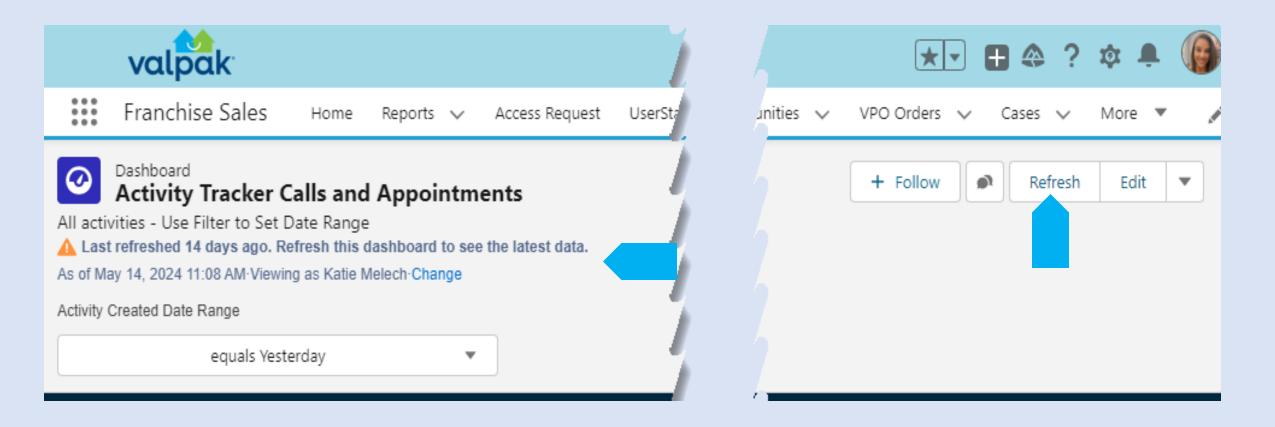




- 1. DASHBOARD TIPS
- 2. ACTIVITY TRACKER
- 3. SALES LENS
- 4. CHARGENT REP DASHBOARD
- 5. COMMISSION DASHBOARD
- 8. CASES
- 9. CASE DASHBOARD

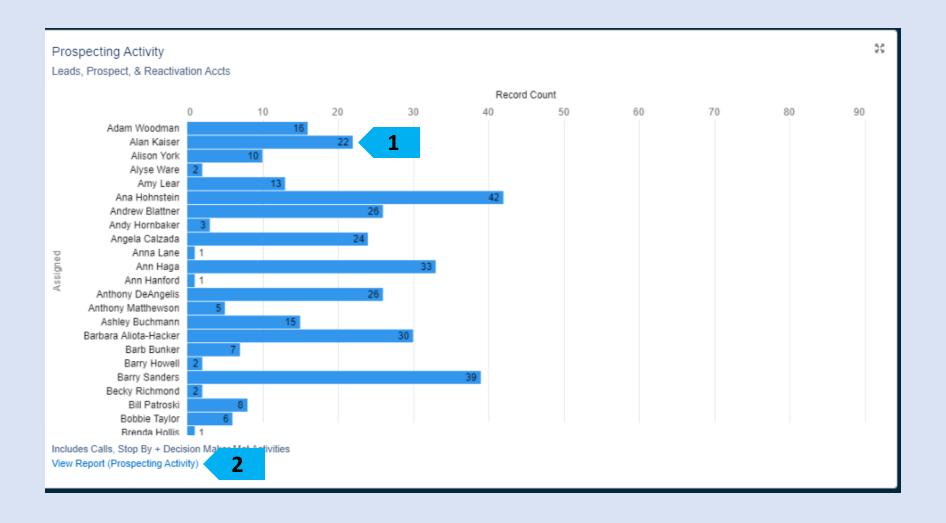
## DASHBOARD TIPS

#### REFRESH

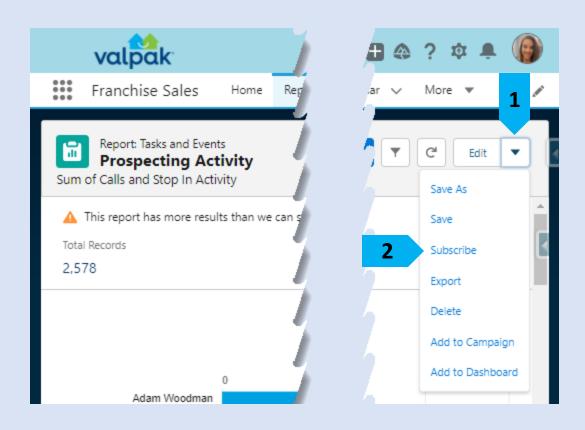


\*\*Always click Refresh when you open a Dashboard. You can see on the left-hand side when the last time data was pulled into the Dashboard.\*\*

