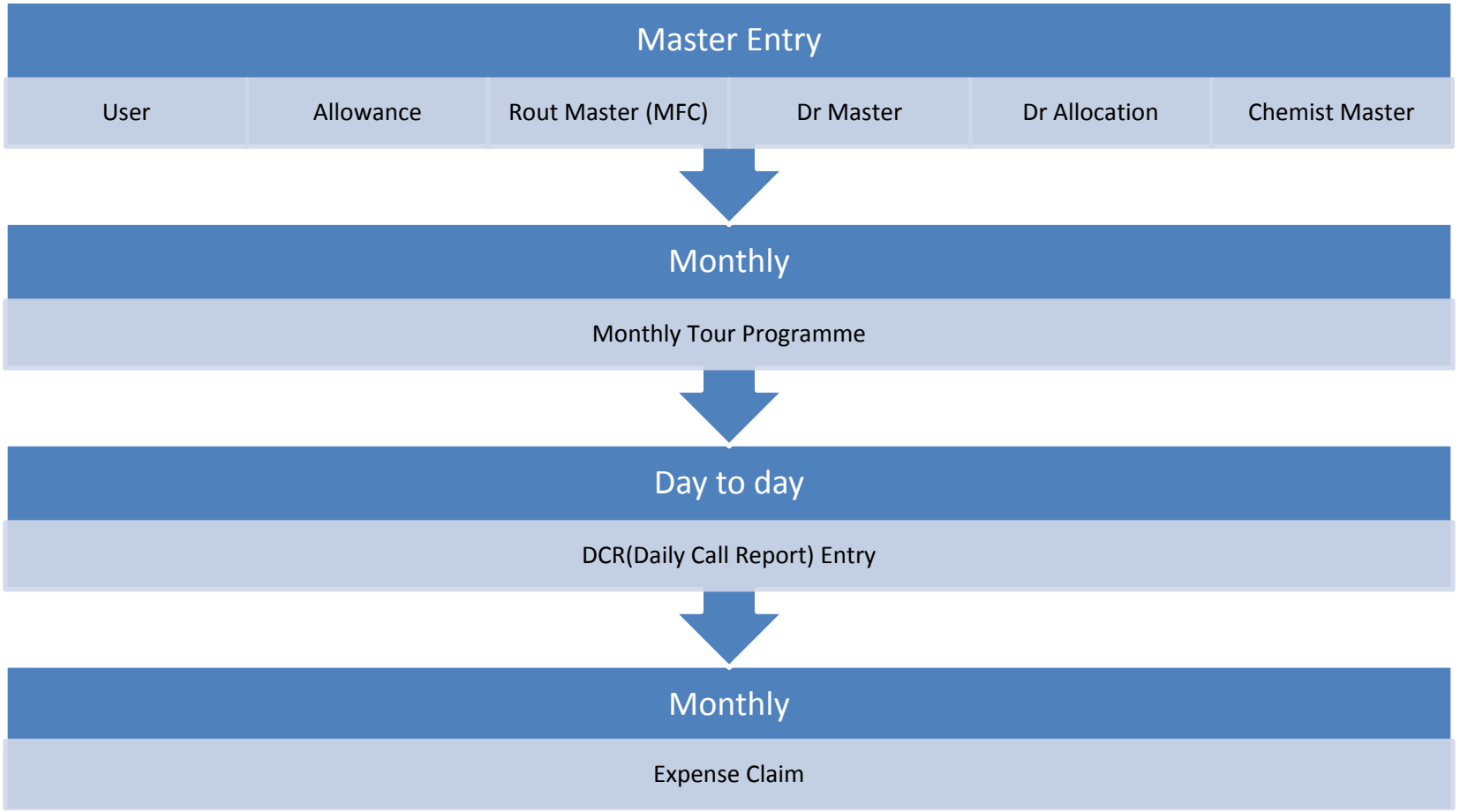
SFA

SALES FORCE AUTOMATION

PROJECT TEJ

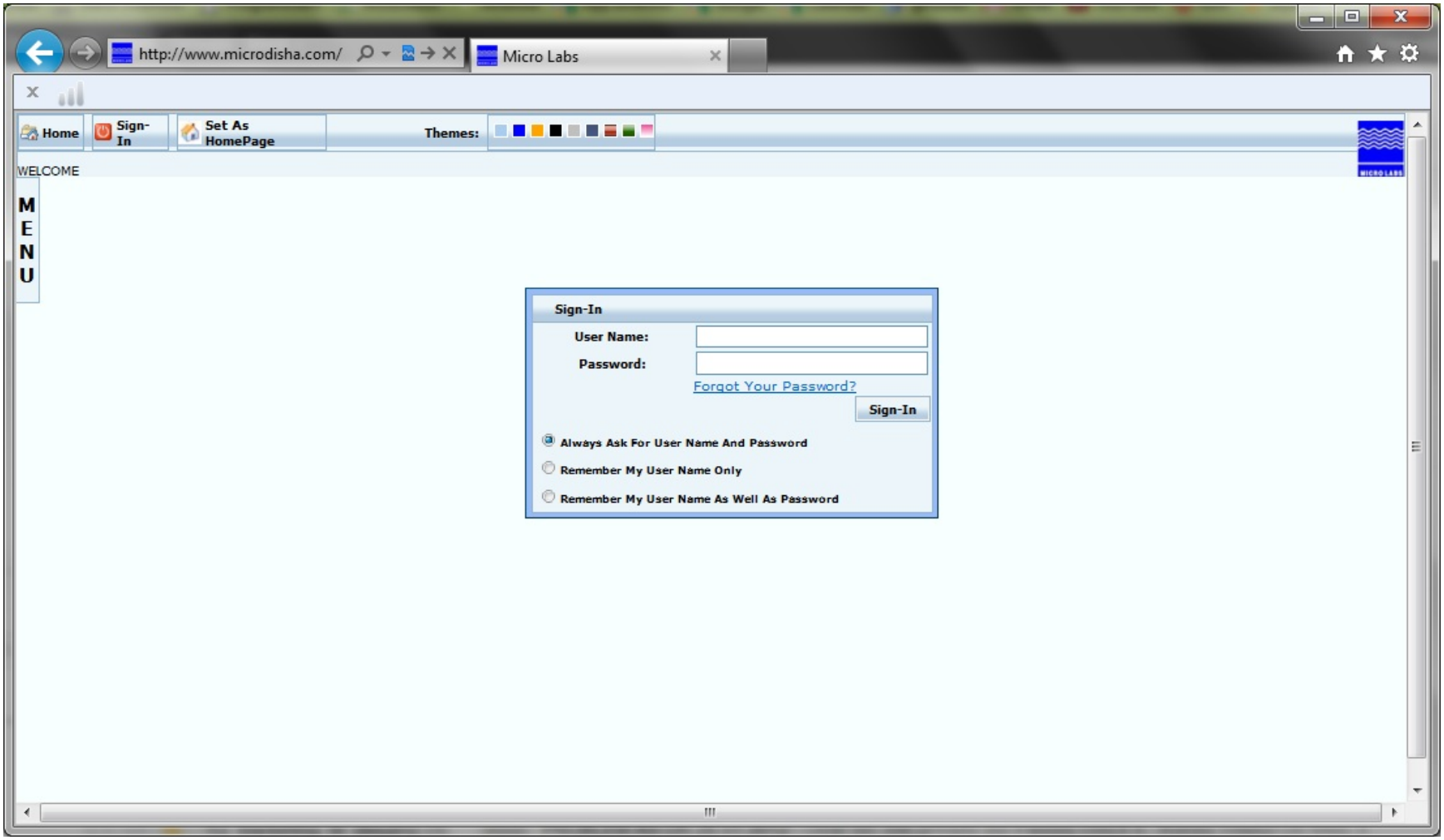
MICRO DISHA


Master Entry
User
Allowance
Rout Master (MFC)
Dr Master
Dr Allocation
Chemist Master
Monthly
Monthly Tour Programme
Day to day
DCR(Daily Call Report) Entry
Monthly
Expense Claim

