

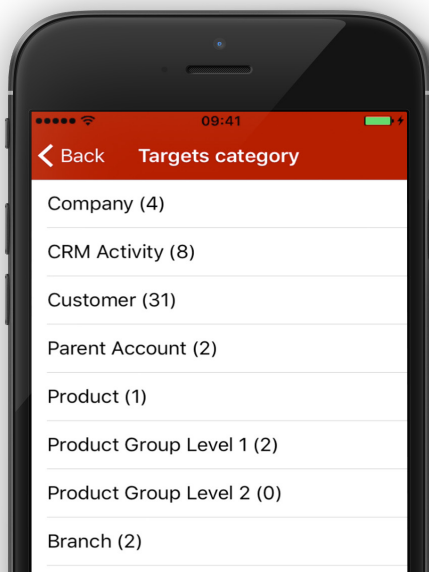
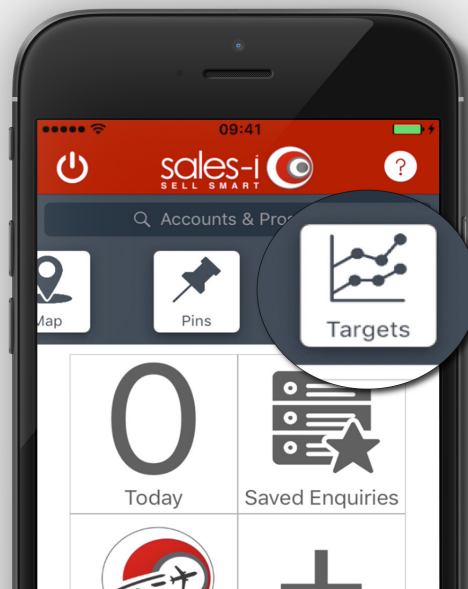
HOW TO USE TARGETS ON YOUR APPLE iOS DEVICE

Targets in the sales-i iOS app works the same as sales-i desktop. It allows you to check sales performance against targets for the month and year. This guide will show you how.

Please note: Targets can only be created by Power Users but can be viewed by all users.

Not sure how to set up targets? Please [click here](#).

01 From the home screen, tap **Targets**.

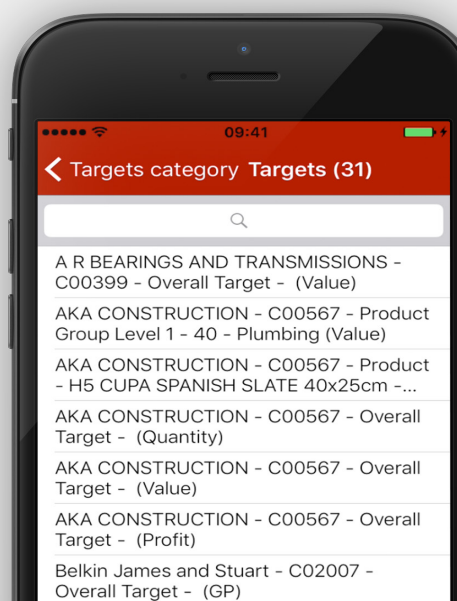


02 You will now see a set of categories.

Tap on the category you want to check your target for.

03 A sub-list of all your targets in this category will be displayed.

Tap the target you want to look at in further detail.

