

# Typical Sales use Cases

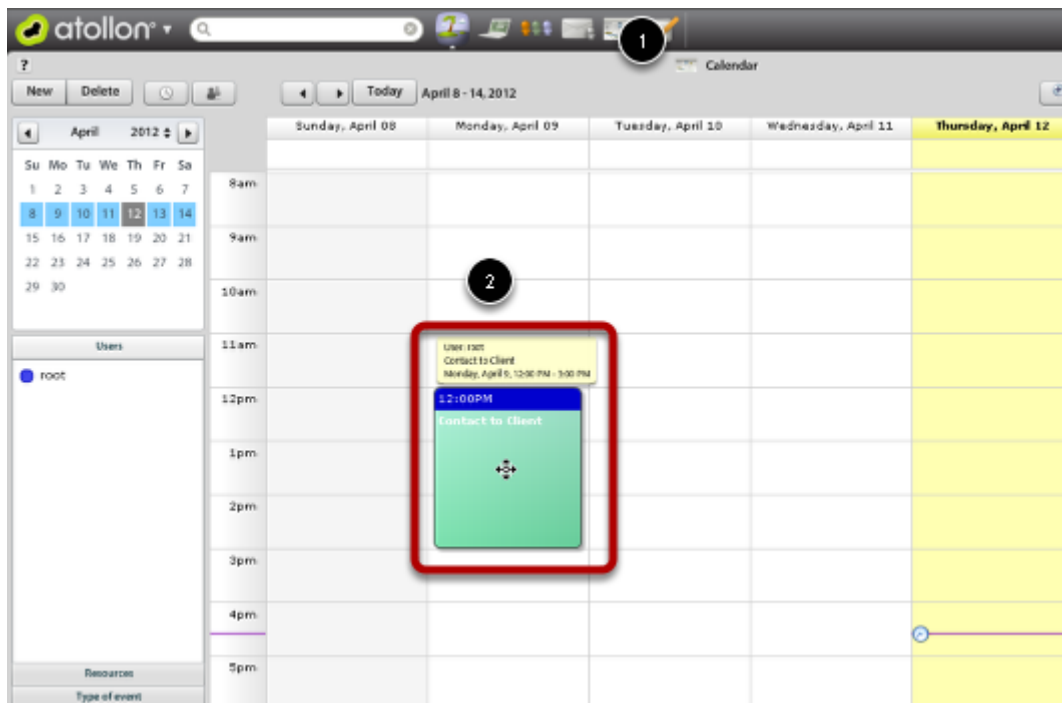
- [Arrange a Meeting and Record Meeting Notes](#)
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# Arrange a Meeting and Record Meeting Notes

See below guide to arrange a meeting (calendar event, presentation, etc.) and write meeting notes from event.

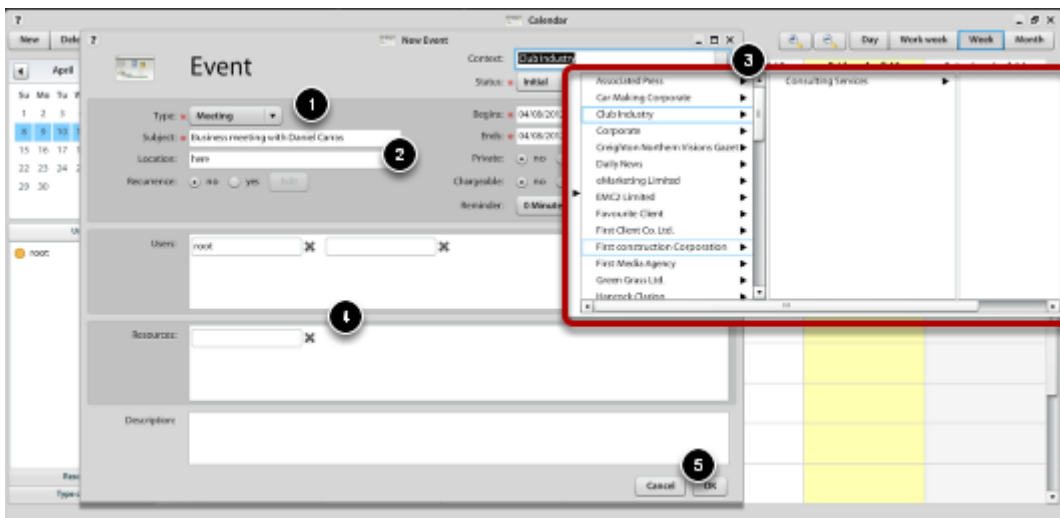
## New event



- 1) Open and navigate to the **calendar** day on which you want create a new event
- 2) At a time where you want place event click by mouse, or just pull the mouse from the beginning to the end of event to set the length of the event

