



VISIONCOMPANY S.A.
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USER MANUAL

COSMOS PALM





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INTRODUCTION

The PALM or MOBILE DEVICES are handheld pocket computer, which helps us to manage the information of an organization in a systematized way, and without the need for additional elements such as paper and pencil; With this you can get to have the insitu controls, and the pre-vendor or seller does not have to think for:

To make a sale:

- if you can give a special discount
- otherwise if you have outstanding invoices, which you must collect.

All this control is stored in the PALM, which thinks for the operator.

BENEFITS

- First-hand information
- There are no typing errors
- Processes are accelerated for both the seller and the operator of the PALM
- Saving time and money
- Repetitive processes are eliminated
- Reduced dependence on finger and control personnel
- Control the activities of the seller
- Elimination of seller's administrative work
- Attend better and in a timely manner (in less time)
- Improve the image of the company before the client

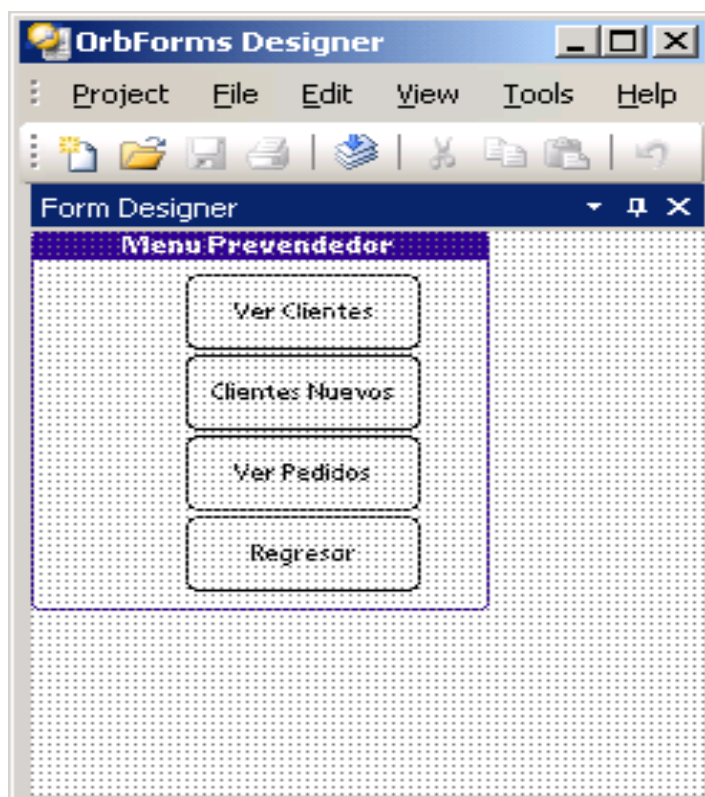


TANGIBLE CONTROLS

Pre-order and Ordering Module we can determine:

- How many Customers are going to be visited by Route
- How many Customers visited by Route
- What hour, minute and second each client visited, and the time elapsed from the beginning of the visit to the end of the visit
- How many Customers placed orders
- Application of Sales Policies (Credits, Discounts)

