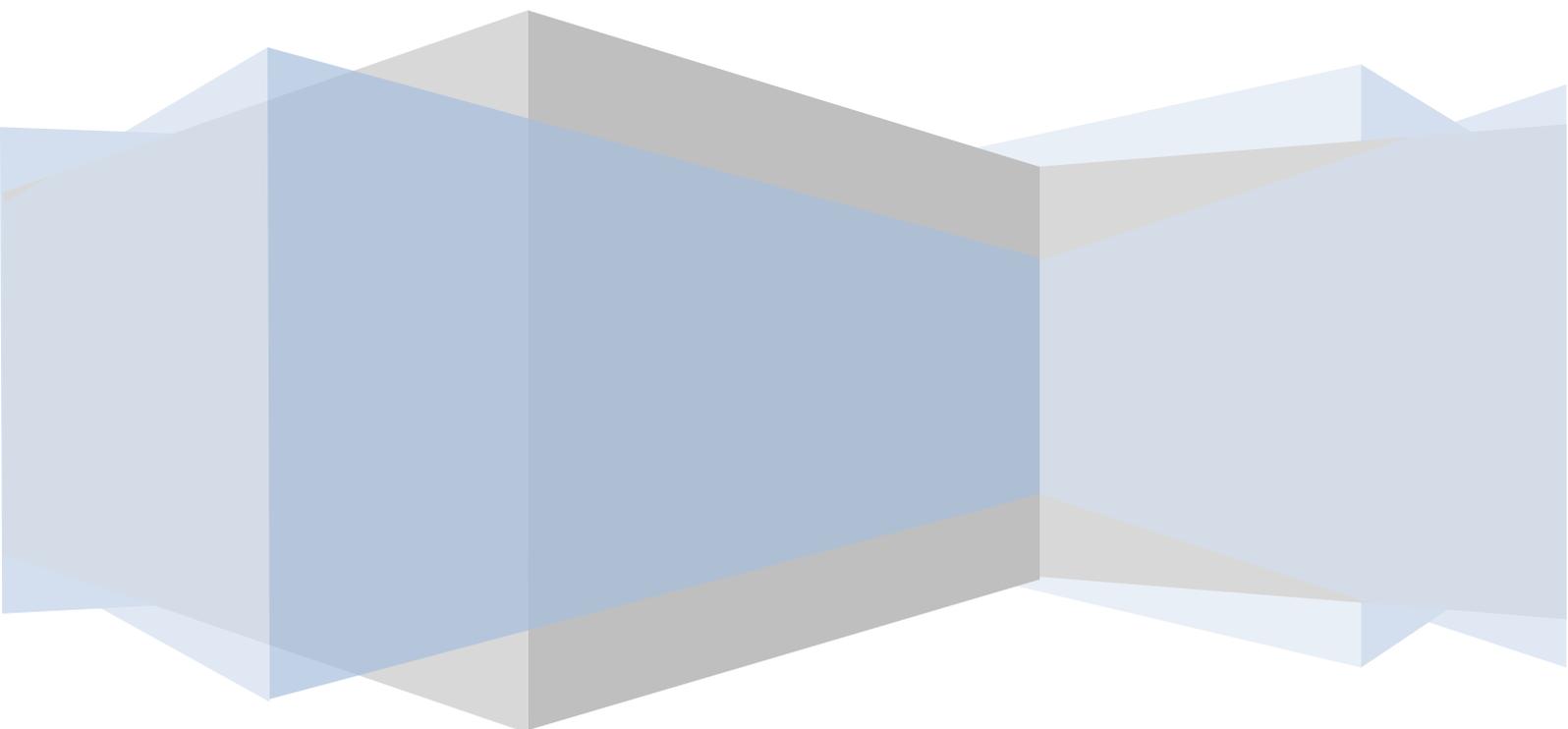


HOFFMANN MINERAL GmbH

# Agency Reporting - Manual

## Business Year 2018

VICENTE Felix



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## Agency Reporting – Manual (Business Year 2018)

### Reporting instructions in one-page format

Here you are a very brief description of the few steps that are needed to complete the Sales Report, for more details please go to the next page.

