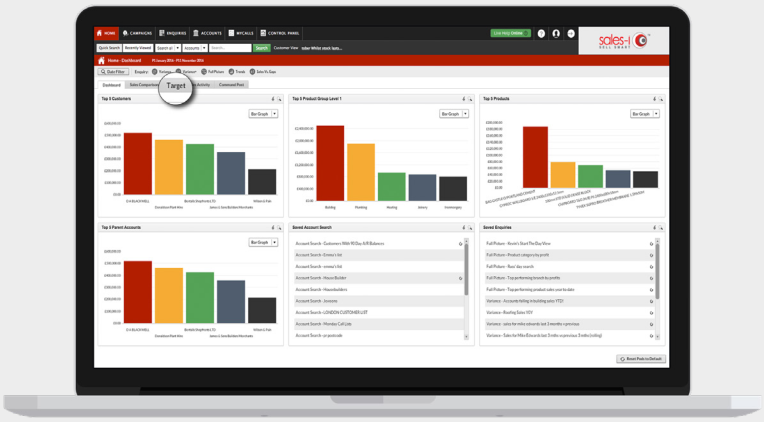
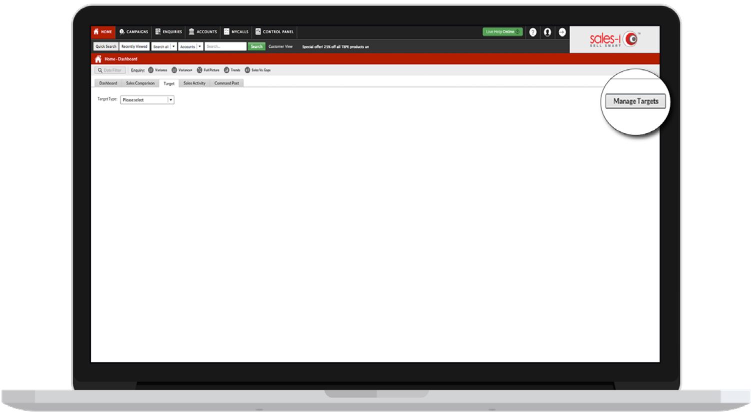
HOW TO SET TARGETS FOR YOUR SALES PEOPLE (POWER USERS ONLY)

This guide will show you how to enter monthly sales value targets for your Sales Users.
You will then be able to see their performance against target in both graphical and numerical form.

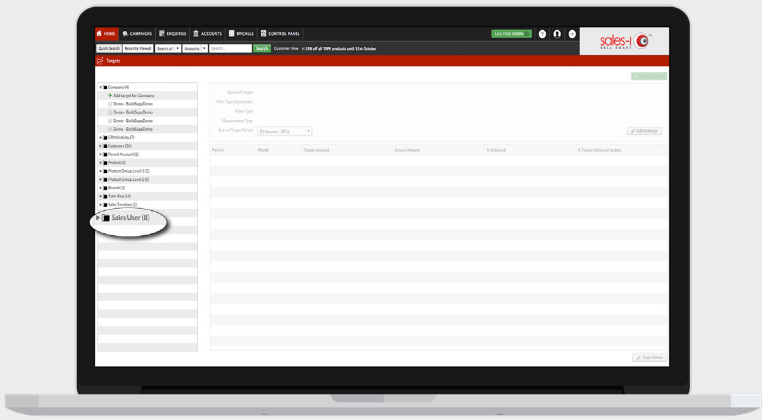
01 Click **Target**, which can be located at the top of your dashboard.