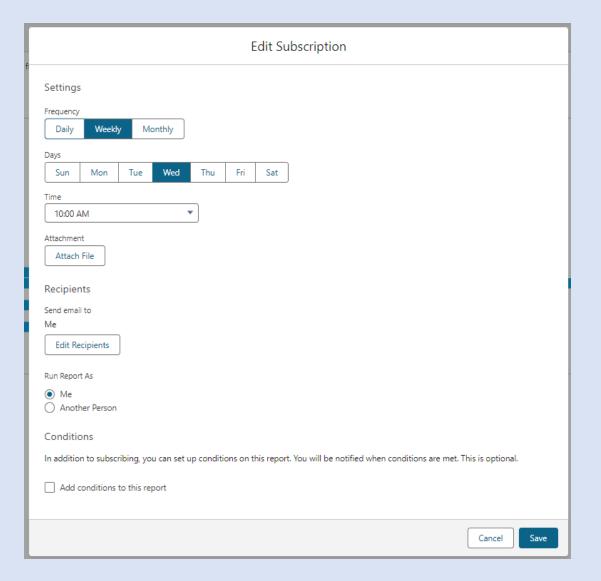
#### REPORT LINKS



#### **SUBSCRIBE**

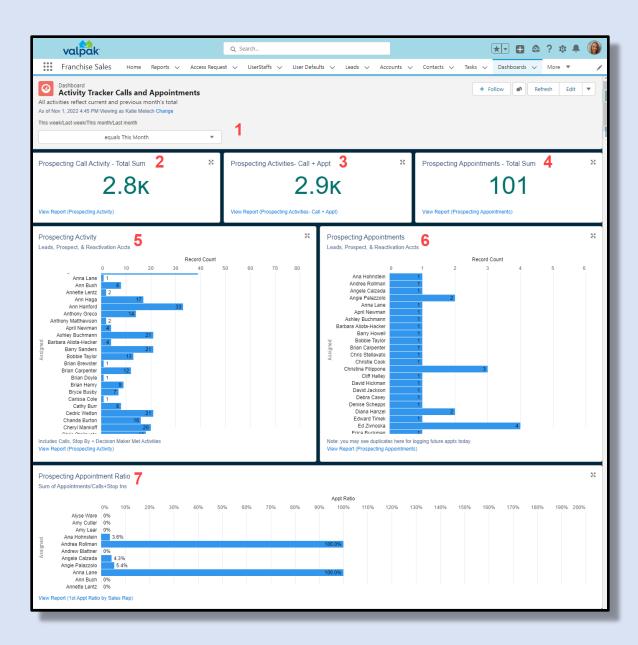


\*\*On the Report, click the drop down and select Subscribe. Choose you settings and click Save.\*\*



# ACTIVITY TRACKER DASHBOARD

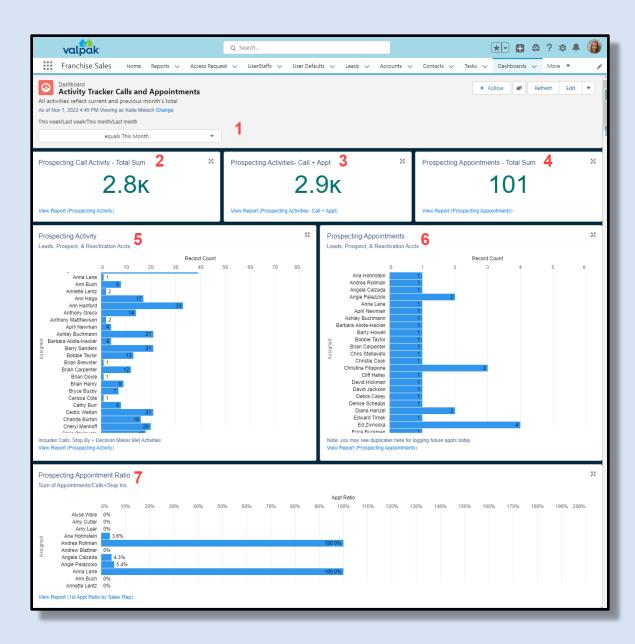
#### **ACTIVITY TRACKER**



#### Questions the dashboard helps answer:

- How many calls and appointment is my rep setting?
- What is their call to appointment conversion ratio so I can identify coaching opportunities?
- How many calls and appointments are being logged in my market?
- Are there any funded leads not getting attention?
- How many calls and appointments are with existing clients? Which clients are they meeting with so I can coach on upsell opportunities?

