

SRR Uploads

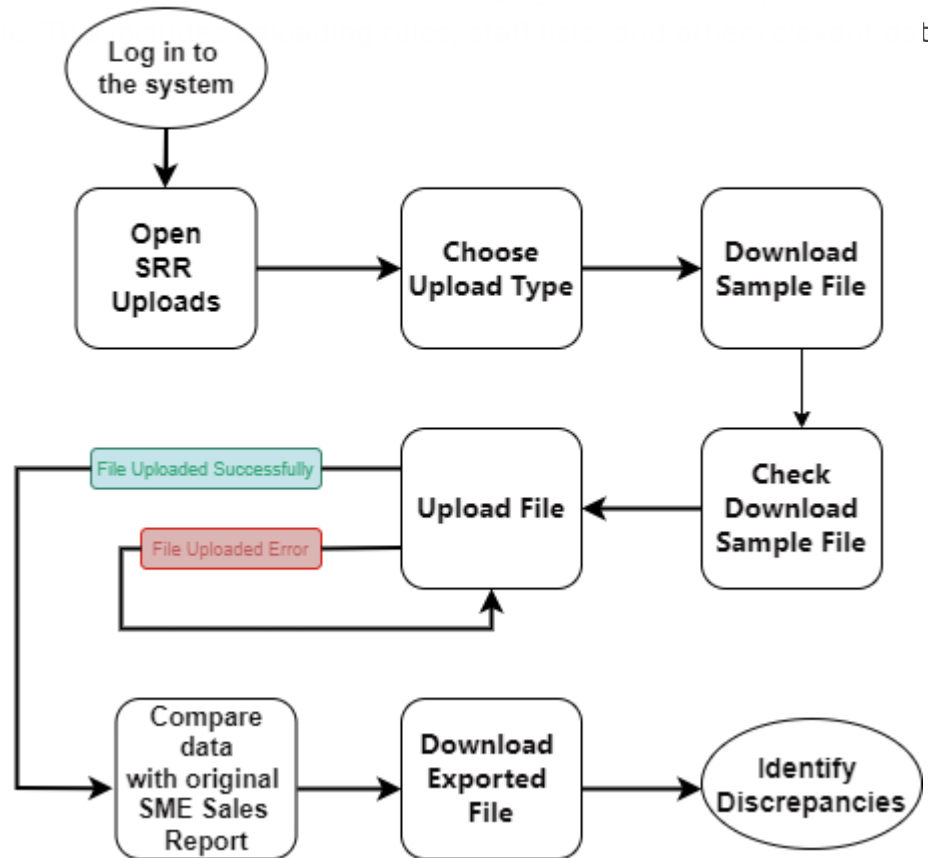
SRR Uploads

Overview

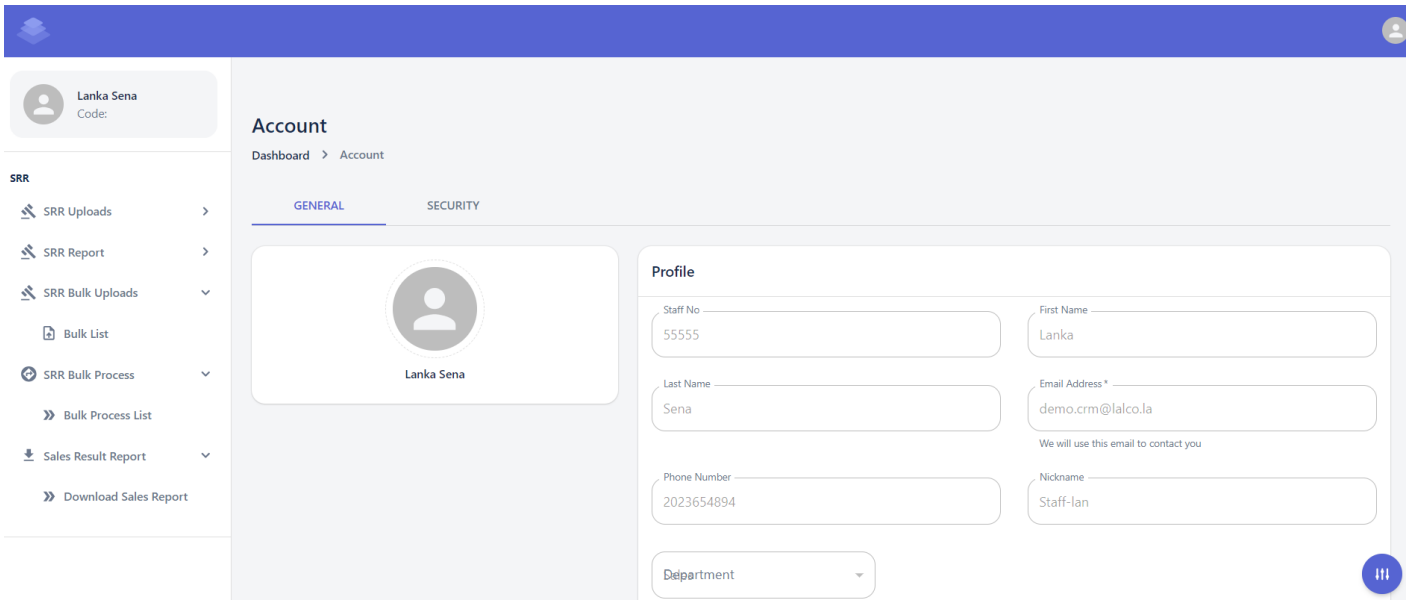
The SRR Uploads feature provides access to the Sales Report (SRR) module.

