

HM Sales App for Android Manual



Version: 2.0
Date: 09.07.2015

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DOWNLOAD THE APP

If the HM Sales App is not installed on your device, you have to download it.

- 1) Connect your device to the **Internet**.
- 2) Open the webpage <http://request.hm-sales-app.de> with your device.
- 3) **Log in** by typing the required fields and tab on **Submit**.

LOGIN | CONTACT | CORPORATE INFORMATION | DOCUMENTS |  ENG | GER



COMPANY | PRODUCTS | INDUSTRIES | SEARCH

REQUEST APP DOWNLOAD

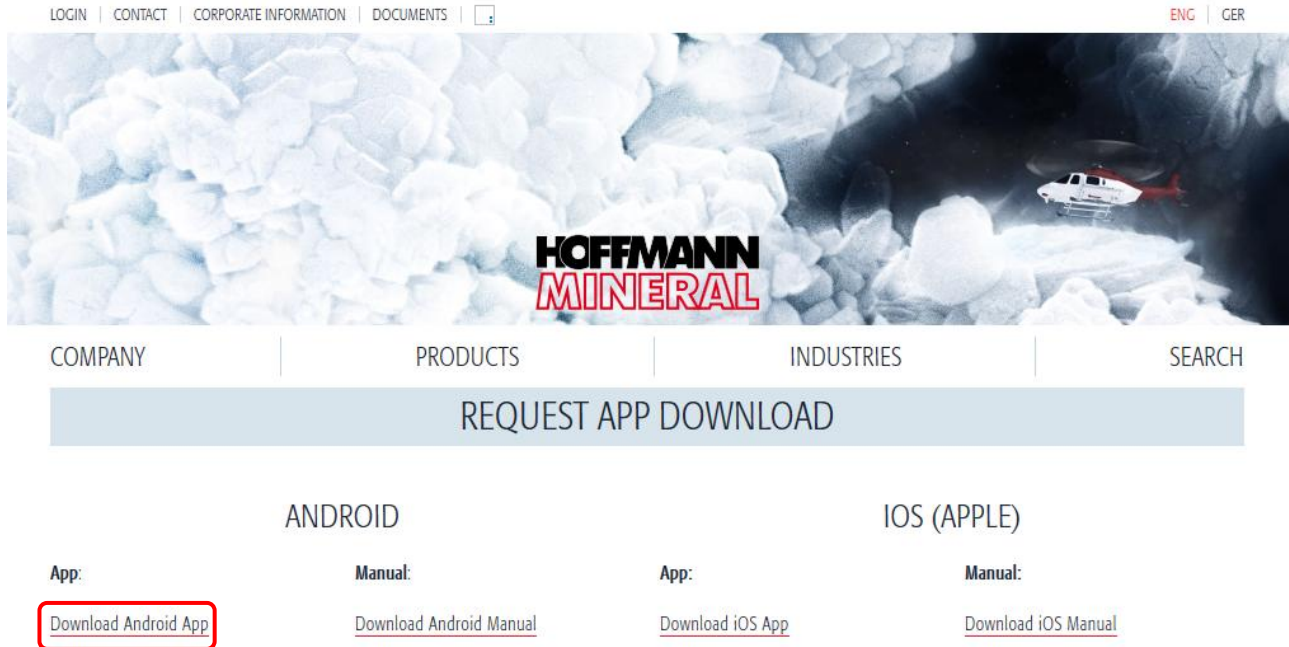
FIRST NAME* LAST NAME*

AGENCY*

EMAIL*

* required field

4) Click on **Download Android App**.



5) After the download, go to the folder **Downloads** inside your device. You may find the folder in your **File Manager**.

6) Click on **Hoffmann.apk** and then on **Install**. The App is now being installed.

After successful download and installation, the logo of the HM Sales App is displayed on your device.