#### **ACTIVITY TRACKER**



#### **Main Sections**

#### **Prospecting Activity**

- Calls and Appointments at the Rep Level
- Calls and Appointments at the Market Level
- Prospecting Ratio
- Prospecting Emails Sent

#### **Funded Leads**

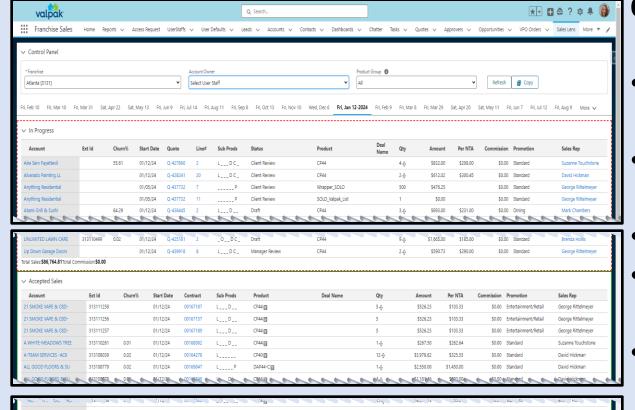
- Leads for Follow Up
- Prospect Accounts for Follow Up

#### **Existing Clients**

- Client Activity
- Client Calls and Appointments at the Rep Level
- Client Calls and Appointment at the Market Level

# SALES LENS

#### **SALES LENS**



Ord Status

Canceled (C

Start Date

01/12/24

VPO Order

\$830.08

\$0.00 Standard

Quantity

Brenda Hollis

Sales Rep

Suzanne Touchstone

ZEROREZ THE WOODSHOP

VPO Orders

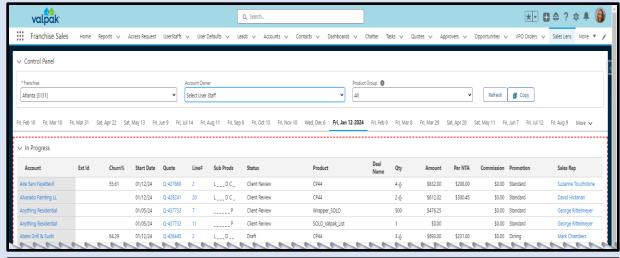
Total Sales:\$377.152.42Total Commission:\$0.00

313110527

#### Questions the dashboard helps answer:

- What is the status of a quote? What are the proposal details?
- What is already Closed Won for this mailing?
- What is the status of the creative?
- Are there any clients that we need to get renewed?
- Did someone mail last month or same mailing last year but not mailing this month?
- Which opportunities are closing soon but do not have a quote in progress?

#### SALES LENS



UNLIMITED LAWN CARE	313110499	1.02 01/	12/24 Q-425	181 2	_ODC_	Draft	CP44	9-		.00 \$185.0	0 \$0	.00 Standard	Brenda Hollis
Up Down Garage Doors		01/	12/24 Q-439	1918 8	LD C_	Manager Review	CP44	2-	♦ \$590	.73 \$290.0	0 \$0	.00 Standard	George Rittelmeyer
Total Sales:\$86,764.81Total Con	nmission:\$0.00												
✓ Accepted Sales	Sales												
Account	Ext Id	Churn%	Start Date	Contract	Sub Prods	Product	Deal Name	Qty	Amount	Per NTA	Commission	Promotion	Sales Rep
21 SMOKE VAPE & CBD-	313111258		01/12/24	00167187	LD	CP44目		5-∳	\$526.23	\$103.33	\$0.00	Entertainment/Retail	George Rittelmeyer
21 SMOKE VAPE & CBD-	313111256		01/12/24	00167157	LD	CP44目		5	\$526.23	\$103.33	\$0.00	Entertainment/Retail	George Rittelmeyer
21 SMOKE VAPE & CBD-	313111257		01/12/24	00167189	LD	CP44目		5	\$526.23	\$103.33	\$0.00	Entertainment/Retail	George Rittelmeyer
A WHITE-MEADOWS TREE	313110261	0.01	01/12/24	00168992	LD	CP44目		1-ğ	\$267.50	\$262.64	\$0.00	Standard	Suzanne Touchstone
A-TEAM SERVICES -AC6	313108039	0.02	01/12/24	00164278	L	CP40目		12-∳	\$3,978.62	\$325.53	\$0.00	Standard	David Hickman
ALL GOOD FLOORS & SU	313108779	0.02	01/12/24	00169847	LP	DAP44-C		1-ë	\$2,550.00	\$1,450.00	\$0.00	Standard	David Hickman
ALL GOOD FLOORS & SLL	#13108F79	0.00	A1/12/24	00169848	Land Daniel	COMB		440	61,18146	\$600,000	<b>60.00</b>	Standard 6	David-Hickman

