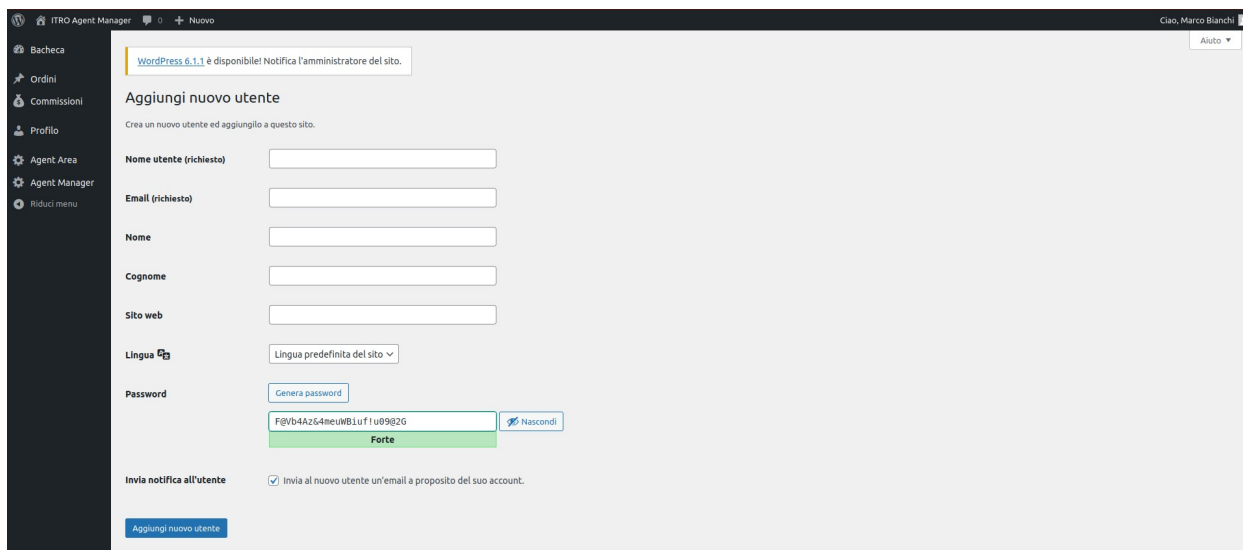


# AGENT MANAGER GUIDE

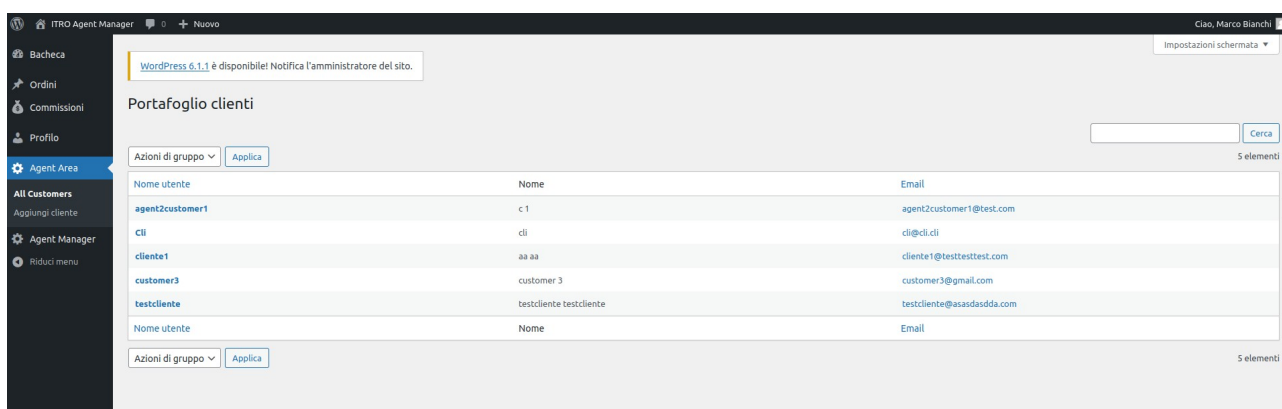
With the role of Agent Manager it is possible to trace all the data related to the agents. If you need to add a client, move the cursor over the "Agent Area" icon and click on the "Add client" item.



The screenshot shows the 'Aggiungi nuovo utente' page in the ITRO Agent Manager. The page has a dark sidebar on the left with navigation items: 'Bacheca', 'Ordini', 'Commissioni', 'Profilo', 'Agent Area', 'Agent Manager', and 'Riduci menu'. The main content area is titled 'Aggiungi nuovo utente' and contains a form with the following fields: 'Nome utente (richiesto)', 'Email (richiesto)', 'Nome', 'Cognome', 'Sito web', 'Lingua' (with a dropdown menu), and 'Password' (with a 'Genera password' button and a strength indicator showing 'F@Vb4Az64meuWBluf1u@9@2G' as 'Forte'). There is also a checkbox for 'Invia notifica all'utente' and a blue 'Aggiungi nuovo utente' button at the bottom.

All the data can be entered on this page and it is possible to select which agent to assign the customer by selecting it from the drop-down menu present in the first field marked with the name "Agent".

