



Sales Person Card

Megan De Freitas - 2024-11-22 - CRM

Overview

The Sales Person Card is the screen that allows users to view information about Sales People. In this documentation, you will learn how to read the properties for the Sales Person, as well as how to read and edit the various tabs on the card. Relevant securities and settings will be listed at the end of the document.

Usage

To access the Sales Person card, click on the Sales Person name when it is blue to open their card in another tab. This can be done from Sales Document Search, Sales Person Search, Customer Search, Sales Monitor, and many other locations within SalesPad.

[GARY W.](#)

The screenshot displays the Sales Person Card for Nancy Buchanan. The interface is divided into several sections:

- Header:** Contains navigation tabs: Security Editor, Sales Documents, (ORDER) 000040.3, Workflow Setup, Quick Report Manager, Sales Person: [Marsh, Ian], Customer: [000001] WebBee Honey, Customer Search, and Sales Monitor.
- Left Sidebar:**
 - Properties:** Fields for Sales Person ID (NANCY B.), First Name (Nancy), Middle Name, Last Name (Buchanan), Sales Territory (TERRITORY 3), and an Inactive checkbox.
 - Contact Info:** Fields for Email, Phone 1 ((402) 555-0102), Phone 2, Phone 3, and Fax ((402) 555-0102).
 - Address Info:** Fields for Address 1 (913 North Vine Hill Road), Address 2, Address 3, City (Omaha), State (NE), Zip (68156), and Country (USA).
- Main Dashboard:**
 - Pies 1:** A pie chart titled "Total (Sum)" showing percentages for May (97.41%), September (0.04%), August (1.01%), July (0.03%), and June (1.52%).
 - Pies 2:** A pie chart titled "Opportunity_Amount (Sum)" showing percentages for January (53.87%), June (2.19%), May (43.84%), and August (0.01%).
- Bottom Section:**
 - Commissions:** Fields for Comm. % (3.00), Comm. Destination, and Applied To (Sales).
 - Commission Totals:** A table comparing Year To Date and Last Year values for Total Comm, Comm Sales, Non Comm Sales, and Cost of Sales.
 - Options:** Checkboxes for "Keep Period History" and "Keep Calendar History".

Header

In the card's header, there are four areas that display information about the Sales Person:

Properties shows you the basic properties for the Sales Person, such as ID, Name, Sales Territory, and Active status.

Properties	
Sales Person ID:	NANCY B.
First Name:	Nancy
Middle Name:	
Last Name:	Buchanan
Sales Territory:	TERRITORY 3 ▼
<input type="checkbox"/> Inactive	

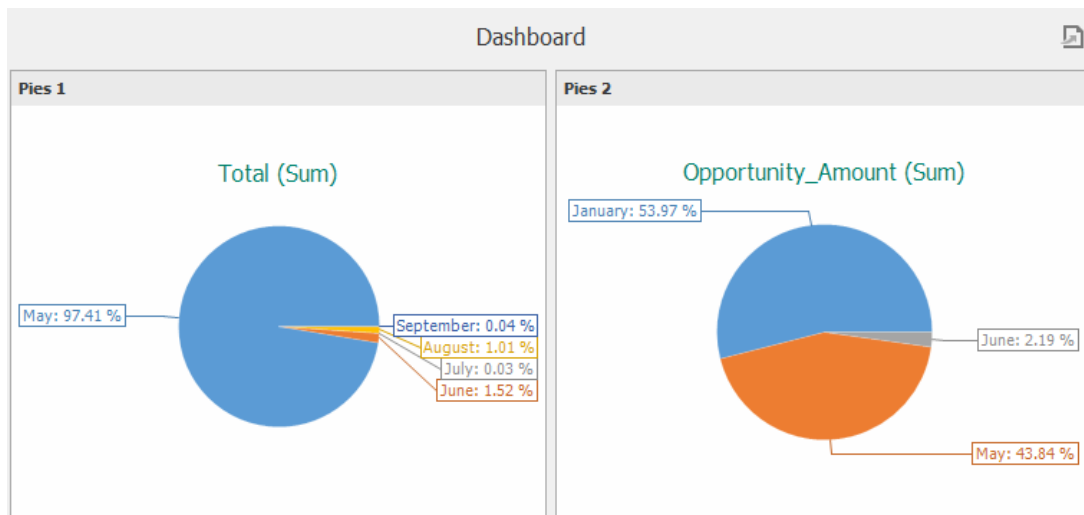
Contact Info shows you the Sales Person's Phone Number, Email, and Fax Number.