Login Screen

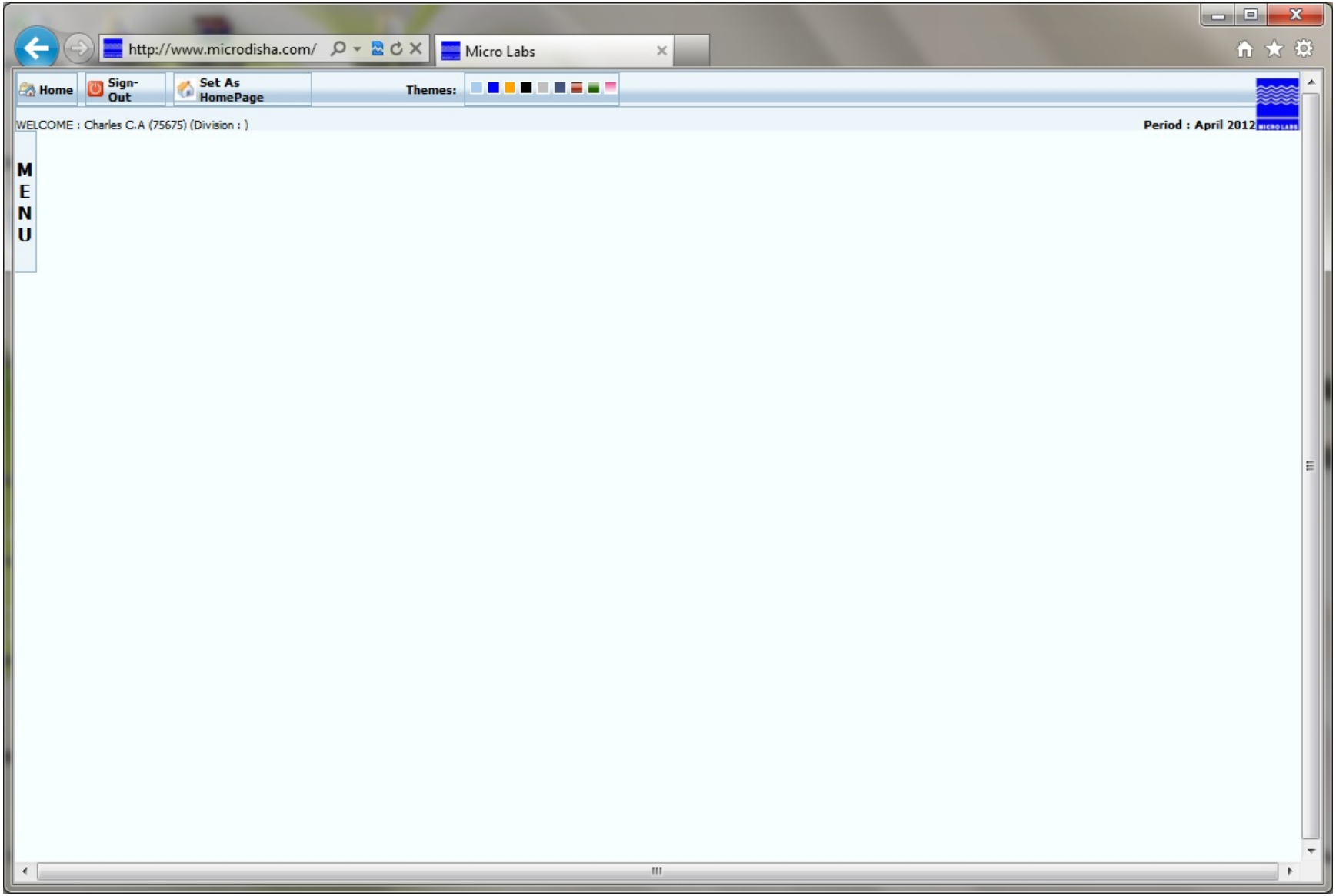
After opening your internet explorer you have to type http://www.microdisha.com . Below given Sign In screen will appear.

User Name is your employee Number, enter your Password and click on Sign-In Button.

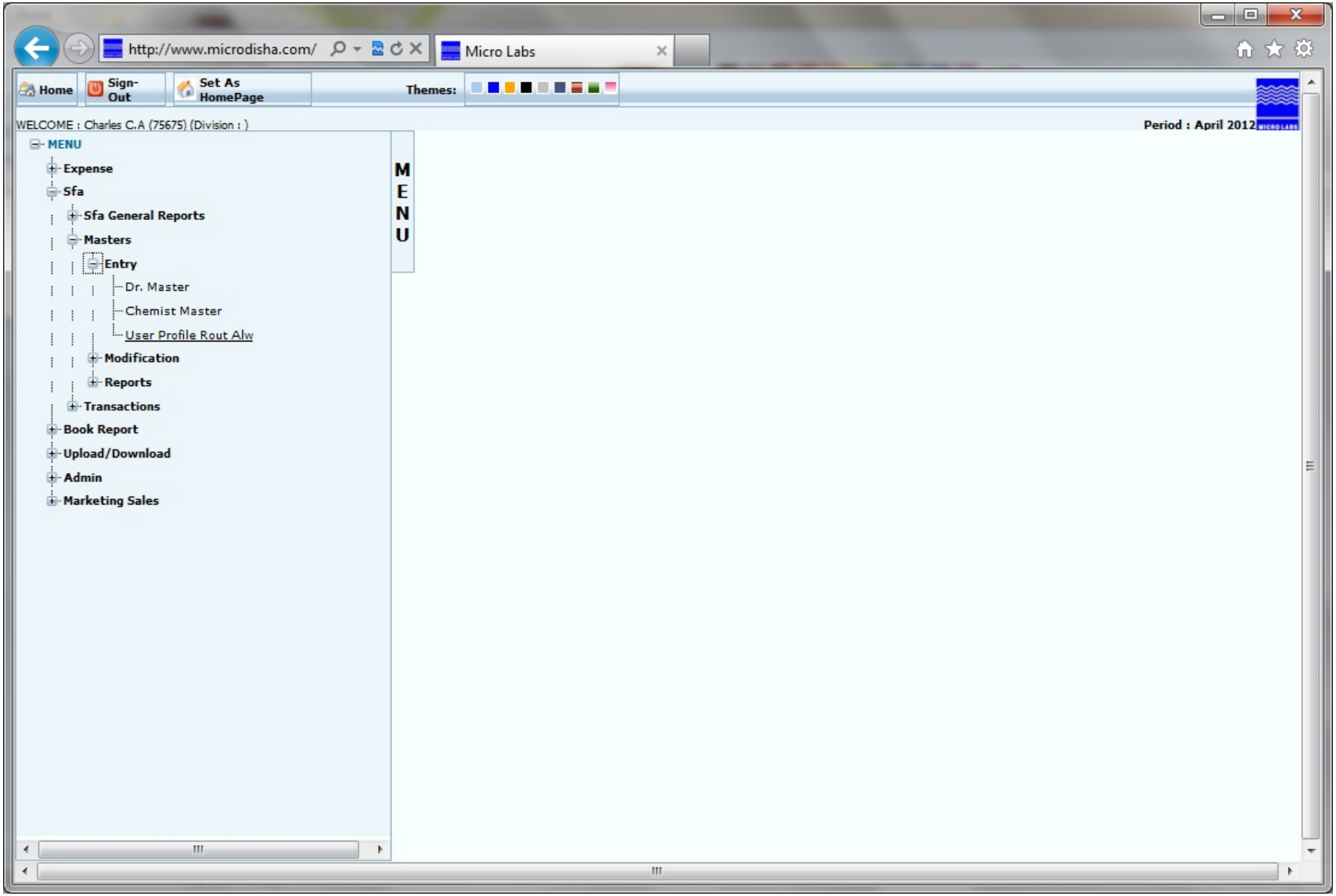


Home Screen

After Successful login, home page will appear you have to click left side Menu button for selection of other option.