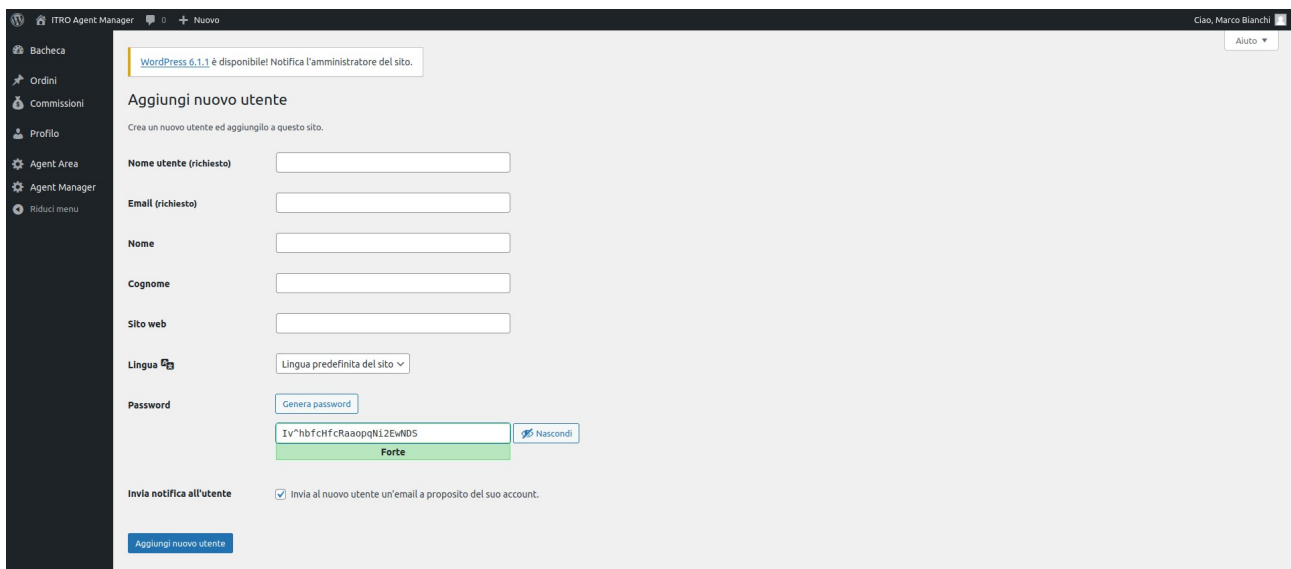
Once this is done, the list of customers can still be seen in the "Agent Area" but by going to the item "All customers" and the list of all customers will be presented in which, by clicking on the name of a customer, it will be possible to access the information of the itself and possibly change the data and agent to which it refers in the same way in which it was assigned.



The screenshot shows the 'Portafoglio clienti' page in the ITRO Agent Manager. The page has a dark sidebar on the left with navigation items: 'Bacheca', 'Ordini', 'Commissioni', 'Profilo', 'Agent Area', 'All Customers', 'Aggiungi cliente', 'Agent Manager', and 'Riduci menu'. The main content area is titled 'Portafoglio clienti' and contains a table with the following columns: 'Nome utente', 'Nome', and 'Email'. The table has 5 rows of data. There are also 'Azioni di gruppo' and 'Applica' buttons at the top and bottom of the table, and a search bar on the right.

Nome utente	Nome	Email
agent2customer1	c 1	agent2customer1@test.com
cli	cli	cli@cli.cli
cliente1	aa aa	cliente1@testtesttest.com
customer3	customer 3	customer3@gmail.com
testcliente	testcliente testcliente	testcliente@asasdasdda.com

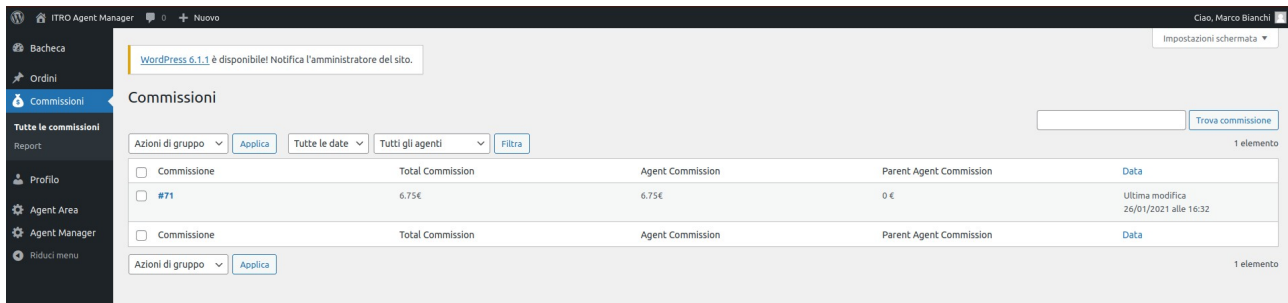
The same functions are present for agents under the "Agent Manager" icon. If "all agents" is selected under the "Agent Manager" icon, it is possible to see the list of agents and, by clicking on the name, it is possible to access a menu for modifying the commissions both for the selected agent and for the agents related him.



In the "Orders" section there is a list of all orders and their status. By ticking the box of one or more orders and clicking the box at the top "Group actions" it is possible to change the status of the order.

Agent manager cannot generate orders on behalf of customers.

When the order is complete, it is possible to track the commissions through the homonymous menu under the heading "all commissions".



On the other hand, under the heading "report" it is possible to filter searches by date and by status and calculate commissions in the selected period.