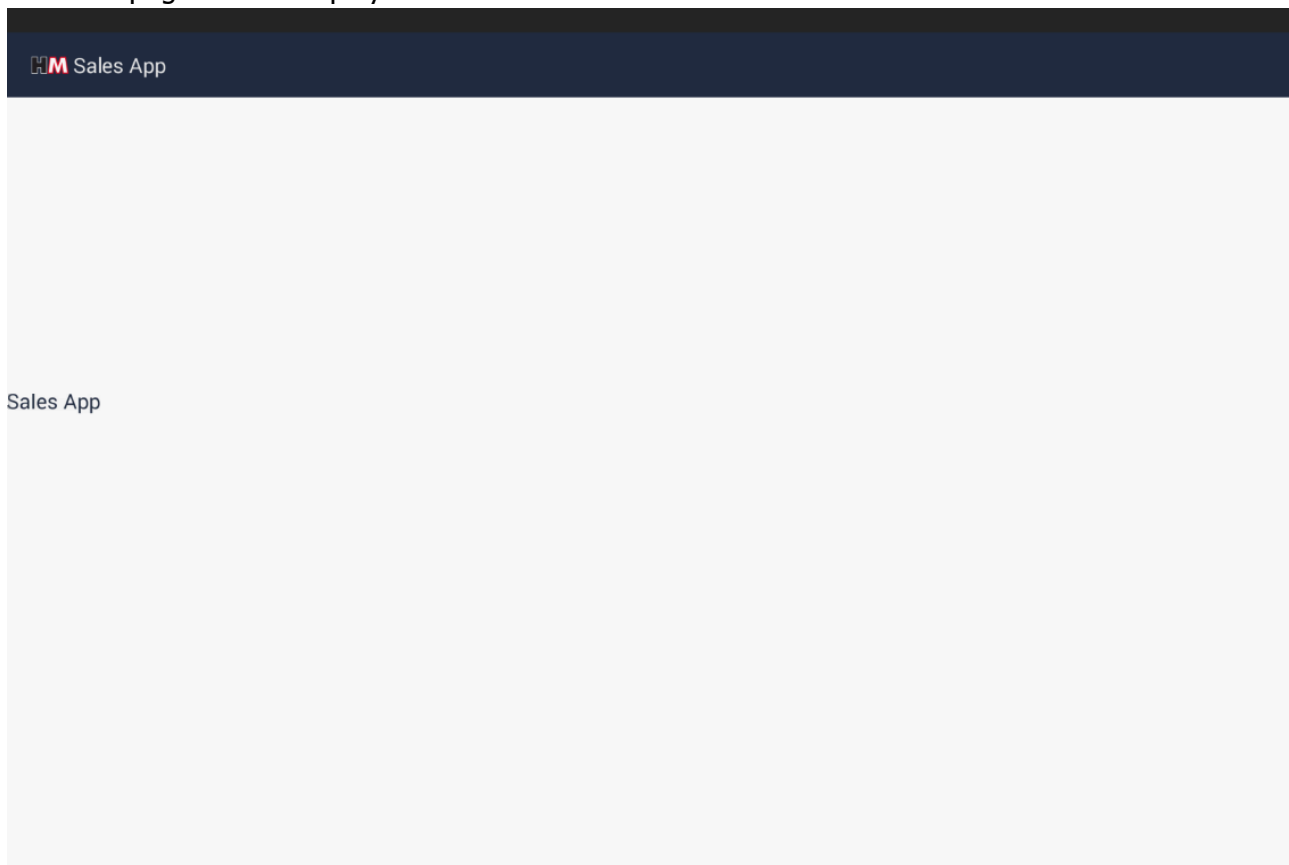
DOWNLOAD THE DOCUMENTS

Before using the HM App for the first time, you have to download the documents of the App.

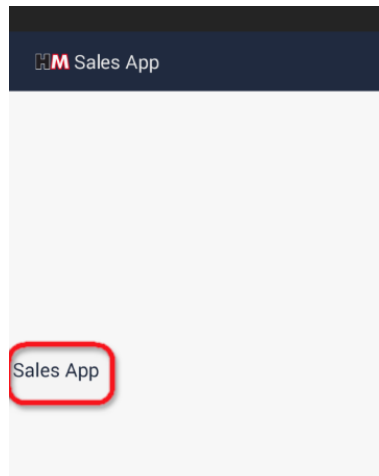
- 1) Connect your device to the internet.
- 2) Open the **HM Sales App** by tapping on the logo.