1	Open Hoffmann Mineral's homepage (English version), open <a href="#">Login</a> , click on <a href="#">Agency Portal</a> , log in with your email address and password and select Agency Reporting.
2	Now you have two areas where you can work, <b>Sales Report</b> and <b>Customers</b> .
3	First, go to <b>Customers</b> , there you can <b>add, edit, copy</b> and <b>activate</b> or <b>deactivate</b> customers.
4	Then go to <b>Sales Report</b> , there you can <b>add, edit</b> and <b>copy</b> sales info for the active customers as well as remove wrong sales inputs. Remember, <b>"Save to Server"</b> is crucial.
5	<b>Yellow marked rows</b> are edited inputs. <b>Green marked rows</b> are new inputs. By clicking on <b>"Save to Server"</b> everything will turn to the original color and will be saved in our server.
6	Double-check whether the Sales Report is complete. If so, press Finish. All buttons will be removed and emails sent <u>to you</u> and to us confirming that the task has been completed.
7	<b>Log out</b>

#### Important!

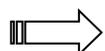
All changes made to the records are saved **only locally** in the cache of your browser. Make sure that your browser does not delete the cache's content automatically upon closing. **If you are not sure, press Save to Server every time before you close your browser.**

- Multiple User Access

If several users can access the same data, they must not work with the database at the same time. In order to make sure that this does not happen, only a single user has write permission at any one time.

Please inform <mailto:felix.vicente@hoffmann-mineral.com> if more than one person is going to work with the Agency Reporting. If so, the first user should complete his part and then inform us. Subsequently, we are going to transfer the permission to write in the database to the next person.

More details needed?



# Agency Reporting – Manual (Business Year 2018)

## Important!

All changes made to the records are saved in the cache of your browser<sup>1</sup>. Make sure that your browser does not delete the cache's content automatically upon closing. **If you are not sure, press Save to Server** (see below) **every time before you close your browser.**

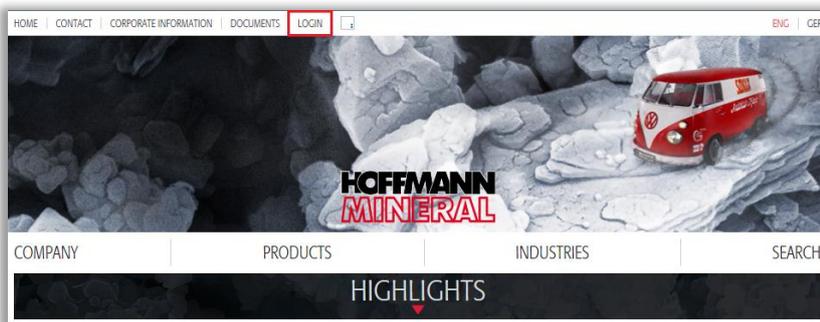
Also, **do not forget to press Save to Server before you manually delete your browser's cache (Ctrl-Shift-Del)!**

## 1. Agency Reporting

### 1.1 Access

Is a tool which shall lead to a better understanding of Neuburg Siliceous Earth's (NSE's) global use. Only if we all understand an end-user's motivation why he uses NSE in a formula for a certain application can we *actively* increase our sales volume.

This tool is located inside the Agency Portal which is a password-protected environment within the English section of our website and accessible through the link [Login](#) which can be found in the topmost section of our homepage:



If you click on it, the next screen provides access to two portals, [Agency Portal](#) and [Customer Portal](#):



Behind the [Agency Portal](#) is this log-in screen:

<b>Username:</b>
<input type="text" value="Enter login or email"/>
<b>Password:</b>
<input type="text" value="Enter password"/>
LOGIN ▶
<a href="#">Forgot your password?</a>

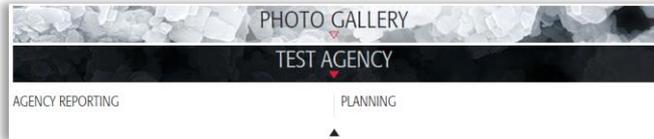
Enter Username, Password, and then click on **Login**; the page's content becomes visible. If you don't remember your Password, please use the function **[Forgot your password?](#)**

<sup>1</sup> Function tested with Internet Explorer 9,10 and 11, Microsoft Edge, Chrome, Opera and Firefox. For iOS use Cmd + Alt + E.

