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## Super Employee Apps

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## 1.0 Introduction

The AutoCount Super Employee App is a solution designed to manage and oversee employee performance, bringing significant benefits to businesses by instilling a sense of competition and cooperation among employees. The app allows users to view and participate in campaigns, group campaigns, and activities.



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## 2.0 Installing the Plug-In

1. Go to **Tools > Plug-In Manager**
2. Click on the “**Install**” button.
3. Browse for the related **.app file** (Super Employee Apps)
4. A new window will prompt with some basic information of this plug-in.
5. Click on the “**Install**” button again to proceed.
6. A confirmation message will be prompted after that.
7. Click “**Yes**” to confirm the installation.
8. A success message will appear after the plug-in is installed correctly.



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### 3.0 Logging In

1. Open "**Super Employee Apps.**"
2. Enter user ID, password, Server IP Address, and attach to the database.
3. Click on "**Login.**"

Super Employee App

## Login

Enter your user id and password

User ID  
HONG

Password  
.....

Server IP Address  
192.168.0.3

Attach to Database  
AED\_SUPER

Remember Me

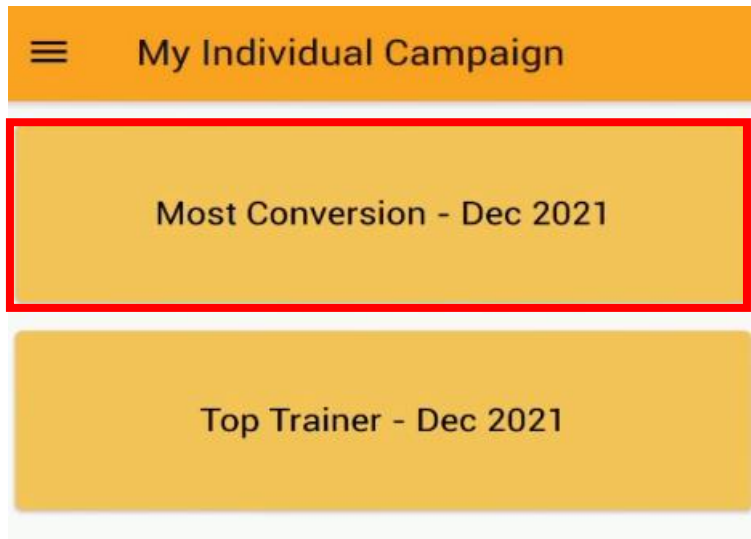
Login



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## 4.0 Individual Campaign

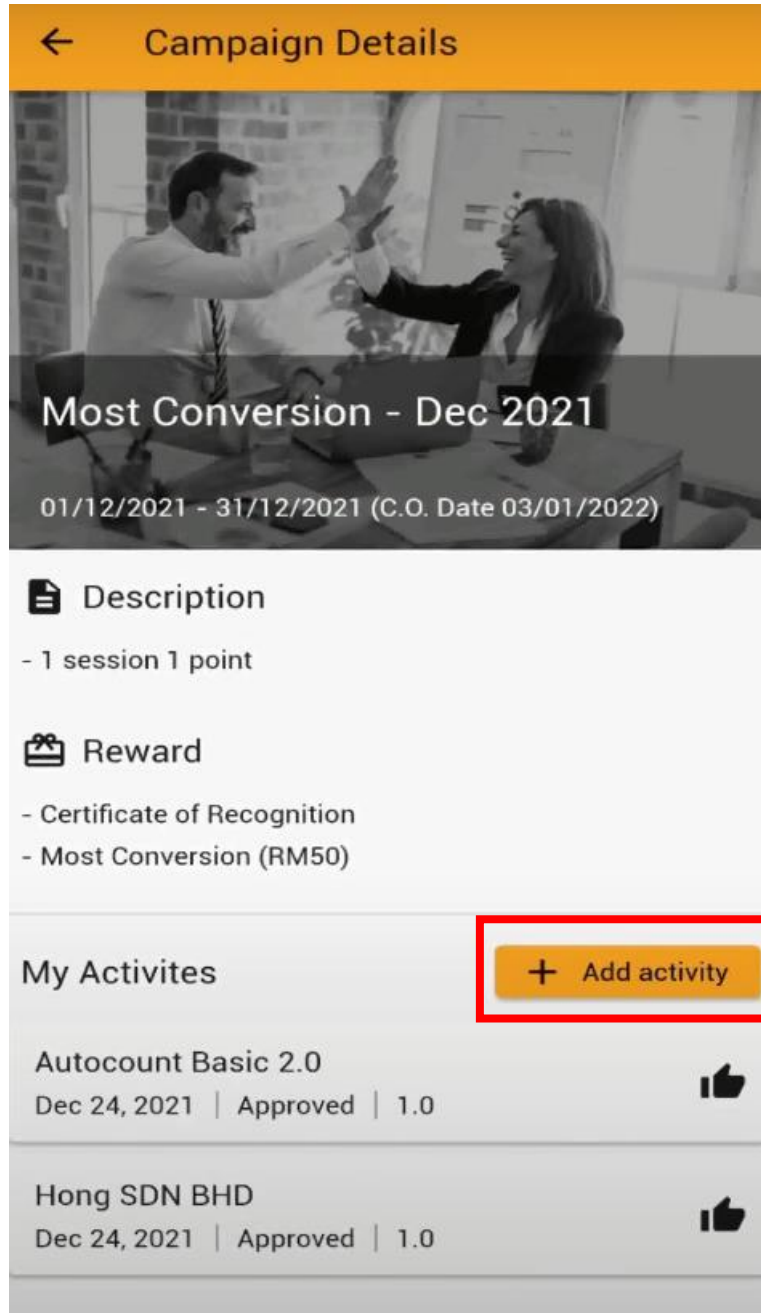
1. Once logged in, can view **"My Individual Campaign."**
2. Click on **"Most Conversion."**





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3. If you successfully close a software deal, click **"Add Activity."**





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4. Fill in the quantity (cases), remarks, and date.
5. Click on **"Submit."**

← Add Activity

Most Conversion - Dec 2021

Quantity (Cases)  
0.0

Remark 1

Remark 2

Activity Date  
29/12/2021

Submit

6. Rewards are based on the top sales achieved.

My Activities + Add activity

Autocount Basic 2.0	Dec 24, 2021	Approved	1.0	👍
Hong SDN BHD	Dec 24, 2021	Approved	1.0	👍
Wang SDN BHD	Dec 29, 2021	Approved	1.0	👍



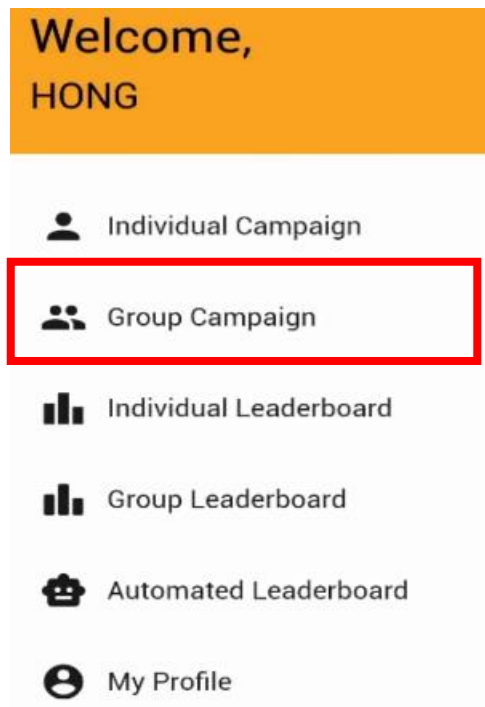
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## 5.0 Group Campaign

1. Click on the menu.



2. Select "Group Campaign."







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3. Update employee KPI by clicking on the respective campaign (e.g., FB Live).