			U. Due								bic. *hc.
ZEROREZ THE WOODSHOP	313111106 0.01	12/21/23	00139513	_O _ D C _ CP4	48		29-∳	\$4,814.46	\$163.00	\$0.00 Standard	Brenda Hollis
ZEROREZ THE WOODSHOP	313111112 0.01	12/21/23	00139775	_O _ D C _ CP4	4目		5-∯	\$830.08	\$163.00	\$0.00 Standard	Brenda Hollis
Total Sales:\$377,152.42Total Comr	mission:\$0.00										
Account	Ext Id	Churn%	Start Date	VPO Order	Ord Status	Graphic	Product	Ver Name		Quantity	Sales Rep
A WHITE-MEADOWS TREE	313110261	0.01	01/12/24	3131086134	Active [A]		CP44			10,000	Suzanne Touchstone
			04.00.004	2424000425	Active [A]		CP44	V1		10,000	Suzanne Touchstone
A WHITE-MEADOWS TREE	313110261	0.01	01/12/24	3131086135	Active [A]	*	CP44	VI		10,000	Suzarine loucistone
A WHITE-MEADOWS TREE  MR. HANDYMAN-MUTUALI	313110261 313110527	0.01	01/12/24	3131086135	Canceled [C]		CP44	VI		0	Suzanne Touchstone
								VI		0	
MR. HANDYMAN-MUTUALI	313110527	0.83	01/12/24	3131084797	Canceled [C]		CP44	VI		0 0	Suzanne Touchstone

#### Main Sections – sort by Market, Rep, Product

#### **In Progress**

- Quotes in Draft, Out for Client Review, or Approved
- Details: start date, products, distribution, and rate

#### **Accepted Sales**

- Closed Won Quotes
- Details: start date, products, distribution, and rate

#### **VPO Orders**

Order ID and Graphic Status

#### **Renewable Contracts**

Contracts ending and not renewed

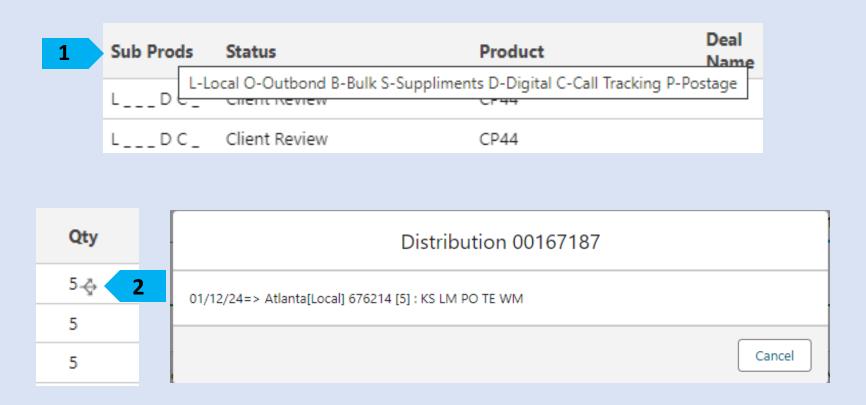
#### **Potential Sales**

Previous Month or SMLY with no sales in current month

#### **Opportunity Pipeline**

Closing Soon with no associated quotes

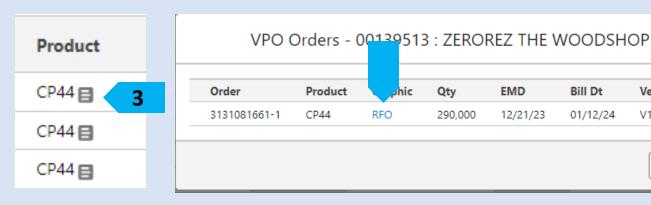
#### SALES LENS GUIDE



1. Hover over Sub Products to get a break down of what the letters stand for2. Click the tri arrow icon to get quick access to the NTA's that are mailing that month

