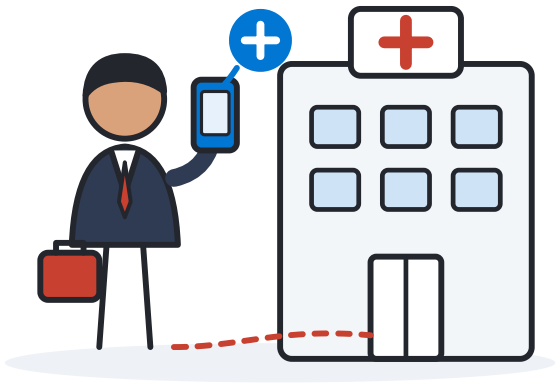
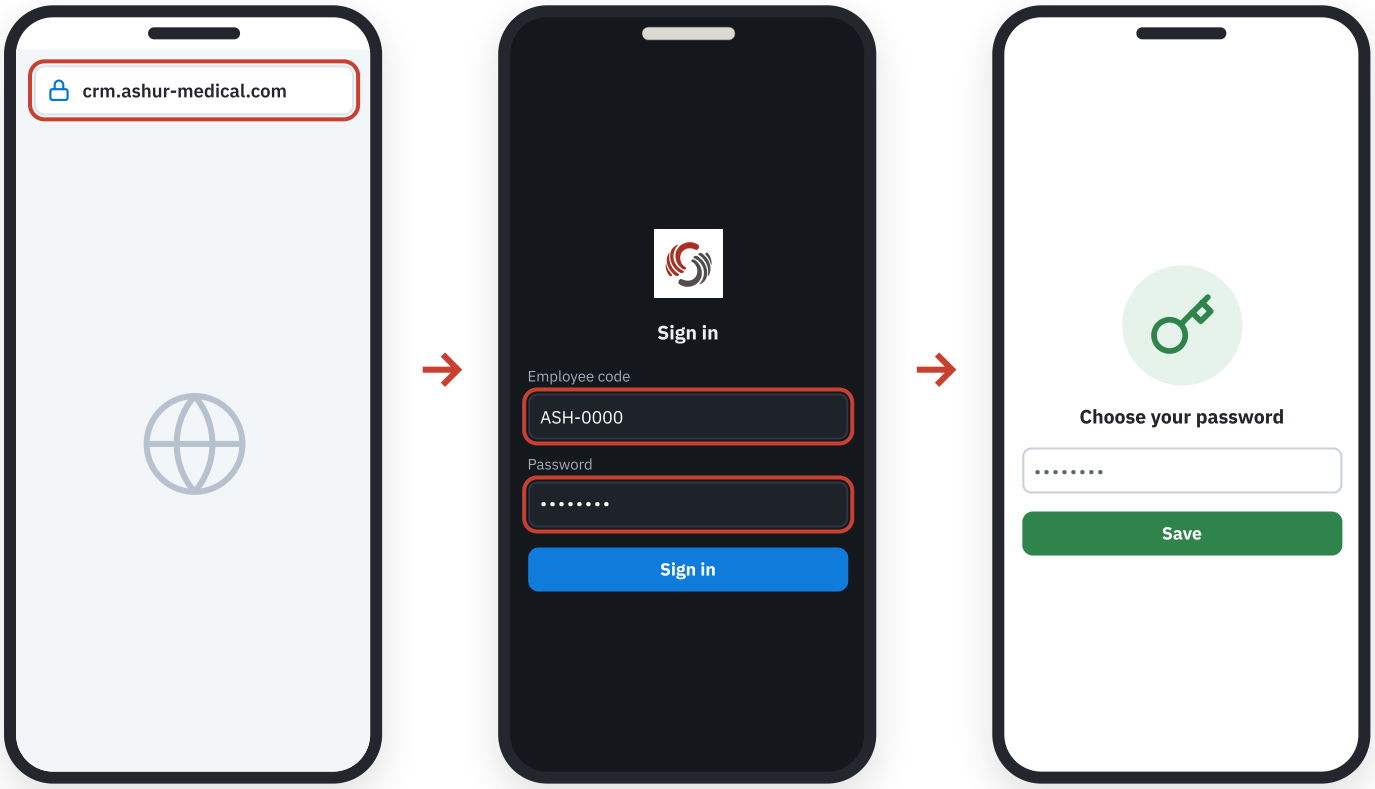
All your work, in your phone

Your visits, customers, deals and store requests — in one place.
Eight pages are enough to start.



