the navigation menu.
- User will be able to view the below mentioned fields:
 - o Retailer Status-
 - No of Retailers Enrolled in last year and No of Retailers Enrolled in current year.

- No of Retailers Transacted in last year and No of Retailers Transacted in current year.
- No of Retailers Qualified in last year and No of Retailers Qualified in current year.
- KYC Verification- In this, user can view the Total no of Retailers with KYC completed status out of total no of retailers present in the system along with the below status-
 - KYC Docs pending No of Retailers
 - Doc Verification Pending No of Retailers
 - KYC Failed No of Retailers
 - KYC Verified No of Retailers
- Data Entry
- Validation
 - TSH
 - Distributor
 - SD

6. Reports (TSH/Distributor Login)-

- User will be able to click on the "Reports" in the navigation menu.
- User will be able to view below mentioned "Reports"-

ETQ Report (For TSH Only) - Fields mentioned in the below/screenshot will be the part of this report-

- No of Enrollments
- No of Transacted
- No of Qualified
- T/E %
- Q/T %



KYC Verification Pending Report (For TSH Only) - Fields mentioned in the below/screenshot will be the part of this report-

- DIST ID
- DIST Name
- Retailer ID
- Retailer Name
- Verification Status



Sales Data Capture Report (For TSH Only) - Fields mentioned in the below/screenshot will be the part of this report-

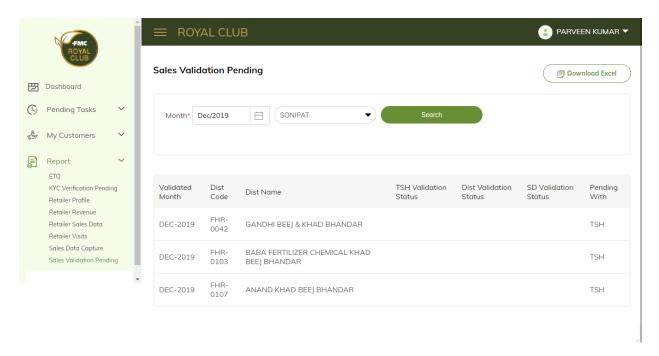
- DIST ID
- DIST Name
- Distributor Revenue
- Retailer Revenue
- Capture %



Sales Validation Pending Report (For TSH only) - Fields mentioned in the below/screenshot will be the part of this report-

- User needs to select filters present on the screen-
 - Select Month
 - Select Territory
- On clicking "Search" button will give below mentioned data in grid form-
 - Validated Month
 - ♣ DIST Code

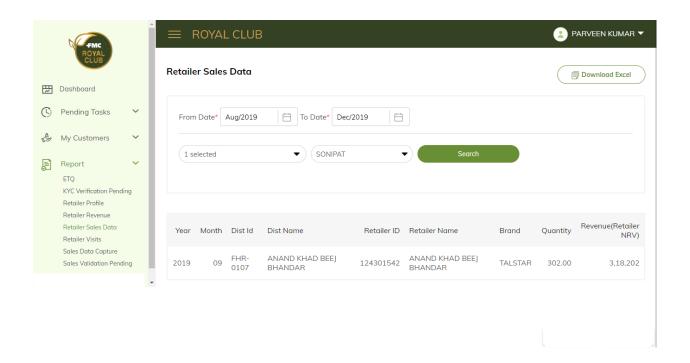
- DIST Name
- TSH Validation Status
- DIST Validation Status
- SD Validation Status
- Pending With



Retailer Sales Data Report (For TSH only) – Fields mentioned in the below/screenshot will be the part of this report-

- User needs to select filters present on the screen-
 - "From Date" to "To Date"
 - Select Distributor
 - Select Territory
- On clicking "Search" button will give below mentioned data in grid form-
 - Year
 - Month
 - DIST ID
 - DIST Name
 - Retailer ID

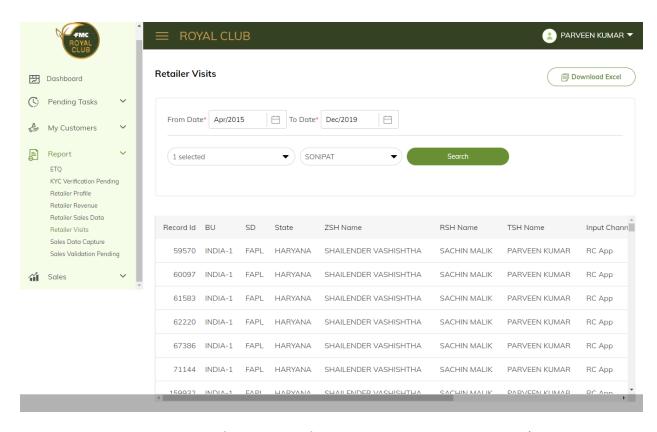
- Retailer Name
- Brand
- Quantity
- Revenue (Retailer NRV)



