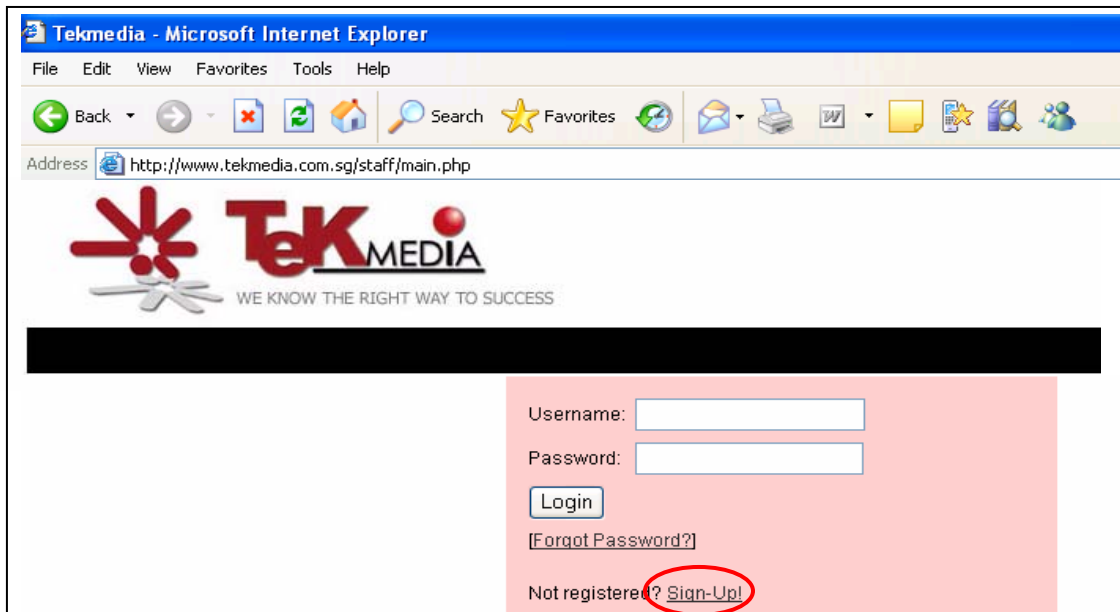


TEKMEDIA ONLINE REPORT GUIDE



- 1) Log in to www.tekmedia.com.sg/staff , click “sign-up!”
- 2) Key in personal data, then click “register”.
 - Under Full/Part-time: Free-lance part-time, Permanent part-time, Full-time promoter, Full-time executive. If unsure which to choose, check with our HR officers
- 3) Once our HR officers have activated your account, you will receive an email informing that you can start using your account.



- 4) Once you have logged in, you will go into control panel above.
- 5) You can edit your personal details, handphone number, address, bank account number, etc under “**Edit personal detail**”.
- 6) Under “Feedback”, please provide feedback regarding stock condition, competitor sell through, etc.
- 7) Under “Record daily sales”



- Select **Date, hours worked** (exclusive of breaks), **location** and **outlet**(Best Denki, Courts, etc)
- For road-show assignment, choose eg “**Roadshow Aug 2006**” under **location**, and choose the correct description under **outlet**.

8) Record your sales by keying **receipt number, brand, product, model, qty, sales value**

Back	Main	RecordDaily Sales	View My Daily Sales	Availability	Logout	
Date :	Aug	7	2006	Location :		
Hours Worked :				Outlet :		
					<input type="button" value="Reset"/>	<input type="button" value="Submit"/>
Order/Receipt No.	Brand	Product Category	Model	Qty	Sales Value	Customer Name

9) Special cases:

- If encounter new product, select “**Unknown**” from **model**
- If there is sales but no receipt number, key **999** into **receipt number**
- If there is no sales, key in **000** into **receipt number**, chose **no sales** under **model**

11) Do remember to click **SAVE** after you have keyed in your sales record or it will not be registered in our system!!!!

12) Under availability, select the dates you can work, then click **submit**.



Back	Main	RecordDaily Sales	View My Daily Sales	Availability	Logout
Previous' Availability			Add Availability		
Date	Delete	Open Calander			
2006-08-12	Delete				
2006-08-13	Delete				
2006-08-19	Delete				
2006-08-20	Delete				
2006-08-31	Delete				
2006-09-01	Delete				
2006-09-02	Delete				
2006-09-03	Delete				
			<input type="button" value="Submit"/>		