#### SALES LENS GUIDE CONT.

3. To view the Graphic, under Accepted Sales, click the 3 lines next to the Product and then click the graphic link.



4. OR Under VPO Orders, click on RFO or PPO to open the graphic in a new tab.



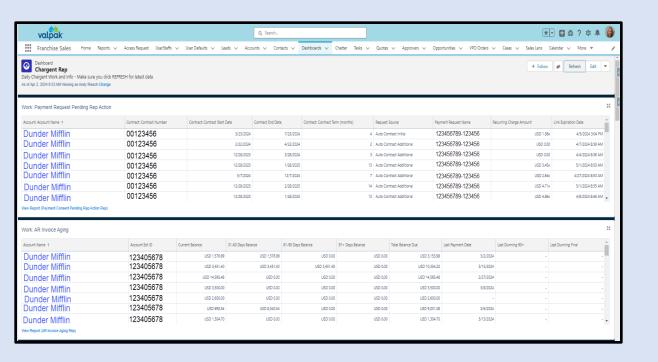


Version

Cancel

# CHARGENT REP DASHBOARD

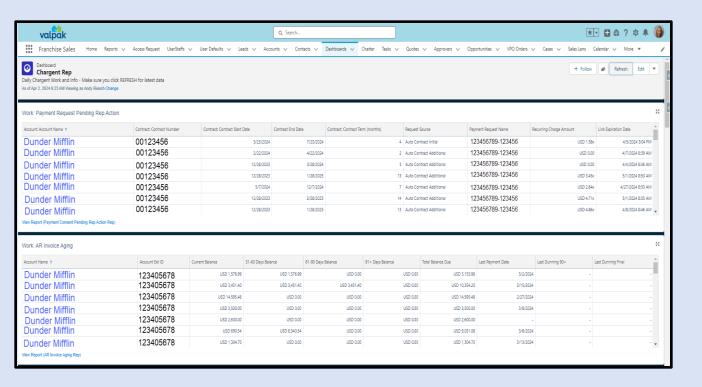
#### CHARGENT REP DASHBOARD: WORK



#### Questions the dashboard helps answer:

- Which clients do I need to get payment from?
- Which clients are past due?
- Who do I need to get a new credit card from?
- Which payments is billing still working on?
- When will my client be charged next?
- Which client needs to send their payment info?
- When will my client be charged next?
- When was my client last charged?
- Which clients' payments are on hold for a specific reason?
- Which invoice was payment applied?

#### CHARGENT REP DASHBOARD: WORK



#### **Main Sections**

#### **Rep Needs to Take Action**

- Payment Request Pending Rep Action
- AR Invoice Aging
- Credit Cards Expiring Next 60 Days with Recurring
- Account Last Transaction is Error

#### **Rep Needs to Monitor**

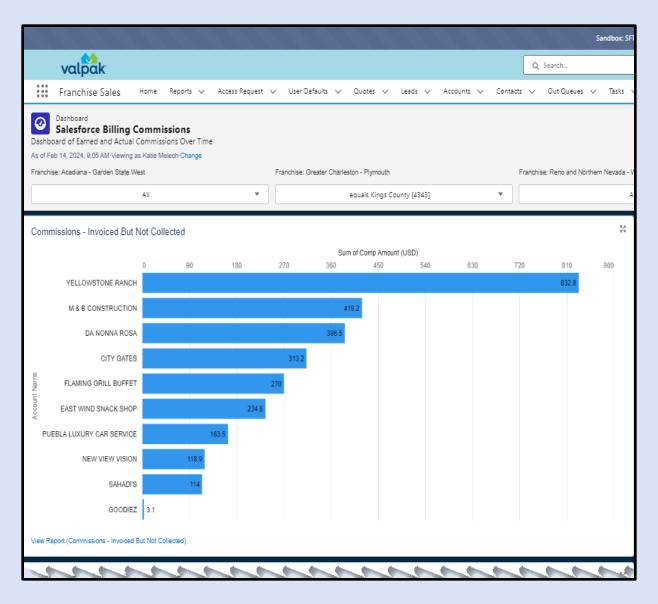
- Automated Recurring Errors
- Scheduled Recurring next 30 days
- Payment Consent Request Pending Client

