MRWEB PLUS

Android Application User Guide

MRWEBPLUS android version 2.2

Contents

Part 1: <u>Getting Started</u>

DOWNLOAD THE APP

To use the MRWEBPLUS android app, you have to first download it from the Google play Store or through shared link.

Open the MRWEBPLUS Android app.
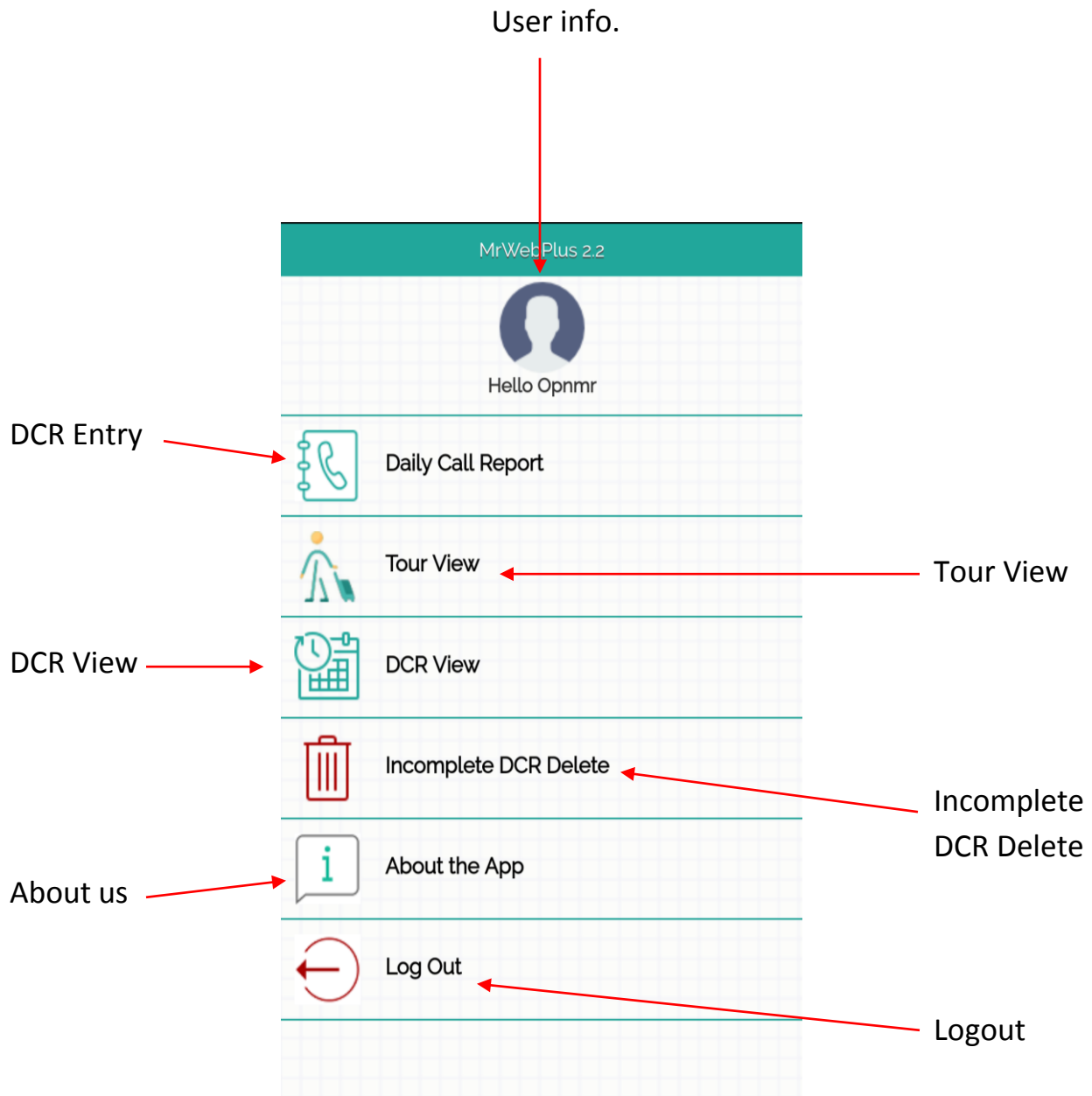
You are ready to go!