Contact Info	
Email:	
Phone 1:	(402) 555-0102
Phone 2:	
Phone 3:	
Fax:	(402) 555-0102

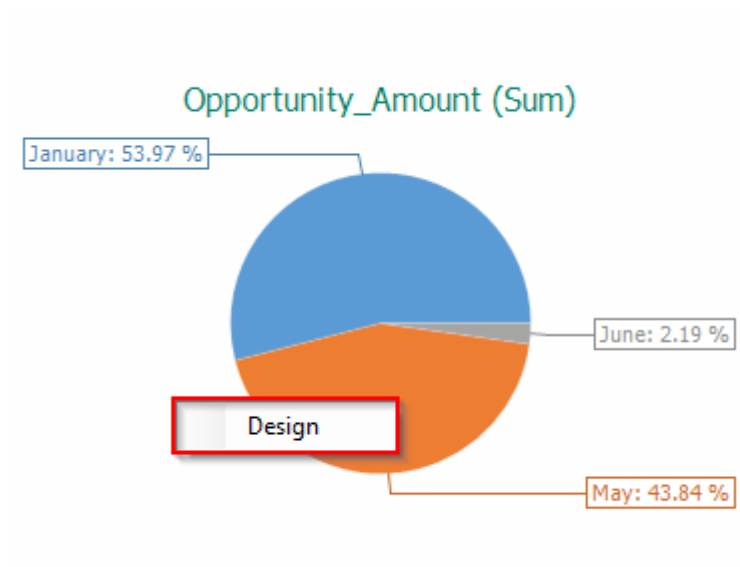
Address Info shows you the Sales Person's Street Address, State, City, Zip, and Country.

Address Info			
Address 1:	913 North Vine Hill Road		
Address 2:			
Address 3:			
City:	Omaha	State:	NE
Zip:	68556		
Country:	USA		

Lastly, Dashboard displays sales information about the selected Sales Rep. The two graphs default to the percentage of annual profit by month. The profit for the company is displayed on the left. The total profit amount generated by Sales Rep is on the right.



These graphs can be modified by right clicking on them and selecting Design.



For more information about customizing these graphs, refer to our documentation on Dashboard Designer.

Note: If the Sales Person card is loading slowly, make sure your dashboards have Begin & End dates specified.

Tabs

Commissions

In the commissions tab, you can view information about commission for the Sales Person. The Properties area shows the Commission Percentage, the Commission Destination, and what the commission applies to. The Commission Totals area allows you to see the Total Commission, Commission Sales, Sales without Commission, and the Cost of the Sales.

This will open up the Task Entry window. Here, you can enter the relevant information for the Task and schedule it as well. Click the **OK** button to enter the task for the Sales Person. You can also click the **OK & Schedule Again** button to enter the task and immediately open Task Entry again to enter a different task.

To delete a task, select it from the list, then click the **Delete** button.

Complete	Subject	Starts On
<input type="checkbox"/>	TWO Database (Aaron Fitz Electrical)	10/4/2016

To add a new note to the Contact Log, click the **New** button in the Contact Log window.

Contact Log **New** Delete

Created	By	Note	Type
No data to display			

The CRM Note Entry window will pop up. Here, you can type out your note in the text box. The type of note can be selected in the dropdown menu at the bottom of the window. Once you have finished, click the **OK** button to add the note to the Contact Log.

[Customer] CRM Note Entry

Note

Called Aaron Fitz. He was a bit testy, but he still bought TWO databases.