MIS Retailer Visits Report (For TSH only) - Fields mentioned in the below/screenshot will be the part of this report-

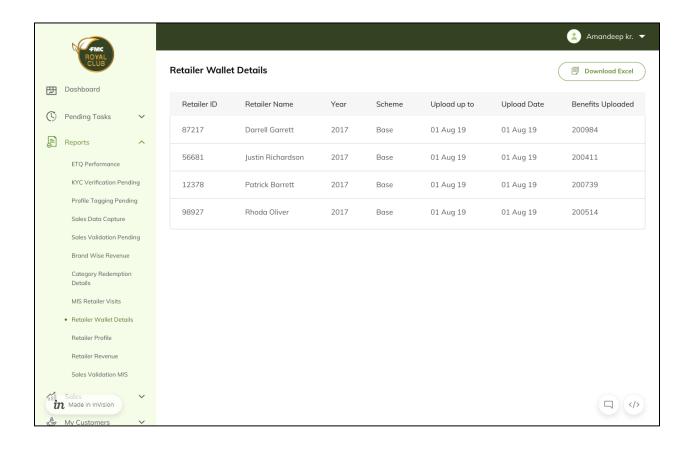
- User needs to select filters present on the screen-
 - "From Date" to "To Date"
 - Select Distributor
 - Select Territory
- On clicking "Search" button will give below mentioned data in grid form-
 - ♣ Record ID
 - 👃 BU
 - ♣ SD
 - ♣ State

- ZSH Name
- RSH Name
- TSH Name
- Input Channel
- 🖶 Retailer ID
- Visit Date
- 4 Rating 1
- 4 Rating 2
- Order Value



Retailer Wallet Details Report (For TSH only) - Fields mentioned in the below/screenshot will be the part of this report-

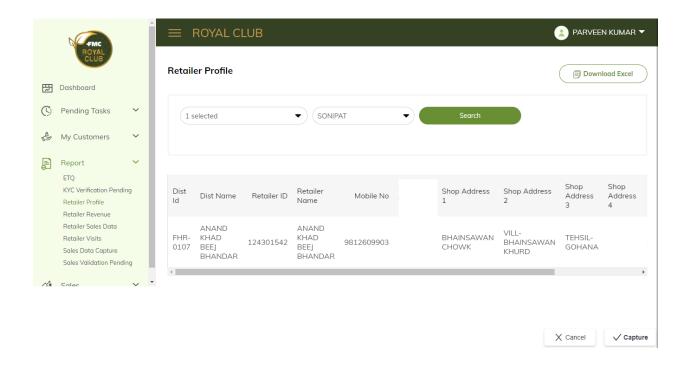
- Retailer ID
- Retailer Name
- Year
- Scheme
- Upload Upto
- Upload Date
- Benefits Uploaded



Retailer Profile Report (For TSH and Distributor) - Fields mentioned in the below/screenshot will be the part of this report-

- User needs to select filters present on the screen-
 - Select Distributor
 - Select Territory
- On clicking "Search" button will give below mentioned data in grid form-
 - DIST ID
 - DIST Name
 - 🖶 Retailer ID
 - Retailer Name
 - Mobile Number
 - Shop Address 1
 - Shop Address 2

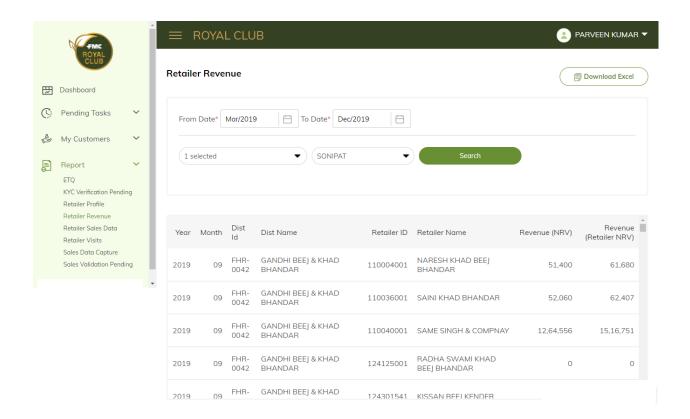
- Shop Address 3
- Shop Address 4
- Pin Code
- 👃 D.O.B
- KYC Verification Status



Retailer Revenue Report (For TSH and Distributor) - Fields mentioned in the below/screenshot will be the part of this report-