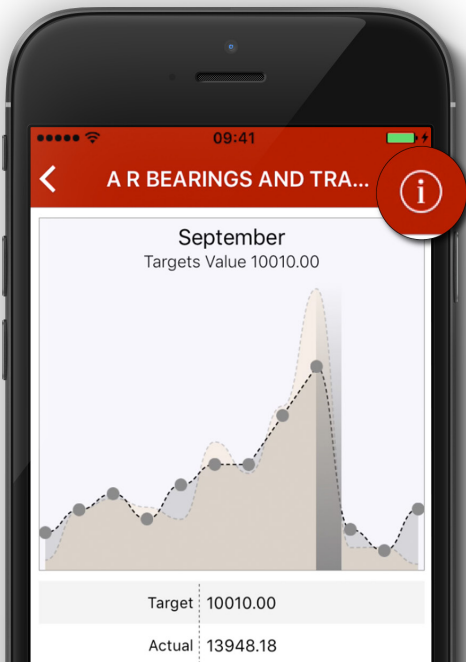
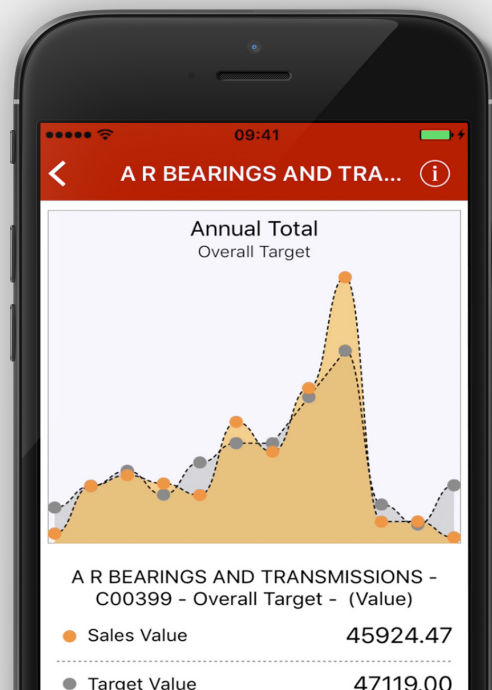


04

The grey section on the graph is your target, the orange is your performance against this target and each of the dots on the screen represent one month.

The target stated at the bottom of the screen is annual.

Your percentage of the annual target achieved to date is also displayed here.



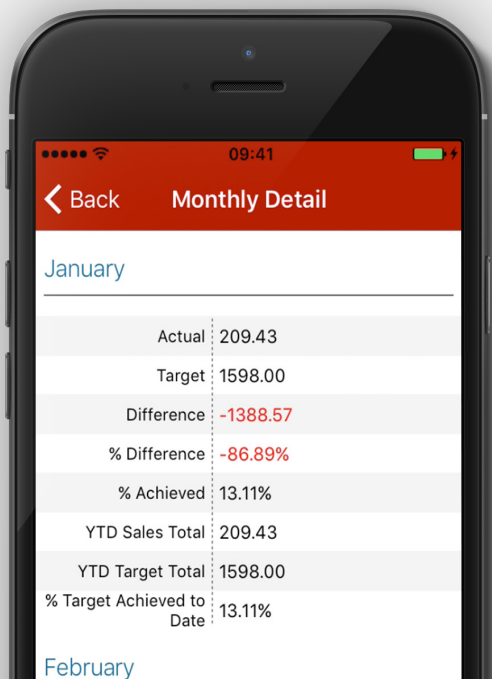
05

Tap and hold on the graph to check the monthly data, and simply slide across to jump from month to month. When you do this, all of your monthly figures will be displayed at the bottom of the screen.

You will also see an **info button** in the top right. Tap this.

06

This screen displays the full detail for the target and achieved sales, presenting both monthly figures and YTD totals.