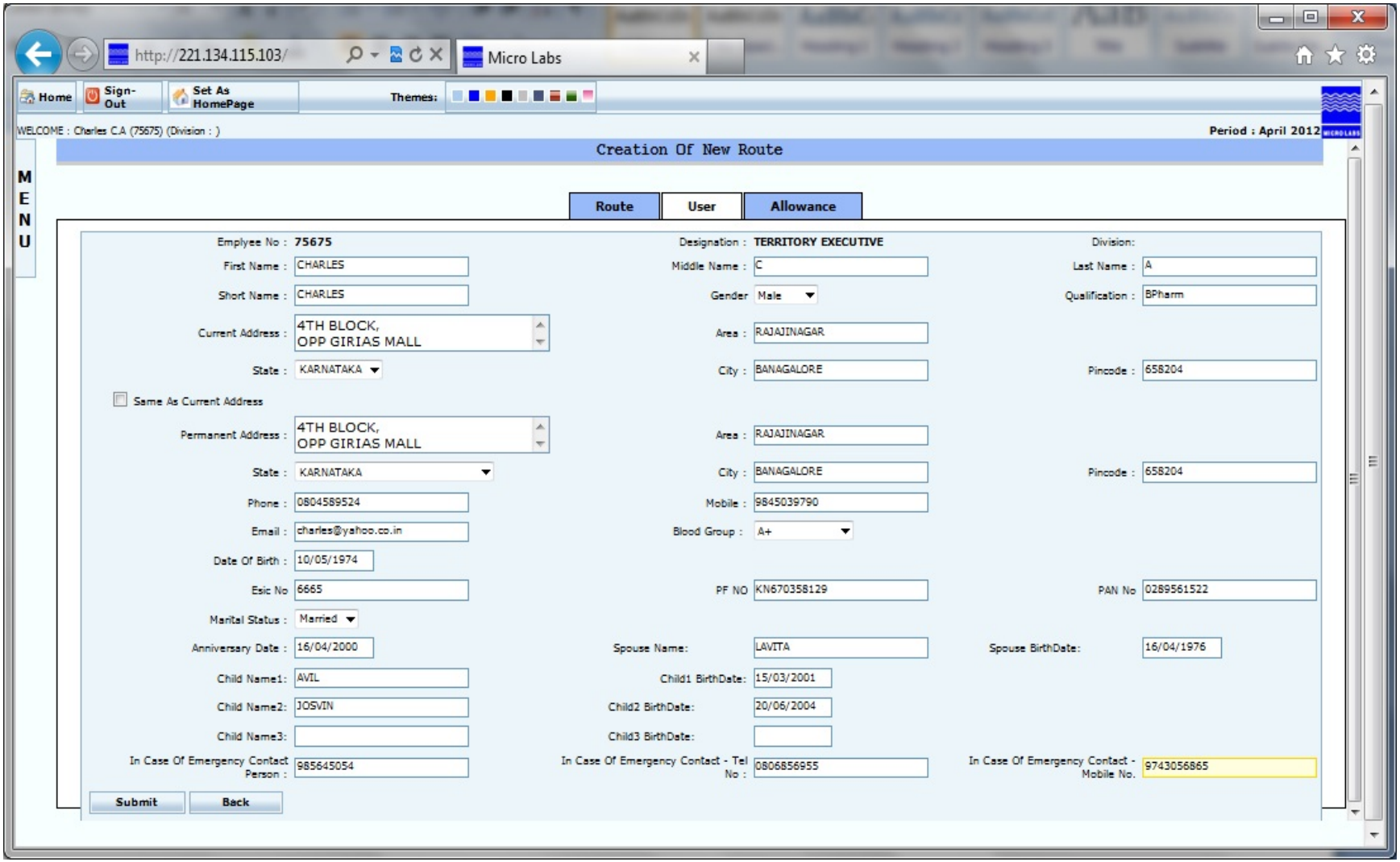


Menu


http://www.microdisha.com/
Micro Labs
Home
Sign-Out
Set As HomePage
Themes:
WELCOME : Charles C.A (75675) (Division :)
Period : April 2012
MENU
Expense
Sfa
Sfa General Reports
Masters
Entry
Dr. Master
Chemist Master
User Profile Rout Alw
Modification
Reports
Transactions
Book Report
Upload/Download
Admin
Marketing Sales
M
E
N
U

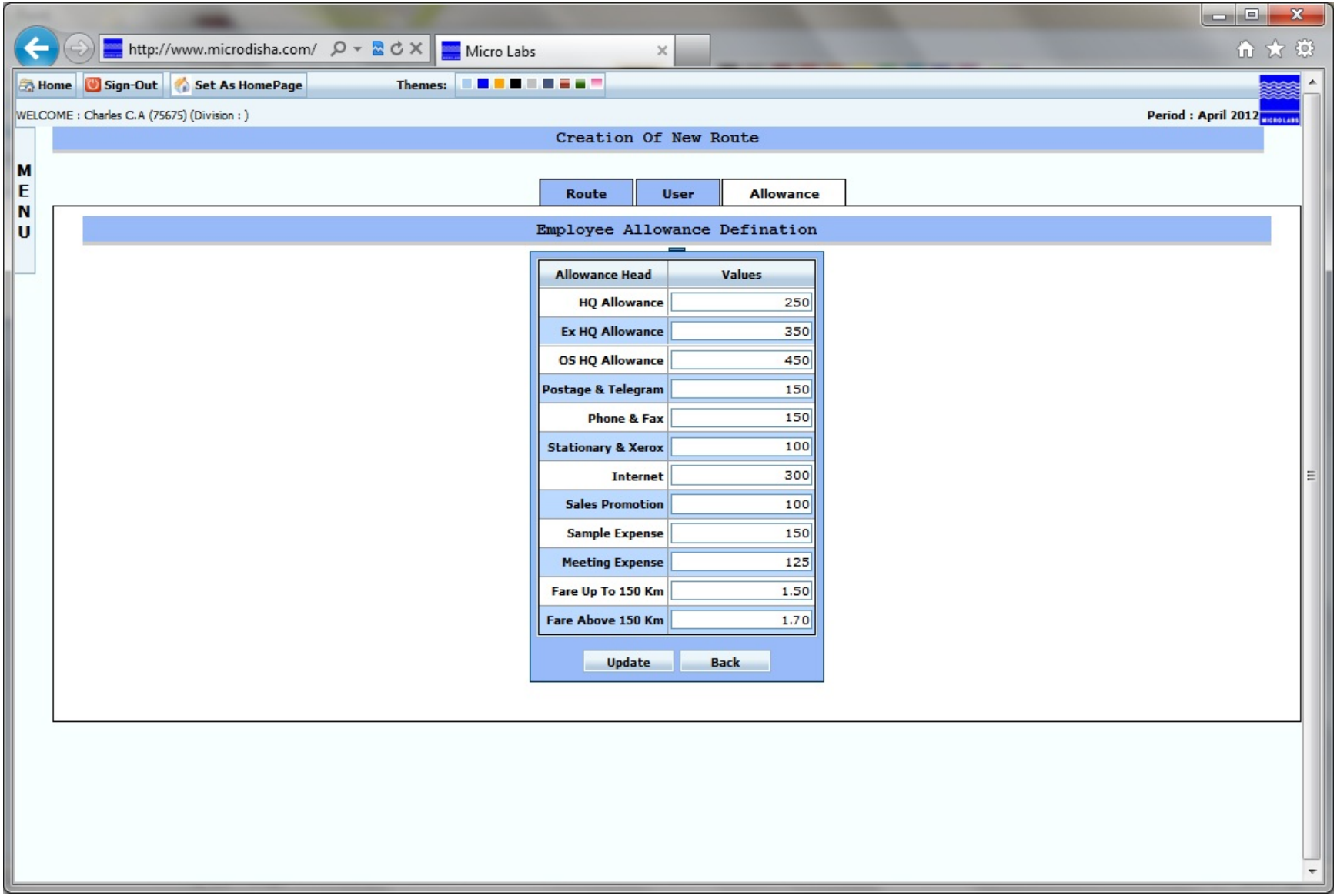
User Profile Allowance & MFC

Click SFA > Masters > Entry > User Profile Rout Alw . Select User as Below given Enter your details.



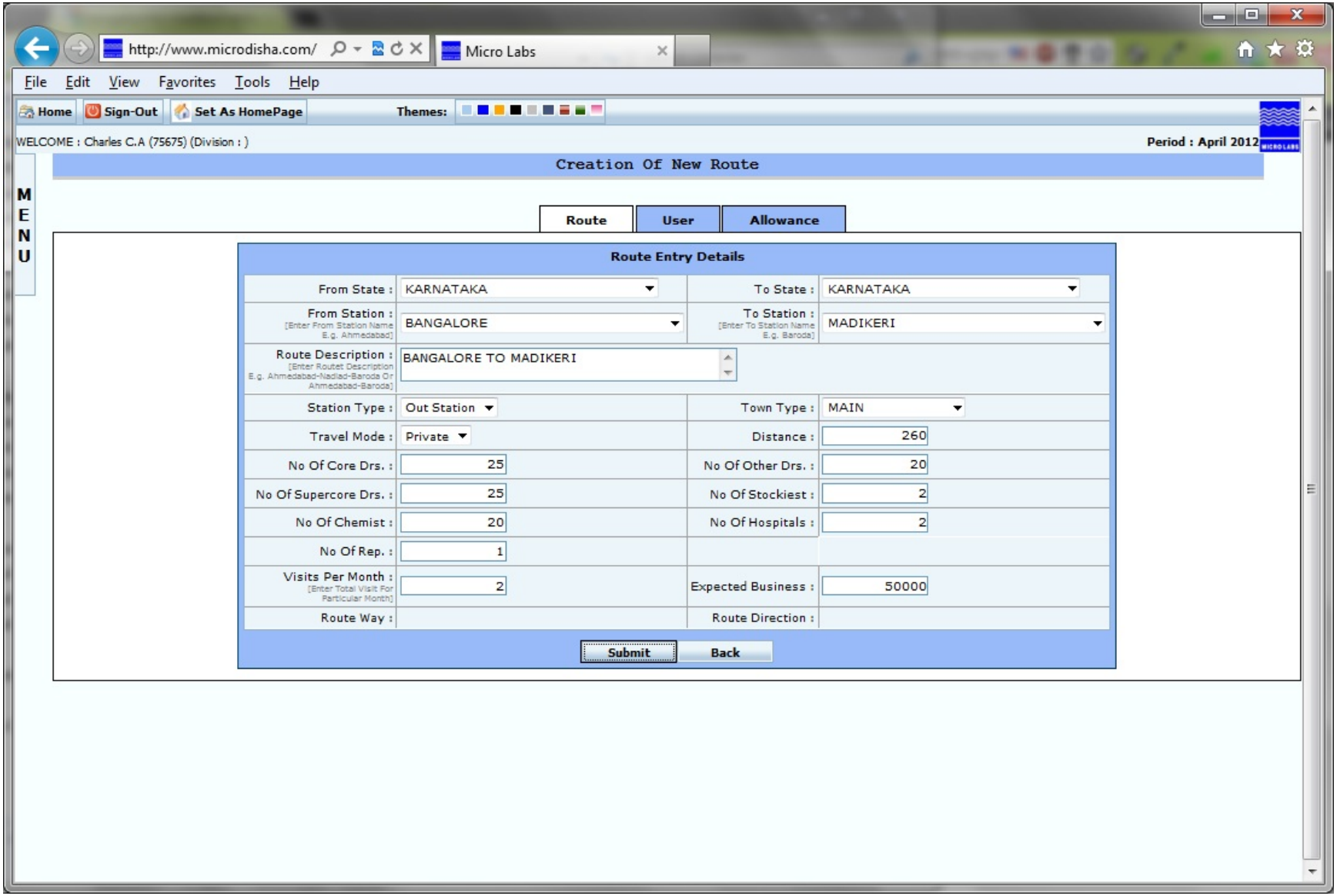
Allowance

Here you have to enter your eligible allowance values.