- User needs to select filters present on the screen-
 - "From Date" to "To Date"
 - Select Distributor
 - Select Territory
- On clicking "Search" button will give below mentioned data in grid form-
 - 4 Year
 - Month
 - DIST ID

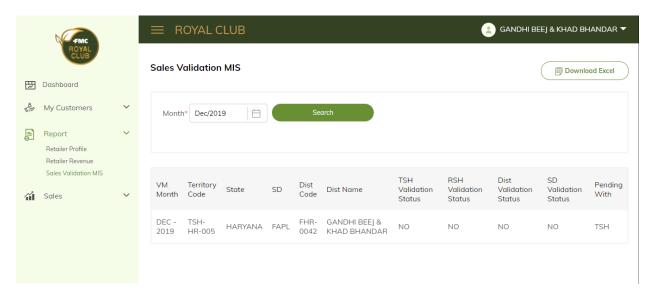
- DIST Name
- Retailer ID
- Retailer Name
- Revenue (NRV)
- Revenue (Retailer NRV)



Sales Validation MIS (Only for Distributors) – Fields mentioned in the below/screenshot will be the part of this report-

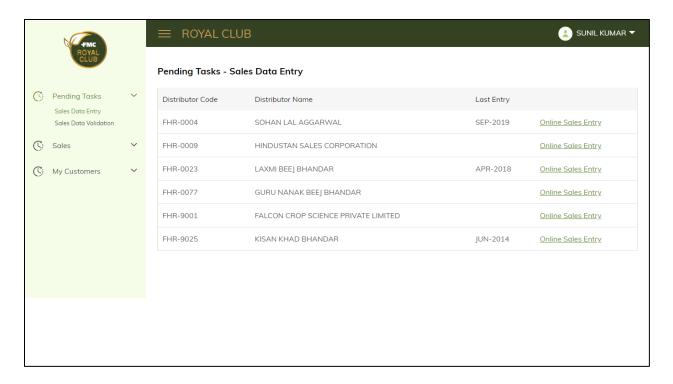
- User needs to select filters present on the screen-
 - Select Month
- On clicking "Search" button will give below mentioned data in grid form-
 - VM Month
 - Territory Code
 - State

- 👃 SD
- DIST Code
- DIST Name
- TSH Validation Status
- RSH Validation Status
- DIST Validation Status
- SD Validation Status
- Pending With



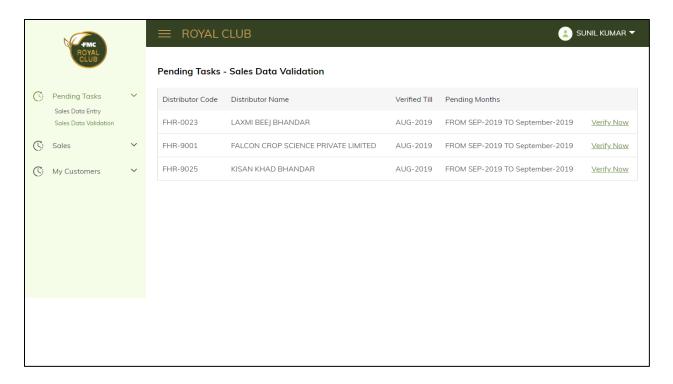
7. Pending Tasks (TSH Login)

7.1. Sales Data Entry



- User will be able to click on "Sales Data Entry" tab present under the Pending Tasks in the Navigation Menu.
- Here, below mentioned fields will be present on the screen:-
 - Distributor Code
 - o Distributor Name
 - Last Entry
- User will be able to click "Online Sales Entry" corresponding to the Distributor, which
 redirects the user to "sales- sales entry" screen to complete his/her pending tasks for
 that distributor.

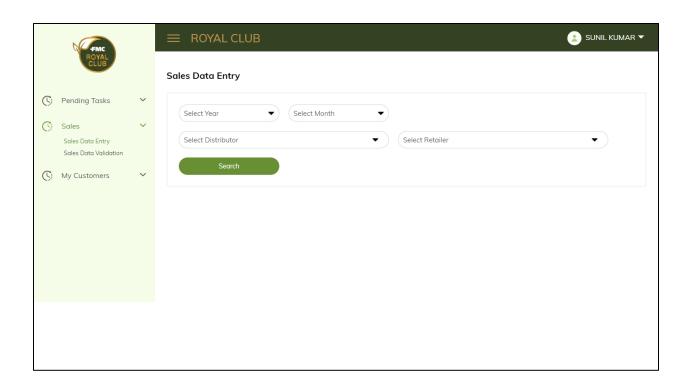
7.2. Sales Data Validation



- User will be able to click "Sales Data Validation" under the Pending Tasks in the Navigation Menu.
- Here, below mentioned fields will be present on the screen:
 - o Distributor Code
 - o Distributor Name
 - o Verified Till
 - Pending Months
- On clicking "Verify Now" user will get redirected to "Sales- Sales Data Validation" screen.