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SRR Upload



SRR Upload



Steps

1. Navigate to the Uploads Page

- Log in to the system and navigate to the "Dashboard" section.
- Click on the "SRR" tab.
- Select the "Upload" option.

2. Choose Upload Type

- Select the specific upload type you want to perform (e.g., Rule, Staff List, Bulk Data).

3. Download Sample File (Optional)

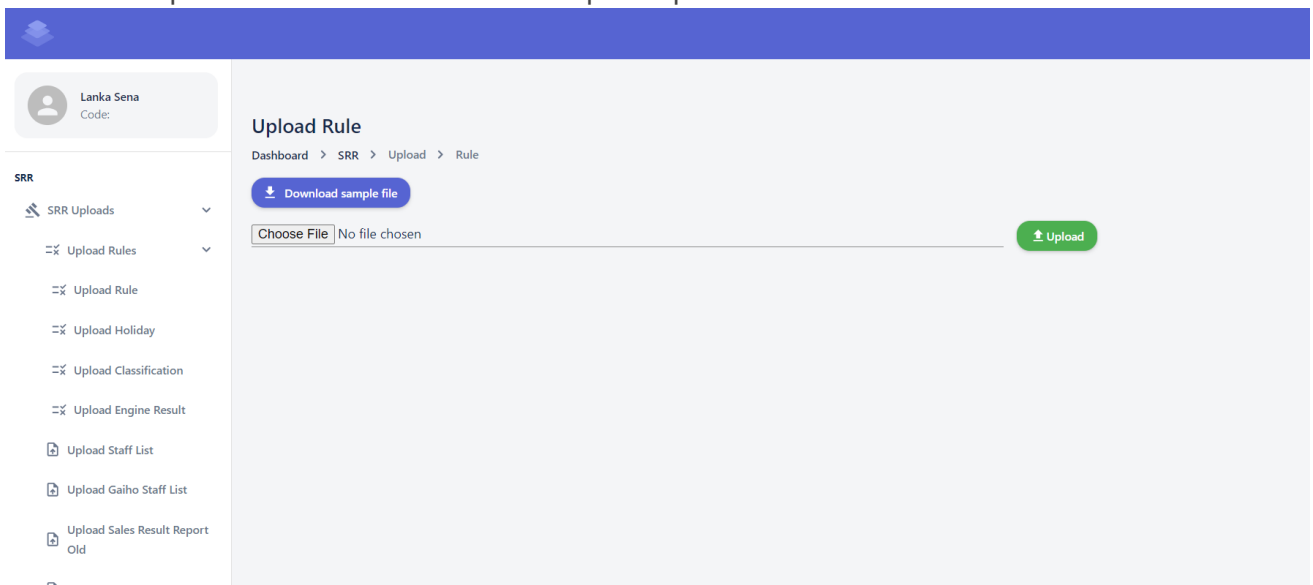
- If available, download a sample file to guide you in preparing your data.

4. Check the Downloaded Sample File

- Check the Downloaded Sample Data is in the correct format and structure, in the sample file Against the Original SME Sales Report to Identify Discrepancies or Errors

5. Upload the File

- Click the "Choose File" button and select the downloaded sample data file.
- Click the "Upload" button to initiate the upload process.



6. Verify and Process

- The system will process the uploaded data and display a confirmation message.
"File Upload Successfully"
- Review the message for any errors or warnings.
- If there are no errors, the uploaded data will be successfully processed.