## Agency Reporting – Manual (Business Year 2018)



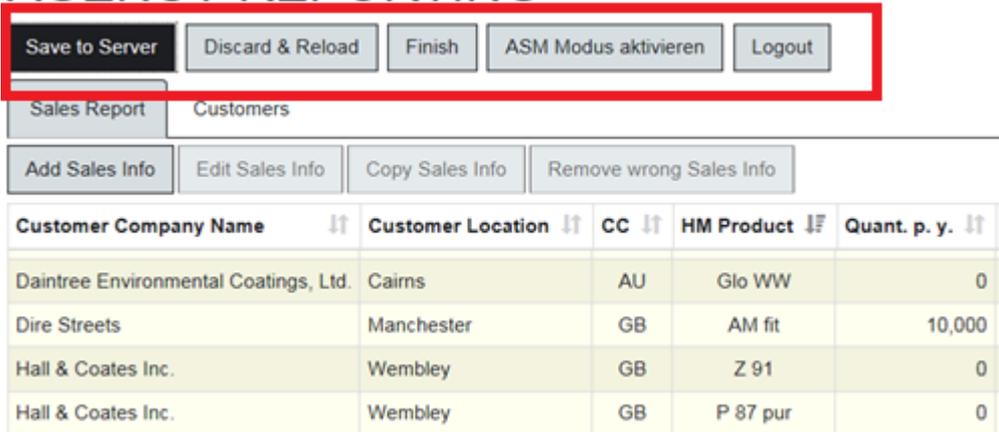
Next, click on your agency's name (here: [Test Agency](#)), then select [Agency Reporting](#):



The database opens in a new browser's window or browser's tab and shows its default page *Sales Report*.

### 1.2. Explanation of the Agency Reporting's buttons

## AGENCY REPORTING



Customer Company Name	Customer Location	CC	HM Product	Quant. p. y.
Daintree Environmental Coatings, Ltd.	Cairns	AU	Glo WW	0
Dire Streets	Manchester	GB	AM fit	10,000
Hall & Coates Inc.	Wembley	GB	Z 91	0
Hall & Coates Inc.	Wembley	GB	P 87 pur	0

Two tips to make your life easier:

1. If you click on a record (somewhere into its row), its background color turns to gray (or another shading of a color if high-lighted; see next chapter and Examples). This feature comes in handy when you scroll towards the right-hand side and the left-most column disappears from view. Click again on this record to remove the shading (toggle).
2. You may sort the records as you like. First click on one of the gray double arrows in the header of the column you would like to sort first, either descending or ascending. Then hold down Shift and sort another column (and another) until you like the result.

The *Sales Report* accepts data on products sold by an agency during the year under report (here: 2018). By default, you are on the first one of two pages (*Sales Report* and *Customers*). You will see four buttons on the top of the web as long as you are inside *Agency Reporting*: [Save to Server](#), [Discard & Reload](#), [Finish](#) and [Logout](#).

- **Save to Server** - As long as you have **NOT** clicked on this button, all entries and changes are made and saved on your LOCAL hard disk only! Clicking on this button is like backing up your work by uploading the data from your local drive to the drive on our server.
- **Discard & Reload** - If you realize that all or most of the changes you made since you last pressed **Save to Server** were utter nonsense or just a test, click on this button. The latest content of the database on our server will be downloaded onto your hard disk – as if nothing happened ☺.
- **Finish** - A click on this button is going to trigger three actions in this order: data upload, closure of the database, and the sending of an email to all interested parties informing them of the *Business Report's* completion. After that, the content of the *Business Report* can no longer be altered; all buttons are gone.

## Agency Reporting – Manual (Business Year 2018)

- **Logout** – Logs you out of the Agency Portal.

### 2. Work areas

Your work areas are:

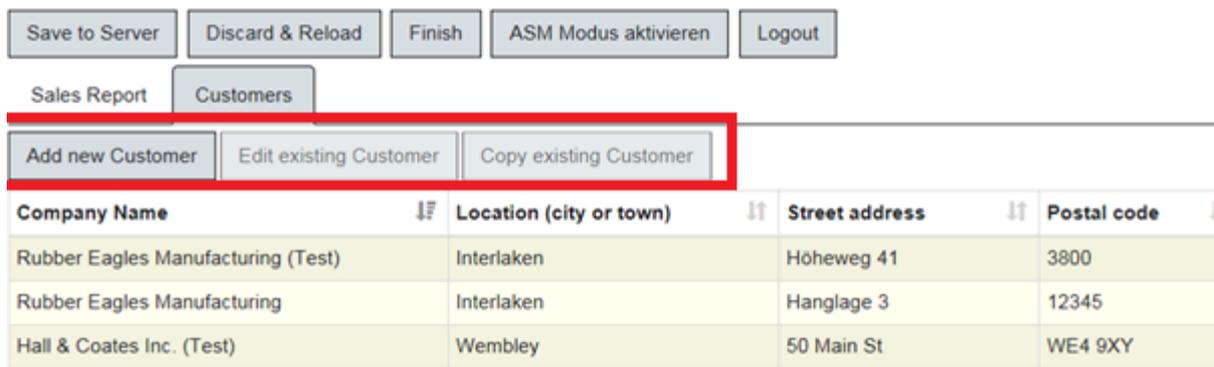
- **Customers:** here you can add new customers or manage existing customers.
- **Sales Report:** here you introduce the sales selecting customers that you previously created.