8. Sales (TSH/RSH Login)

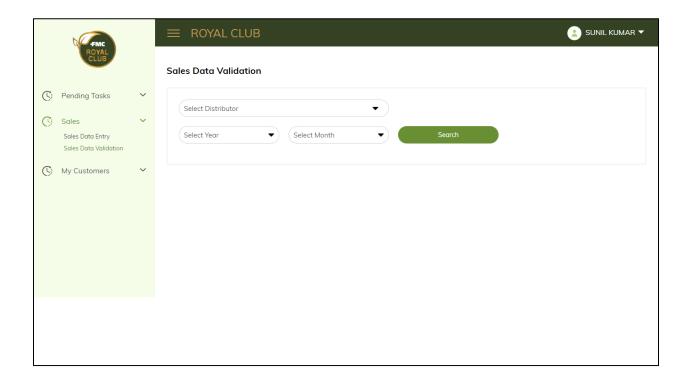
8.1. Sales Data Entry-This screen will be for TSH login.

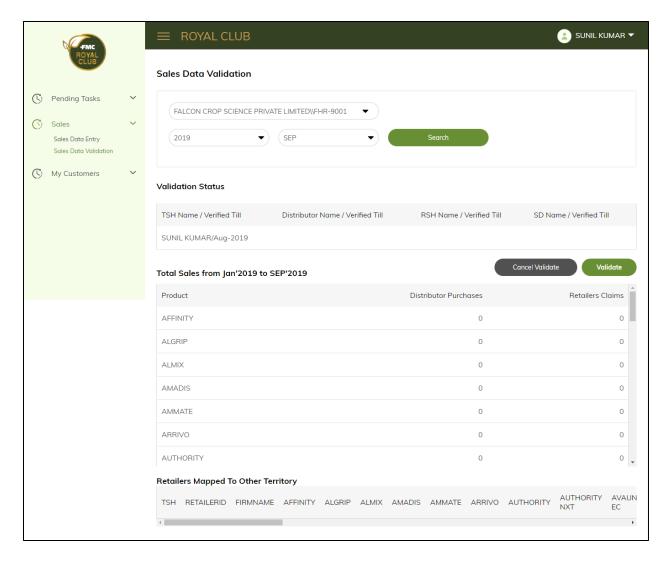




- User will either be able to select "Sales Data Entry" under Sales section in the navigation menu.
- User can also redirect to this screen by clicking on "Online Sales Entry" present in the "Pending Tasks- Sales Data Entry".
- Here, following fields will be present-
 - Select Year
 - Select Month
 - Select Distributor
 - Select Retailer
 - User will select the above fields from the dropdown and click on "Search" button.
- On clicking, below mentioned will be displayed
 - o Retailer's Name
 - Mobile Number
 - o Retailer ID
 - Shop Address
 - o Products
 - o Quantity-User will fill in the quantity respective to any product.
 - o Retailer Claim
 - Distributor purchase
 - After filling in, user will click "Save" button, sales data entry for the selected year, month, distributor, retailer will get submitted.

8.2. Sales Data Validation



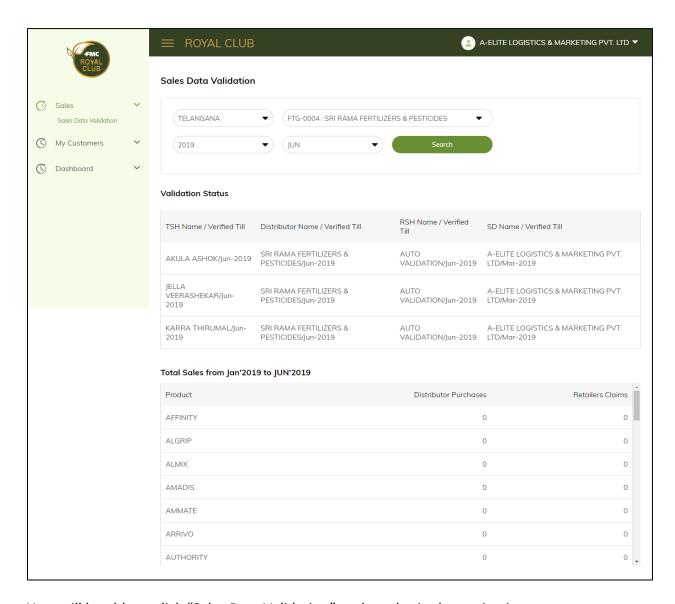


- User will either be able to choose "Sales Data Validation" under Sales present in the navigation menu.
- User can also get redirect to this screen by clicking on "Verify Now" link present in the "Pending Tasks-Sales Data Validation".
- Here, following fields will be present-
 - Select Distributor
 - Select Year
 - Select month
 - User will fill in the above mentioned fields from the dropdown and will click on "Search" button.
- On clicking, user will be able to view:
 - Validation Status-