The screenshot shows the 'Rule List' page in a web application. At the top, a blue header bar contains a notification box with a green checkmark and the text 'File uploaded successfully.' The page title is 'Rule List' and the breadcrumb trail is 'Dashboard > SRR > Rule List'. On the right side, there are two buttons: 'Export List' (green) and 'Upload rule' (blue). The main content area features a search bar with the label 'Position' and a 'Search' button. Below the search bar is a table with the following data:

Position	Position JPN	Rank
Managing director etc.	社長、MD等 (予算無し)	1
Fund manager	ファンドマネージャー	2
Executive manager	統括本部長	11
Deputy executive manager	統括本部長見習	12

- **Locate the "Export List" Button:**

- Look for the "Export List" button at the top right corner of the Rule List page.

- **Click the "Export List" Button:**

- Click the "Export List" button to initiate the export process.

- **Download the Exported File:**

- The system will generate a downloadable file containing the list of rules.
- Choose a suitable location to save the file on your device.

This screenshot is similar to the previous one but highlights the 'Export List' button in a red box. The table below the search bar contains an additional row:

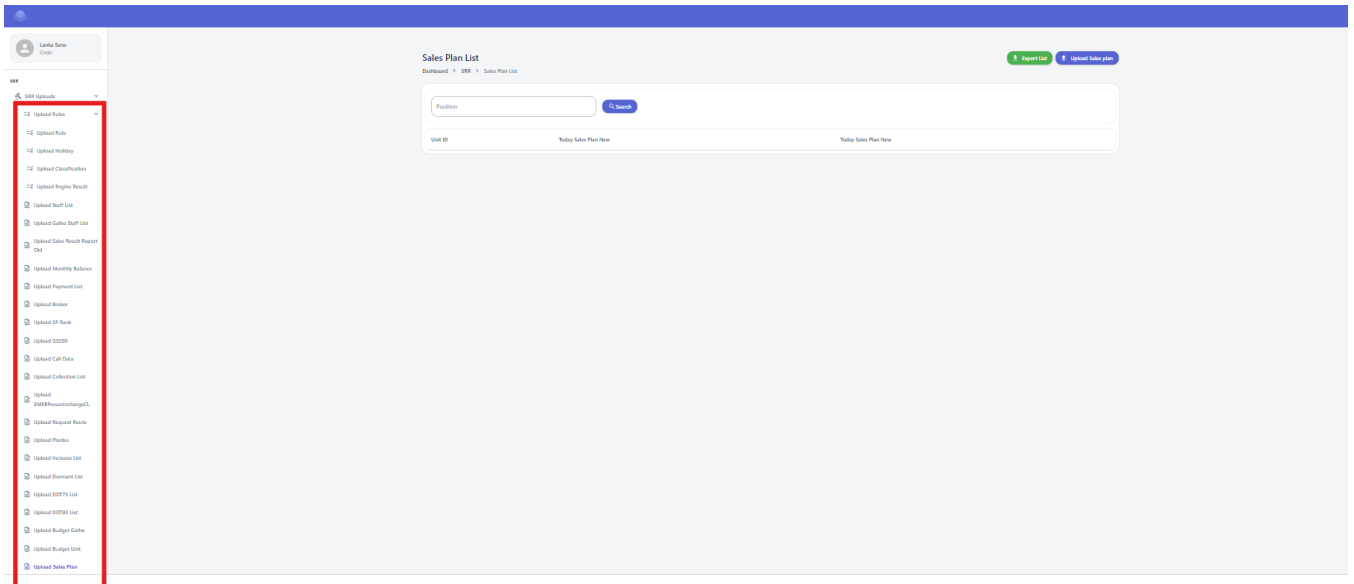
Position	Position JPN	Rank
Managing director etc.	社長、MD等 (予算無し)	1
Fund manager	ファンドマネージャー	2
Executive manager	統括本部長	11
Deputy executive manager	統括本部長見習	12
General manager	統括部長	13
Deputy general manager	統括部長代理	14

- **Only the raw data from the uploaded sample sheet is included. When you export the data, the values in the formula columns will be automatically calculated.**

- **Check Export Sheets Against the Original SME Sales Report to Identify Discrepancies or Errors**

Check below all sheet according to the above steps

- Rule
- Staff
- Gaiho staff
- Sales result report old
- Monthly balance
- Payment List
- Broker
- SP Rank
- GS200
- Call Data
- Collection List
- SMEBPersonInCharge
- Request Route
- PlanBo
- Increase List
- Dormant List
- DDT75 List
- DDT85 List
- Budget Unit
- Budget Gaiho



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