Type: CRM

Created By: sa On 10/3/2016 8:45:13 AM
 Changed By: On

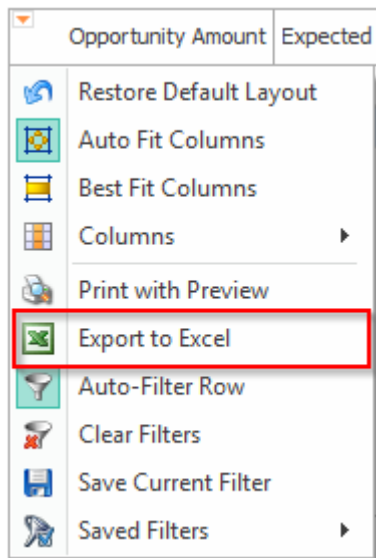
OK Cancel

Opportunities

This tab allows users to see all of the opportunities generated by the Sales Rep. You can also use the auto-filter row to quickly sort through their opportunities.

Commissions	Documents	Notes	Opportunities	User Fields	Prospects			
<div><div></div> Refresh</div>								
Opportunity Amount	Expected Close Date	Opportunity Number	Opportunity Description	Created By	Historical	Created On	Sales Person ID	Sales Territory
					<div><div></div></div>			
0.00		10005		joseph.mcknight	<div><div></div></div>	8/5/2016	NANCY B.	TERRITORY 3

You can also export this information to an excel grid. To do this, click on the orange triangle in the top left of the grid. A dropdown menu will appear. Select Export to Excel to open up a navigation window. Navigate to where you want to save the grid, then click the **OK** button.



User Fields

This tab allows users to see the Sales Person User Fields and edit them. These fields can be created in the User Field Editor under the Sales Rep category. For more information on creating User Fields, please refer to our [User Defined Fields](#) documentation, as well as our [User Field Editor](#) tutorial video.

Commissions	Documents	Notes	Opportunities	User Fields	Prospects
Full Time? <input checked="" type="checkbox"/>					
Date of Last Review 9/22/2016					

Prospects

This tab allows user to see all of the prospects assigned to the Sales Rep. You can also use the auto-filter row to quickly sort through their Prospects.

Commissions

Documents

Notes

Opportunities

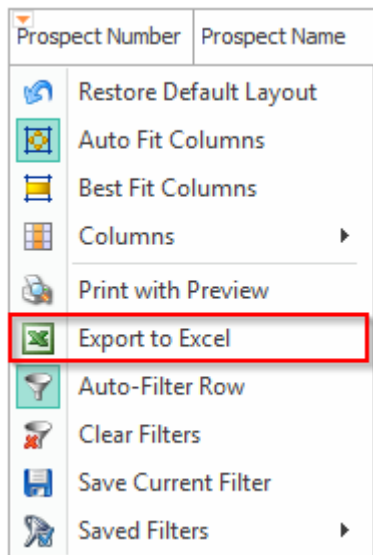
User Fields

Prospects

Refresh

Prospect Number	Prospect Name	Primary Bill To	Primary Ship To	Customer Num	Website	Prospect ID	Sales Territory	Historical	Prospect Class ID	Prospect Sourc...	Primary Address
10003	The Rat Pack					2	TERRITORY 3	<div><div></div></div>	0	0	

You can also export this information to an excel grid. To do this, click on the orange triangle in the top left of the grid. A dropdown menu will appear. Select Export to Excel to open up a navigation window. Navigate to where you want to save the grid, then click the **OK** button.



Security

*Sales Person Card** - Allows users to open and view the Sales Person Card

Sales Person Commissions - Allows user to view and edit the Commissions tab

*Sales Person Documents** - Allows user to view the Documents tab

*Sales Person Notes** - Allows users to view and edit the Task and Contact Log in the Notes Tab

Sales Person Opportunities - Allows users to view the Opportunities tab

*Sales Person Properties** - Allows users to view and edit the Properties on the Sales Person Card

Sales Person Prospects - Allows users to view the Prospects tab

*Sales Person User Fields** - Allows users to view and edit the User Fields tab

Note: Securities with an asterisk (such as *Sales Person Card*) have sub-securities that are listed in the middle section of the Security field. Sub-security descriptions appear in the bottom section of the field. Review and customize these as desired.