- o TSH Name/Verified Till
- Distributor Name/Verified Till
- o RSH Name/Verified Till
- o SD Name/Verified Till
- > Total Sales from Current Year and Month till date-
 - Product
 - Distributor Purchase
 - o Retailers Claim
 - User will be able to validate the sales by clicking on "Validate" button and cancel it by clicking on "Cancel Validate" button.
- ➤ Retailer Mapped to other territory- In this section, If a retailer is mapped to other TSH also, then those details will be visible in the 'Retailer Mapped to Other territory' section.

9. Sales (Super Distributor Login)

9.1. Sales Data Validation



- User will be able to click "Sales Data Validation" under sales in the navigation menu.
- User will fill in the below mentioned fields:
 - Select State
 - Select Distributor
 - Select Year
 - Select Month

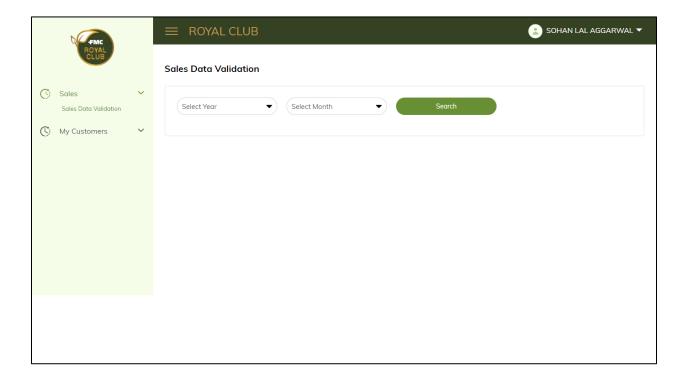
On clicking "Search" button, following fields will be displayed:

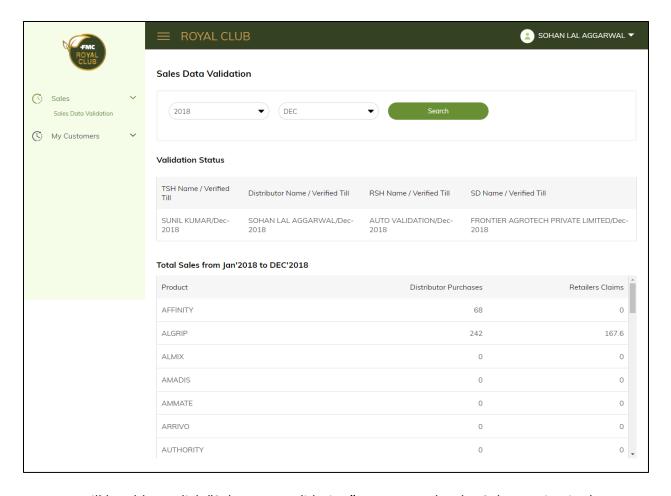
Validation Status-

- o TSH Name/Verified Till
- o Distributor Name/Verified Till
- o RSH Name/Verified Till
- o SD Name/Verified Till
- > Total Sales from Current Year and Month till date
 - o Product
 - o Distributor Purchase
 - o Retailer Claims