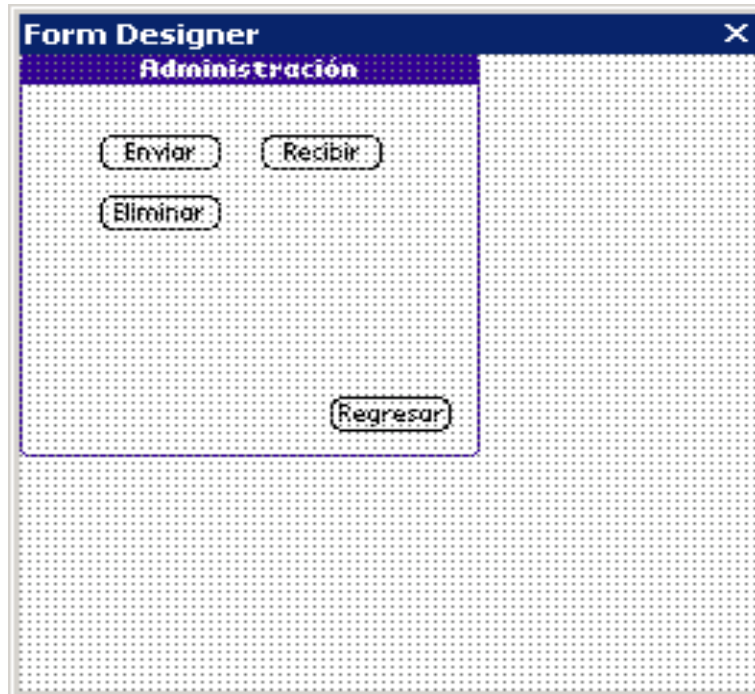
SCREEN MENU PREVENDEDOR



In this screen of PREVENDER MENU the following fields are detailed:

- FIELD SEE CLIENTS.- Show all clients assigned by the System to that route and to that day of the pre-promoter.
- FIELD NEW CLIENTS.- Show all new customers entered into the System by the pre-vendor.
- FIELD SEE ORDERS.- Show all orders of customers entered into the System by the pre-vendor.
- RETURN FIELD.- It will eliminate the information entered into the System by the pre-vendor.

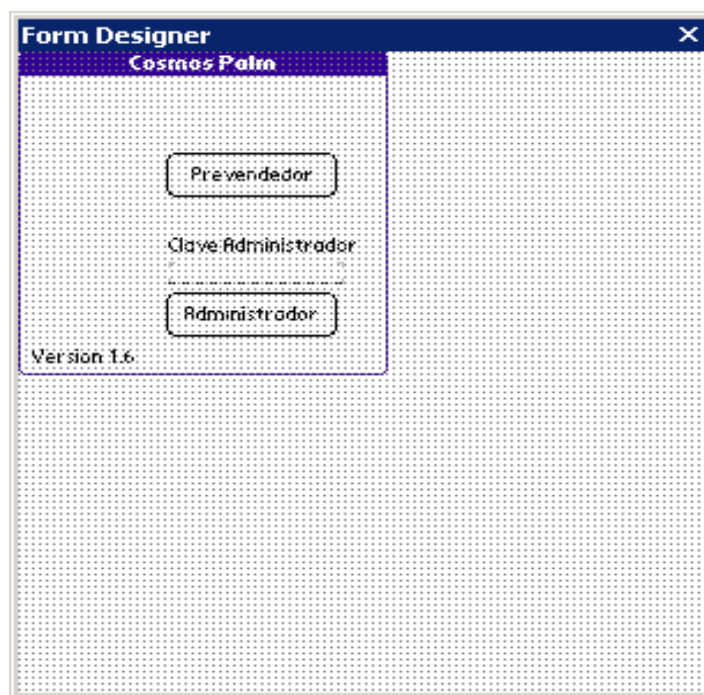
PROCESS SCREEN



In this screen of ADMINISTRATION we find the following fields:

- BUTTON SEND.- This button does not perform any function.
- RECEIVE BUTTON - This button has no function.
- DELETE BUTTON.- This button removes all customer orders entered by the pre-promoter on the Palm.
- RETURN BUTTON.- Return to the Cosmos main screen.

SCREEN OF ADMINISTRATION



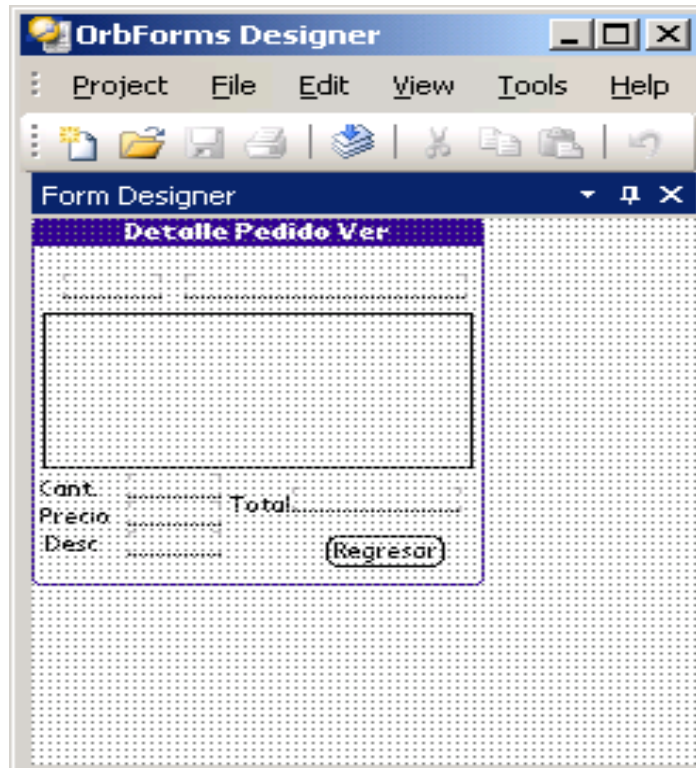
In this COSMOS PALM screen we find the following buttons:

PRE PRESET BUTTON.- This button when activated will display the screen to enter the pre-promoter key and proceed to enter the customer data to order the same.

ADMINISTRATOR BUTTON.- Used to erase the data entered by the pre-promoter in the palm using a unique key.

ADMINISTRATOR KEY FIELD.- In this field you enter a unique key which activates the administrator button and proceed to delete information from the Palm

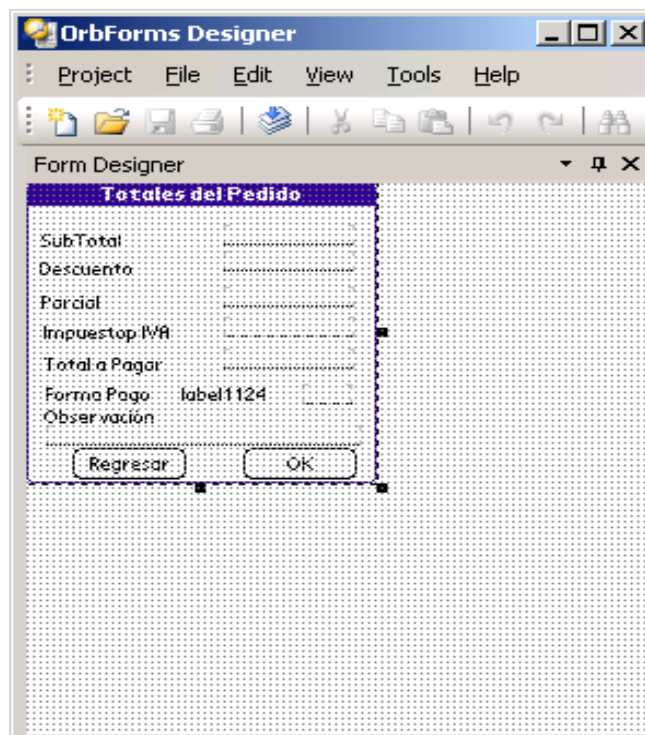
ORDER DETAIL SCREEN



In this screen DETAIL REQUEST SEE contains the following fields:

- FIELD QUANTITY.- Indicates the number of orders entered into the customer.
- TOTAL FIELD.- Totalizes the orders of this client in a general way.
- FIELD PRICE.- Shows the price of the items of the requested order.
- DESC. FIELD - Indicate the discounts of the items of the customer's order.
- RETURN BUTTON.- Return to the new order screen