**Individual KPI - 2021**

01/01/2021 - 31/12/2021 (C.O. Date 15/01/2022) ↓

3.0 pts	FB Live 1 Topic 3 Point
2.0 pts	Training 10 Hours Every 10 Training Hours + 2 pts
5.0 pts	Best Sales of the Month Best Sales of the Month + 5 pts



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4. Fill in remarks and the date.
5. Click on **"Submit"** to return to **"My Group Campaign."**

← Add Activity

Individual KPI - 2021

FB Live  
1 Topic 3 Point

Points  
3.0

Remark 1  
Demo Barcode Generator

Remark 2

Activity Date  
30/12/2021

Submit

6. Click on **"My Group Campaign,"** then the click **icons in the top right corner.**

← Select Task

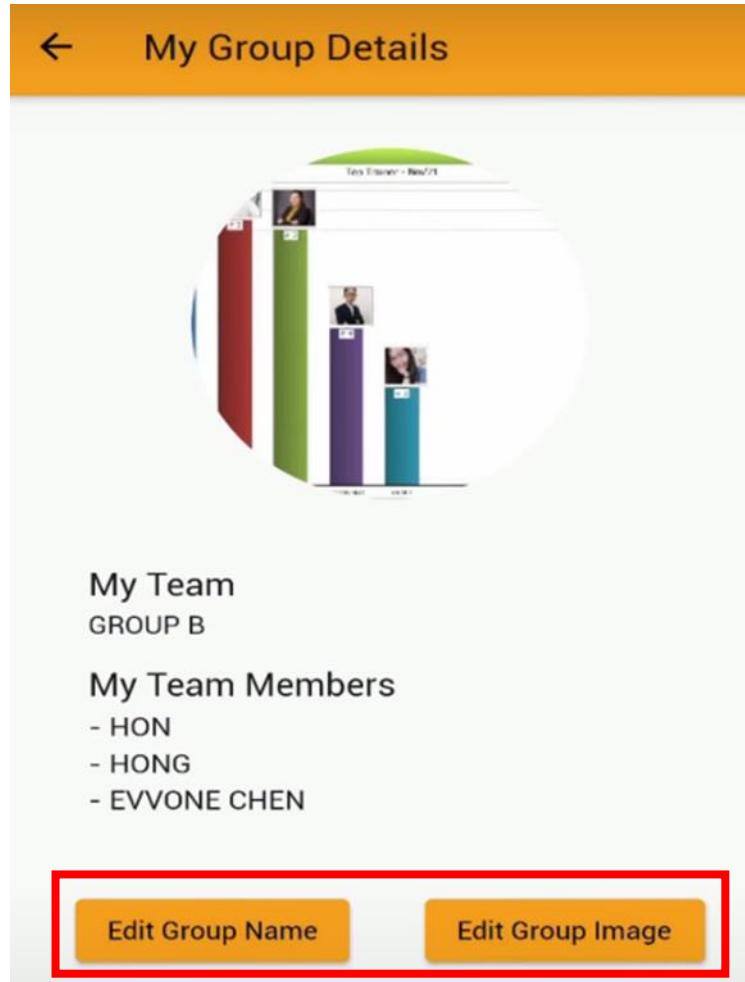
Individual KPI - 2021

01/01/2021 - 31/12/2021 (C.O. Date 15/01/2022)



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7. View and edit group details.

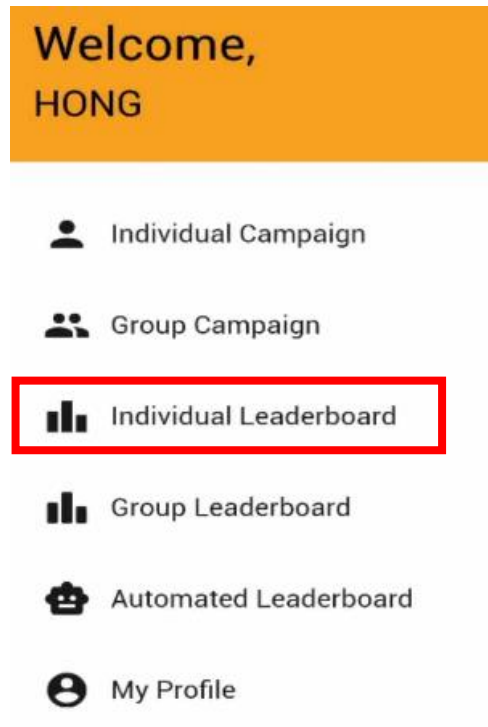




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## 6.0 Individual and Group Leaderboards