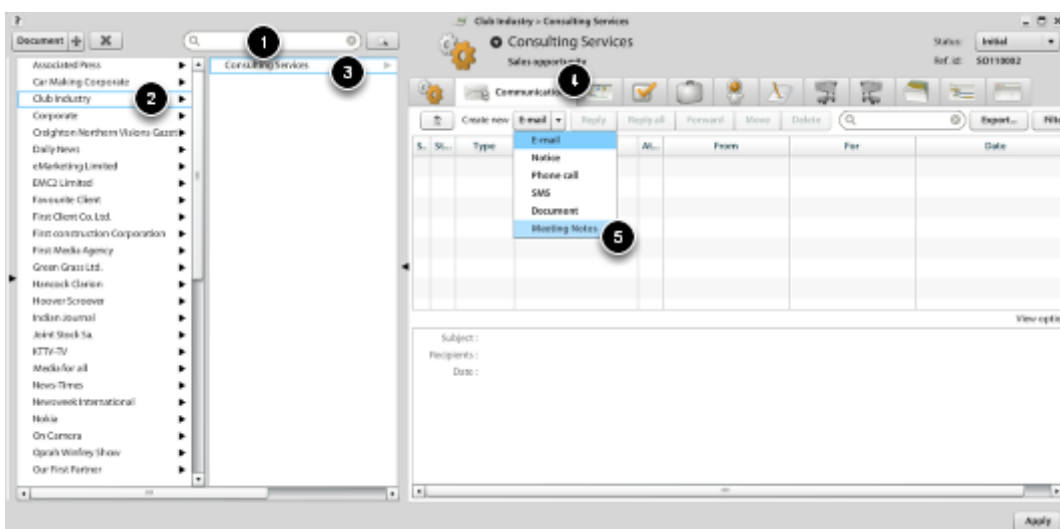
## New event on Sales opportunity





- 1) Set the type of event, it is a meeting (it will be useful in assessing how many meetings you managed)
- 2) Add the summary and event location
- 3) Select the **context** to **client's sales opportunity** which you should the event refers
- 4) Add participants or resources
- 5) Save your event

## Enter meeting notes



It is recommended to create record from meeting in the form of Meeting Notes. That will be visible in the overall history of the sales opportunity.

- 1) Enter the client name, press Enter
- 2) Select founded client in Finder
- 3) Select the appropriate project / sales opportunity
- 4) Choose the tab Communication
- 5) Create new message "Meeting Notes"



