

How to Guide: (How to Add Sales Reps and Allocate them to Customers)

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1.1. How to Add Sales Reps and allocate them to Customers

This document will guide you through the process on how to sell Blue Label Airtime

1. Open 'GENESIS MENU' Module and Click System Utilities

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2. Click Settings > Branches > Sales Rep



3. The following screen will pop up, Click **Insert** to Add **SalesRep Name** to the select Branch.

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	PAULO	PAULO				
	ROBERT	ROBERT BADIO				
	SAMANTHA	SAMANTHA		FS Branch Range		
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4. Fill in the necessary information on the SalesRep Details Block as shown on the screen below then click Save to add the SalesRep name on the list.

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