#### **Rep Nice To Know Information**

- Payments Scheduled in Next 30 Days
- Last Transactions in past 30 days, 7 days, or 1 day
- Consents on Hold
   Billing Setting Up the Payment Schedule

### COMMISSION DASHBOARD

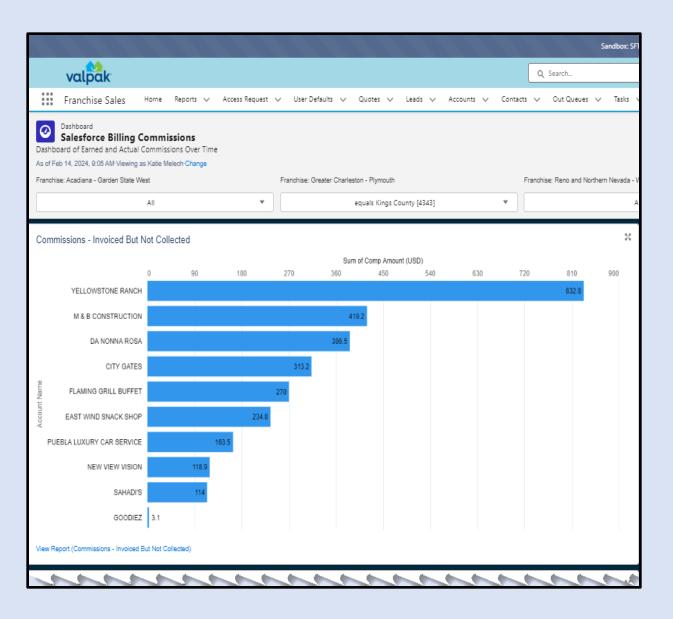
#### **COMMISSIONS DASHBOARD**



#### Questions the dashboard helps answer:

- Which clients need to pay and how much will the rep earn?
- How much in commission has the repearned in 2024?
- Where is the process are commissions?
   Do I need to approve anything?
- What will appear in the rep's paycheck?

#### **COMMISSIONS DASHBOARD**



#### **Main Sections**

#### **Commissions – Rep Takes Action**

Commissions – Invoiced but not collected

#### **Commissions - Informational**

- Automated Recurring Errors
- Scheduled Recurring next 30 days
- Payment Consent Request Pending Client
- Commissions in Approval Process
  - Manager/RSA
  - o GM
  - Payroll
- Last Export (What's in Paycheck)