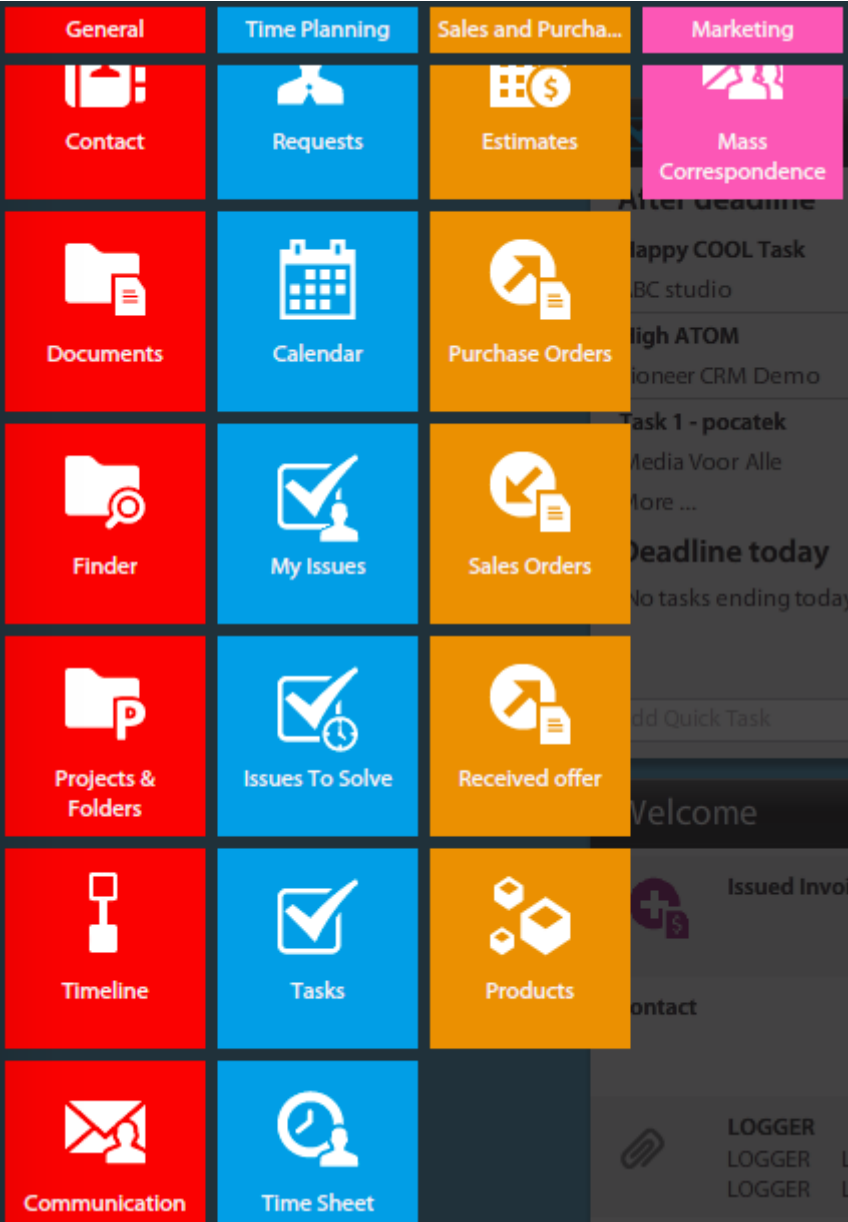
After opening message, make meeting subject and content, you can also notice your colleagues and save the entry.



# Create new Deal and send Estimate

This wizard will show you how one of the ways to create and use Deals (or **Sales Opportunity**) in Atollon.

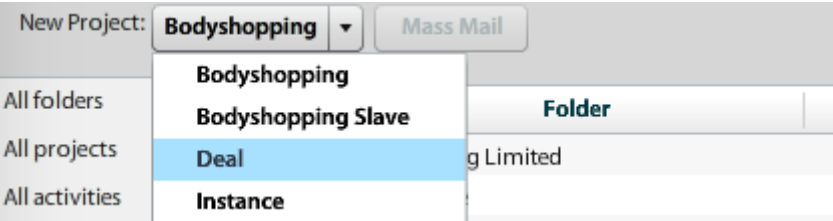
## Open Projects & Folders





**Deals** are one of the types of projects that can be created. Move cursor to Atollon icon (top-left) and then click on **Projects & Folders**


# Create new deal



On this place you can choose project template, for now it is Deal.

# Fill-in the deal form




Deal

☒ Business  
☐ Individual

Company Name:

Reg. No.:

VAT No.:

Web:

Primary Industry:

Comment:

Company Folder \*

Dodací

Fakturace

Street:

Zip:

City:

Region:

Country:

☒ New Contact

Prefix + First Name

Surname + Suffix

Telefon:  is primary: ☐

Mobil:  is primary: ☐

Fakturační e-mail:  is primary: ☐

Salutation:

Comment:

Folder name: \* 

Reference Id: 

Description: 

Project name: \* 

Reference Id: 

Cancel

Create

When creating new Deal, you can choose existing contact or create new one.

If you create new one follow steps to fill-in contact data for company and person (relationship employer and employee).

You can enter Client data during creation of new Deal, but it is also possible to select existing Client.