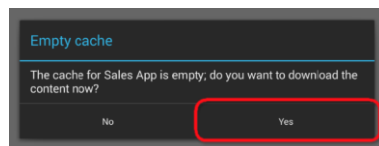
The start page is now displayed.



3) Tap on the **Sales App** button on the left-hand side of the start page.



4) *Empty cache* is now displayed. Confirm with **Yes**. The App is now downloading all HM Sales App documents. Depending on the Internet connection this may take a while.



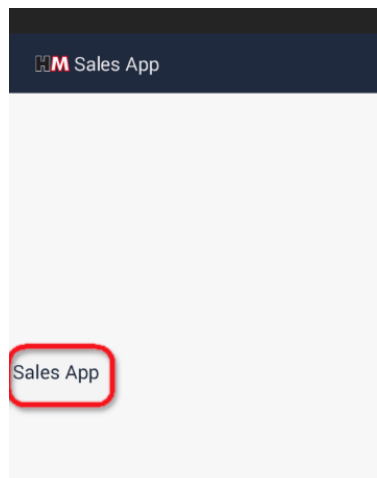
After the download, the HM Sales App is ready to use.

WORKING WITH THE SALES APP

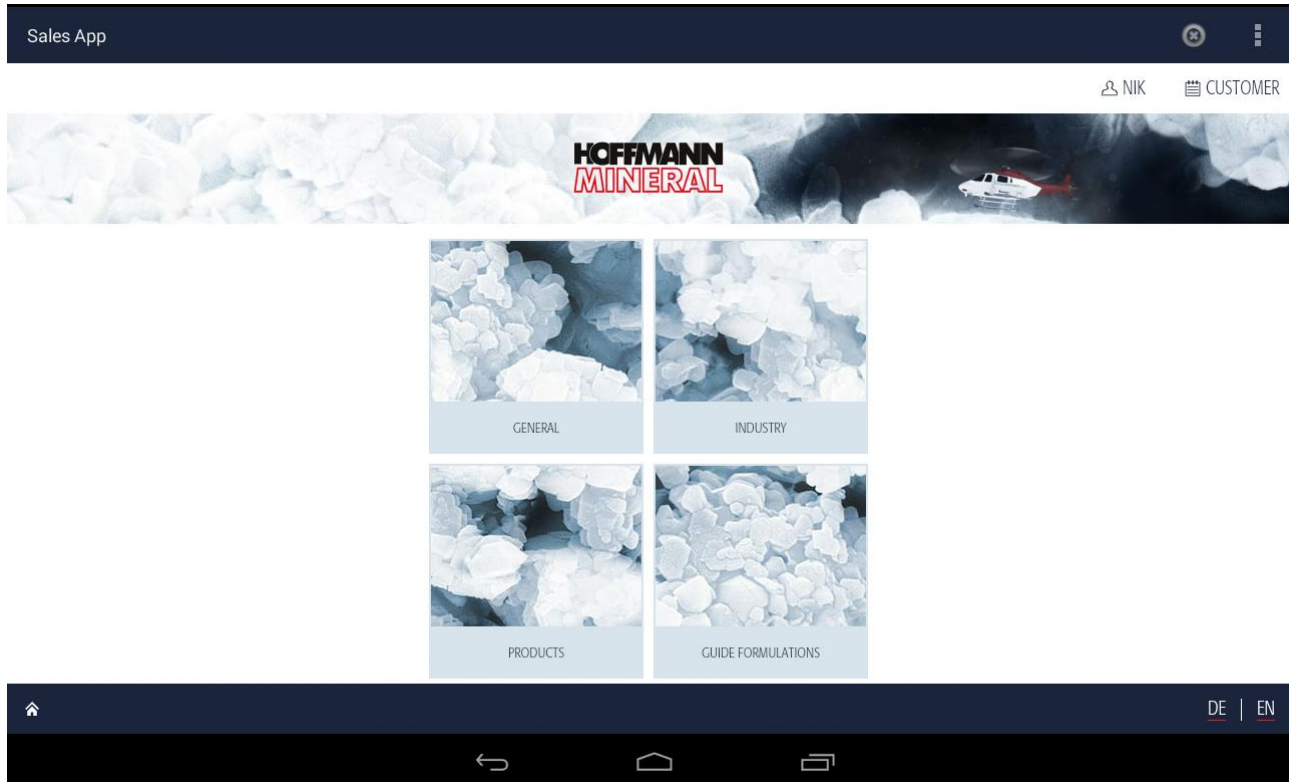
1) Open the **HM Sales App** by tapping on the logo.