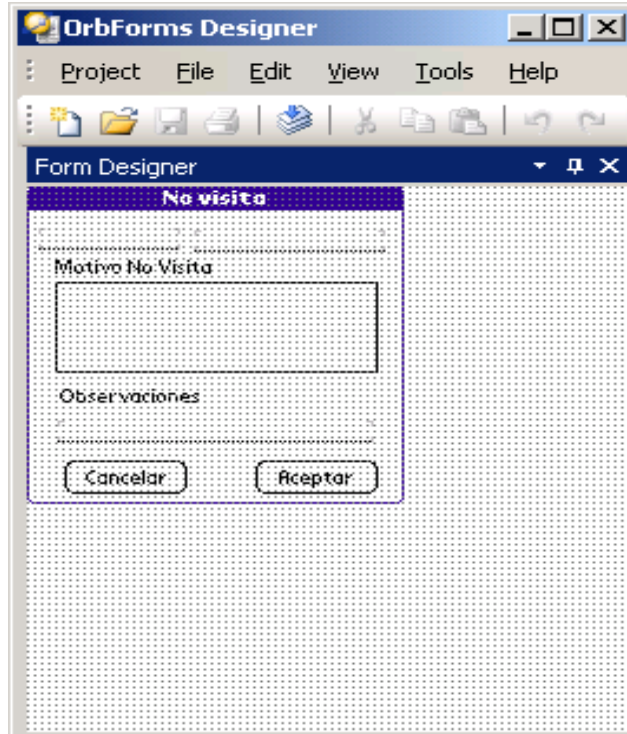
TOTAL ORDER SCREEN



In this screen of Order Totals we find the following fields:

- FIELD SUB - TOTAL.- Indicates the subtotal of the order (s) made to the customer.
- DISCOUNT FIELD .- Shows the discount of the items of the order.
- PARTIAL FIELD.- Indicates the value of the sub-total.
- IMPUESTOP FIELD VAT.- Indicates the VAT to be charged.
- TOT TOTAL FIELD TO PAY.- Displays the payment value of the order.
- FIELD PAYMENT METHOD.- The payment of the order is chosen to the Account or Credit.
- REG RETURN BUTTON.- Returns to the take-up screen.
- OK BUTTON - Which serves to record the order.

NO VISIT SCREEN

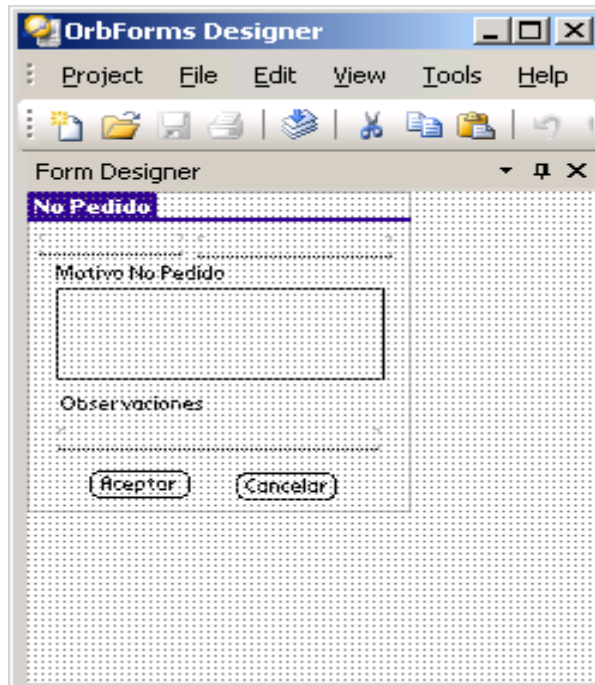


The screenshot shows the OrbForms Designer application window. The title bar reads 'OrbForms Designer'. The menu bar includes 'Project', 'File', 'Edit', 'View', 'Tools', and 'Help'. The toolbar contains various icons for file operations and editing. The main window is titled 'Form Designer' and displays a form titled 'No visita'. The form contains a text box labeled 'Motivo No Visita', a text area labeled 'Observaciones', and two buttons: 'Cancelar' and 'Aceptar'.

In this screen of NO VISIT they detail the reasons why the preevender Was unable to carry out the customer visit that corresponds to that route and sector assigned by The COSMOS system.

- FIELD OBSERVATIONS.- This field will explain the main causes that were found in the field not to carry out the correct visit.
- BUTTON CANCEL.- Indicates the cancellation of the non-visit to the Client.
- BUTTON ACCEPT.- Accept the reasons and observations detailed by the preevender.