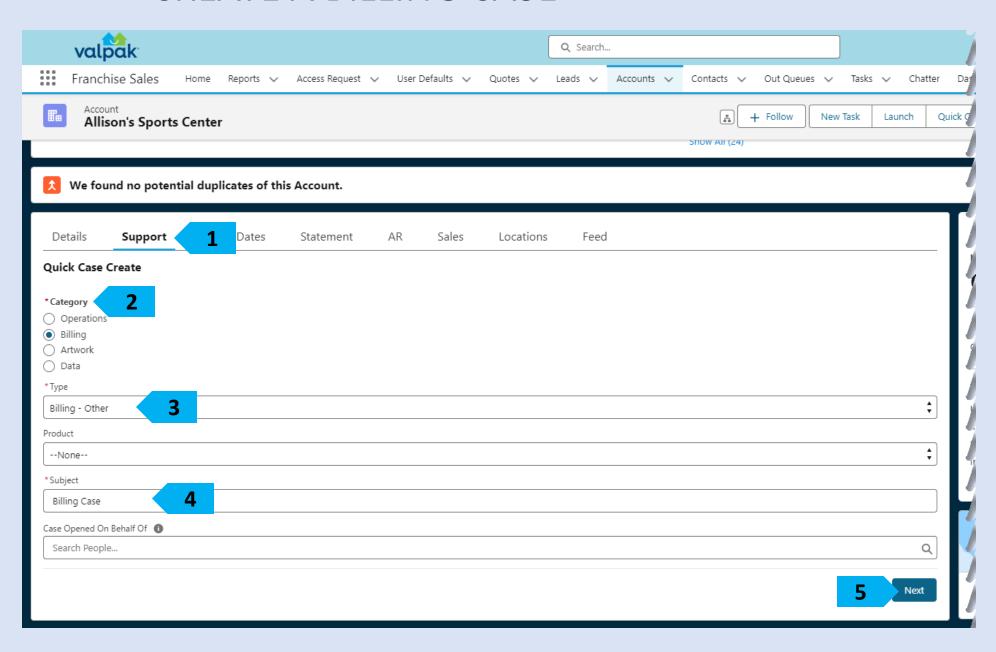
# CASES

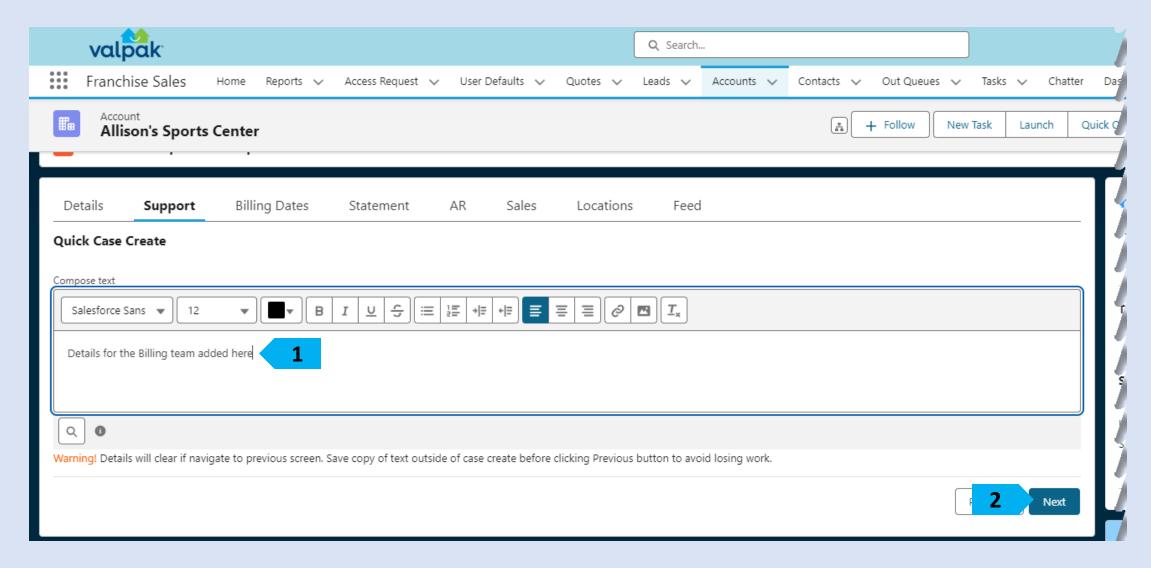
#### WHY CREATE A CASE?

#### Cases help you in a few different ways:

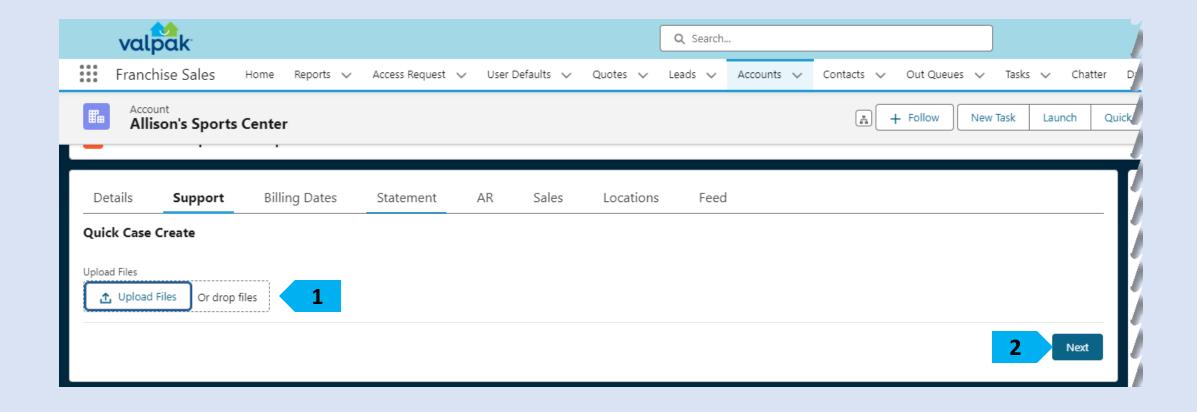
- •Easy to submit requests for different types of support all within one platform, so you won't have to keep track of multiple department emails or contacts.
- •Keeps all related information and files together to avoid searching for past email chains or multiple email threads the info is all right there on the case record.
- •Traffics requests to the right team for faster resolution.
- •Communications can happen directly with the subject matter experts.