#### 2.1. Customers

This section contains key data of customers and which have to be entered here before other data can be linked to a customer in the Business Report section.

When you are in the Customers Area, you will see three buttons: **Add new Customer**, **Edit existing Customers** and **Copy existing Customer**. As long as no record has been selected by clicking on it, the only active button is **Add new Customer**.

## AGENCY REPORTING



The screenshot shows the Agency Reporting interface. At the top, there are buttons for 'Save to Server', 'Discard & Reload', 'Finish', 'ASM Modus aktivieren', and 'Logout'. Below these are two tabs: 'Sales Report' and 'Customers'. The 'Customers' tab is active. Underneath the tabs, there are three buttons: 'Add new Customer', 'Edit existing Customer', and 'Copy existing Customer'. The 'Add new Customer' button is highlighted with a red border. Below the buttons is a table with the following data:

Company Name	Location (city or town)	Street address	Postal code
Rubber Eagles Manufacturing (Test)	Interlaken	Höheweg 41	3800
Rubber Eagles Manufacturing	Interlaken	Hanglage 3	12345
Hall & Coates Inc. (Test)	Wembley	50 Main St	WE4 9XY

What is the function of these four buttons?

**Add new Customer** – This button starts the addition of a new customer. A window with the title “Add New Customer Record” opens, showing six empty fields which you have to fill the required Information. Use **Save** to close this window; the new customer is **highlighted** in green color. **Abort**, exits without keeping the record.

**Edit existing Customer** – When you select an existing customer the button “Edit existing Customer” gets active. When you click on this button, a window “Edits Customer Record” displays the content of the selected customer. Alter some data and use **Save** or **Abort**. If you saved the altered record, it will be **highlighted** in yellow color.

In the work area Customers you cannot **Remove** records. You can only select or deselect the option “Lost Customer” by editing an existing customer and marking it as “Lost Customer” at the bottom of the editing window. In the customers list, you will recognize that a customer is marked as lost when you see the word “true” in the corresponding cell.

**Copy existing Customer** – When you select an existing customer the button “Copy existing Customer” gets active. When you click on it a window with the customer’s information opens up. Edit some data and **Save** or **Abort**; the originally marked record will not be altered, a new record will be **highlighted** green. Note that a record containing identical data cannot be saved!

This is indicated by  **Duplicate customers are not allowed!** Please modify the new record to save it or abort.

Clicking on Save to Server uploads the modifications to the server. Colors get back to the originals.

#### 2.2. Sales Report

## Agency Reporting – Manual (Business Year 2018)

When you are in the Sales Report Area, you will see four buttons: **Add Sales Info**, **Edit Sales Info**, **Copy Sales Info**, and **Remove wrong Sales Info**. As long as no record has been selected by clicking on it, the only active button is **Add Sales Info**.

# AGENCY REPORTING

Save to Server	Discard & Reload	Finish	ASM Modus aktivieren	Logout
Sales Report	Customers			
Add Sales Info	Edit Sales Info	Copy Sales Info	Remove wrong Sales Info	
Customer Company Name	Customer Location	CC	HM Product	Quant. p. y.
Daintree Environmental Coatings, Ltd.	Cairns	AU	Glo WW	0

What is the function of these four buttons?

**Add Sales Info** – This button starts the addition of a new line to the end of the data table inside the *Sales Report*. A window with the title “Add New Sales Info” opens, showing the year that shall correspond with the data provided, three drop boxes (Customer, Good, HM Product) and four fields (Quantity [kg], Comment, Remarks, Agency Use) accepting figures and free text, respectively. Use **Save** to close this window; the new record is highlighted in green color. **Abort**, exits without keeping the record.

**Edit Sales Info** – When you select a sales record and then click on this button, a window “Edit Sales Info Record” displays the content of the selected record. Alter some data and use **Save** or **Abort**. If you saved the altered record, it will be highlighted in yellow color.

**Copy Sales Info** – When you select a sales record and then click on this button a window “Copy Sales Info Record” opens up. Edit some data and **Save** or **Abort**; the originally marked record will not be altered, a new record will be highlighted green. Note that a record containing identical critical data (see footnote) cannot be saved! Please modify the new record to save it or abort.

⚠ Duplicate business reports are not allowed!