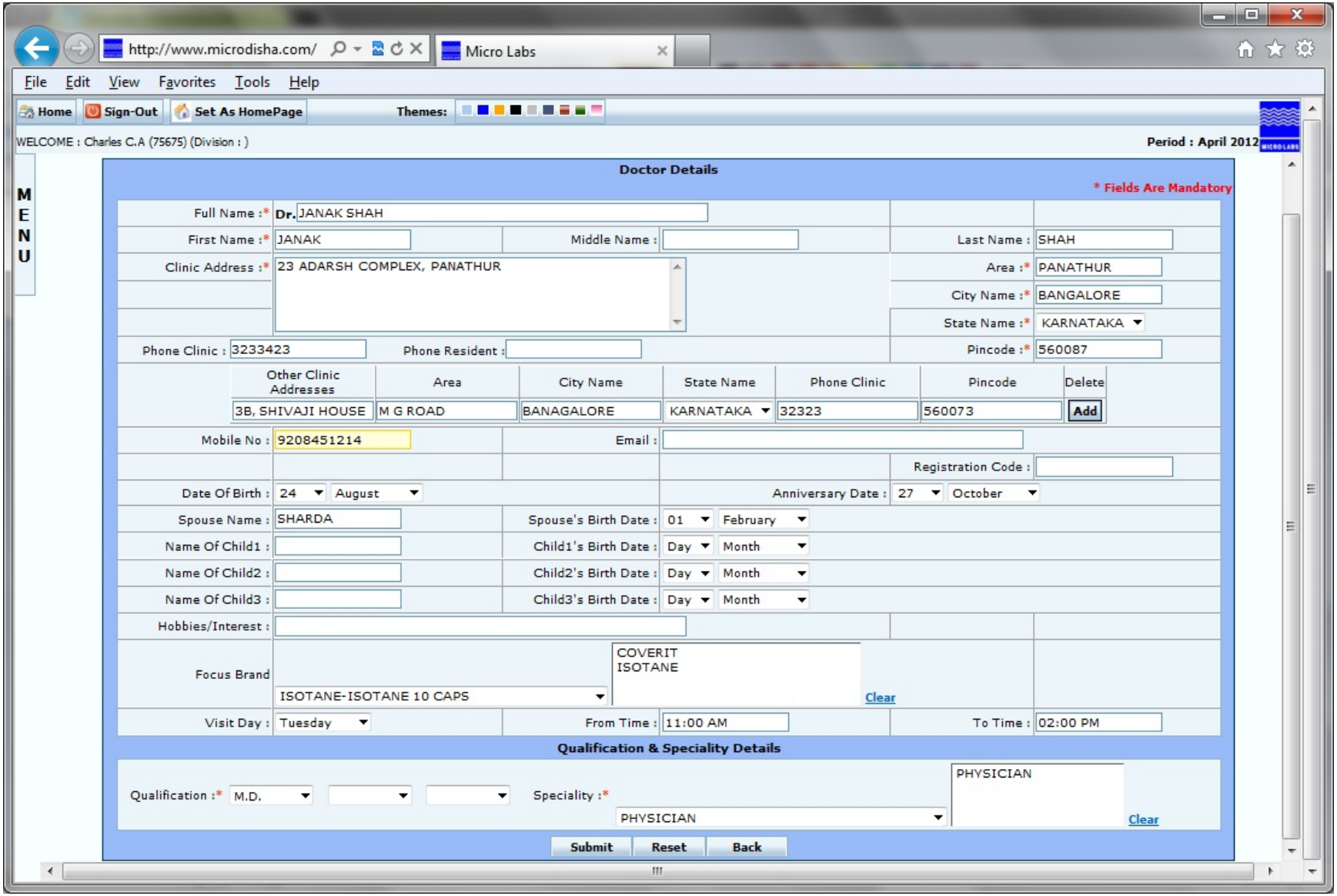
Rout (MFC- Master Fare Chart)

In below Screen you have to Enter All your eligible Routs with One way Distance.



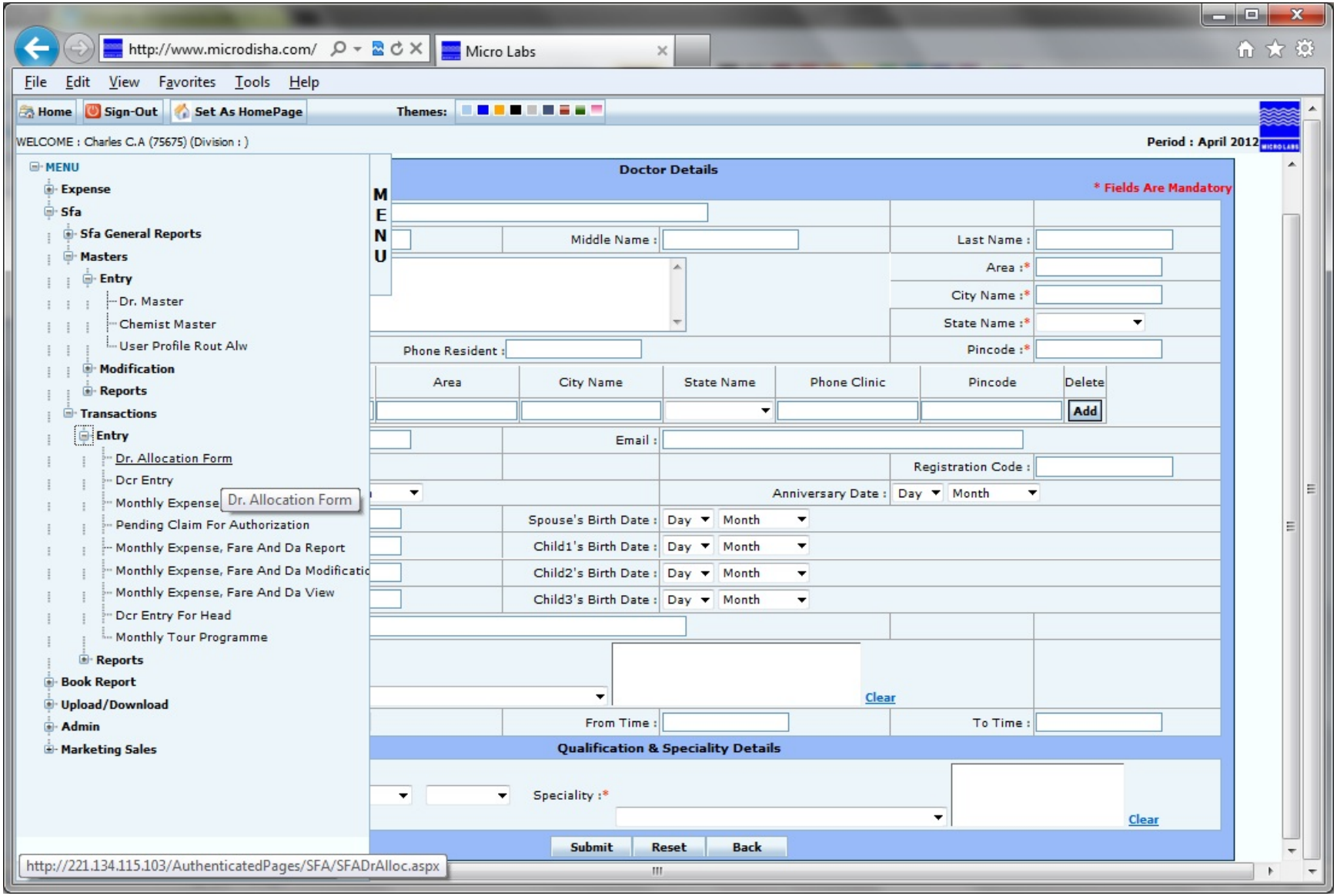
Dr Master

In below given Screen You have to Enter All Your Doctor's Detail. * Fields are Mandatory.