LOGIN

The user id and password you use to login
 In will be provided by your management.

FAMILIARIZING YOURSELF WITH THE INTERFACE

User info.

DCR Entry

Tour View

DCR View

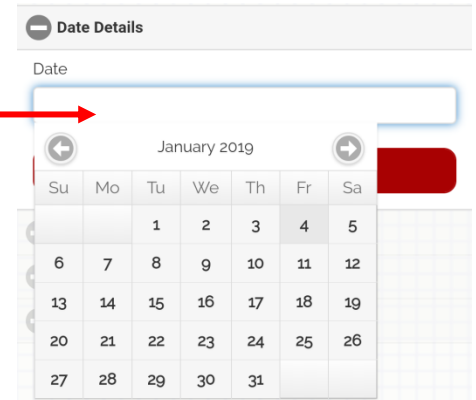Incomplete DCR Delete

About us

Logout

Part 2: Daily Call Report

START DCR

To START DCR, a user needs to select/fillup following details

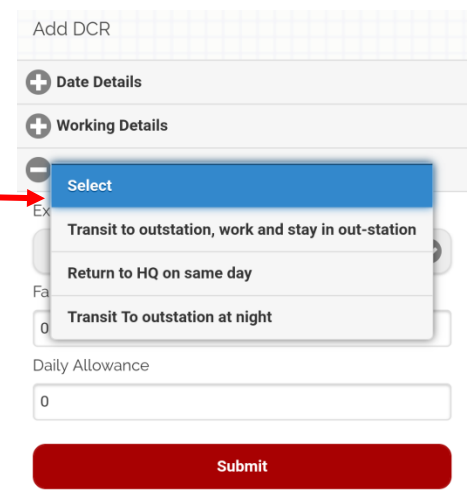1. Go to DAILY CALL REPORT ⟶ START DCR.

2. **Date:** Select DCR date from the calendar. ⟶

3. **Workwith & Area:** Select Work with Person along with Visiting Area.

4. **Special Purpose:** If selected leave, then a finish DCR button will appear to finish the DCR. Another Special purpose can be selected.

5. **Calculate Expense:** If selected Ex-station or Out-station area then user have to select an expense Type. Also fare & Daily Allowance will be generated Automatically for MR. ⟶

6. Write Remarks (If any)

ADD DOCTOR

After starting a day a user can able to select doctor's info.

A user can add doctor realtime when he/she is visiting the doctor and also can add sample & POB.

1. Search **doctor** by typing the doctor name.

Doctor Details for the Date : 04/01/2019

Abhi

ABHIJIT AMBHAIKAR

ABHIJIT DEO

ABHINAV KANHORE

ABHISHEK VAIDHYA

After selecting the respective doctor a user needs to select/fillup the doctor visit information
(Eg: Appionment, Joint Call ,POB (if any).

MrWebPlus 2.2

Doctor Details for the Date : 04/01/2019

Avhinash Kumar

Appointment

Evening

Joint Call

No

POB

2500

Once the above details is feeded
select **Add sample**.

Add Sample

6

Select the respective sample from the List

and put sample Qty.

Once complete click on "**Finish icon**" which is on the top of the right side of the status bar.