DISPLAY NO ORDERS



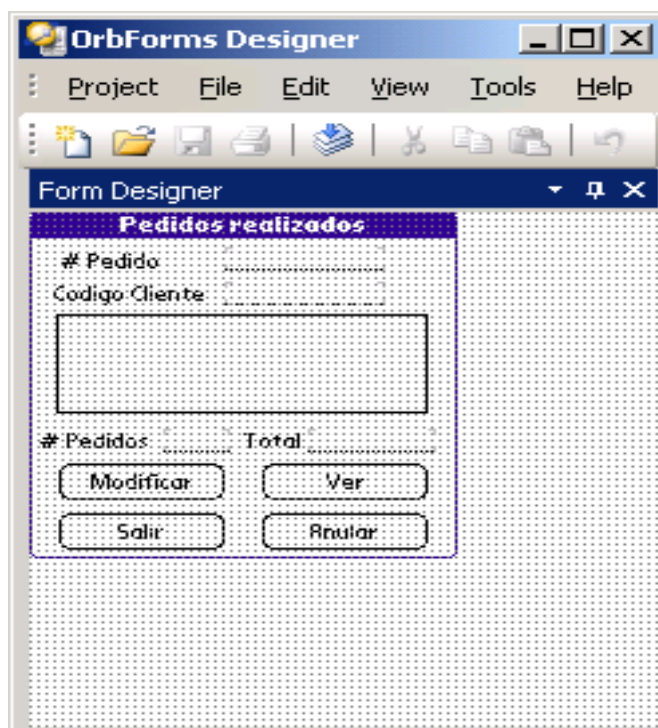
The screenshot shows the OrbForms Designer application window. The title bar reads 'OrbForms Designer'. The menu bar includes 'Project', 'File', 'Edit', 'View', 'Tools', and 'Help'. Below the menu bar is a toolbar with various icons. The main workspace is titled 'Form Designer' and contains a form with the following elements:

- A header bar with the text 'No Pedido'.
- A text label 'Motivo No Pedido' above a rectangular text input field.
- A text label 'Observaciones' above another rectangular text input field.
- Two buttons at the bottom: 'Aceptar' and 'Cancelar'.

Next in this screen of NOT REQUEST the following fields are detailed:

- FIELD REASON NO VISIT .- It will indicate the reasons why the client does not want Make the orders to the pre-seller.
- FIELD OBSERVATIONS .- It will also detail the reason (s) why the customer does not want to place orders.
- BUTTON ACCEPT.- Accept the reasons and observations detailed by the preevender.
- BUTTON CANCEL.- Indicates the cancellation of the non-order.

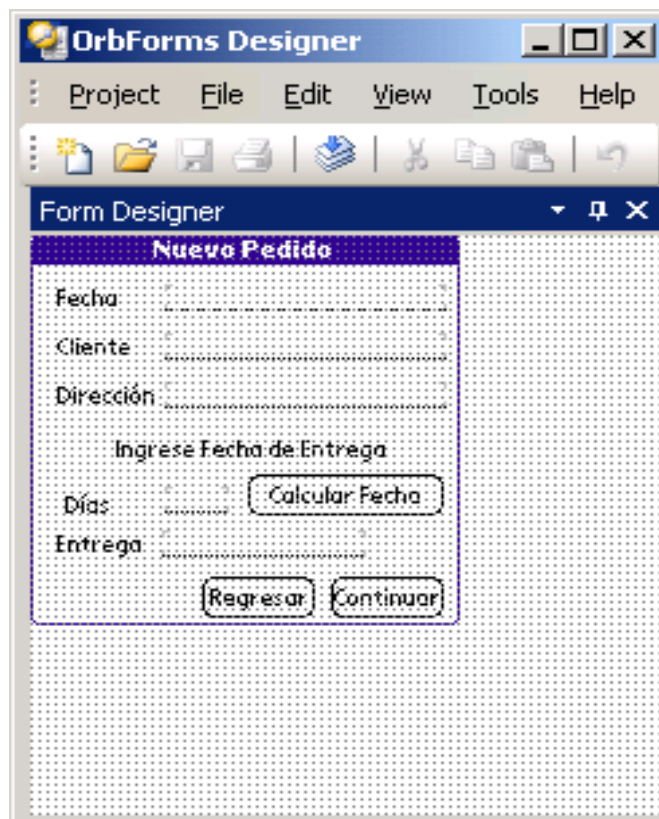
SCREEN OF ORDERS PERFORMED



In this screen of REQUESTS PERFORMED the following fields are detailed:

- FIELD REQUEST.- Displays the sequential control of the orders entered.
- CUSTOMER CODE FIELD.- Indicates the code assigned to the client by the System.
- FIELD ORDERS.- Show the preevender the list of orders assigned to the customer.
- TOTAL FIELD .- Indicates the total of orders entered by the pre-seller to the customer.
- MODIFY BUTTON.- Make the modifications to the customer's orders.
- VIEW BUTTON - Displays the orders individually.
- EXIT BUTTON - Activates the immediate output of the current screen.
- BUTTON CANCEL.- Cancel the request requested by the customer to the pre-promoter

SCREEN NEW ORDER



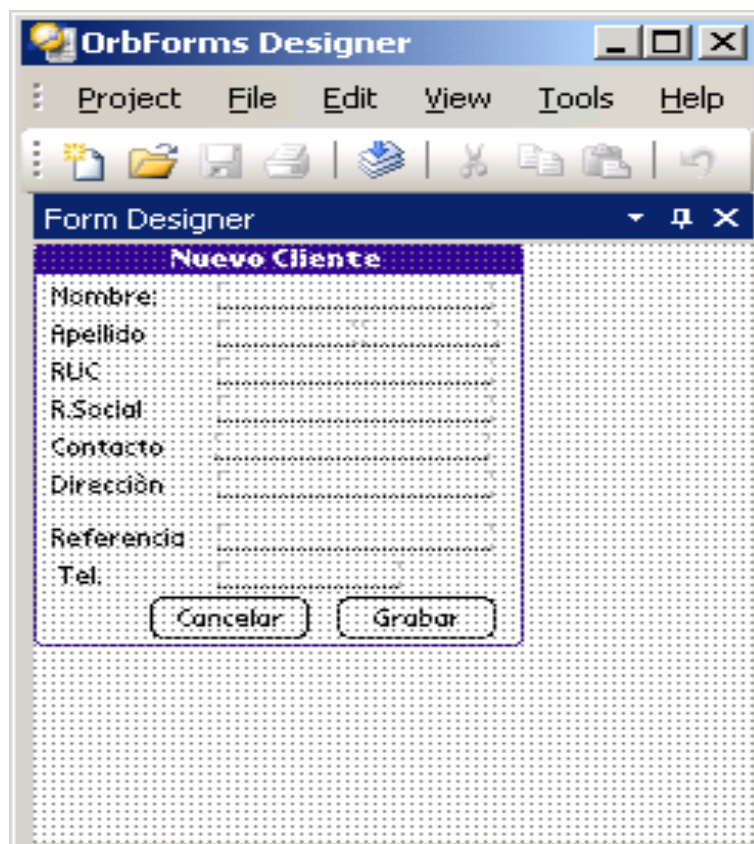
The screenshot shows a window titled 'OrbForms Designer' with a menu bar (Project, File, Edit, View, Tools, Help) and a toolbar. Below the toolbar is a 'Form Designer' window titled 'Nuevo Pedido'. The form contains the following elements:

- Fecha: [Text Field]
- Cliente: [Text Field]
- Dirección: [Text Field]
- Ingrese Fecha de Entrega
- Días: [Text Field] [Calcular Fecha]
- Entrega: [Text Field]
- [Regresar] [Continuar]

In this screen of NEW ORDER the following is detailed:

- FIELD DATE.- This field will enter the current date of the new order
- CLIENT FIELD.- The client code assigned by the System will be detailed.
- ADDRESS FIELD.- The customer address will be displayed.
- FIELD DAYS .- The day of delivery of the customer's orders will be entered.
- CALCULATE FIELD DATE.- Calculate the date of delivery of the order.
- FIELD DELIVERY.- Show the date of delivery of the order.
- RETURN BUTTON.- You will return to the orders screen.
- BUTTON CONTINUE.- Accept the customer data entered by the pre-vendor.