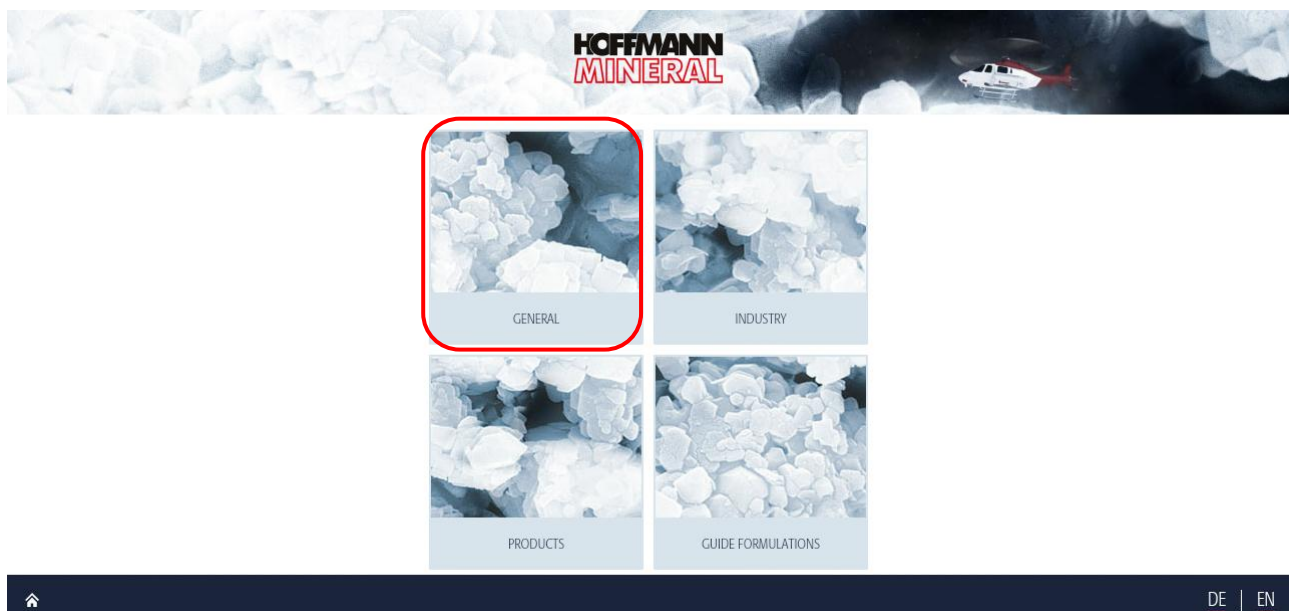
2) Tap on the **Sales App** button on the left-hand side of the start page.