10. Sales (Distributor Login)

10.1. Sales Data Validation





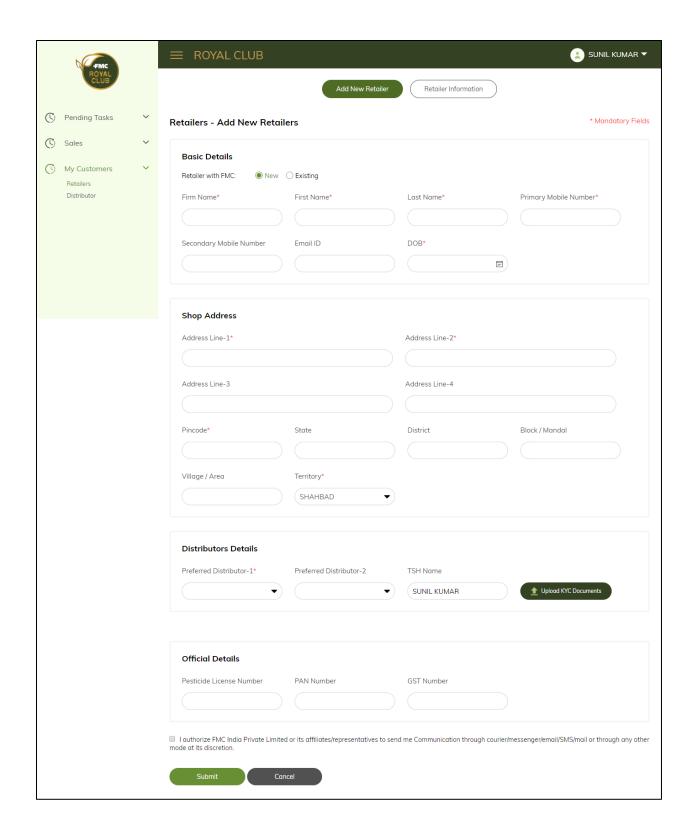
- User will be able to click "Sales Data Validation" present under the Sales section in the navigation menu.
- User will enter the following fields:
 - Select Year
 - Select Month

On selecting the fields user will click "Search" button and below mentioned fields will be displayed:

- Validation Status-
 - TSH Name/Verified Till
 - o Distributor Name/Verified Till
 - o RSH Name/Verified Till
 - o SD Name/Verified Till
- Total Sales from Current Year and Month till date
 - o Product
 - Distributor Purchase
 - Retailer Claims

11. My Customers (TSH/RSH/SD/Distributor Login)

11.1. Retailers- RSH will only be able to view "Retailer Information" Tab and "Add New Retailer" will only be for TSH and Distributor.

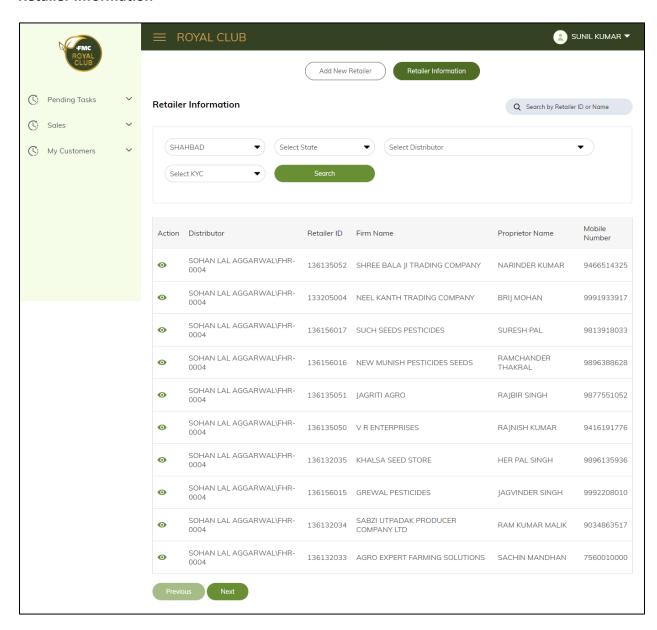


 User will be able to click "Retailers" present under "My Customer" section in the Navigation menu.

- User will be able to click on following tabs:
 - Add New Retailer
 - Retailer Information
- In "Add New Retailer" user need to fill below mentioned fields:
 - Basic Details
 - o Retailer with FMC- New or Existing
 - o Firm Name
 - o First Name
 - Last Name
 - o Primary Mobile Number
 - Secondary Mobile Number
 - o Email ID
 - o DOB
 - Shop Address
 - o Address Line 1
 - o Address Line 2
 - o Address Line 3
 - o Address Line 4
 - o Pin code
 - o State
 - District
 - o Block/Mandal
 - o Village/Area
 - Territory
 - Distributors Details
 - Preferred Distributor-1
 - o Preferred Distributor-2
 - o TSH Name-This will be pre-filled
 - Upload KYC Documents
 - Official Details
 - o Pesticide License Number
 - o PAN Number
 - o GST Number
- User will need to click the "I authorize FMC India Private Limited or its
 affiliates/representatives to send me Communication through
 courier/messenger/email/SMS/mail or through any other mode at its discretion"
 Without checking above message, user will not be able to submit the form.
- User will click on "Submit" button for the submission of the entered details.

• On clicking "Cancel" button all the fields get reset.

