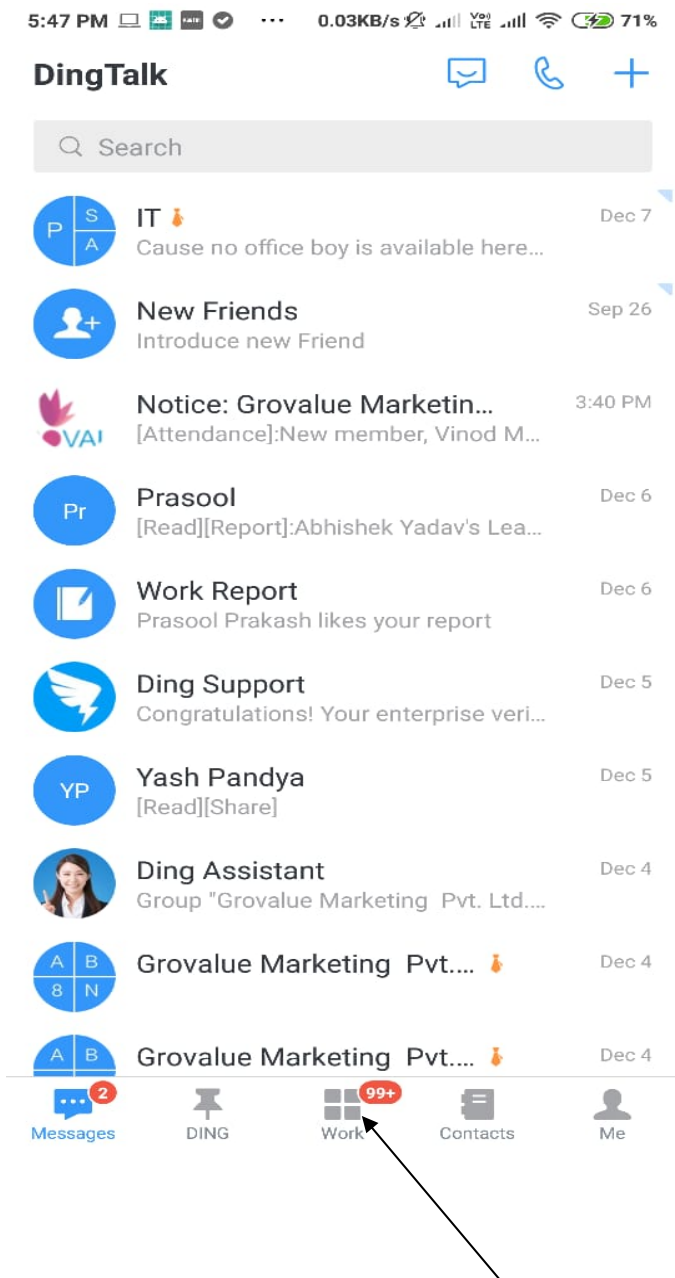


Process to fill details for Client Visit or Outdoor Visits

1:- Open Ding Talk Application

2:- Click On **Work** Tab



3:- Click On **Report** Tab

5:47 PM 0.46KB/s 71%

Grovalue Marketing Pvt. Ltd. ▾

99+










Admin

-  Add Staff
-  Org Chart
-  Org Mgmt
-  Instructions

Application

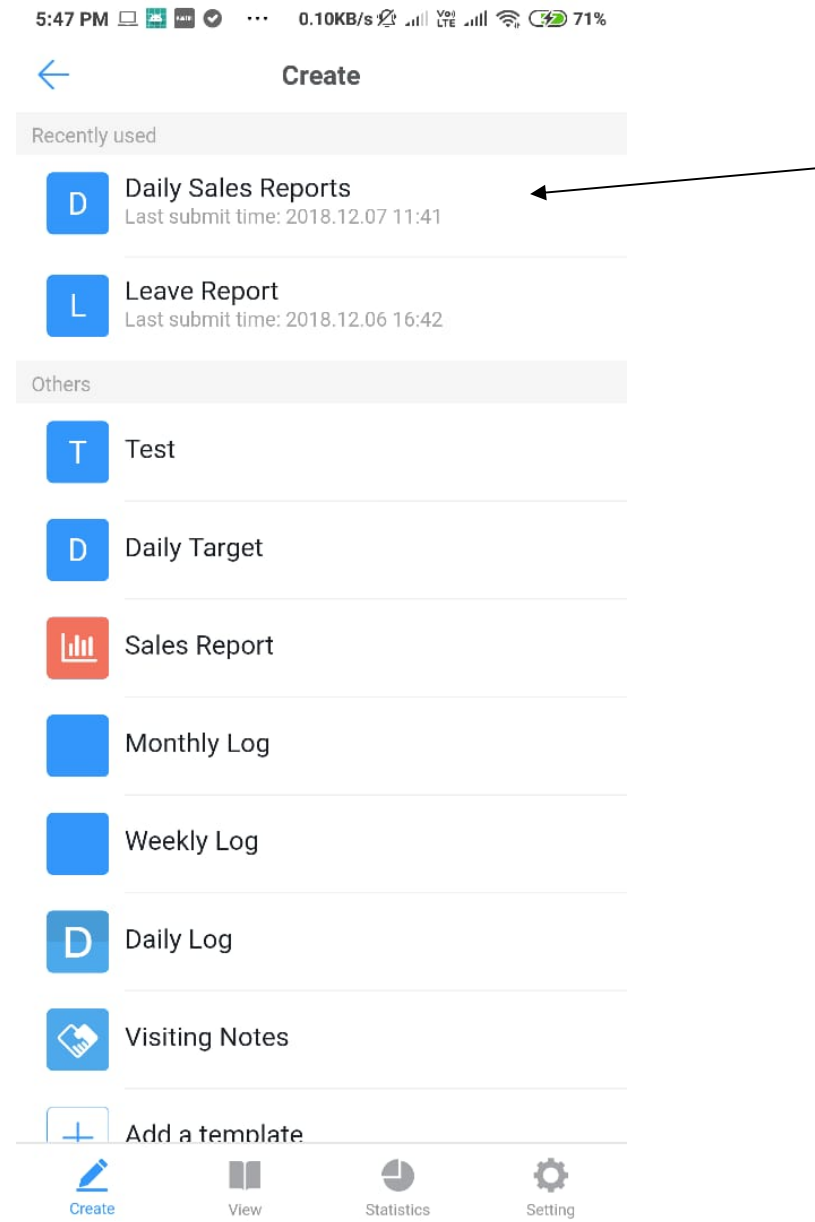
Manage

-  Announcement
-  Ding Drive
-  Approval
-  Ding Mail
-  Report
-  Video Conference
-  Attendance



-  Messages
-  DING
- 
-  Contacts
-  Me

4:- Click On **Daily Sales Report** Tab



5:- Fill the following requirements & Click on **Get the Location** option make sure that your **GPS** is ON

5:48 PM 16.2KB/s 71%

← × Daily Sales Reports More

Last saved:17:48


Client Name


Client no.


Meeting status


Please fill in content title

Remarks

Image 

Attachment 

 Get the location

Receiver 

6:- After filling all the requirement just click on **submit** button