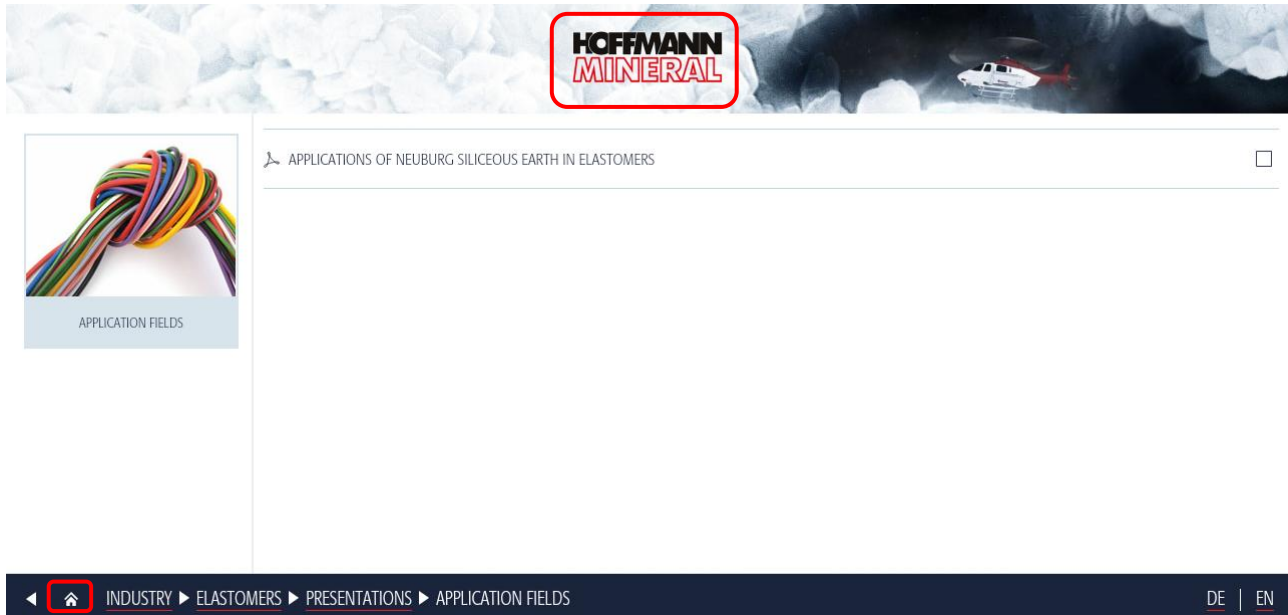
The main page of the App is now displayed.



3) Navigate through the App by tapping on the different icons.



4) To return to the main page you can tap on the **Hoffmann Mineral** logo or tap on the **Home** button in the footer.



5) Inside the App you may create profiles, save customers, and send the documents to them.

CREATE A PROFILE

You may create profiles within the App. This is interesting if different people are using the App on the same device.

- 1) Tap on **Profile** in the header.
- 2) Tap on **Add Profile** in the box on the left-hand side of the screen.



- 3) Type in your **Name** and **Email**.

A screenshot of the profile creation form. The form is a red-outlined box containing four input fields: 'NAME', 'AGENCY', 'EMAIL', and 'AGENCY@DOMAIN.TLD'. Below the input fields are two buttons: 'SAVE' and 'CANCEL'.

- 4) Confirm with **Save**.

CREATE A CUSTOMER

You may create different customers. In this way you can save the mail addresses of the customers to the HM Sales App.