Last step of wizard is filling details about this Sales opportunity

## Set deal value and margin



Before you can set deal value, you have to add some product or service.

atollon

DashboardCommunicationContactProjects & FoldersCalendarRequestsTasksTime SheetDeals

Atollon AdminTech Sales Ltd.

RefreshDealAdd moreEditDeleteFull view

UserFilterSettings

My open records

All open records

Any Period

Past

Current month+2

Future

All states

Enquiry

Qualification

Presentation

Proposal

Won

All users

Atollon Admin

Simon Sorcerer

All types

Deal

Settings

Icon	Deal #	Client	Deal name	Status	Owner	Last marketing tr...	Last contacted	Deal value
🔴	todso	Today Software a.s.	Opportunity for deliver	Won	deletedUser			EUR 0
🔴	schso	Schloss GMBh.	Product Z Sales	Lost	deletedUser			EUR 0
🔴	passso	Pascal	Product Y Sales	Enquiry	deletedUser			EUR 0
🔴	malso	Malév Zrt.	Product X Sales	Proposal	deletedUser			EUR 0
🔴	hooso	Hoover Scroover	Upselling	Presentation	deletedUser			EUR 0
🔴	gresso	Grun Gras GMBh.	Consulting sales	Qualification	deletedUser			EUR 0
🔴	erso	Erste Medienagentur	New top opportunity	Proposal	deletedUser			EUR 0
🔴	elbso	Elba IT Solutions	New business	Won	deletedUser			EUR 0
🔴	appso	Apple	New services	Won	deletedUser			EUR 0
🔴		Smart Company Ltd.	A560 Sales	Enquiry	Atollon Admin			GBP 45,000
🔴		Master Genius	Deal	Enquiry	Simon Sorcerer			EUR 45,000
🔴		Technology Unlimited	Upgrade	Enquiry	Simon Sorcerer			EUR 2,000
🔴		Technology Unlimited	Deal	Enquiry	Simon Sorcerer			EUR 3,400
🔴		Smart Company Ltd.	Deal	Enquiry	Simon Sorcerer			EUR 45,000

Customize product details in deal



After adding items to the Deal there is a possibility to assess chance of closing the business case. Usually the chance is increasing during the progress of a deal.



# Create Estimate

The screenshot shows a 'Business Case' window in the background and an 'Estimate' window in the foreground. The 'Business Case' window displays 'Expected close date' (03/14/2020), 'Probability', 'Provider' (Pioneer CRM Demo), and 'Invoice to'. The 'Estimate' window is titled 'Estimate' and contains the following fields:

- Context: \* First American > Great Deal
- Status: \* Vystav
- Number: [empty]
- External number: [empty]
- Journal: Cenová kalkulace
- Currency: CZK 1
- Issued date: 03/
- Valid until: 03/

Below these fields are expandable sections for Supplier (Pioneer CRM Demo, City, Country), Customer (First American), Comment, and Custom attributes.

Name	Unit Price	Qty.	VAT	Amount	incl. Tax
1. Action Camera	5,600.00 CZK	1	DPH 21%	5,600.00 CZK	6,776.00 CZK

At the bottom of the 'Estimate' window, there are buttons for '+ Product(s)', '%', 'Controlling', and 'Mass change'. The 'Attachments' section shows '+ Local file(s)'. The bottom right corner of the 'Estimate' window has buttons: 'Send for approval...', 'Approve', 'Cancel', 'Apply', and 'OK'. Below the 'Estimate' window, the summary shows:  $\Sigma$  Purchase = 4,500.00  $\Sigma$  Sales = 5,600.00. At the very bottom, there are buttons: 'Create Invoice', 'Create Estimate', 'Create Sales Order', and 'Create Purchase Order'.

1. Open the Deal details
2. Click on button "**Create Estimate**" at the bottom of Deal Sales Items

# Send estimate to client

There is an easy way to create PDF file and send it to your customer. Just pick the **MAIL** button at the left bottom of **Estimate** detail.

Afterwards system show print templates select menu. You can choose which template you want to print and way of communicating (by e-mail f.e.).

You can send e-mail using (personalized) mail template. E-mail is automatically saved on Sales opportunity context, so you can have it whenever you need it.