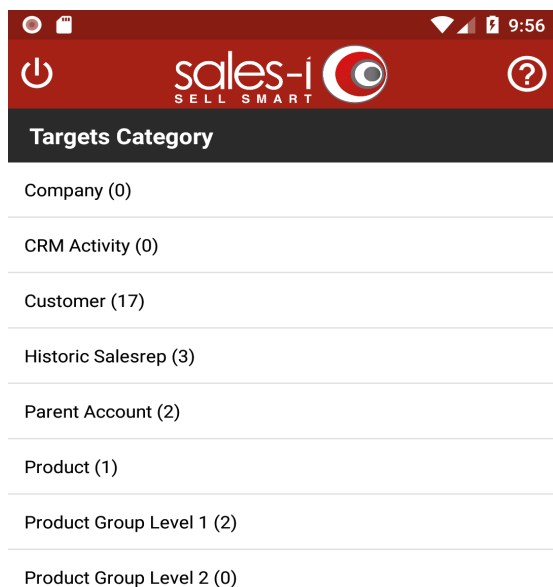
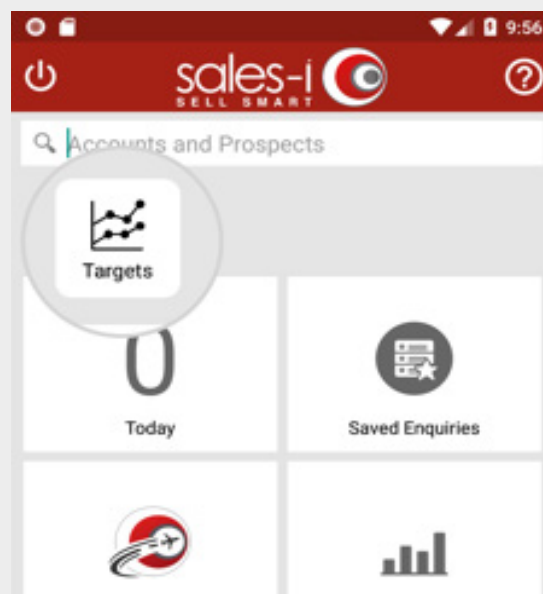
HOW TO USE TARGETS ON YOUR ANDROID DEVICE

Targets in the sales-i Android app works the same as sales-i desktop. It allows you to check sales performance against targets for the month and year. This guide will show you how.

Please note: Targets can only be created by Power Users but can be viewed by all users.

Not sure how to set up targets? Please [click here](#).

01 From the home screen, tap **Targets**.

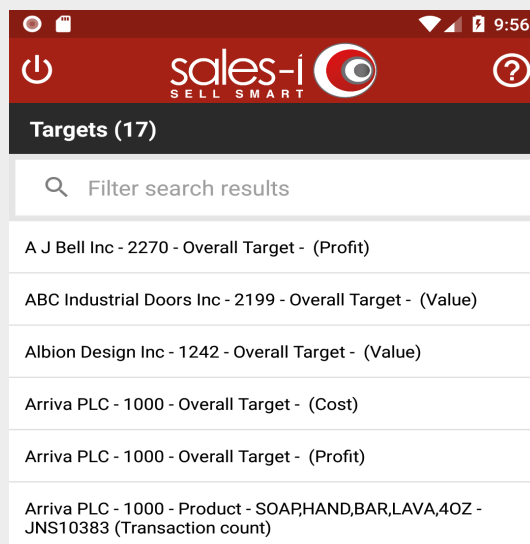


02 You will now see a set of categories.

Tap on the category you want to check your target for.

03 A sub-list of all your targets in this category will be displayed.

Tap the target you want to look at in further detail.

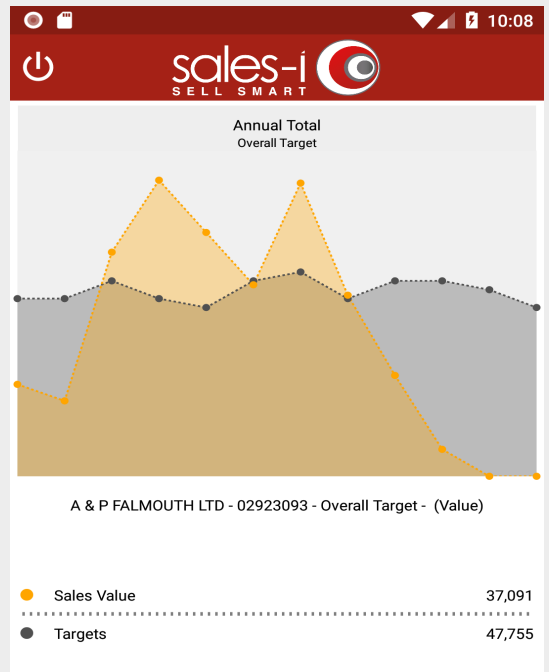


04

The grey section on the graph is your target, the orange is your performance against this target and each of the dots on the screen represent one month.

The target stated at the bottom of the screen is annual.