Retailer Information-



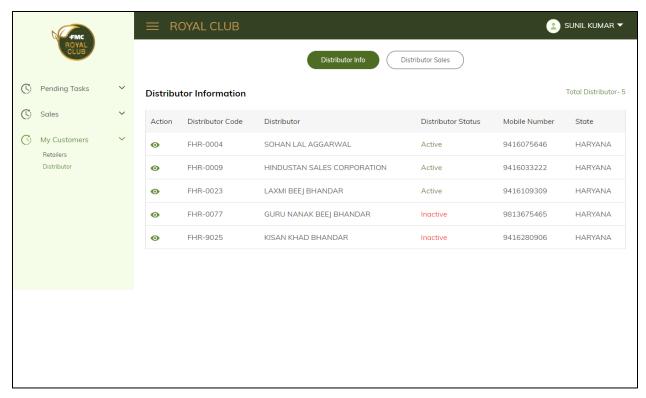
- In "Retailer Information" below mentioned fields will be present:
 - Retailer Information
 - Retailer Name It will be pre fetched.
 - Select State User will select the state from dropdown
 - Select Distributor User will select distributor from the dropdown
 - Select KYC Status User will select KYC Status from the drop down.

On clicking the "Search" button, the results will be displayed in tabular form with following fields:

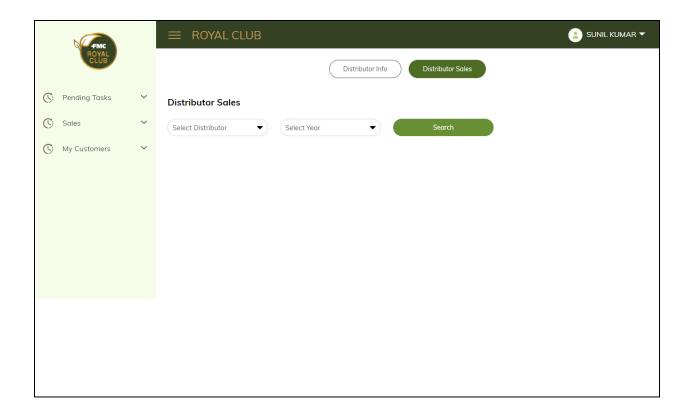
- o Action
- Distributor
- o Retailer ID
- o Firm Name
- o Proprietor Name
- Mobile Number
- "Next" and "Previous" button will be there for the user to move next and previous page of the data.
- User will also be able to Search for an entity on the basis of Retailer ID or Name.

11.2. Distributors-

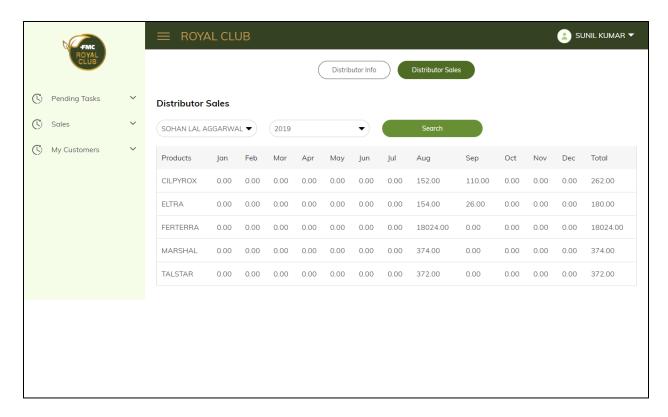
- User will be able click "Distributor" sub-section present under "My customers" in the Navigation Menu.
- User will be able to click the following tabs:
 - Distributor Info
 - Distributor Sales
- On "Distributor Info" below mentioned fields will be displayed to the user:
 - Action
 - Distributor Code
 - o Distributor
 - Distributor Status
 - Mobile Number
 - o State
 - Total Distributors



- On "Distributor Sales" user will enter the following fields:
 - Select Distributor
 - o Select Year
 - User will select the respective fields from the dropdown and will click on "Search" button.