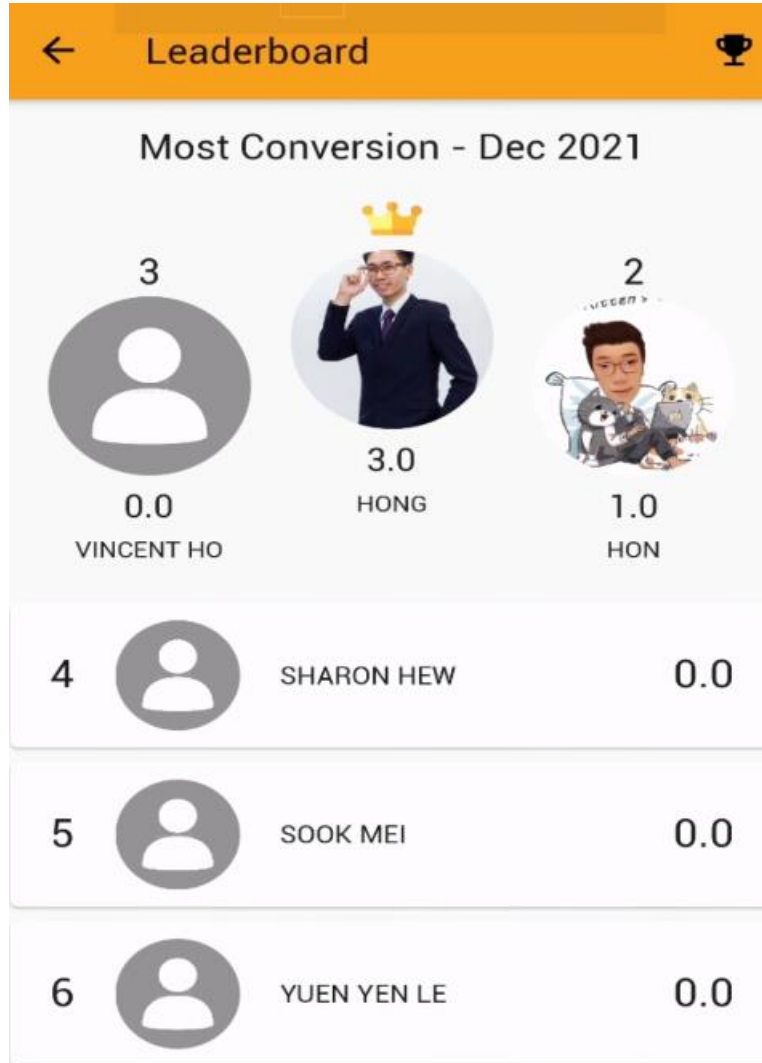
1. Go to the menu.
2. Click on **"Individual Leaderboard"** for personal rankings.