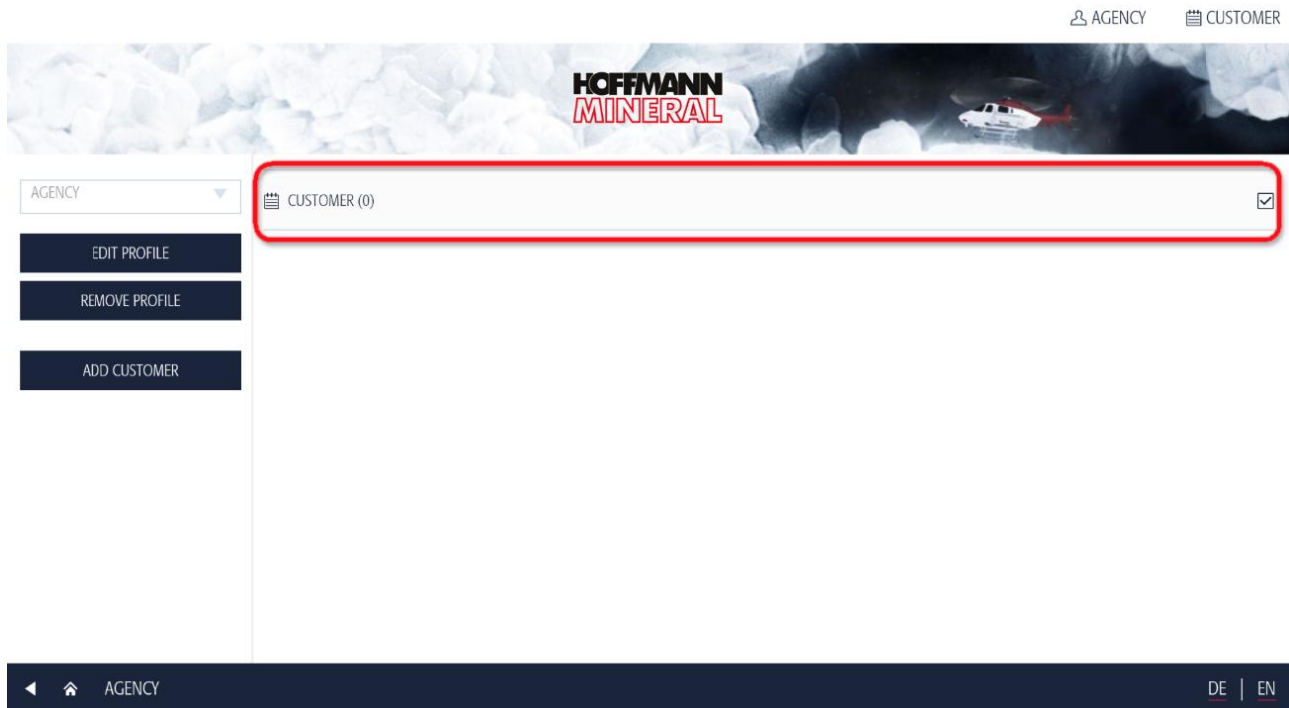
1) Tap on **Profile** in the header.



2) Tap on **Add Customer** creating a new customer. Enter the **Name** and **Email** of the customer.

3) Tap on **Edit Customer** changing an existing customer.

4) Tap on **Remove Customer** removing an existing customer.