Sign in, in three steps



1 Open the browser and type the address

2 Your code + the temporary password from the admin

3 Choose a password only you know

Add the site to your phone's **home screen** — it opens with one tap.

Tap the **bell** and turn on “Notify this device” to get alerts.

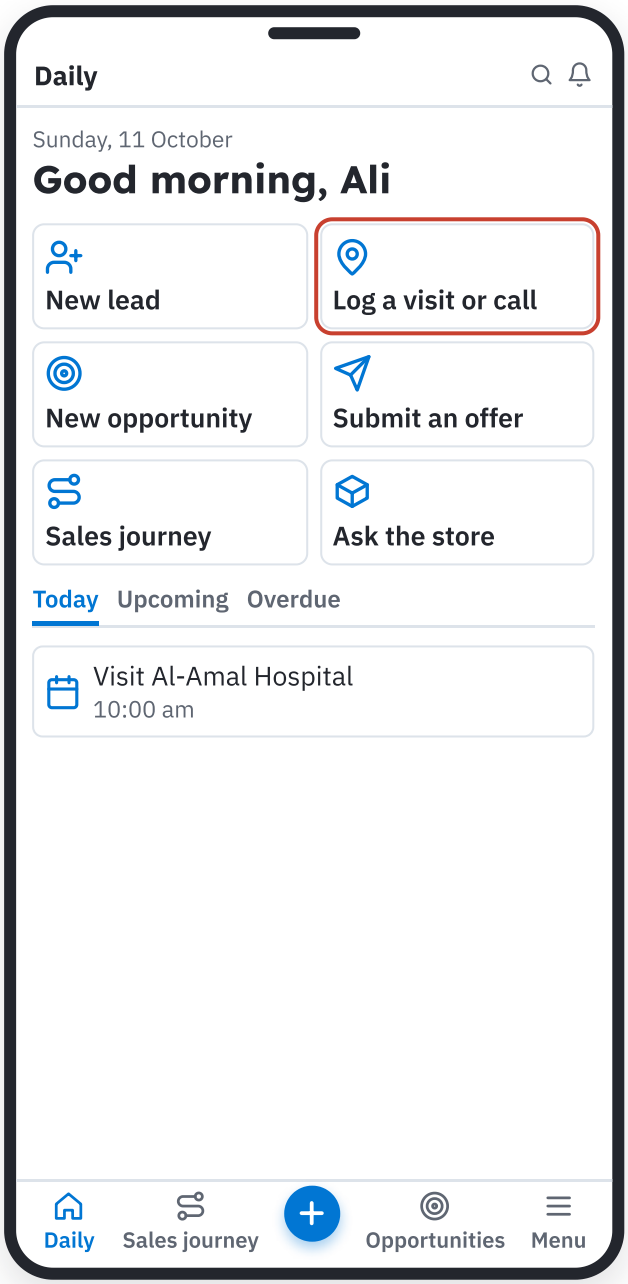
Your daily screen

Five buttons at the bottom of the phone — that is all you need.

