

We are currently updating our site; thank you for your patience.

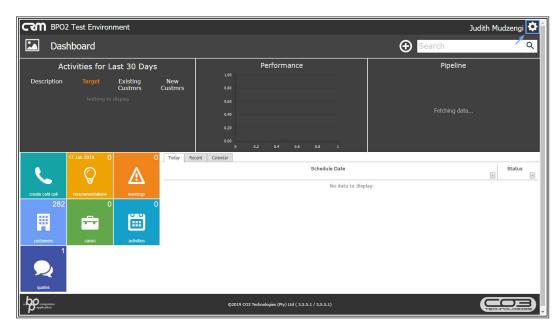
# **CRM SETTINGS**

#### **SALESMEN TARGETS**

- Salesman Targets are required for the Activity Target vs Actual (Salesman Target Types and default value for Salesman Activity Target vs Actual chart) and Sales Performance Charts (Sales Performance chart - Salesman Target defaults) in BPOCRM.
- When a new salesman is created, the salesman targets will be configured with the defaults as set up on the target types.
- Salesman Targets can be updated per salesman, or globally across multiple salesmen.

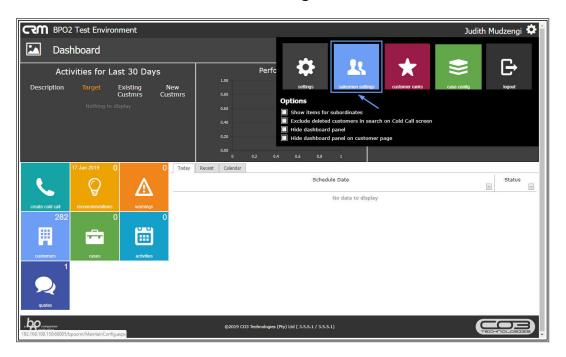
**Ribbon Access:** Webpage > http://[servername]:[port-no]/BPOCRM/User.aspx

• Click on the **Settings** button to the right of your **UserName**.





- The session **Options** page will pop up.
- Click on the Salesmen Settings tile.

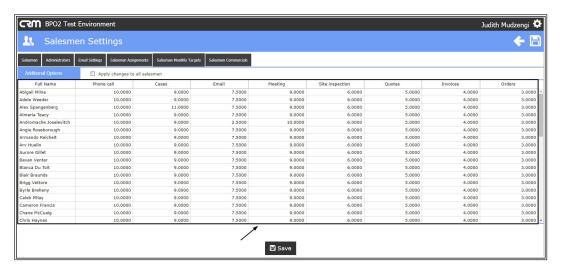


- 1. The **Salesmen** tab is selected by default.
- 2. Click on the Salesman Monthly Targets tab.



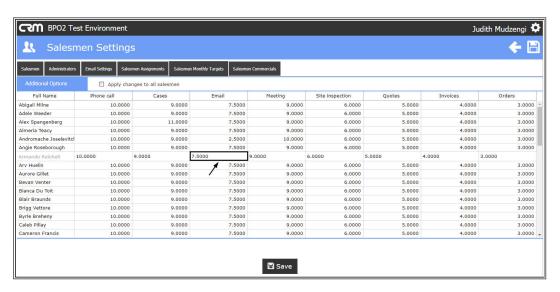


• A list of Salesmen with their Targets will be displayed.



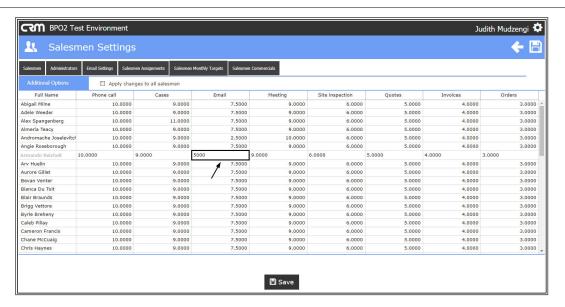
#### **UPDATING INDIVIDUAL SALESMAN TARGETS**

- You can update an individual salesman's target.
- Click on the **textbox** of the salesman's target you wish to update.

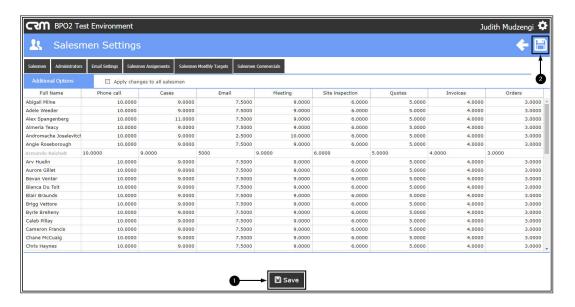


• Update the value.



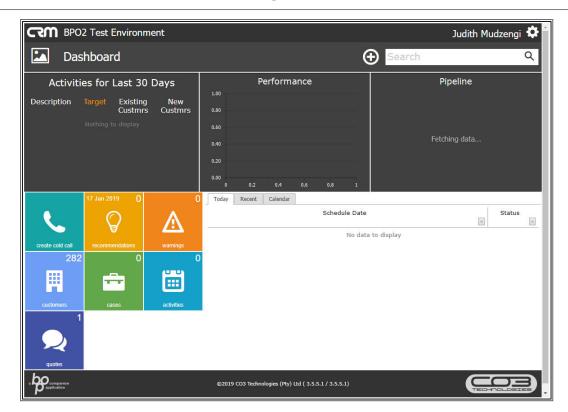


- 1. When you have completed the required changes, click on the **Save** button or
- 2. Save icon.



• You will return to the Dashboard.