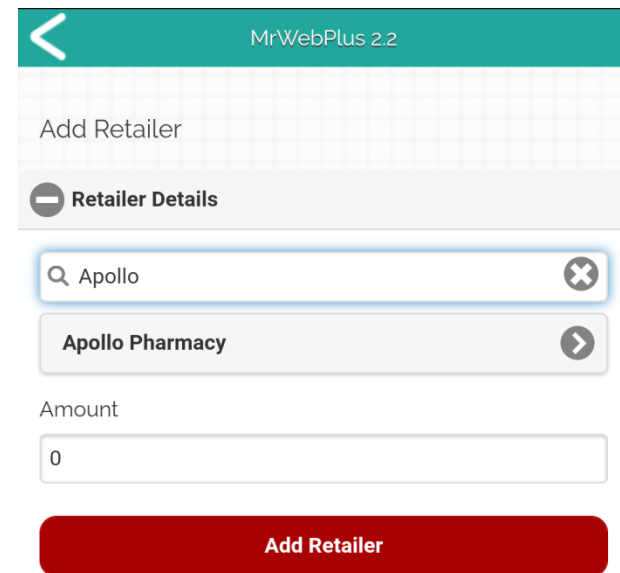Details will be visible in the below list after Successful addition.

ADD RETAILER

To add a Retailer:

Go to "Add retailer" – Search Retailer by
Typing retailer name -- put order amout(if any).

"**Click on Add Retailer**" button to add the retailer.

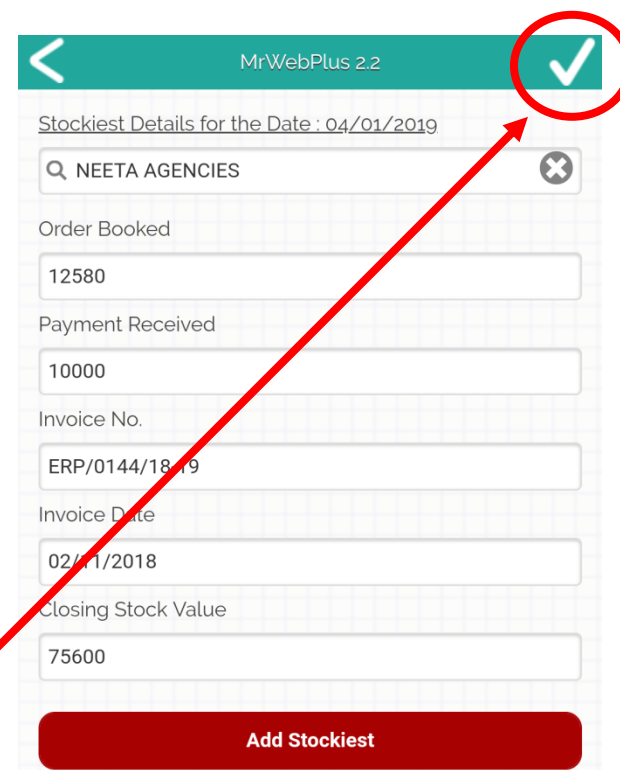Click on "**X**" icon to remove the retailer.

ADD STOCKIEST

To add a Stockiest:

Go to "Add Stockiest"
Search the stockiest by typing stockiest name .

Write Order Booked amount, Payment received
Amount, invoice No., Invoice date & Closing stock
Value.

"Click on **"Add Stockiest**" button to add stockiest.

Once complete click on "**Finish icon**" which
is on the top of the right side.

ADD EXPENSES

A user can add other expenses *(Eg: Photocopy Mobile Bill e.t.c)* from expense option.

Daily Allowance & Fare will be generated automatically.

FINISH DCR

To complete a DCR:

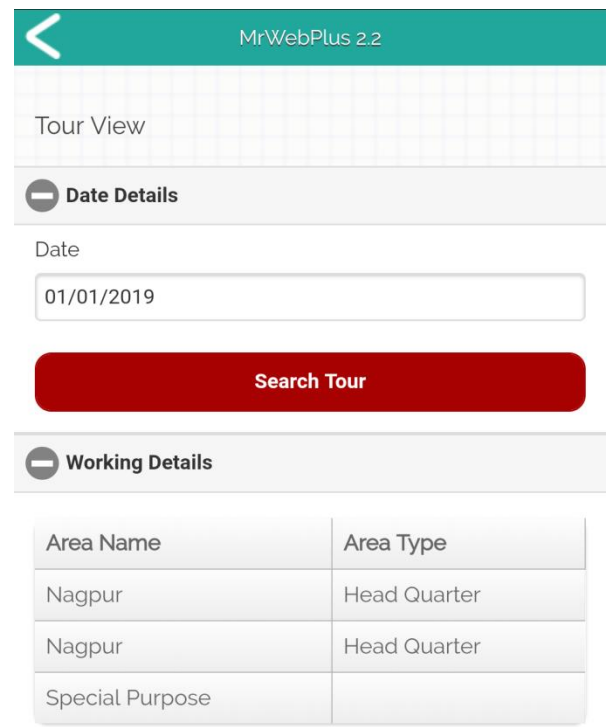Go to Finish DCR -- Confirm preselected date -- review submitted data and click on **Finish DCR button** to submit DCR.