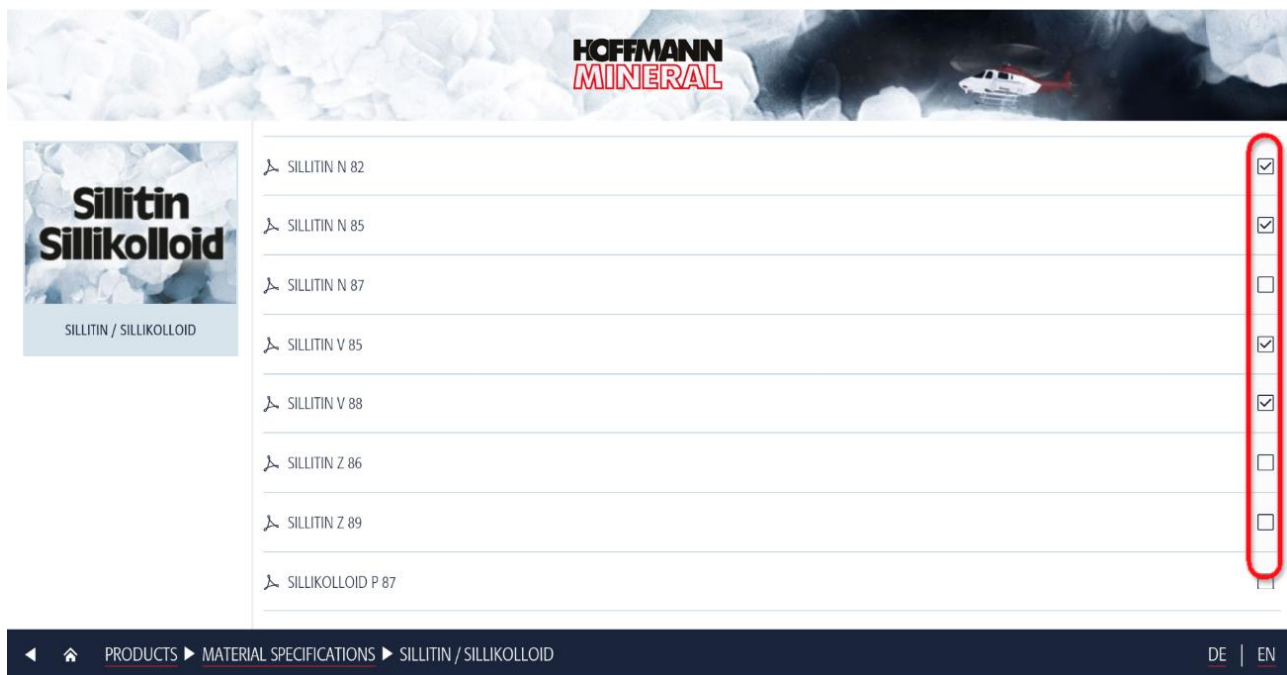


You can select your customers by checking them.

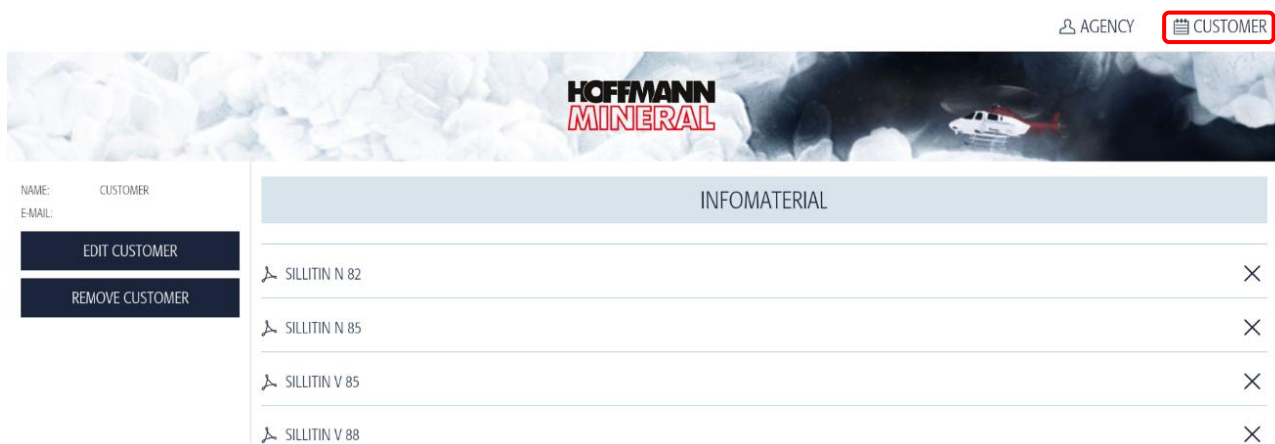
SENDING DOCUMENTS

You may send all documents available in the App via **Email**. It is not necessary to create the customer within the App before sending the documents.

- 1) Set up an **Email account** on your device.
- 2) Select the documents you want to send by **checking** the boxes on the right-hand side.



- 3) Tap on **Customer** in the header. You now see all the checked documents.



4) If you don't want to send some of the checked documents, tap on the **X**.

5) Tap **Send**.

