EBM | Access & AppUser

Signup aur Login

Access ka signup

1. ebmbdo.online kholein aur **Access login / Sign up** chunein.
2. Pehle apni email ki access manager se allow karwayein. **Sign up** kholein.
3. First Name, Last Name, Town, designation, WhatsApp number, allowed email aur password bharein. Password kam az kam 8 characters ka ho.
4. **Sign up** dabayein. Agar pending approval ka message aaye to approval milne ka intezar karein.

Access ka login

Access login par apni allowed email aur password likhein, phir Login dabayein. Login ke baad apna naam, Town / Distributor aur Last Updated check karein. Account approve na ho to apne manager se rabta karein.

AppUser ka signup

1. Apne manager se allowed **AppUser Code** aur us account ka poora signup link lein.
2. **Sign up** par code, apna password aur screen ki required details bharein.
3. Sirf allowed code register hota hai. Manager ke diye hue link mein workspace ki pehchan ho to wahi poora link use karein.

AppUser ka login

Login page par **AppUser Code** aur wahi password likhein. Login dabayein aur apne assigned account / OB ka data check karein. Kisi doosre workspace ka code ya link mix na karein.

Password bhool jayein

Login par **Reset Password** kholein aur screen ka email / code wala flow follow karein. Code ya access ka masla ho to apne manager se reset karwayein. Password aur OTP kisi ko na bhejein.

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Access kya kar sakta hai?

Access aur AppUser ke ikhtiyar

Approved Access: apne workspace ki reports upload/import kar sakta hai; Auto Update chala sakta hai; Overview, Performance, SALE, UNIQUE, Zero Purchase aur Current Stock dekh sakta hai; dates aur OB/Brand/CORE/VAB filters laga sakta hai; available Export Excel aur Print use kar sakta hai.
ASM / TSM Access: agar Viewing Emails ka control available ho to apne account ki allowed limit tak viewing emails manage kar sakta hai. Screen ki limit follow karein.
AppUser: assigned data dekh sakta hai aur available filters, Export / Print use kar sakta hai. AppUser data upload, Auto Update ya doosre accounts ki management nahi karta.

Reports se kaunsa data banta hai?

Report / file	Kab upload hoti hai	Kis data ke liye
Secondary Sale Data Dump	Roz Auto Update; default 3 delivery days	SALE / Achievement; OB, Brand, Variant aur SKU sales; Retail / Wholesale; productive outlet matching
Current End Stock	Roz Auto Update; Box + Show Boxes	Closing CTN / BOX aur CORE / VAB stock cards
Order Booker Target Report - SKU	Monthly; pending target ko 1-7 tareekh mein confirmation tak check	SKU Code se monthly targets; Brand / Variant / OB target totals
Universal Store List	Manual upload; naya month ya store / plan change par	Planned outlet base; Secondary se matching par UNIQUE aur Zero Purchase

Auto Update ka tareeqa

Menu > Data Upload > Auto Update kholein. Chrome mein EBM Salesflo Helper 4.70 enabled ho. Salesflo ka login khud karein. Helper sahi report aur filters select karta hai, phir **View Report > Download > OK > Completed > download arrow > EBM import** ka flow chalta hai. Import confirm hone par agli report chalti hai.

Manual files ka tareeqa

Data Upload mein **Manual Import** se Universal Store List, Secondary Sale Data ya Target List chunein aur downloaded Excel dein. Connected folder option use ho to wahi **EBM Sales Reports** folder select karein jahan files save hoti hain. Current Stock ki file bhi connected folder se import ki ja sakti hai.

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Dates, saved data aur Logout

Roz ki default dates

Auto Update Secondary Sale ke liye default **aakhri 3 delivery days** leta hai. Friday off hai; Friday par delivery date Saturday hoti hai. Matching dates ka data replace hota hai taake duplicate sale na bane. Baqi saved history rehti hai.

Dashboard par current month

Default view current month ki **1 tareekh se last available update** tak ka data dikhata hai. Purana data dekhne ke liye From / To select karke **Apply dates** dabayein. Sirf saved dates ka data milta hai. Auto Update mein zaroorat par zyada se zyada 12 calendar mahine ki range chuni ja sakti hai.

Target aur Unique ki samajh

Secondary Sale se monthly target khud nahi banta; sahi month ki Target file aur SKU mapping chahiye. Planned Unique ke liye Universal Store List aur productive outlets ke liye matching Secondary data chahiye. Target ya source missing ho to manager se sahi file lein.
Time Gone selected date aur working days ke mutabiq hai; Friday off hai. **Difference = Achievement - Time-Gone Target.**

Update complete kab hoti hai?

Page loaded ya Excel download hona akela update complete nahi. Imported reports ki ginti, successful import message aur **Last Updated** check karein. Fail ho to saved valid data clear na karein; exact error aur report dates ke saath retry karein.

Offline last saved data

Ek dafa **Menu > Enable offline** karke offline password set karein. Successful sync ke baad saved copy update hoti hai. Internet na ho to offline password se aakhri saved SALE, targets aur UNIQUE dekhein. Mojooda offline copy 7 din tak valid hai. Naya Salesflo data lene ke liye internet, khula browser aur awake computer zaroori hain.

Logout

Upload / save ka successful result aane dein. **Menu > Log out** dabayein. Login screen par wapas aana check karein. Shared computer par kaam ke baad logout karein; offline dashboard mein **Lock offline** use karein.