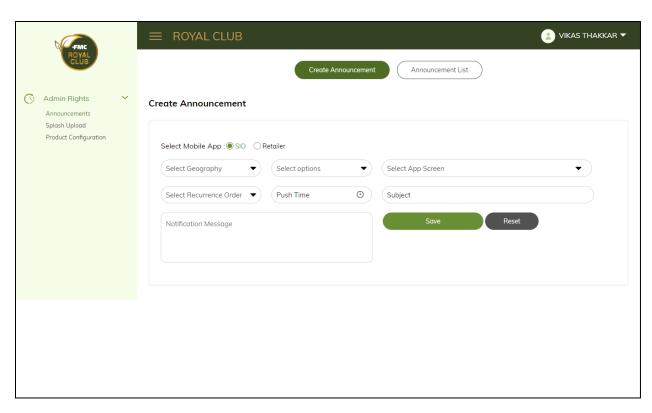


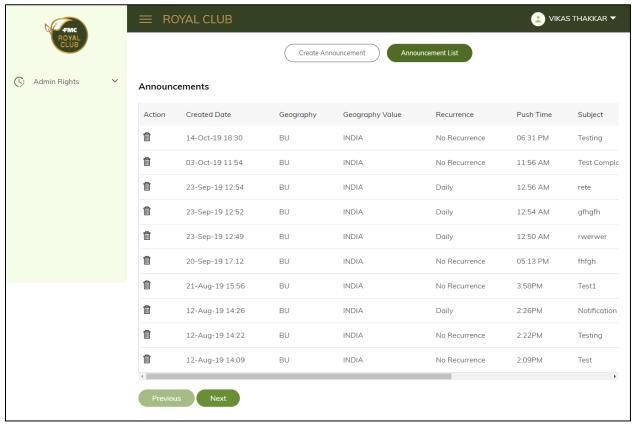
- On clicking, following fields will be displayed:
 - o Products
 - o Sales from January to December
 - o Total



12. Admin Rights (Admin Login)

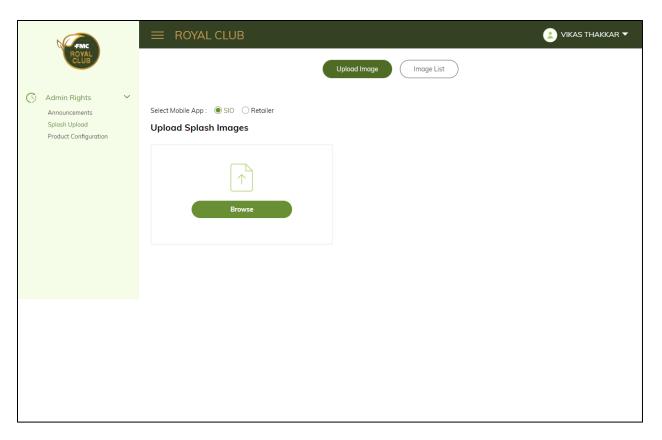
12.1. Announcements-

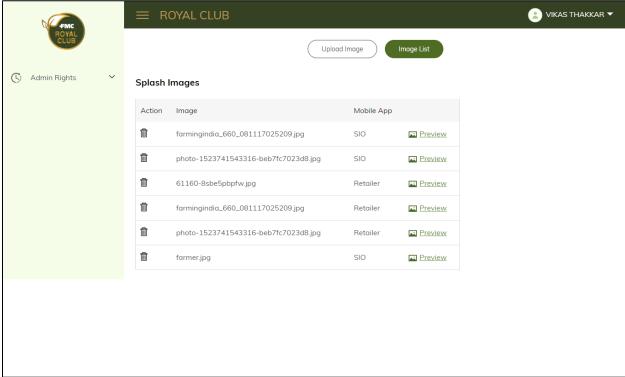




- Admin will be able to click on "Announcements" sub-section present under the Admin Rights in the Navigation Menu.
- Admin can chose from the following tabs:
 - Create Announcement
 - Announcement List
- In "Create Announcement" tab, user will be able to fill the below mentioned fields in order to create any announcement:
 - Select Mobile App
 - Select Geography
 - Select Options
 - Select App Screen
 - Select Recurrence order
 - Push Time
 - Subject
 - Notification Message
 - o On clicking "Save" button the notification will get created.
 - He can reset all the fields by clicking on "Reset" button.
- In "Announcement List" tab below mentioned fields will be displayed to the admin:
 - Action Admin will be able to delete any announcement by clicking on "Delete" icon.
 - Created Date
 - Geography
 - Geography Value
 - Recurrence
 - Push Time
 - Subject
 - Notification Message
 - Attachment
 - o Admin can view the pagination by clicking on "Next" and "Previous" button.

12.2. Splash Upload-





 Admin will be able to click "Splash Upload" sub-section present under Admin Rights in the navigation menu.

- Admin will be able to choose from the following tabs:
 - o Upload Image
 - o Image List
- In "Upload Image" tab, admin needs to fill in the following fields:
 - Select mobile app
 - Upload Splash Image
 - o On clicking "Browse" button, admin will be able to upload the image.
- In "Image List" tab, below mentioned tabs will be displayed:
 - Action Admin will be able to delete any of the images by clicking on "Delete" icon.
 - o Image
 - o Mobile App
 - o Preview On clicking, user will be able to view the uploaded splash image.

12.3. Product Configuration-



- Admin will be able to click "Product Configuration" under Admin Rights in the navigation menu.
- Here, below mentioned fields will be displayed:
 - o Products Name
 - Visibility Admin will be able to control visibility of products in the royal club web portal.
 - Admin clicks on the "Save" button, to submit the visibility of the checked products.