This is indicated by

Please modify the new record to save it or abort.

**Remove Wrong Sales Info** – The selected record is highlighted in signal-red color immediately, indicating that it will be removed on **Save to Server**. If you change your mind before the upload takes place, select the same record again, click on **Remove Wrong Sales Info**, and the record will no longer be highlighted.

**Attention!** If **Remove Wrong Sales Info** is used on a record highlighted green (i.e., existing only on your local hard disk), the removal takes place without warning.

Clicking on Save to Server uploads the modifications to the server. Colors get back to the originals.

## 3. VISUAL EXAMPLES

### 3.1. How to add a Customer:

Please go to Customers...

# AGENCY REPORTING

Save to Server Discard & Reload Finish ASM Modus aktivieren Logout

Sales Report Customers

Add new Customer Edit existing Customer Copy existing Customer

Company Name	Location (city or town)	Street address	Postal code
Rubber Eagles Manufacturing (Test)	Interlaken	Höheweg 41	3800
Rubber Eagles Manufacturing	Interlaken	Hanglage 3	12345
Hall & Coates Inc. (Test)	Wembley	50 Main St	WE4 9XY

Now...

Sales Report Customers

Add new Customer Edit existing Customer Copy

Company Name	Location
Rubber Eagles Manufacturing (Test)	Interlake
Rubber Eagles Manufacturing	Interlake

### ADD NEW CUSTOMER RECORD

Name

Location (city or town)

Street

Postcode

Region/State

Country

## Agency Reporting – Manual (Business Year 2018)

**Name**  
My first customer

**Location (city or town)**  
The city of fillers

**Street**  
Cust. Street

**Postcode**  
123456

**Region/State**  
Bavaria

**Country**  
Germany

Lost Customer

Save it and you will see green...

Sales Report **Customers**

Add new Customer Edit existing Customer Copy existing Customer Search:

Company Name	Location (city or town)	Street address	Postal code	Region/State	CC	Outdated
My first customer	The city of fillers	Cust. Street	123456	Bavaria	DE	false

And the Save to Server...

**AGENCY REPORTING**

Sales Report **Customers**

Add new Customer Edit existing Customer Copy existing Customer

Sales Report **Customers**

Add new Customer Edit existing Customer Copy existing Customer Search:

Company Name	Location (city or town)	Street address	Postal code	Region/State	CC	Outdated
My first customer	The city of fillers	Cust. Street	123456	Bavaria	DE	false

Congratulations, you have created your first customer, now you can add some sales.

### 3.2. How to Add Sales Info to an existing Customer:

Please go to Sales Report and the click Add Sales as in the following picture...

# AGENCY REPORTING

Save to Server	Discard & Reload	Finish	ASM Modus aktivie
<b>Sales Report</b>	Customers		
<b>Add Sales Info</b>	Edit Sales Info	Copy Sales Info	Remove wrong
Customer Company Name	↕	Customer Location	↕ CC ↕

Please fill the fields as in...

### ADD NEW SALES INFO RECORD

**Year**  
2016

**Customer**  
(please choose) ▼

**Good**  
(please choose) ▼

**HM Product**  
(please choose) ▼

**Quantity [kg]**  
0

**Comment**

### ADD NEW SALES INFO RECORD

**Year**  
2016

**Customer**  
My first customer, The city of fillers, Cust. Street, 123456, Bavaria, DE ▼

**Good**  
Coating, adhesive & sealant / Automotive / Adhesive, dispersion ▼

**HM Product**  
P 87 ▼

**Quantity [kg]**  
150000

**Comment**

## Agency Reporting – Manual (Business Year 2018)

150000 Add New Sales Info Record

**Comment**

**Remarks**

Also testing the P 87 in new formulations...

**Agency Use**

**Save** **Abort**

Well done! If you have save the Info now you will see green...

## AGENCY REPORTING

Save to Server Discard & Reload Finish ASM Modus aktivieren Logout

Sales Report Customers

Add Sales Info Edit Sales Info Copy Sales Info Remove wrong Sales Info

Customer Company Name	Customer Location	CC	HM Product	Quant. p. y.	Quant.	Year	Goods
My first customer	The city of fillers	DE	P 87	0	150,000	2016	Coating, adhesiv

Now Save to Server and the Sales Info will be uploaded...