On the Account record, click on Support.
Choose your Category, select a Type and fill in any additional fields that are available. Click Next.

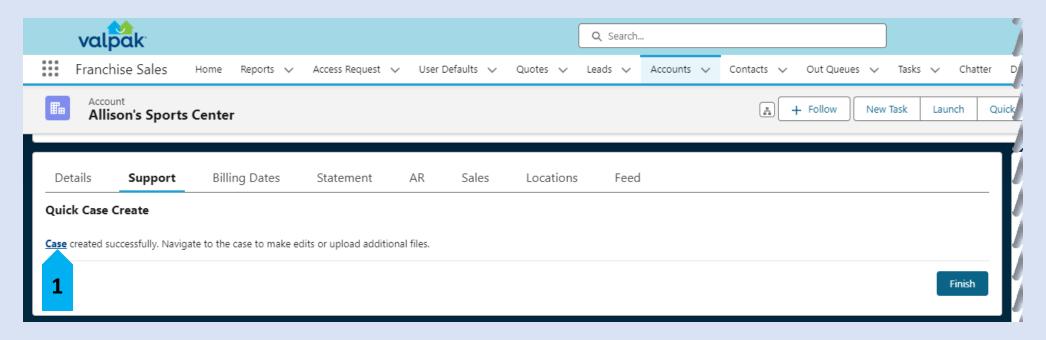




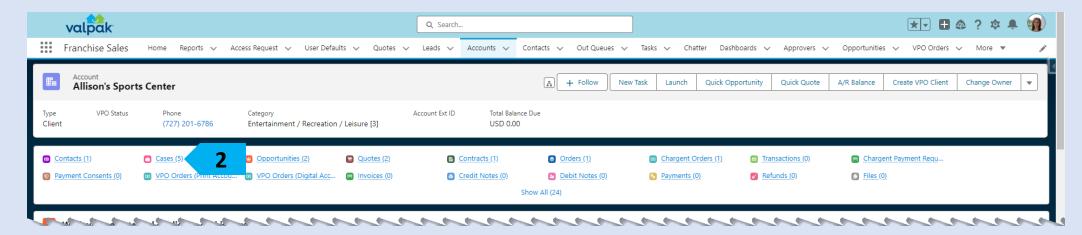
Add notes for the team that you are creating the case for so that they have information on what they need to assist with. Click Next.



Upload any files you have associated to this case and click Next.

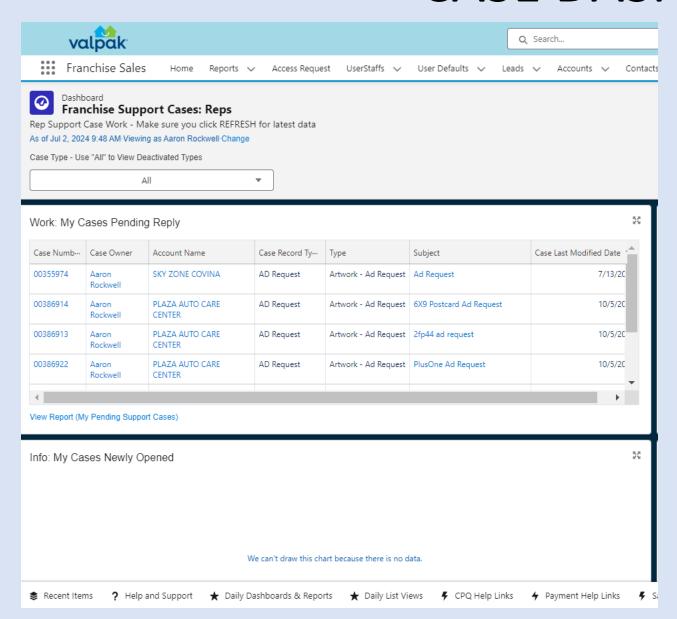


Click on Case to go to the Case record page you just created. You can always find your Cases on the Account under the related links section.



### CASES DASHBOARD

#### CASE DASHBOARD



#### Questions the dashboard helps answer:

- Do I have any Cases waiting on my response?
- Who is my OPS Support person?
- What Cases do I have that are pending support?