SCREEN NEW CUSTOMER

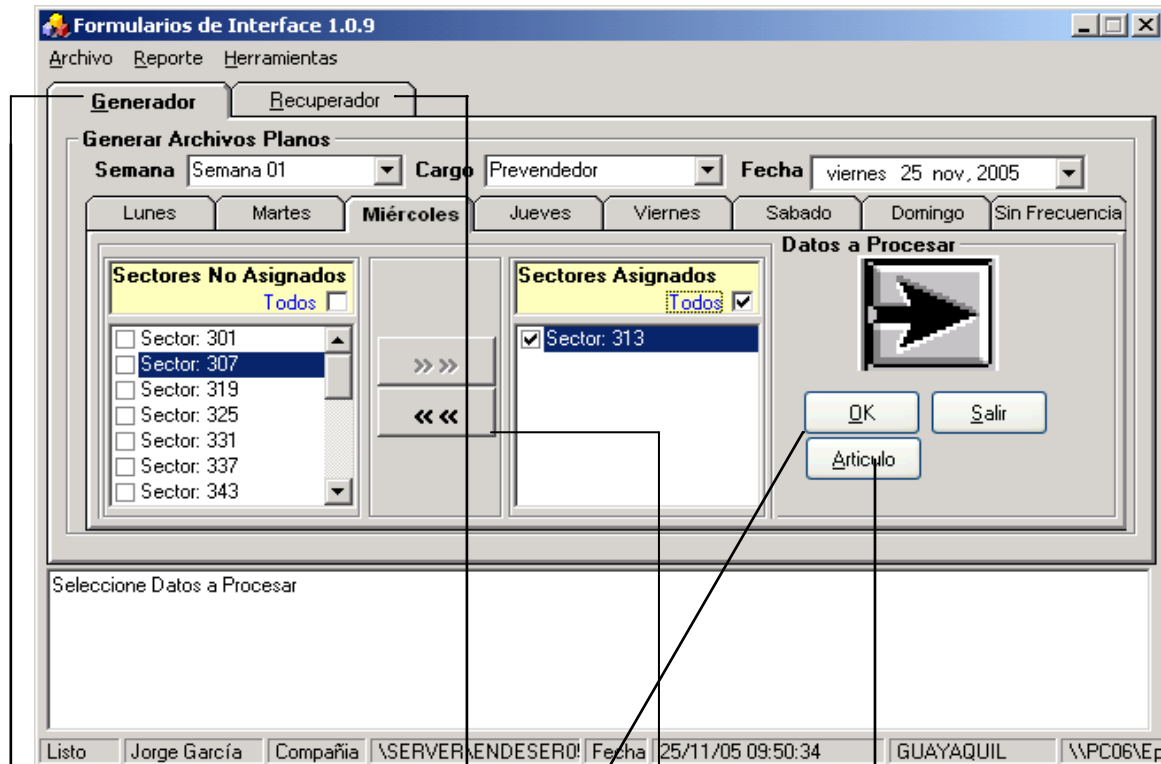


The screenshot shows the 'OrbForms Designer' application window. The title bar reads 'OrbForms Designer'. The menu bar includes 'Project', 'File', 'Edit', 'View', 'Tools', and 'Help'. Below the menu bar is a toolbar with various icons. The main workspace is titled 'Form Designer' and contains a form titled 'Nuevo Cliente'. The form has the following fields: 'Nombre:', 'Apellido', 'RUC', 'R.Social', 'Contacto', 'Dirección', 'Referencia', and 'Tel.'. At the bottom of the form are two buttons: 'Cancelar' and 'Grabar'.

To enter the new customers the following steps must be followed:

- FIELD NAME.-The correct name (s) of the new customer will be entered.
- FIELD LAST.- The surnames (2) of the new client will be entered.
- CAMP RUC.- The RUC (if it has one) will be entered by the new client.
- FIELD R. SOCIAL.- Enter the type of business owned by the new customer.
- CONTACT FIELD.- The name of the person who is preferentially (continuous) in the business will be entered.
- FIELD ADDRESS.- The correct and accurate address of the customer will be entered.
- FIELD REFERENCE.- No information is entered.
- FIELD TEL.- The telephone number (or cell phone) of the new client will be entered.
- BUTTON CANCEL.- Cancel all information entered from the new customer.
- RECORD BUTTON.- All the information entered from the new customer to the system will be recorded.

SCREEN TO GENERATE INFORMATION IN THE PALM



Esta ficha sirve para generar información a la palm del sector y clientes que le corresponda ese día al prevendedor.