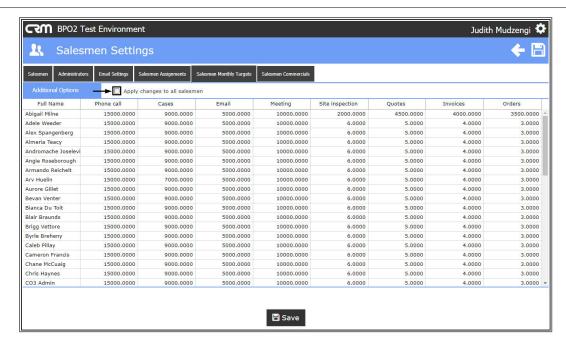




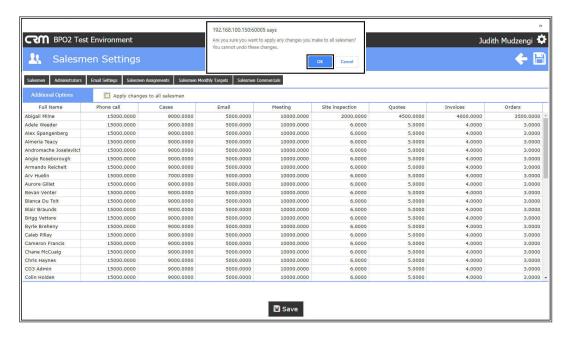
#### **APPLYING CHANGES ACROSS MULTIPLE SALESMEN**

• If you want your changes to be applied across multiple salesmen, click on the **Apply changes to all salesmen checkbox**.



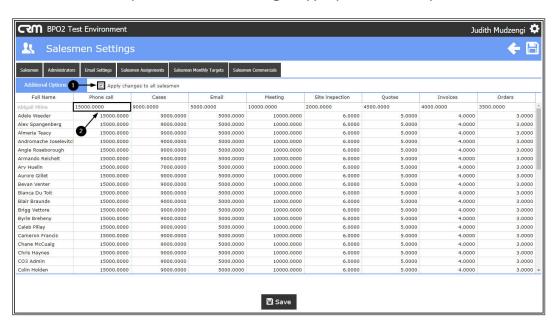


- A message box will pop up asking you;
  - Are you sure you want to apply any changes you make to all salesmen? You cannot undo these changes.
- Click on Ok.



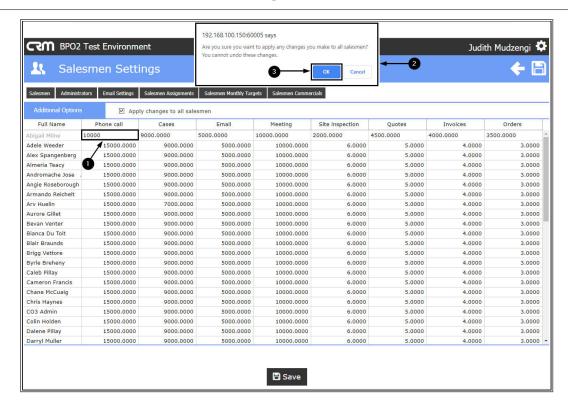


- 1. The Apply changes to all salesmen checkbox will become marked.
- 2. Click on any **textbox** of the Target type you wish to update.

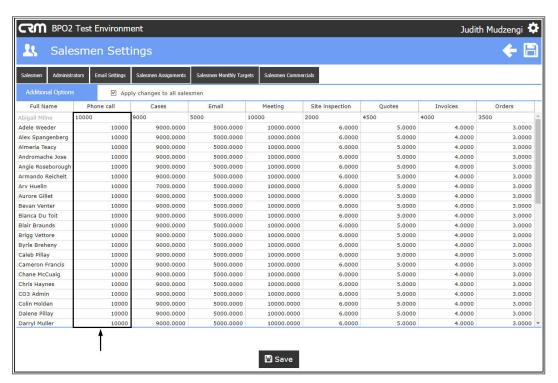


- 1. Make the relevant changes and click away from the **textbox**.
- 2. A message box will pop up asking you;
  - Are you sure you want to apply any changes you make to all salesmen? You cannot undo these changes.
- 3. Click on Ok.



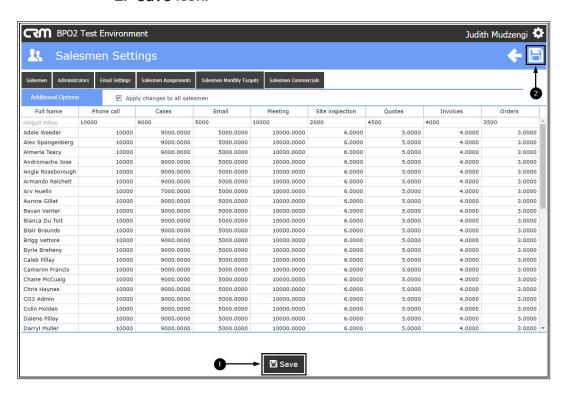


• The changes will be applied across all salesmen.



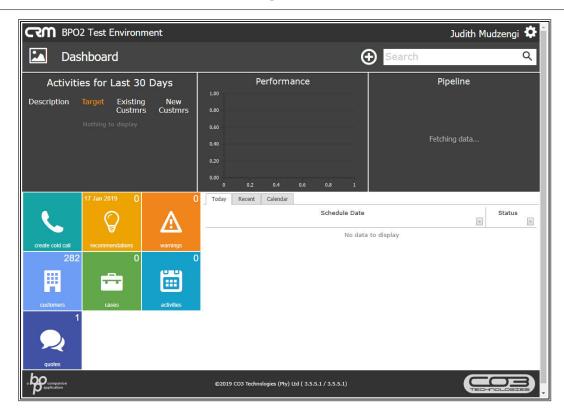


- Once you are done with all updates,
  - 1. click on the Save button or
  - 2. Save icon.



You will return to the Dashboard.





CRM.003.008