Your percentage of the annual target achieved to date is also displayed here.



05

Tap and hold on the graph to check the monthly data, and simply slide across to jump from month to month. When you do this, all of your monthly figures will be displayed at the bottom of the screen.

You will also see an **info button** in the top right. Tap this.

06

This screen displays the full detail for the target and achieved sales, presenting both monthly figures and YTD totals.

January	
Actual	65,993.08
Target	61,000.00
Difference	4,993.08
% Difference	8.19%
% Achieved	108.19%
YTD Sales Total	65,993.08
YTD Target Total	61,000.00
% Target Achieved to Date	108.19%
February	
Actual	59,133.04
Target	60,000.00
Difference	-866.96
% Difference	-1.44%

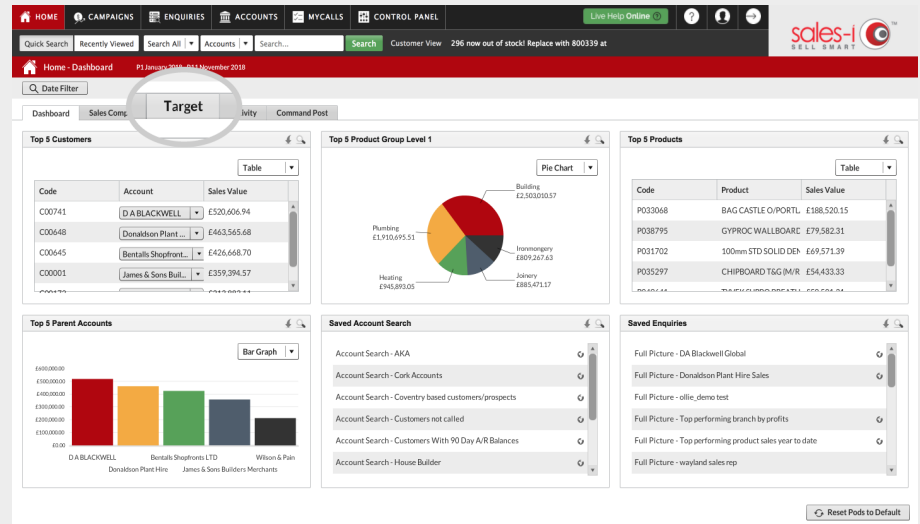
HOW TO USE TARGETS

Targets allow you to check sales performance against targets for the month and year. This guide will show you how.

Please note: Targets can only be created by Power Users but can be viewed by all users.

Not sure how to set up targets? Please visit <https://support.sales-i.com/knowledgehub/general/how-to-set>