## AGENCY REPORTING

**Save to Server** Discard & Reload Finish ASM Modus aktivieren Logout

Sales Report Customers

Add Sales Info Edit Sales Info Copy Sales Info Remove wrong Sales Info

Customer Company Name	Customer Location	CC	HM Product	Quant.
My first customer	The city of fillers	DE	P 87	

### 3.3. How the highlight colors work:

## Agency Reporting – Manual (Business Year 2018)

You already know how the green color appears, but there is more, pay attention please...

The same color code applies for the Sales Report and the Customer's work area.

In the Sales Report you see something like:

### AGENCY REPORTING

Save to Server	Discard & Reload	Finish	ASM Modus aktivieren	Logout			
Sales Report	Customers						
Add Sales Info	Edit Sales Info	Copy Sales Info	Remove wrong Sales Info	Search: <input type="text"/>			
Customer Company Name	Customer Location	CC	HM Product	Quant. p. y.	Quant.	Year	Goods
Hall & Coates Inc.	Wembley	GB	Z 91	42,600	0	2016	Cleaner & polish / Unknown
Hall & Coates Inc.	Wembley	GB	P 87 pur	84,825	0	2016	Cleaner & polish / Industry / Glass
My first customer	The city of fillers	DE	P 87	0	150,000	2016	Coating, adhesive & sealant / Automoti
Daintree Environmental Coatings, Ltd.	Cairns	AU	N 82	10,725	0	2016	Paint & varnish / Industry / Wood filler

Click on a record and then on Edit Sales Info as in...

### AGENCY REPORTING

Save to Server	Discard & Reload	Finish	ASM Modus aktivieren	Logout			
Sales Report	Customers						
Add Sales Info	Edit Sales Info	Copy Sales Info	Remove wrong Sales Info	Search: <input type="text"/>			
Customer Company Name	Customer Location	CC	HM Product	Quant. p. y.	Quant.	Year	Goods
Hall & Coates Inc.	Wembley	GB	Z 91	42,600	0	2016	Cleaner & polish / Unknown
Hall & Coates Inc.	Wembley	GB	P 87 pur	84,825	0	2016	Cleaner & polish / Industry / Glass
My first customer	The city of fillers	DE	P 87	0	150,000	2016	Coating, adhesive & sealant / Automoti
Daintree Environmental Coatings, Ltd.	Cairns	AU	N 82	10,725	0	2016	Paint & varnish / Industry / Wood filler

After modifying the record you will see now yellow...

### AGENCY REPORTING

Save to Server	Discard & Reload	Finish	ASM Modus aktivieren	Logout			
Sales Report	Customers						
Add Sales Info	Edit Sales Info	Copy Sales Info	Remove wrong Sales Info	Search: <input type="text"/>			
Customer Company Name	Customer Location	CC	HM Product	Quant. p. y.	Quant.	Year	Goods
Hall & Coates Inc.	Wembley	GB	Z 89 pur	0	25,000	2016	Cleaner & polish / Unknown
Hall & Coates Inc.	Wembley	GB	P 87 pur	84,825	0	2016	Cleaner & polish / Industry / Glass
My first customer	The city of fillers	DE	P 87	0	150,000	2016	Coating, adhesive & sealant / Automotive /
Daintree Environmental Coatings, Ltd.	Cairns	AU	N 82	10,725	0	2016	Paint & varnish / Industry / Wood filler

Now select a different record and click on Remove wrong Sales Info as in the picture...

# Agency Reporting – Manual (Business Year 2018)

## AGENCY REPORTING

Save to Server Discard & Reload Finish ASM Modus aktivieren Logout

Sales Report Customers 2

Add Sales Info Edit Sales Info Copy Sales Info Remove wrong Sales Info Search:

Customer Company Name	Customer Location	CC	HM Product	Quant. p. y.	Quant.	Year	Goods
Hall & Coates Inc.	Wembley	GB	Z 89 pur	0	25,000	2016	Cleaner & polish / Unknown
Hall & Coates Inc.	Wembley	GB	P 87 pur	84,825	0	2016	Cleaner & polish / Industry / Glass
My first customer	The city of fillers	DE	P 87	0	150,000	2016	Coating, adhesive & sealant / Automoti
Daintree Environmental Coatings, Ltd.	Cairns	AU	N 82	10,725	0	2016	Paint & varnish / Industry / Wood filler

Now you see a new color, red.