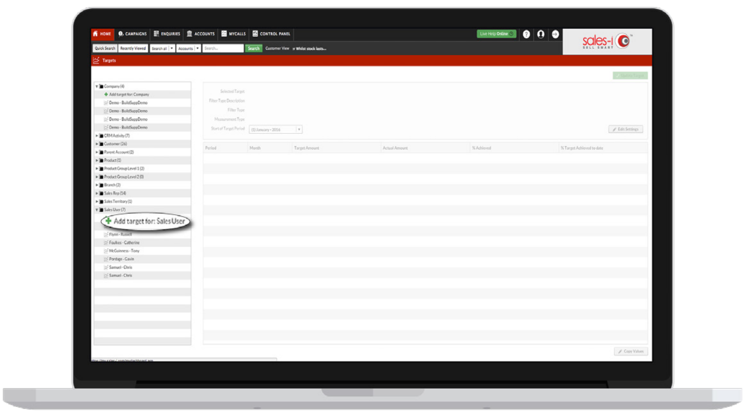




02 Once you're in the targets screen, a tab on the right hand side reading **Manage Targets** will appear. Click it.

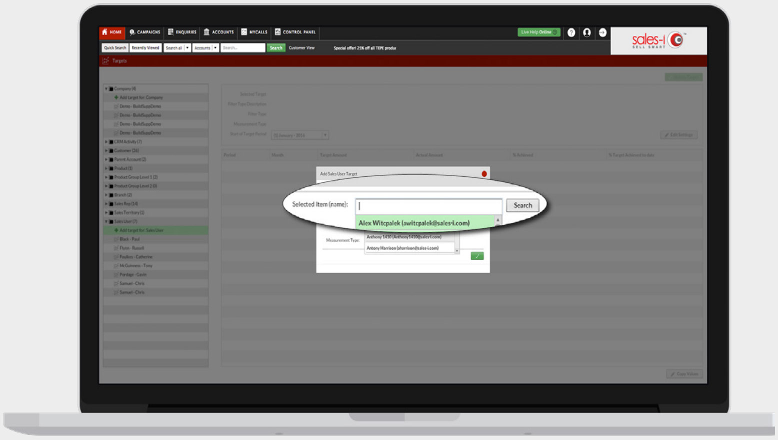
03 Now, on the left-hand side, you should see a list of folders. Find the folder called **Sales User** and click the black arrow next to it

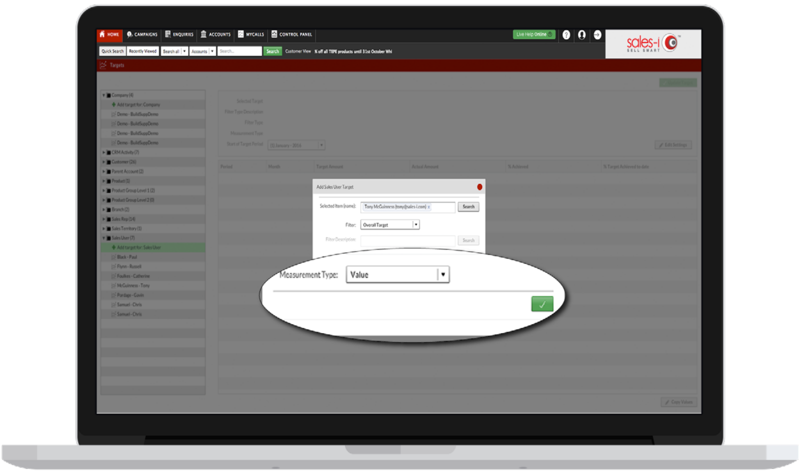




04 From this drop down menu, select the first option: **+ Add Target for: Sales User**.

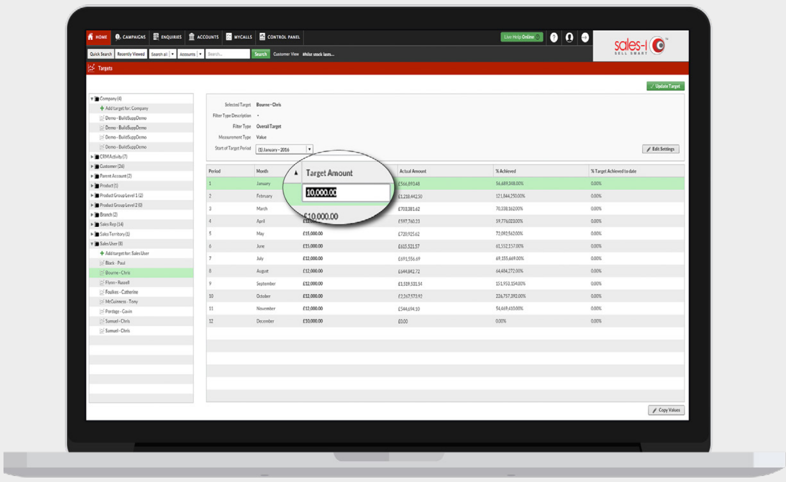
05 Press **Search** and select a name from the drop down menu. Leave the filter as the preset 'overall target' option.

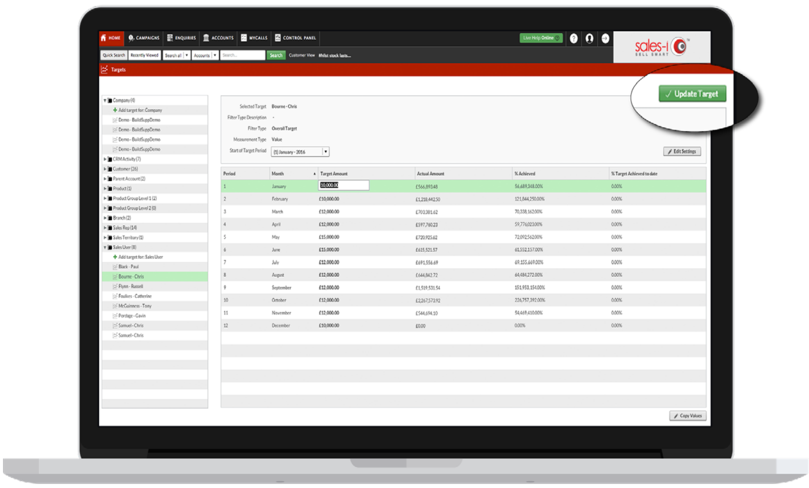




06 Choose **Value** from the **Measurement Type** menu. There may be occasion to select an alternative measurable target, though financial value is most popular. When you're finished, press the green button.

07 Next, complete the **Target Amount** column by entering a financial target for each month.





08 Then press **Update Target** in top right hand corner.

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