01 From the home screen, click the **Target** tab.

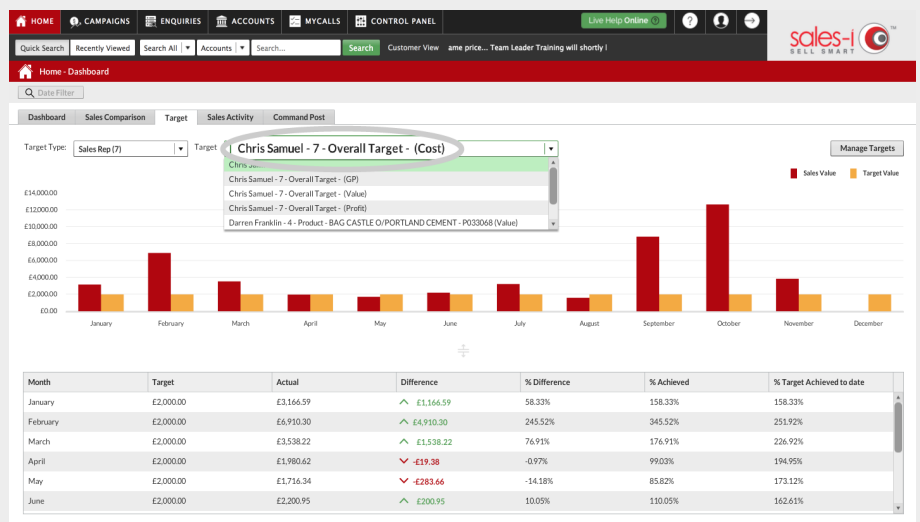


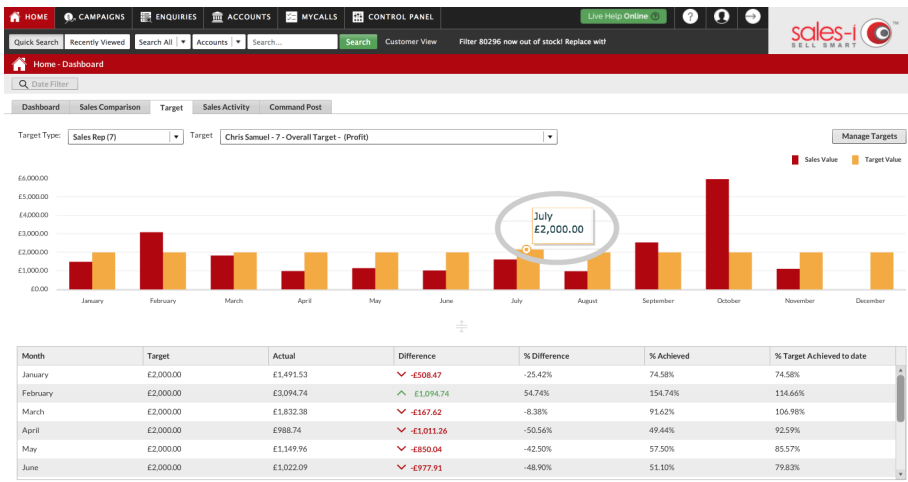
02 You will now have the option to choose your target category from the drop-down list.

Select the category you want to check your target for.

03 Now, you choose your target from the drop-down list.

Select the target you want to check in further detail.





04 The yellow bar on the bar chart is your target.

The red is your performance against this target for each month.

You can hover your cursor over each bar to view the figures.

05 The table below the graph shows your targets with a little more detail:

Month: Month of the year

Target: The target amount for that month

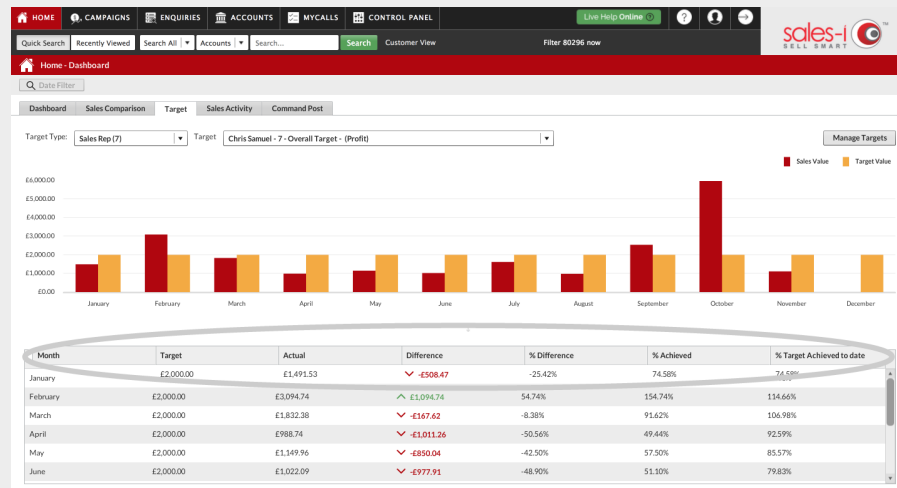
Actual: The actual amount achieved for that month

Difference: The difference between your target and actual amount for that month

% Difference: The difference between your target and actual amount for that month expressed as a percentage

% Achieved: The amount of the target you have achieved for that month expressed as a percentage

% Target Achieved to date: The amount of the target you have achieved for the year to date expressed as a percentage



VISIT OUR SUPPORT SITE

Don't forget to visit our support site online to view sales-i how to's, tips, tricks and best practices.

<https://support.sales-i.com>