## AGENCY REPORTING

Save to Server Discard & Reload Finish ASM Modus aktivieren Logout

Sales Report Customers

Add Sales Info Edit Sales Info Copy Sales Info Remove wrong Sales Info Search:

Customer Company Name	Customer Location	CC	HM Product	Quant. p. y.	Quant.	Year	Goods
Hall & Coates Inc.	Wembley	GB	Z 89 pur	0	25,000	2016	Cleaner & polish / Unknown
Hall & Coates Inc.	Wembley	GB	P 87 pur	84,825	0	2016	Cleaner & polish / Industry / Glass
My first customer	The city of fillers	DE	P 87	0	150,000	2016	Coating, adhesive & sealant / Automotive
Daintree Environmental Coatings, Ltd.	Cairns	AU	N 82	10,725	0	2016	Paint & varnish / Industry / Wood filler
Ayrton Senna	Sao Paulo	RE	MAM-	0	6,888	2016	Ceramic / Industry / Thermal insulator
Daintree Environmental Coatings, Ltd.	Cairns	AU	MAM-R	2,020	0	2016	Ceramic / Industry / Other ... (Comment)

Finally we add a new customer, something you already know...

## AGENCY REPORTING

Save to Server Discard & Reload Finish ASM Modus aktivieren Logout

Sales Report Customers

Add Sales Info Edit Sales Info Copy Sales Info Remove wrong Sales Info Search:

Customer Company Name	Customer Location	CC	HM Product	Quant. p. y.	Quant.	Year	Goods
Hall & Coates Inc.	Wembley	GB	Z 89 pur	0	25,000	2016	Cleaner & polish / Unknown
Hall & Coates Inc.	Wembley	GB	P 87 pur	84,825	0	2016	Cleaner & polish / Industry / Glass
My first customer	The city of fillers	DE	P 87	0	150,000	2016	Coating, adhesive & sealant / Automot
Daintree Environmental Coatings, Ltd.	Cairns	AU	N 82	10,725	0	2016	Paint & varnish / Industry / Wood filler

### ADD NEW SALES INFO RECORD

**Year**

**Customer**

**Good**

**HM Product**

**Quantity**

## Agency Reporting – Manual (Business Year 2018)

And now you see all the three colors how records can be highlighted:

### AGENCY REPORTING

Save to Server	Discard & Reload	Finish	ASM Modus aktivieren	Logout			
Sales Report	Customers						
Add Sales Info	Edit Sales Info	Copy Sales Info	Remove wrong Sales Info	Search: <input type="text"/>			
Customer Company Name	Customer Location	CC	HM Product	Quant. p. y.	Quant.	Year	Goods
Hall & Coates Inc.	Wembley	GB	Z 89 pur	0	25,000	2016	Cleaner & polish / Unknown
Hall & Coates Inc.	Wembley	GB	P 87 pur	84,825	0	2016	Cleaner & polish / Industry / Glass
My first customer	The city of fillers	DE	P 87	0	150,000	2016	Coating, adhesive & sealant / Automotive
My first customer	The city of fillers	DE	N 87	0	15,000	2016	Cleaner & polish / Household / Metal
Daintree Environmental Coatings, Ltd.	Cairns	AU	N 82	10,725	0	2016	Paint & varnish / Industry / Wood filler

By clicking on Save to Server...

### AGENCY REPORTING

Save to Server	Discard & Reload	Finish	ASM Modus aktivieren	Logout
Sales Report	Customers			
Add Sales Info	Edit Sales Info	Copy Sales Info	Remove wrong Sales Info	Search: <input type="text"/>
Customer Company Name	Customer Location	CC	HM Product	Quant.
Hall & Coates Inc.	Wembley	GB	Z 89 pur	
Hall & Coates Inc.	Wembley	GB	P 87 pur	
My first customer	The city of fillers	DE	P 87	
My first customer	The city of fillers	DE	N 87	

...everything goes back to not highlighted colors...

### AGENCY REPORTING

Save to Server	Discard & Reload	Finish	ASM Modus aktivieren	Logout			
Sales Report	Customers						
Add Sales Info	Edit Sales Info	Copy Sales Info	Remove wrong Sales Info	Search: <input type="text"/>			
Customer Company Name	Customer Location	CC	HM Product	Quant. p. y.	Quant.	Year	Goods
Hall & Coates Inc.	Wembley	GB	Z 89 pur	0	25,000	2016	Cleaner & polish / Unknown
My first customer	The city of fillers	DE	P 87	0	150,000	2016	Coating, adhesive & sealant / Automotive /
My first customer	The city of fillers	DE	N 87	0	15,000	2016	Cleaner & polish / Household / Metal
Daintree Environmental Coatings, Ltd.	Cairns	AU	N 82	10,725	0	2016	Paint & varnish / Industry / Wood filler

## Agency Reporting – Manual (Business Year 2018)

### 3.4. Search Function:

#### NCY REPORTING

Customers

Search:

Company Name	Customer Location	CC	HM Product	Quant. p. y.	Quant.	Year	Goods
es Inc.	Wembley	GB	Z 89 pur	0	25,000	2016	Cleaner & polish / Unknown
otomer	The city of fillers	DE	P 87	0	150,000	2016	Coating, adhesive & sealant / Automotive / Adhesive, disp
otomer	The city of fillers	DE	N 87	0	15,000	2016	Cleaner & polish / Household / Metal

#### AGENCY REPORTING

Customers

Search:

Customer Company Name	Customer Location	CC	HM Product	Quant. p. y.	Quant.	Year	Goods	Comment
Hall & Coates Inc.	Wembley	GB	Z 89 pur	0	25,000	2016	Cleaner & polish / Unknown	
Dire Streets	Manchester	GB	MAM	2,020	0	2016	Ceramic / Industry / Other ... (Comment)	Stoves
Dire Streets	Manchester	GB	AM fit	10,000	0	2016	Elastomer / Automotive / Hose	
Hall & Coates Inc.	Wembley	GB	Z 91	0	42,600	2015	Cleaner & polish / Unknown	
Hall & Coates Inc.	Wembley	GB	P 87 pur	0	84,825	2015	Cleaner & polish / Industry / Glass	
Dire Streets	Manchester	GB	MAM	0	2,020	2015	Ceramic / Industry / Other ... (Comment)	Stoves
Dire Streets	Manchester	GB	AM fit	0	10,000	2015	Elastomer / Automotive / Hose	

#### AGENCY REPORTING

Customers

Search:

Customer Company Name	Customer Location	CC	HM Product	Quant. p. y.	Quant.	Year	Goods	Comment
Ayrton Senna	Sao Paulo	RE	MAM-R	0	6,888	2016	Ceramic / Industry / Thermal insulator	
Daintree Environmental Coatings, Ltd.	Cairns	AU	MAM-R	2,020	0	2016	Ceramic / Industry / Other ... (Comment)	Stoves
Daintree Environmental Coatings, Ltd.	Cairns	AU	MAM	0	3,000	2016	Ceramic / Electro / Unknown	
Dire Streets	Manchester	GB	MAM	2,020	0	2016	Ceramic / Industry / Other ... (Comment)	Stoves
Rubber Eagles Manufacturing	Interlaken	CH	MAM	987,336	0	2016	Ceramic / Electro / Other ... (Comment)	Rocket r
Daintree Environmental Coatings, Ltd.	Cairns	AU	MAM-R	0	2,020	2015	Ceramic / Industry / Other ... (Comment)	Stoves
Dire Streets	Manchester	GB	MAM	0	2,020	2015	Ceramic / Industry / Other ... (Comment)	Stoves
Rubber Eagles Manufacturing	Interlaken	CH	MAM	0	987,336	2015	Ceramic / Electro / Other ... (Comment)	Rocket r

### 3.5. Finish and Logout

#### AGENCY REPORTING

Customers

Customer Company Name	Customer Location	CC	HM Product	Quant. p. y.	Qu
Hall & Coates Inc.	Wembley	GB	Z 89 pur	0	
My first customer	The city of fillers	DE	P 87	0	

## Agency Reporting – Manual (Business Year 2018)

**WARNING! AGENCY REPORTING**

Save to Server Discard & Reload Finish ASM Modus aktivieren Logout

Sales Report Customers

Add Sales Info Edit Sales Info Copy Sales Info Remove wrong Sales Info

Customer Company Name Customers

Hall & Coates Inc. Wembley GB Z 89 pur

My first customer The city of fillers DE P 87

The city of fillers DE P 87 0 150.000 2018 Coating adhesive & sealant / Automotive

Are you sure?

Finish will lock all data, further changes will not be possible! Other users won't be able to work with the database.

If you confirm now, an email will be sent to Hoffmann Mineral, cc to you, confirming that the task has been completed.

# AGENCY REPORTING

Save to Server Discard & Reload Finish ASM Modus aktivieren **Logout**

Sales Report Customers

Add Sales Info Edit Sales Info Copy Sales Info Remove wrong Sales Info

Customer Company Name	Customer Location	CC	HM Product	Quant. p. y.
Hall & Coates Inc.	Wembley	GB	Z 89 pur	
My first customer	The city of fillers	DE	P 87	

**Thank you very much for your help and cooperation!**

**If you have any troubles or need some help, please contact me under:**

<mailto:felix.vicente@hoffmann-mineral.com>