



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

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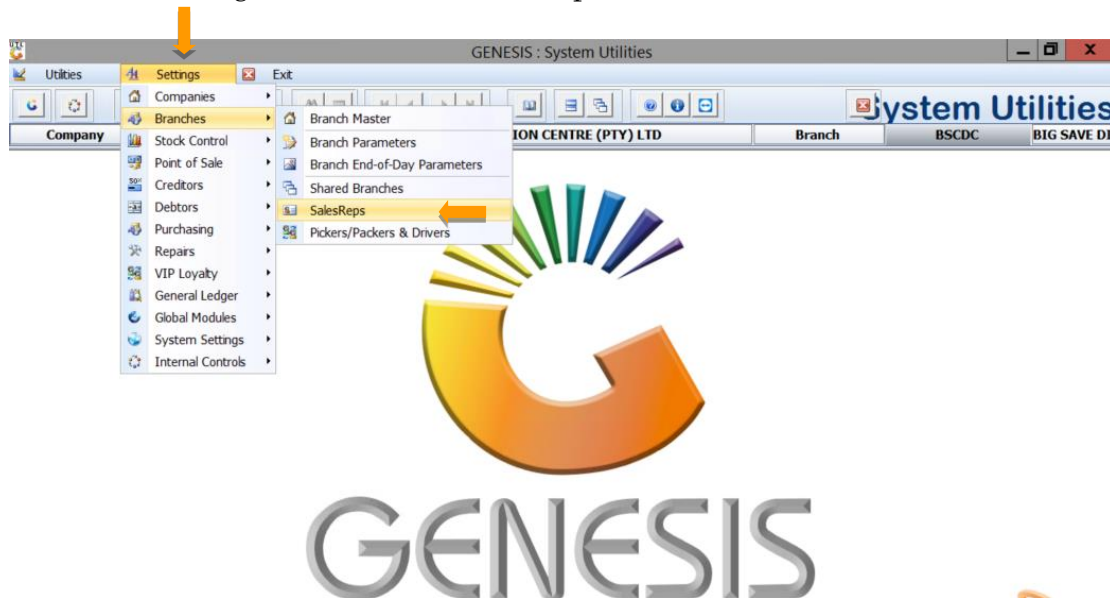
1.1. How to Add Sales Reps and allocate them to Customers

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

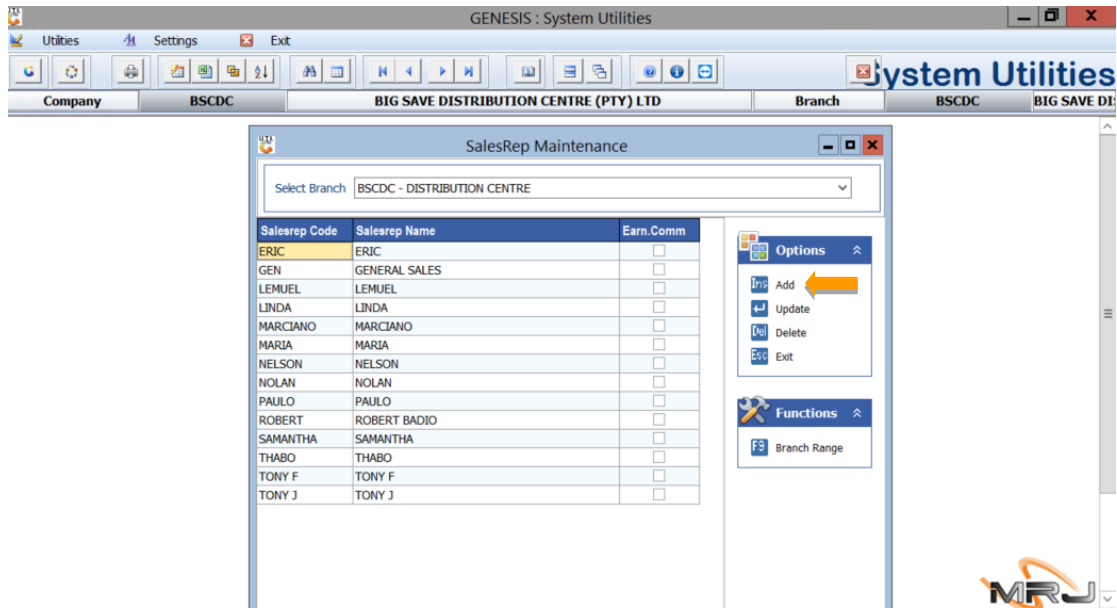
1. Open 'GENESIS MENU' Module and Click System Utilities



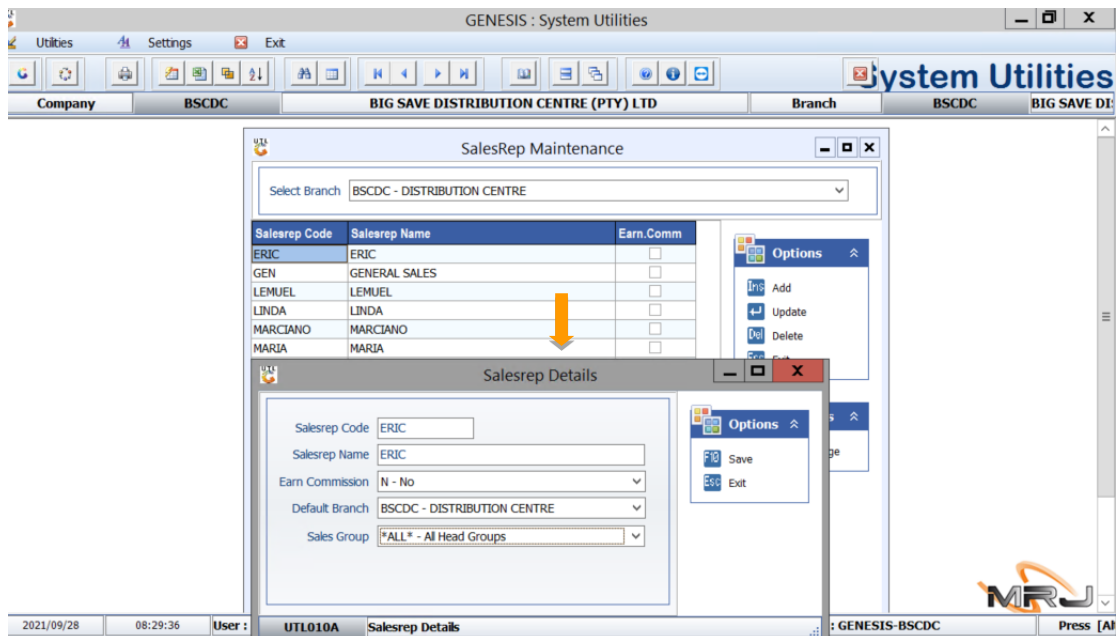
2. Click Settings > Branches > Sales Rep



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



- 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.



That concludes the User Guide.