Daily
Your tasks and appointments today

Sales journey
Your deals, from first meeting to delivery

The + button
Record anything with one tap — from anywhere



Opportunities
Your open deals and their stages

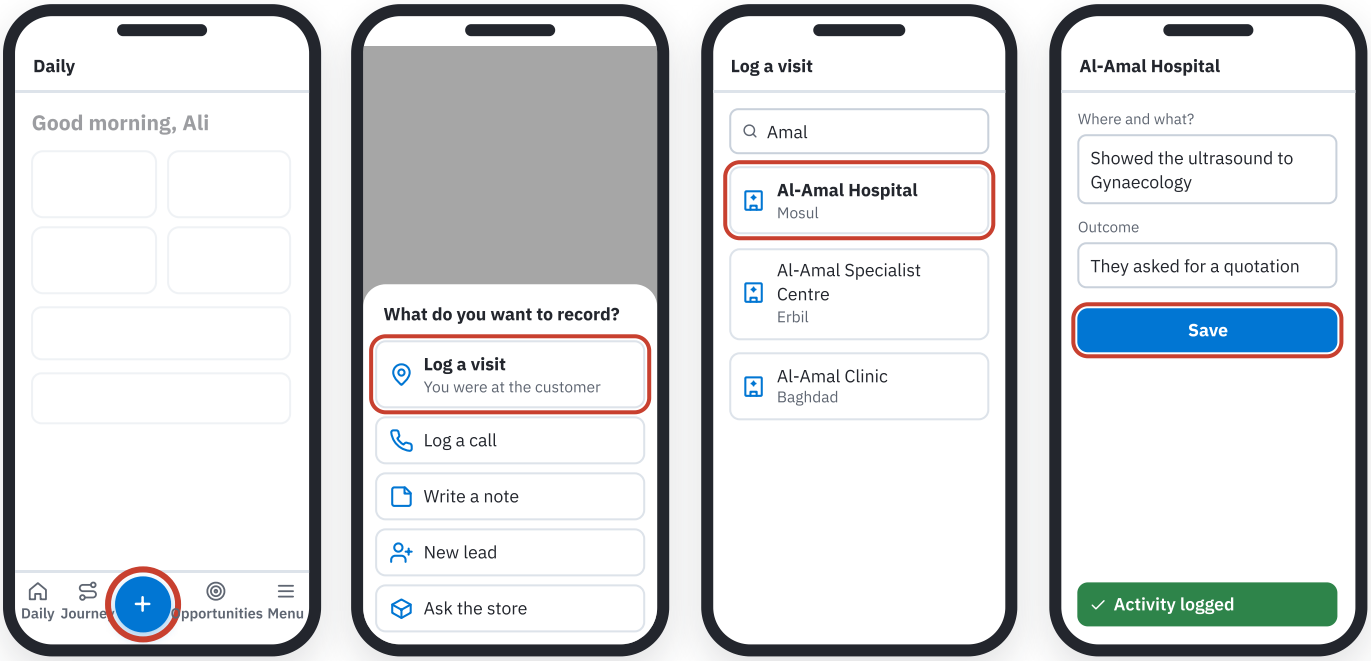
Menu
Customers, stock, my expenses, leave, language, training guide

The bell
An approval, a reminder, a request that moved

Remember one button only: **the blue +** at the bottom centre. It logs visits, calls, new leads and store requests.

After every visit… log it

The most important habit. It takes 30 seconds, while you are still in the hospital corridor.



1 **Tap +**

2 **Choose “Log a visit”**

3 **Search and pick the customer**

4 **Write what happened, then “Save”**

Al-Amal Hospital

- **Visit** — asked for a quotation
  Today
- **Call** — demo date agreed
  Last week
- **Quotation** sent
  A month ago

Why?

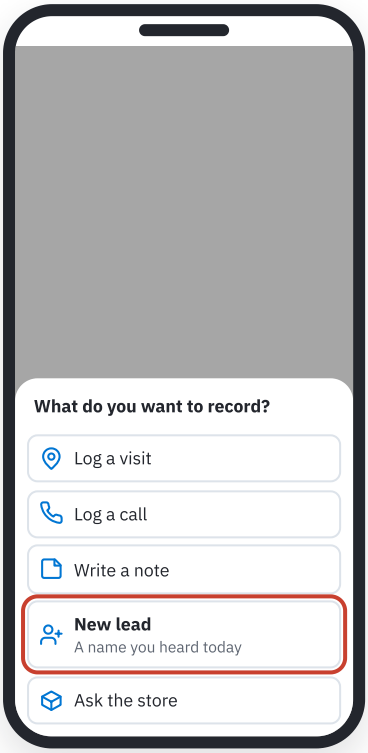
Every visit is added to the **customer's record**. Your manager sees your work, a colleague knows what happened if you are away, and reminders reach you on time.

If it is not in the system… it did not happen.

A call works the same way: **+** → “Log a call”. A name you heard today? **+** → “New lead”.