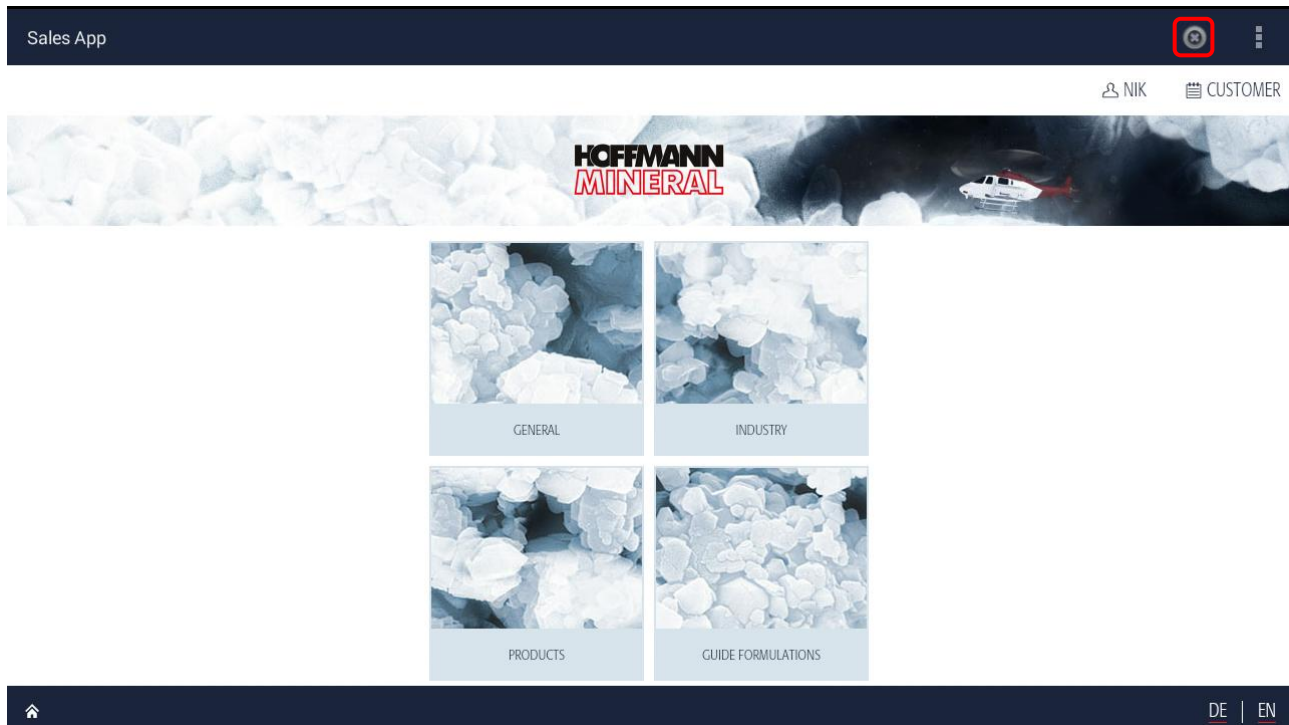
6) A mail with the documents will pop up. Here you can enter the email address of the customer.

If you're offline, the email App will store your mail as draft and send the information when you are back online.

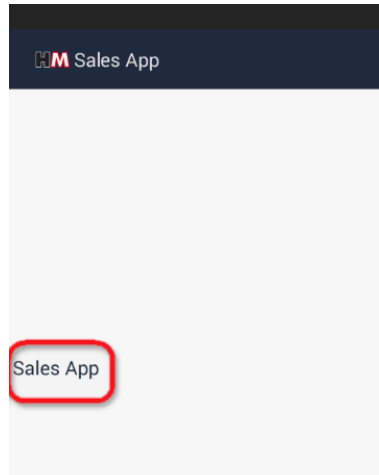
UPDATES

To get the latest documents and presentations from Hoffmann you have to install Updates.

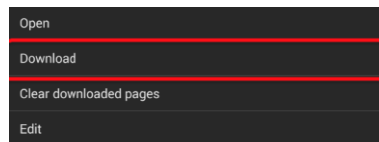
1) Go to the **start page** of the Sales App. Tap the **X** in the upper right corner of the screen to go to the start page.



2) Tap **Sales App** and **keep** the button **pressed**.



3) Select **Download**. The update process is now initiated.



4) After the Update, tap again on **Sales App** on the start page. You may use now the updated HM Sales App.

In case of problems contact:

Your responsible **Area Sales Manager** or info@hoffmann-mineral.com