Part 3: Tour View

VIEW TOUR PROGRAM

To view submitted tour program:

Go to – Tour View -- Select respective Date and **Search Tour**

Part 4: DCR View

VIEW DCR

To view submitted DCR:

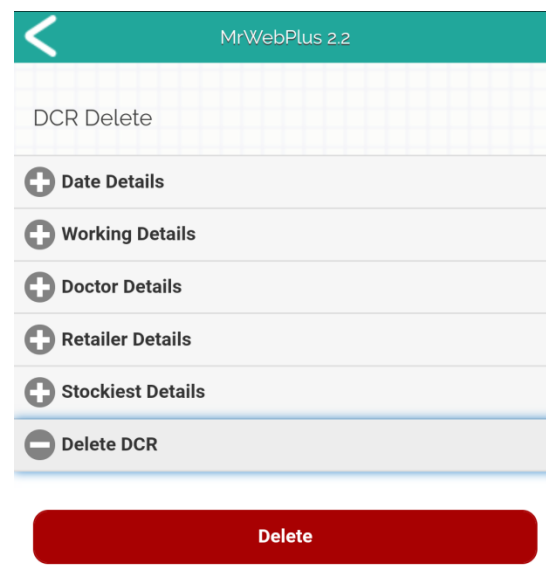Go to – DCR View -- Select respective Date and **Search DCR.**

Part 5: Delete Incomplete DCR

DELETE INCOMPLETE DCR

Incomplete DCR can be deleted untill final submission(Finish DCR).

If a user has started a DCR for a date and he wants to change the DCR date or wants to remove entire drafts data then he/she can do the same with this option.

After deleting Incomplete DCR the respective date
Will be freeze & entire drafts will be removed
for the respective date.

Go to Delete Incomplete DCR – Select Date – Confirm submitted data – Click on **Delete**

FAQ

Q : Can the app work without internet?

A : You must have a stable internet to continue reporting?

Q : App is asking for "Allow permission" for location?

A : You must have to allow.

Q : After starting a DCR, can I change the date?

A : No. Until DCR Submission or Deletation.

Q : Can I Add Doctor/retailer/Stockiest without starting DCR?

A : No.

Q : How do i remove mistakaly added doctor/retailer/Stockiest?

A : Click on "**X**" to remove.

Q : Can I write date?

A : No, You have to select date from calendar.

Q : Whats is "Incomplete DCR delete"?

A : Your submitted data is saved as draft & the started date is locked in the App until you finishing DCR for the date. "Incomplete DCR Delete"can removed the drafts data & freeze the locked date for the user.

Q : Is there any "sync" process have which I need to run to get latest update from the server?

A : Not require to sync. You have always been connected with the server directly with the latest update.

ABOUT MRWEBPLUS

Equipping your staff with **MrWebPlus Mobile** gives you the edge over your competitors with access to accounts, sales deals, service cases, and schedules while on the road. Get your staff using **MrWebPlus Mobile** today to:

- Get the edge on your competitors to win more deals
- Reduce staff downtime and increase field productivity with access to customer information at all times
- Increase customer face time by reducing time spent on office administration
- Build customer intimacy by reviewing up-to-date customer details before a meeting
- Improve sales forecast accuracy through real-time updates from the field
- Increase data accuracy: an easy-to-use interface on a familiar mobile device increases the likelihood that sales reps will update customer information

The end