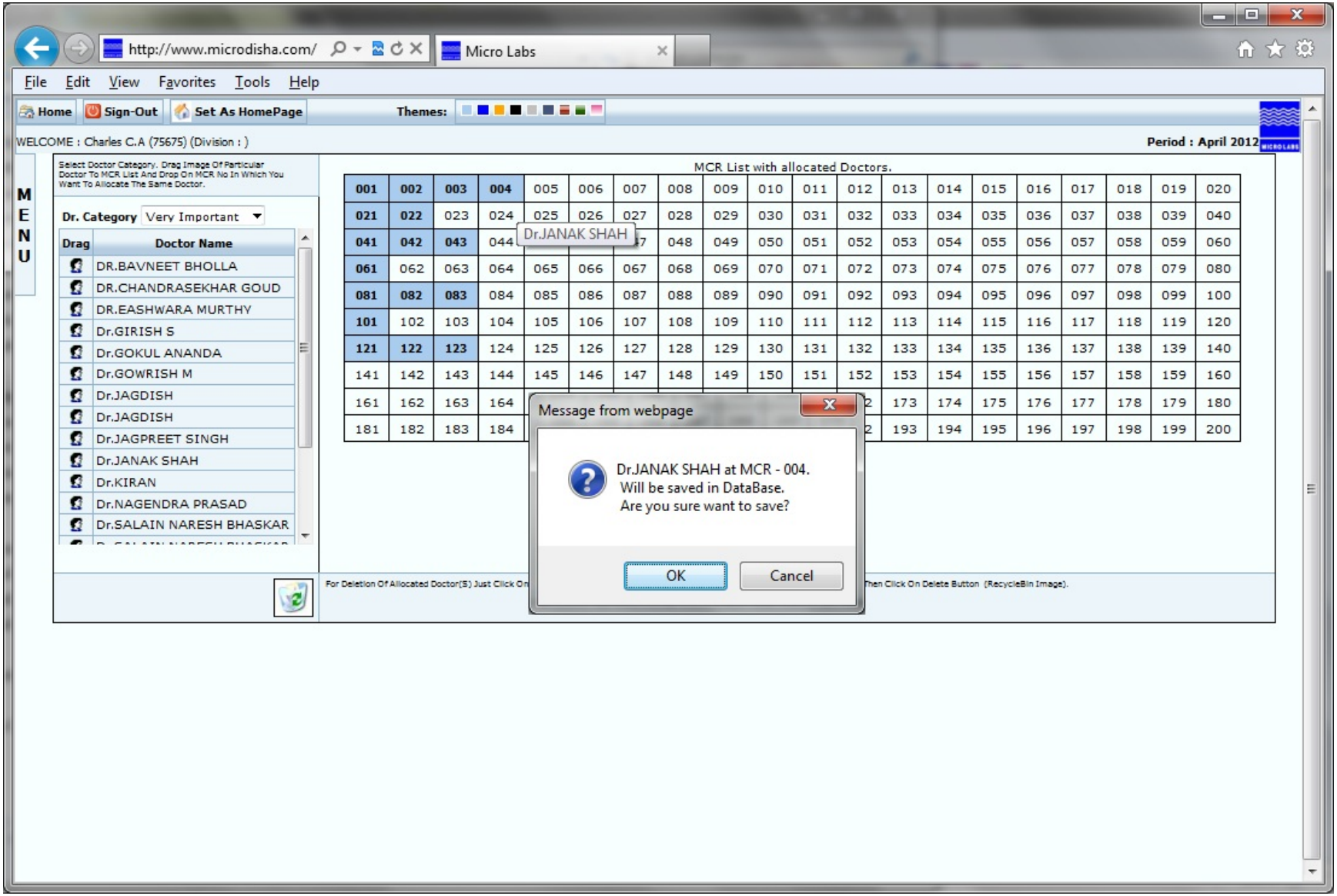
Dr Allocation Menu

After Finishing all doctor list you have to categorized them by selecting Dr allocation Form menu.



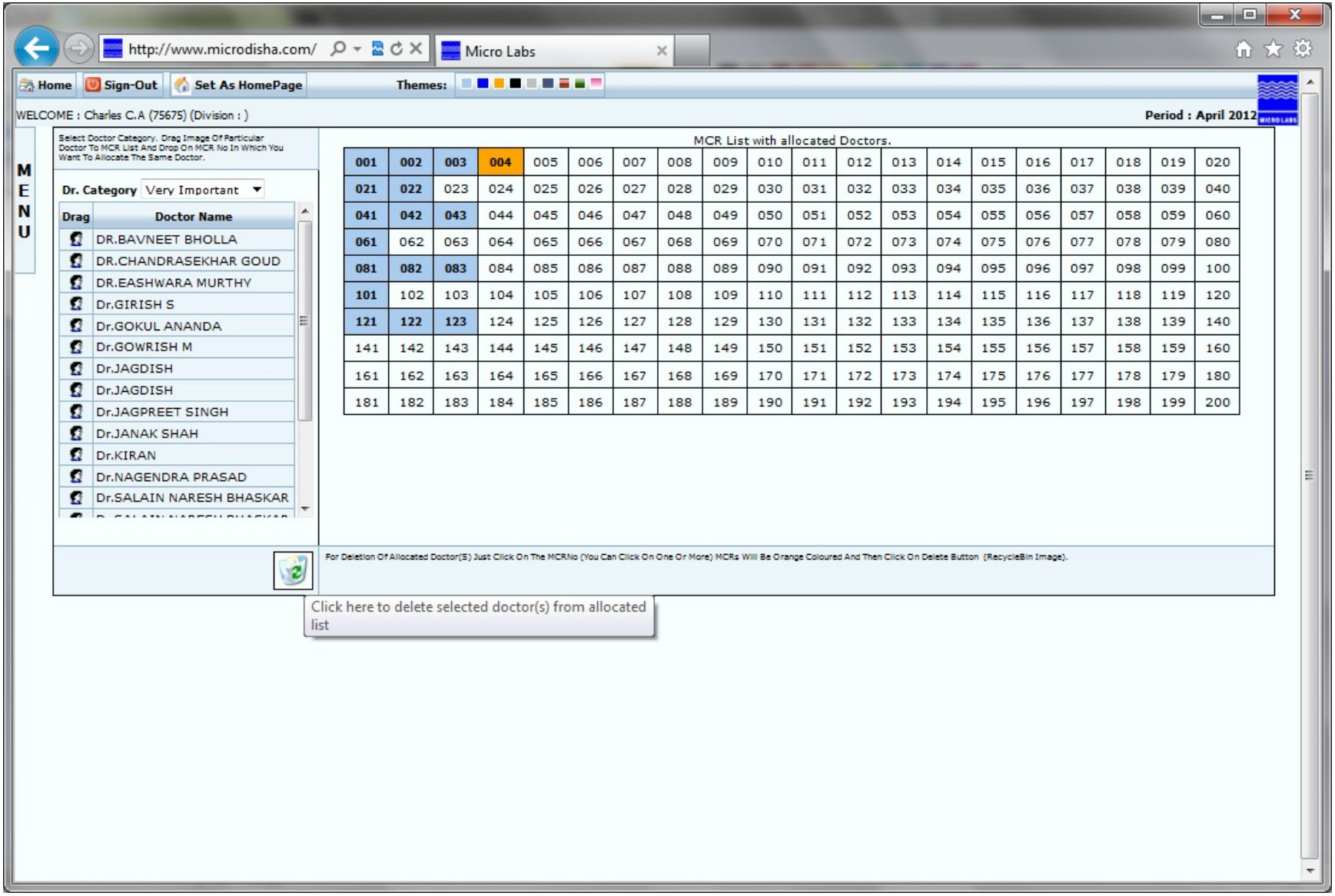
Dr Allocation Form

Doctor Allocation screen is for categorized your doctor list and set their serial Number.



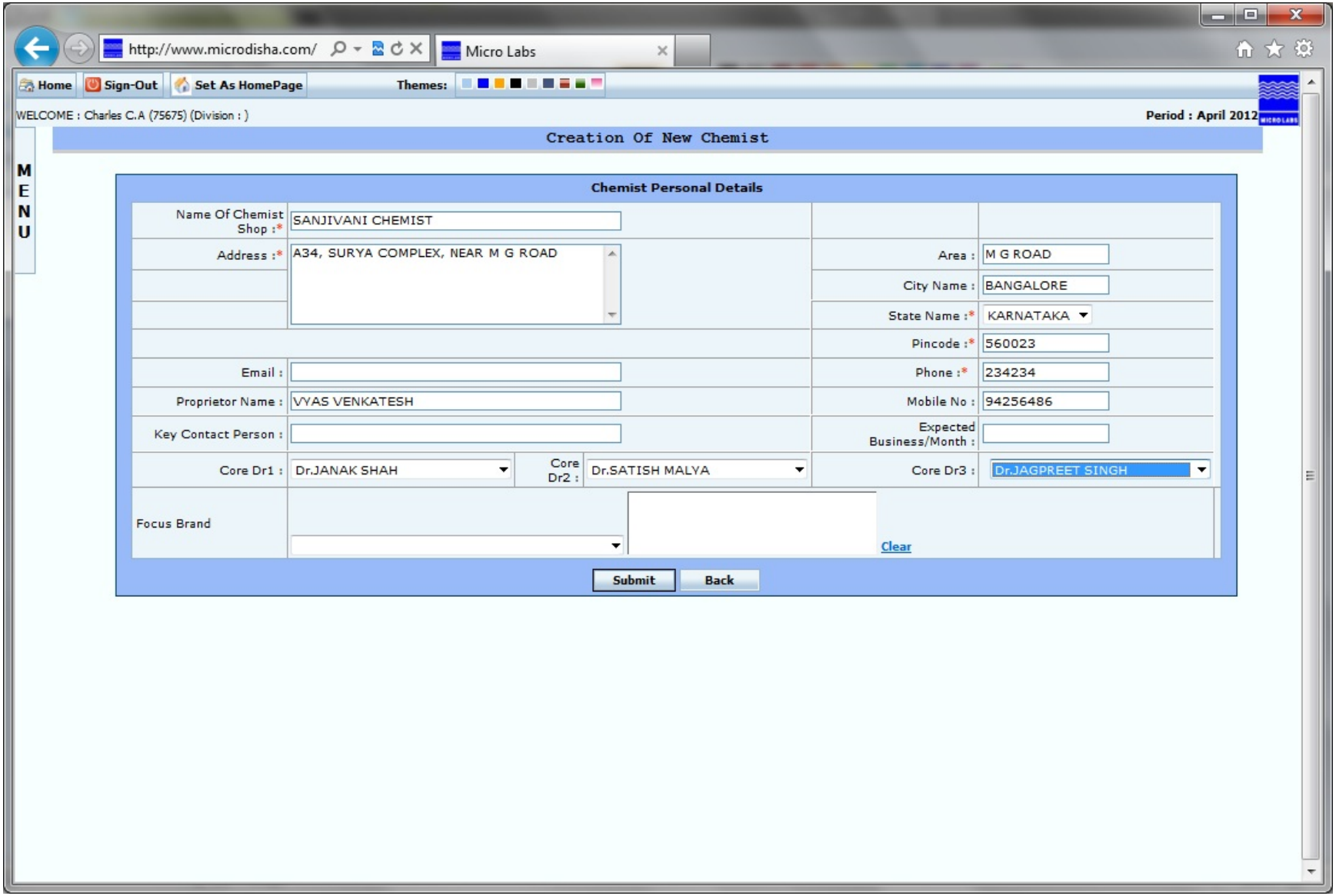
Dr Allocation Form

For remove Dr from List just click Mcr number and press below give recycle bin Picture.