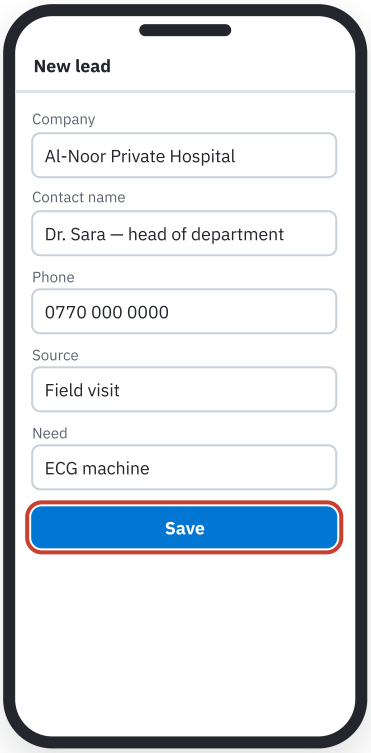
A new name? Make it a lead

Heard of a hospital or doctor who needs a machine? Record it now, before it is forgotten.



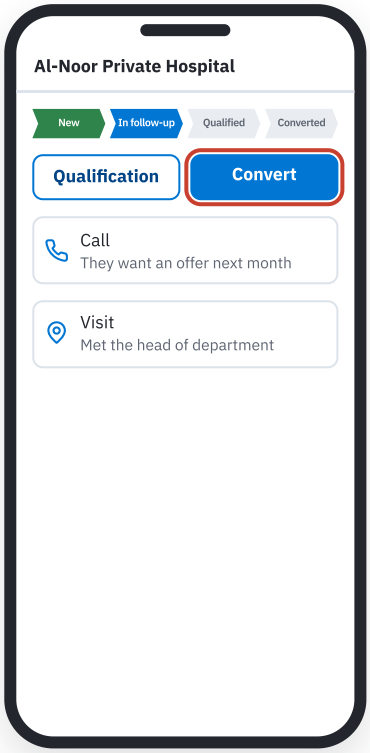
1

+ → “New lead”



2

Fill in the basics, then “Save”



3

Follow up, then “Qualify” and finally “Convert”

New → In follow-up → Qualified → **Converted** →

Customer + Opportunity

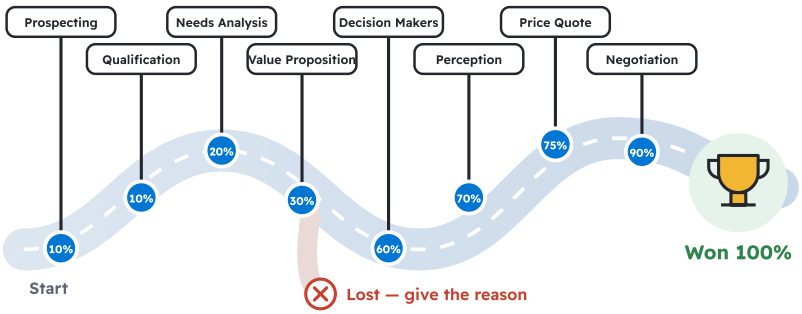
On **Convert** the lead becomes a **customer** with an **opportunity**. Not a fit? “Unqualified”, with the reason.

Call within one working day — a lead left alone goes cold.

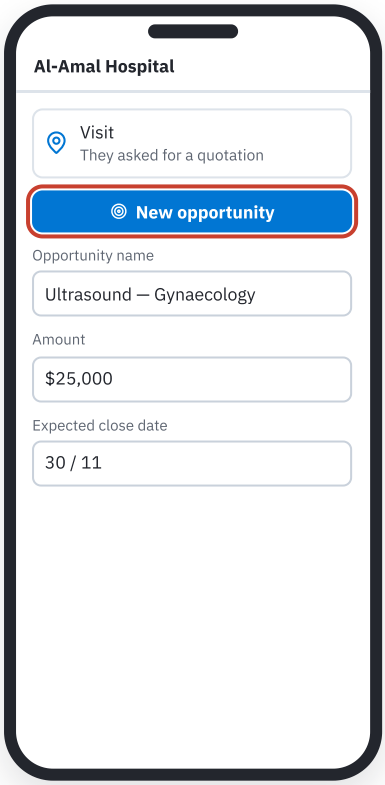
Search before you create. If the customer exists, add an opportunity to it directly.

The deal: from first meeting to won

Every deal travels a road with eight stations. You move it step by step.