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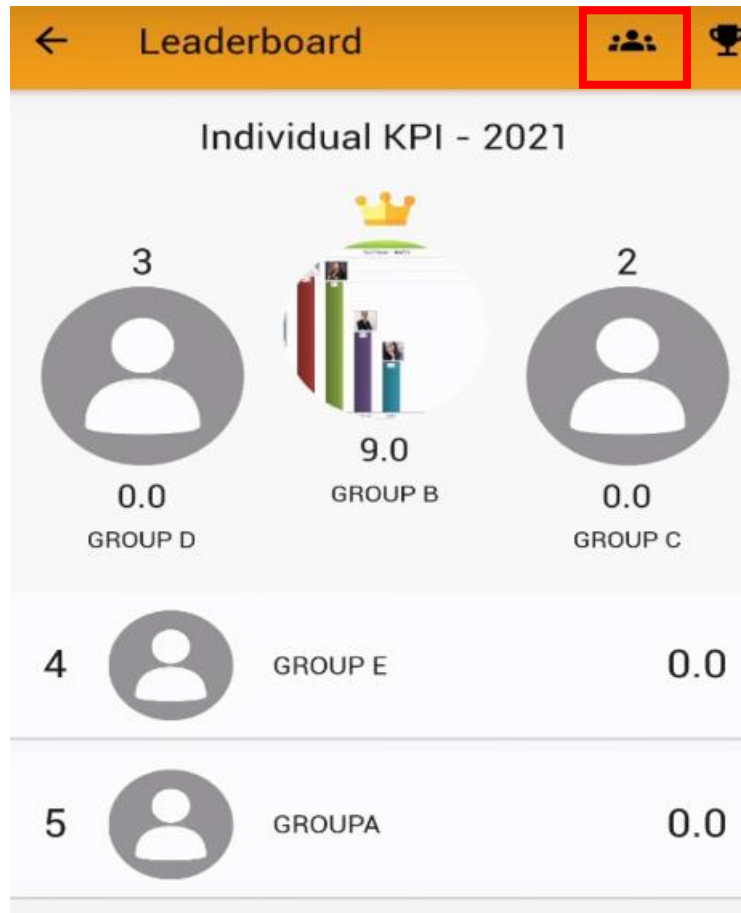
3. Select **"Most Commission"** to view individual achievements.





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4. Click on **"Group Leaderboard"** for group rankings.
5. Choose **"Most Commission"** to view group achievements.





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6. Click on the “icons in the top right corner” to view all groups and members.

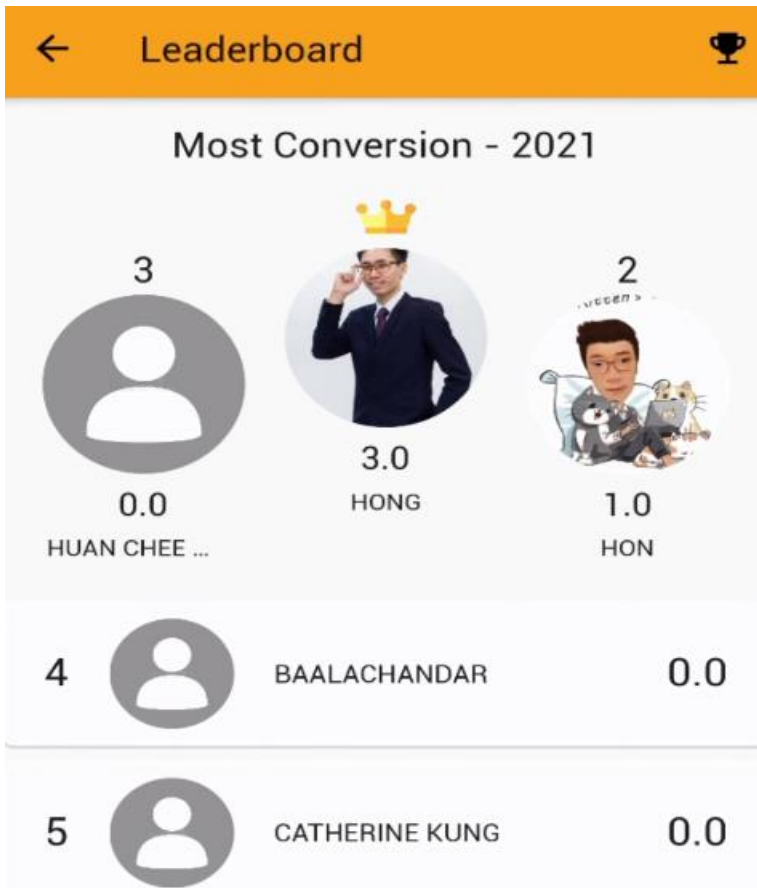




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## 7.0 Automated Leaderboard (One Year)

1. Go to the menu.
2. Select **"Automated Leaderboard."**
3. Click on **"Most Commission."**







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## 8.0 Profile Editing

1. Go to the menu.
2. Click on **"My Profile."**
3. Edit your profile picture and change your password.