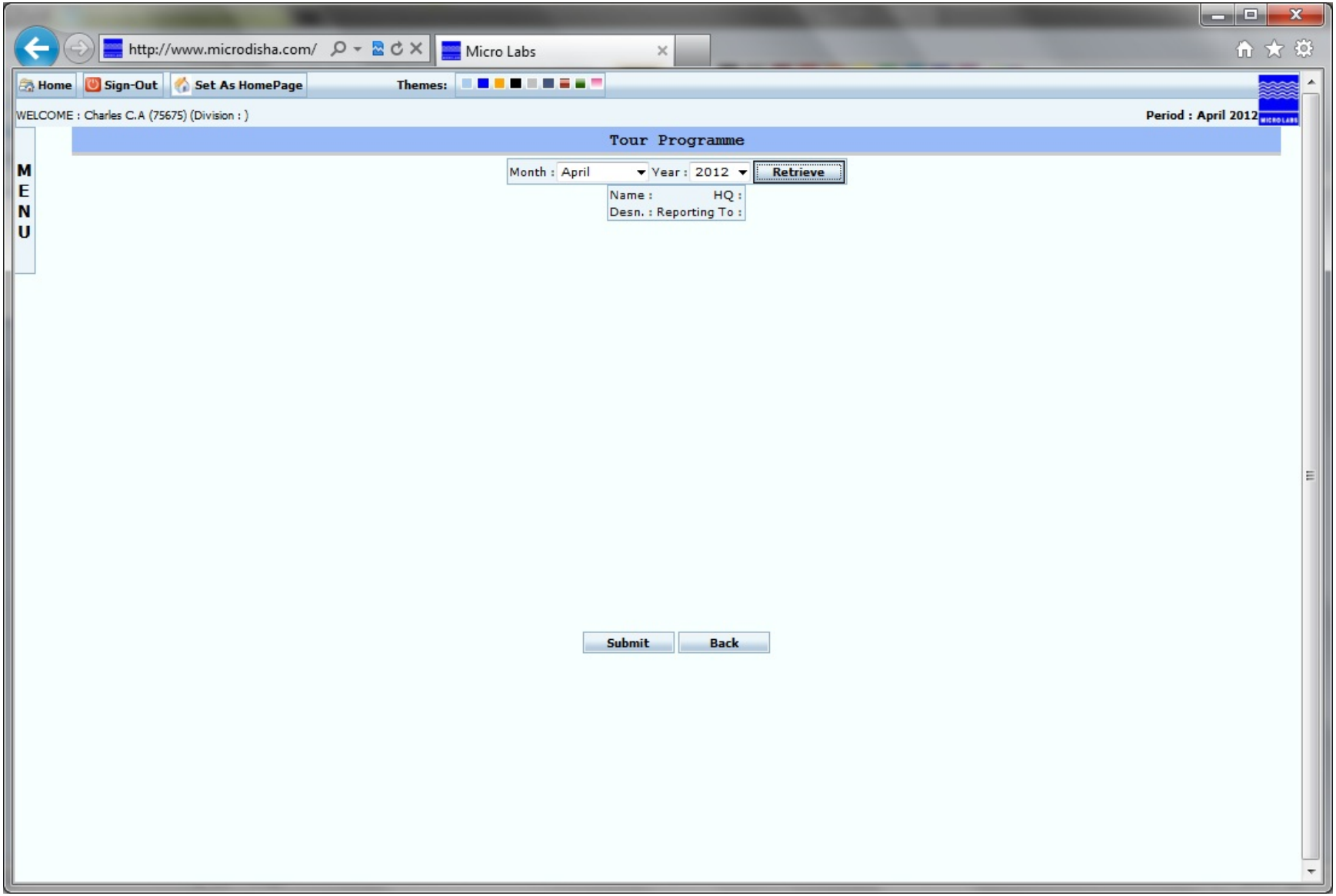
Chemist Master

Below is chemist or retailer Entry Screen.



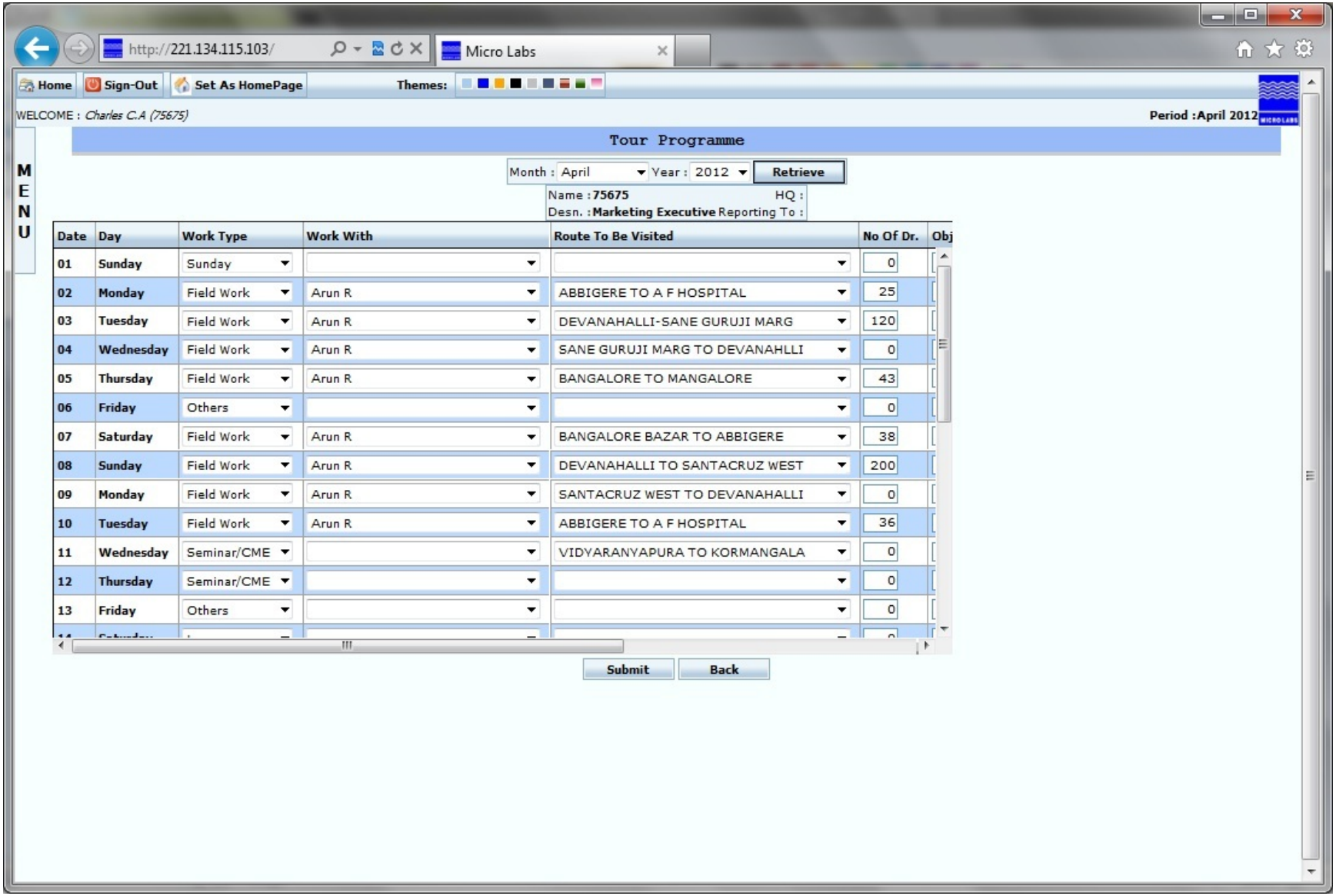
Monthly Tour Program

Monthly You have to enter Tour Program in advance as below given screen first select Month Year and Click Retrieve Button.