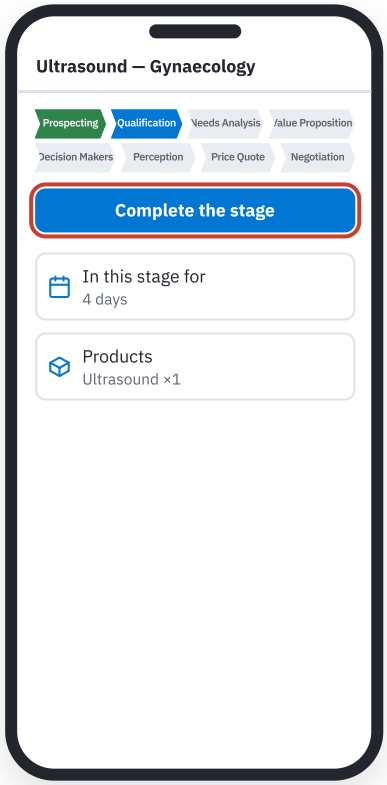


How do you move it?



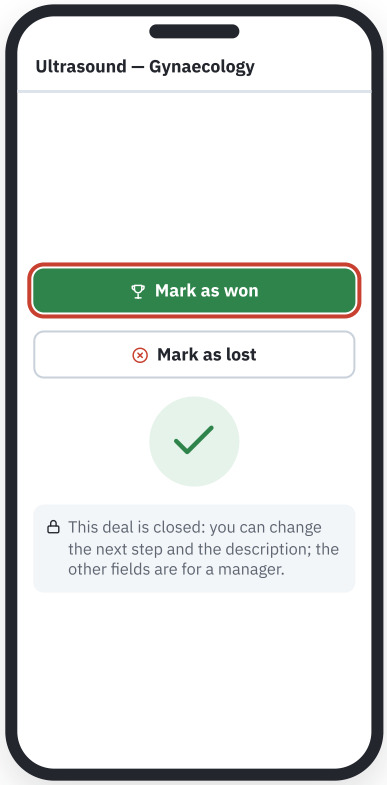
1

From the customer:
“New opportunity”



2

Each step forward:
“Complete the stage”



3

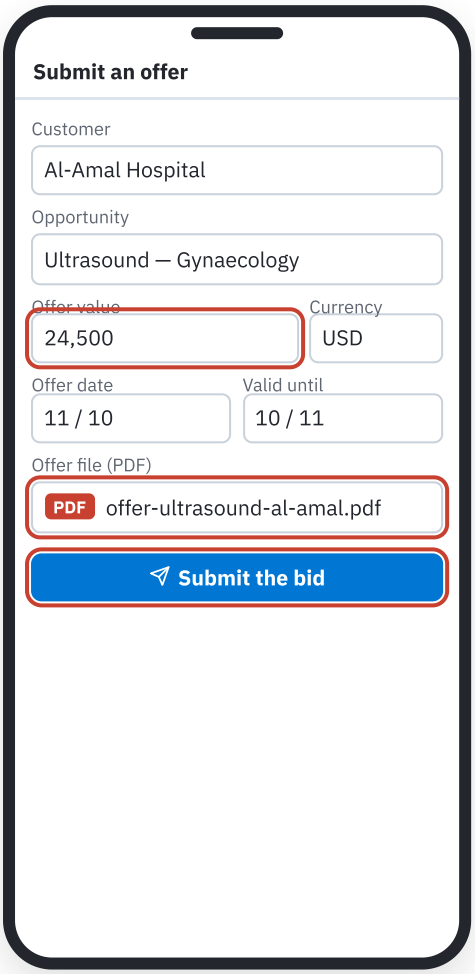
At the end:
“Mark as won” or “lost”

Add products: opportunity → “Products” → “Add”. The lines make the deal's value.

Won needs an amount and a close date; **Lost** needs a reason. Once won, **the deal is locked**: any other change is made by your manager.

Submit your offer

The offer the customer received is kept on the deal — its number, value and file. Not lost in WhatsApp.



1. Open the opportunity and tap **“Submit an offer”**
2. Write the **offer value**, the currency and **valid until**
3. Attach the **offer PDF** exactly as the customer got it
4. Tap **“Submit the bid”**



What happens to the offer next?

With the customer → Accepted or Rejected / Withdrawn

A discount? Agree it with your manager before you promise it.

Government and MOH: a signed contract before you order the goods.