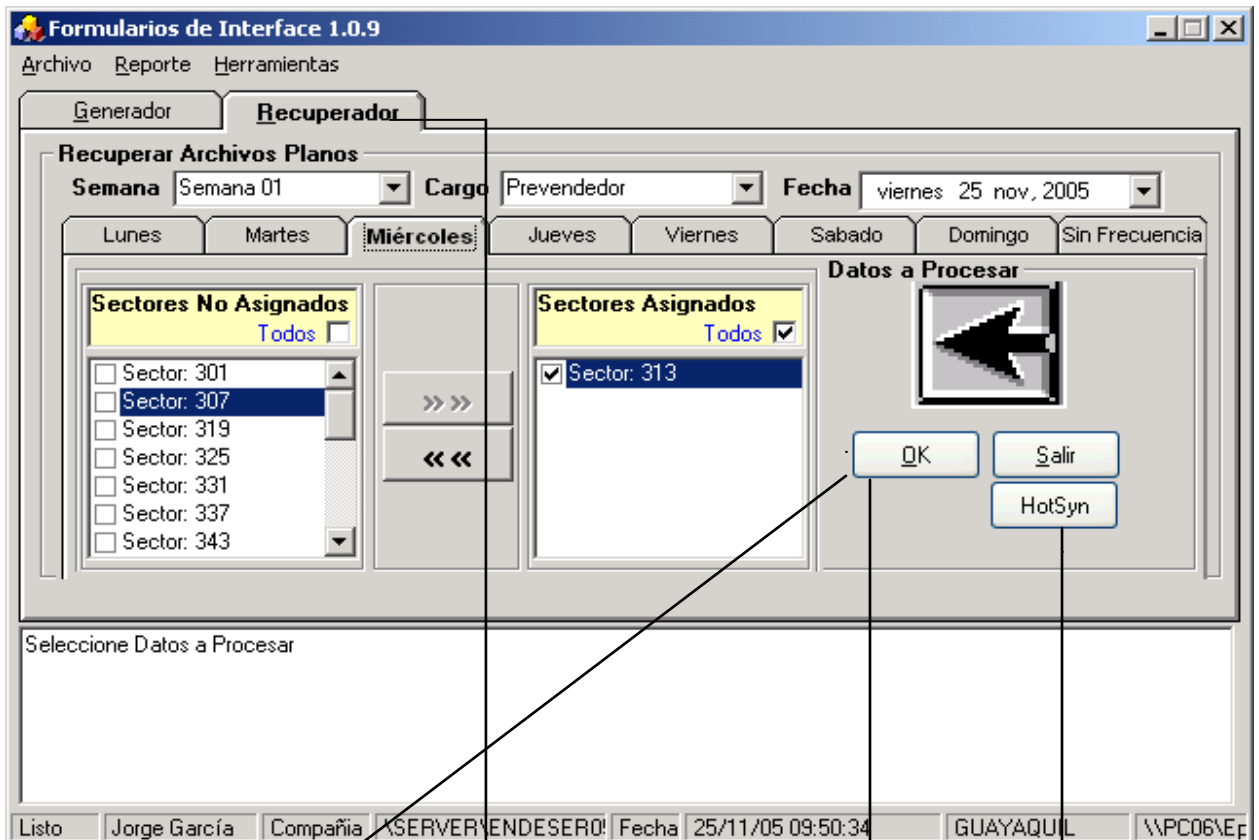
Este botón sirve para actualizar los artículos de bodega que estén o no en stock y al mismo tiempo que tengan o no promociones.

Esta ficha sirve para recuperar información de los pedidos de la palm al computador.

Este botón sirve aceptar la información de la palm.

Este botón de doble flecha al igual que el de arriba sirve para cambiar los sectores no asignados a sectores asignados

SCREEN TO RECOVER PALM INFORMATION



4.- Terminada la recuperación de la información de la palm el botón **OK** cambia a **PROCESAR** y se da clicke en dicha palabra.

5.- Luego de procesar sale otro mensaje y se da **OK**.

Este botón sirve para recuperar información de los pedidos de la palm al computador.

1.- Se procede a dar clic y sale un mensaje:
¿está seguro de procesar?
Si No
Se digita **SI**

2.- Luego de dar **SI** sale otro mensaje y se da **OK**.

3.- A continuación se sincroniza la palm para recuperar la información