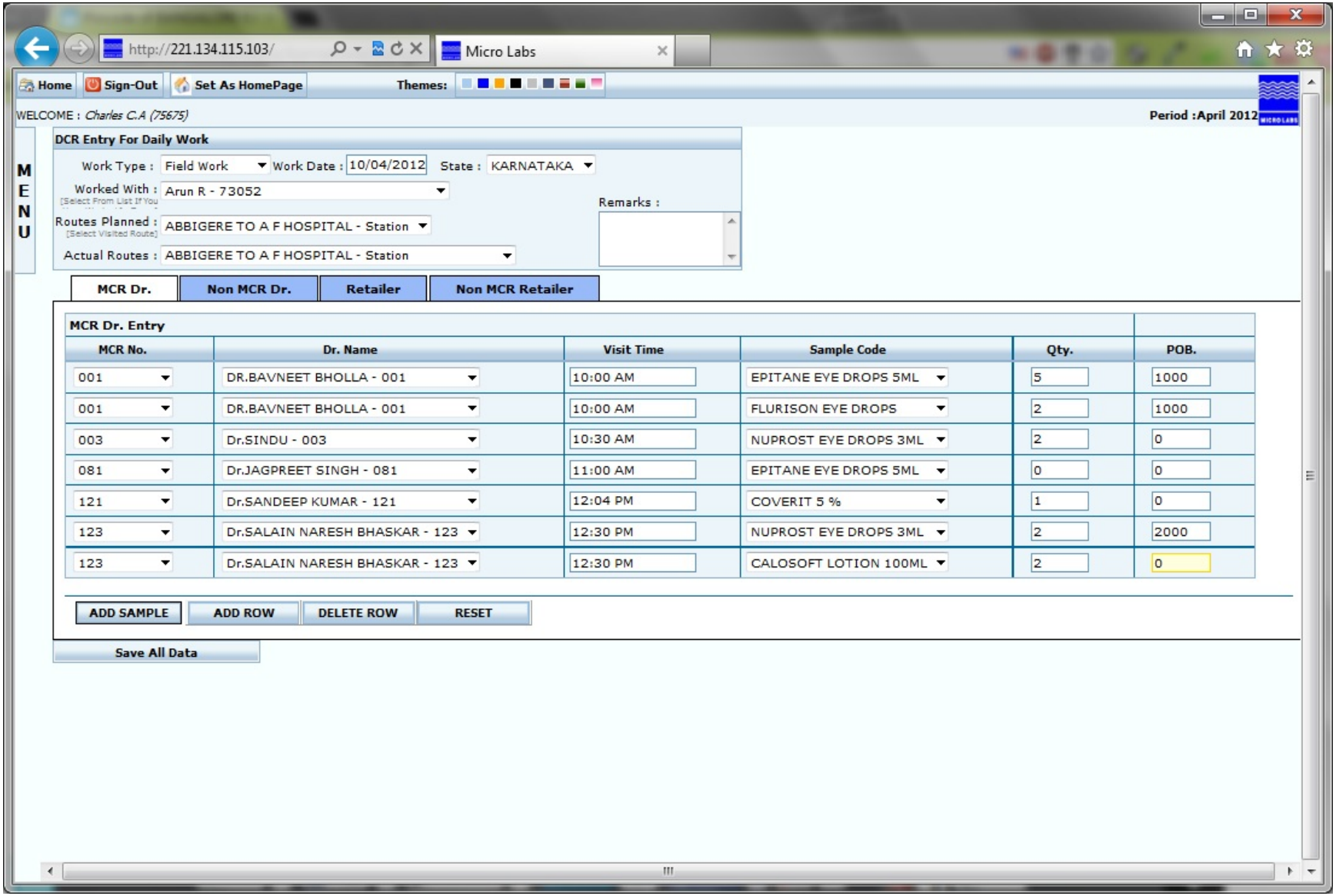
Monthly Tour Program

Day wise you have to select work type, work with if join working, rout to be visited on that day then press submit button.



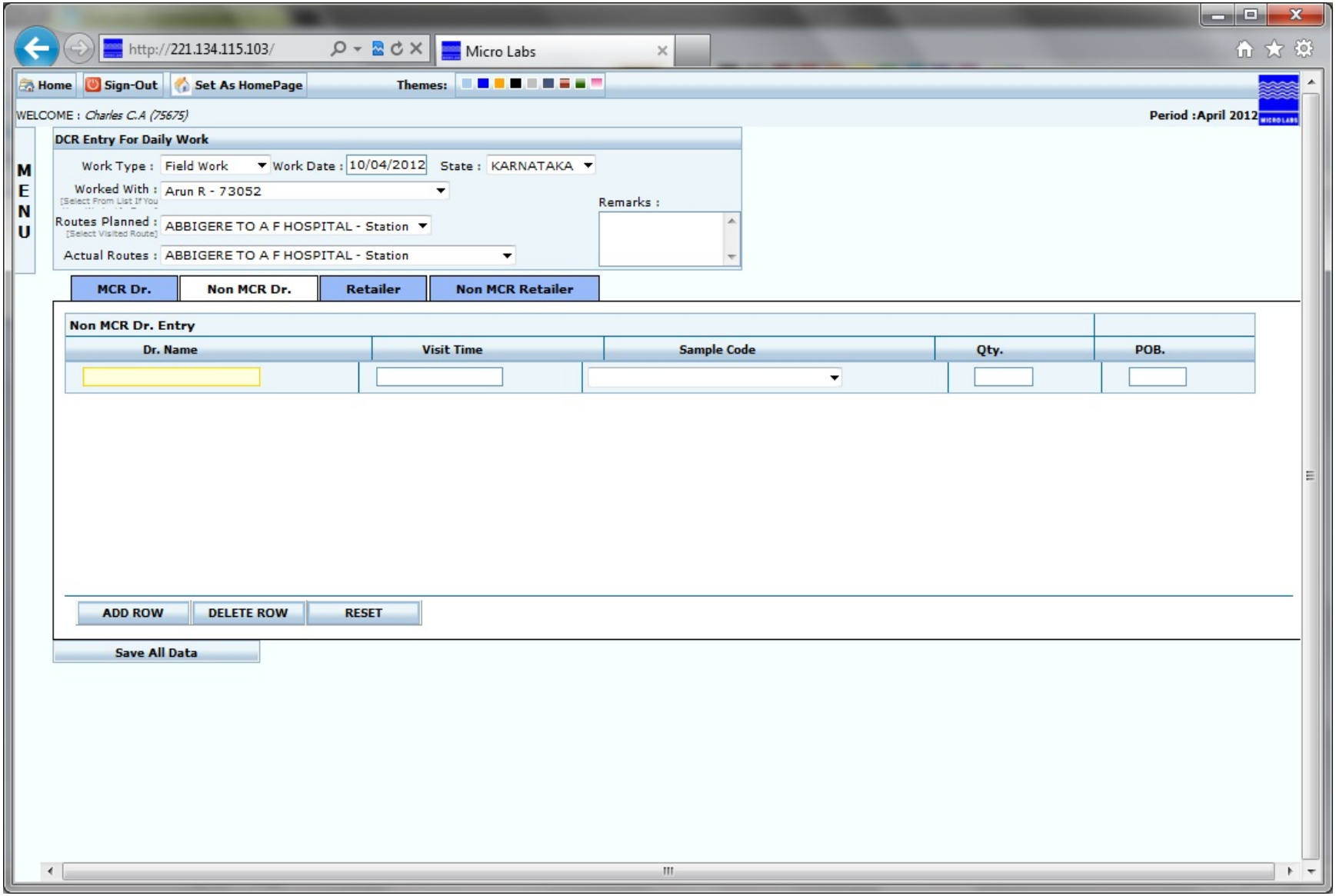
DCR (Daily Call Report) Entry

Below is DCR Entry Screen . Select Work type, Work Date, State, Planned and Actual rout and other Dr visit and sample given.