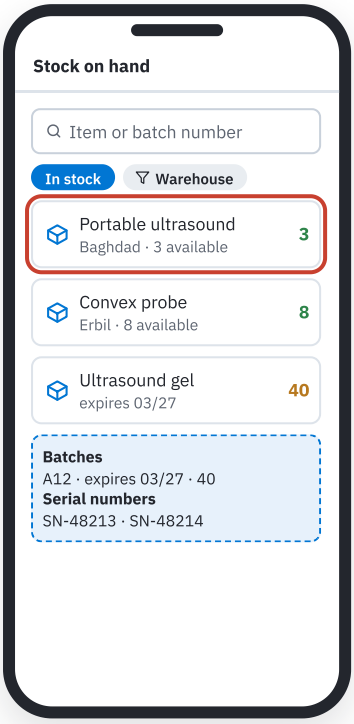
Tenders: create a “New tender”, add its technical details and log your activity. The bid decision, the bid price and submitting the bid are for the sales manager.

Two currencies, never added: totals show IQD and USD side by side, as in each column head of the “Opportunities” board:

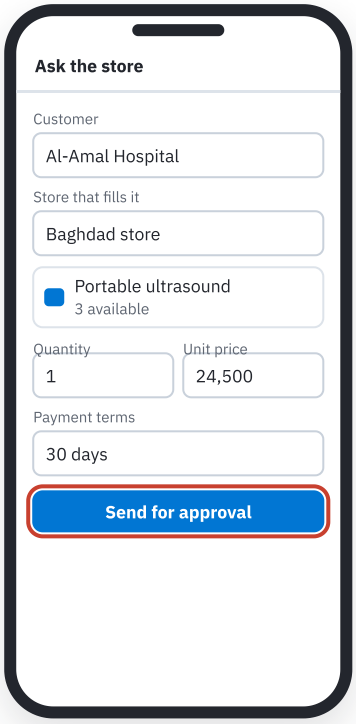
Proposal 7
1.9B IQD · 5.0M USD · 50%

Stock and asking the store

Know what is in stock before you promise — then ask the store.



1. **Menu → Stock on hand**
2. You see **your lines** only
3. Filter by warehouse, brand and type
4. Tap an item: **batches, expiry** and serials



1. **+ → Ask the store**
2. Pick the **customer** and the **store that fills it**
3. Tick the items and write the **unit price**
4. **"Send for approval"**

Your request's road

You — Ask for goods for a customer → **Sales manager** — Approves or edits → **Finance** — Baghdad or Erbil approves → **Warehouse** — Picks and delivers → **Customer** — Receives + invoice

Draft → Awaiting approval → Order → Being picked → Delivered + invoice

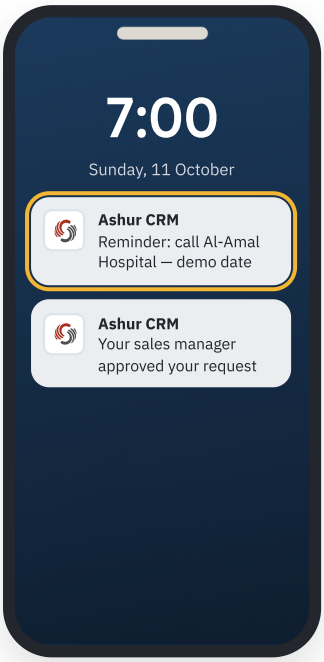
Promise only what is **available**. The store picks the serial numbers.

A **rejected request is final** — fix it and make a new one.

"Cancel request" before picking: you cancel only your own request; your manager or the system admin can cancel it too — and you are told.

Reminders and your affairs

The system remembers for you — and holds your expenses, leave and commission too.



Remind yourself

Record → Activity → New task → Subject + due date → Save task

Reminders arrive at **7:00 in the morning** — once "Notify this device" is on, from the bell.

Log something on every open deal at least **once every 30 days**.

My affairs — from the Menu

My expenses

What you paid from your own pocket — your manager signs, Finance pays.

Leave

Your balance, and ask for leave here.

Commissions

Paid on what is actually collected from the customer.

If you need help

The Feedback button
Something odd? Tap it and say what happened

English / عربي
From the Menu, any time

Training guide
Menu → Training guide

Forgot your password?
Ask the system admin for a temporary one

Your first week

- [ ] Sign in and choose your password
- [ ] Turn on alerts from the bell
- [ ] Log every visit and call
- [ ] Add one new lead
- [ ] Open a deal and move it a stage
- [ ] Browse your lines' stock