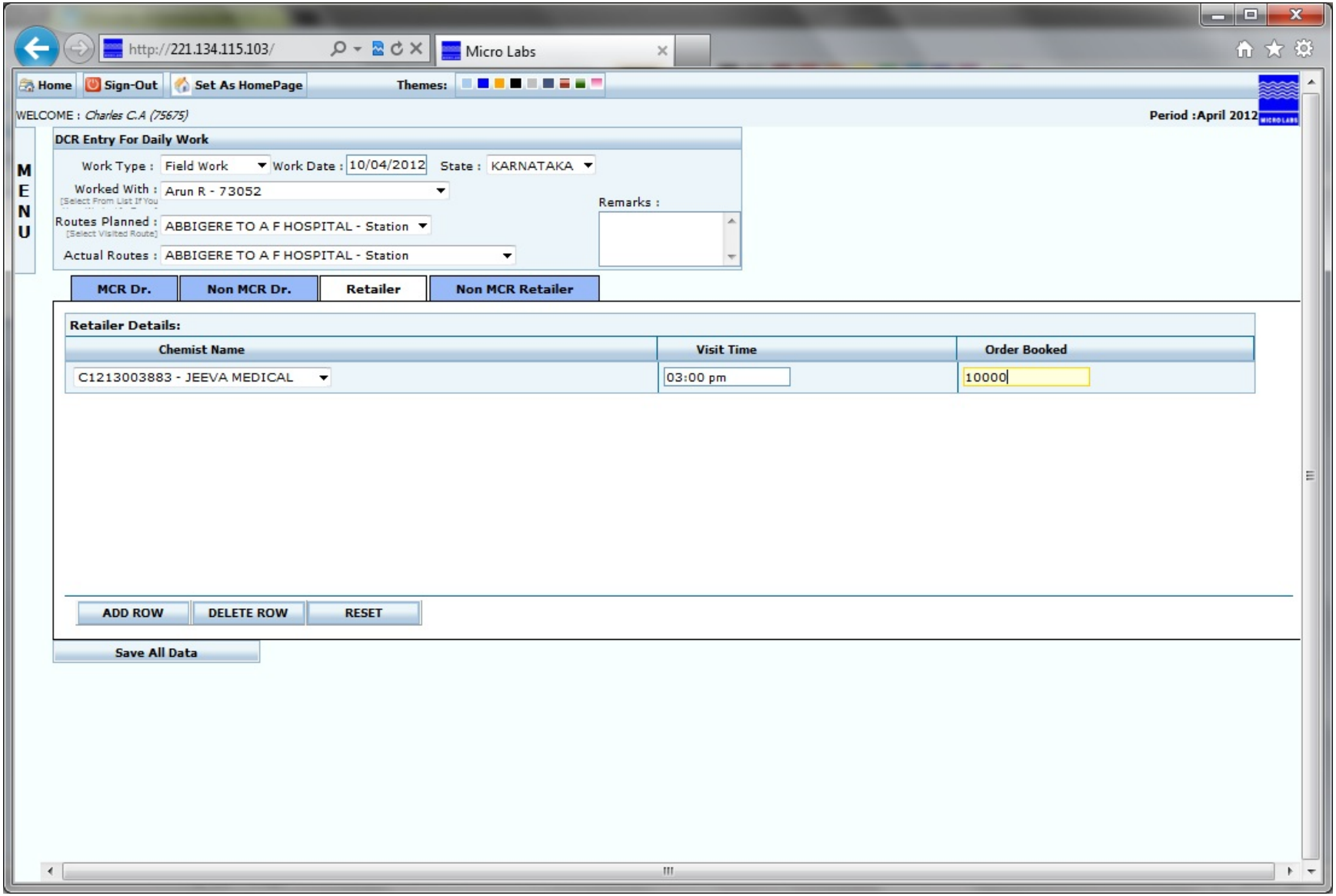
DCR (Daily Call Report) Entry

You can enter Non MCR Dr visit details.



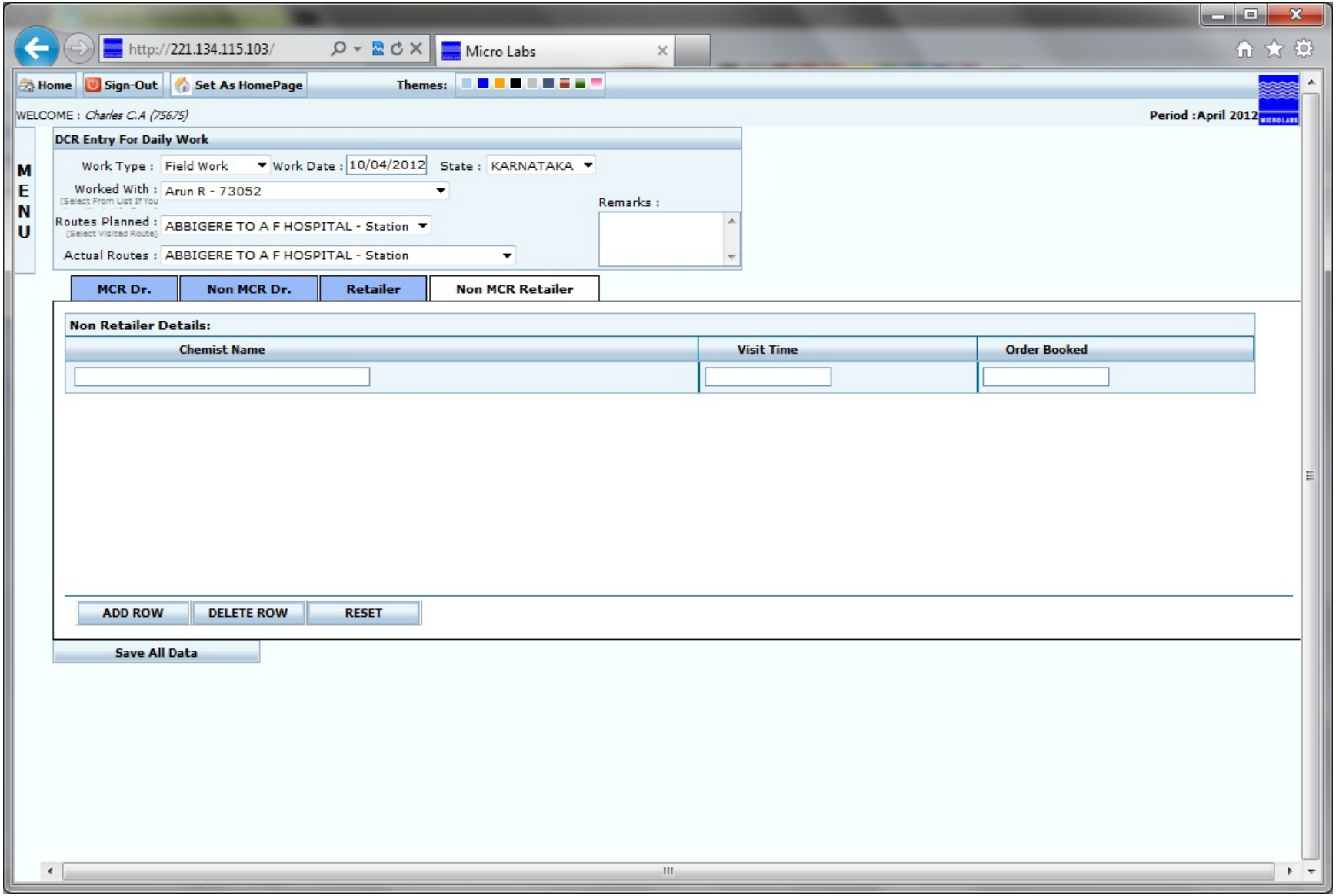
DCR (Daily Call Report) Entry

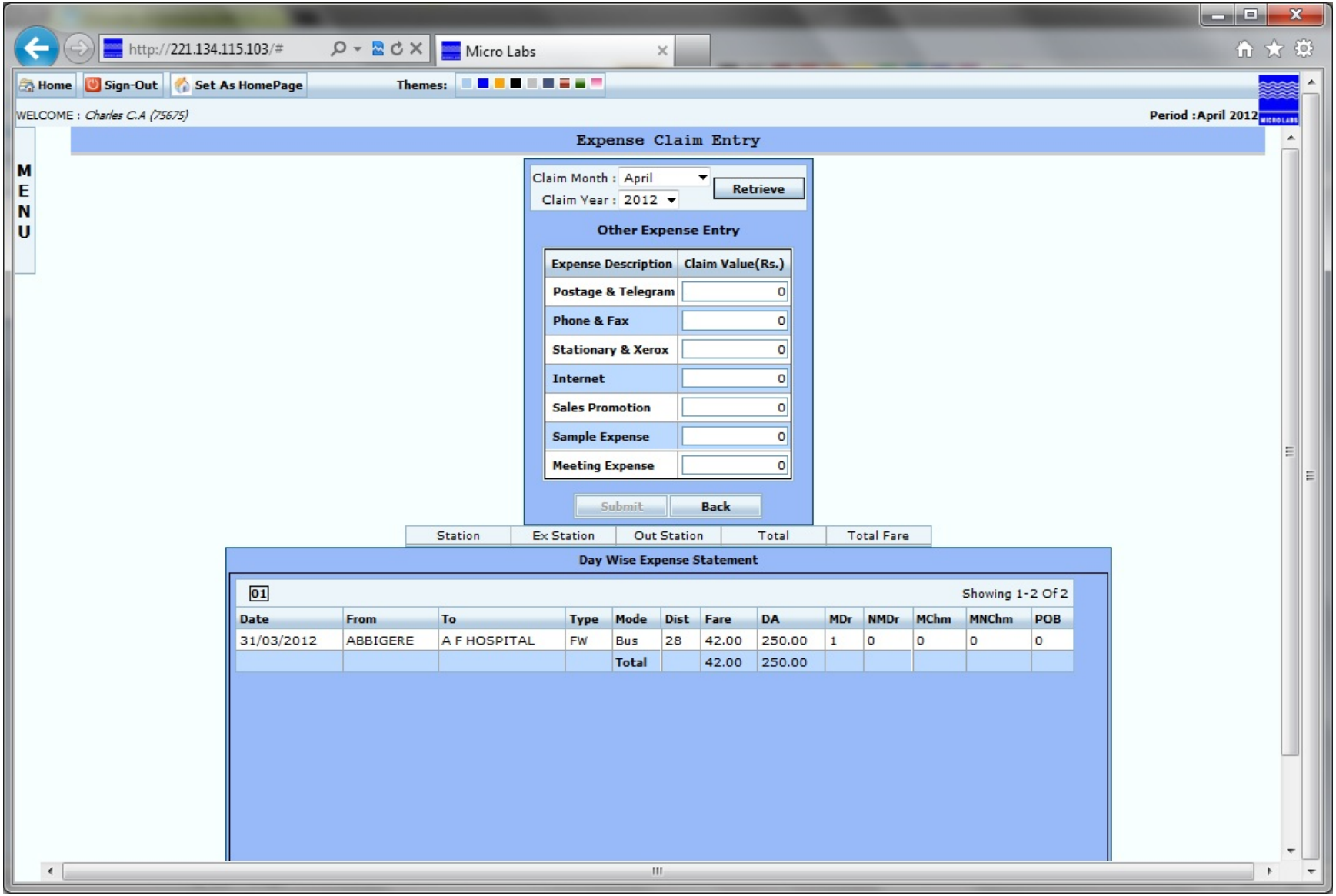
Retailer Visit Details.



DCR (Daily Call Report) Entry

Non MCR Retailer List entry



Expense Creation

After finishing Total Month DCR Entry You have to submit Expense details in below Screen and Submit it.