USER MANUAL

Computerized Stationary Management System

Pakistan State Oil (PSO)

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1. Introduction - Landing Page

The Computerized Stationary Management System is a comprehensive web-based application designed for Pakistan State Oil (PSO) to manage inventory operations efficiently.

Key Features:

• Real-time Analytics & Reporting

• Role-based Access Control

• Secure Data Management

• Email Notifications

• Stock History Tracking

The landing page provides access to both login and signup functionality through a tabbed interface.

2. Authentication System

The authentication system provides secure access to the inventory management system.

Login Process:

1. Enter your registered email address

2. Enter your password

3. Click 'Sign In' to access the dashboard

Sign Up Process:

1. Enter your full name

2. Provide a valid email address

3. Create a secure password

4. Click 'Sign Up' to create your account

The system includes form validation and error handling for security.

2.1 User Registration

New users can register using the Sign Up tab.

4. Inventory Management

The Inventory Management section is the core of the system, providing comprehensive tools for managing stock items.

The inventory section contains three main tabs:

1. Inventory Overview - Combined view of all inventory data

2. Current Stock - Real-time stock levels and item details

3. Stock History - Historical transactions and movements

Features available in inventory management:

• Add new inventory items

• Update stock quantities

• Track stock movements

• Generate reports

• Search and filter items

4.1 Current Stock Management

The Current Stock tab displays real-time inventory levels.

Features:

• View all items with current quantities

• Add new inventory items

• Update existing item details

• Delete items when necessary

• Search and filter functionality

Each item displays:

• Item name and description

• Current quantity in stock

• Location information

• Last updated timestamp

4.2 Stock History Tracking

The Stock History tab provides a complete audit trail of all inventory movements.

Features:

• View all stock transactions

• Filter by date range

• Filter by transaction type (IN/OUT)

• Search by item or user

• Export history reports

Transaction details include:

• Date and time of transaction

• Item name and description

• Quantity changed

• Transaction type (Stock In/Stock Out)

• User who performed the action

• Additional notes or comments

5. Email Management

The Email Management system provides automated communication capabilities.

Features:

• Send automated inventory reports

• Configure email templates

• Manage recipient lists

• Schedule regular reports

• Test email configuration

Email Types:

• Low stock alerts

• Daily/Weekly inventory reports

• Stock movement notifications

• System maintenance alerts

Configuration Options:

• SMTP server settings

• Email templates customization

• Recipient management

• Scheduling preferences

2. Getting Started

System Access:

1. Open your web browser

2. Navigate to the application URL

3. Use your provided credentials to login

First Time Users:

• Contact your administrator for account setup

• Ensure you have the correct permissions

• Familiarize yourself with the interface

Navigation Tips:

• Use the main navigation menu to access different sections

• The dashboard provides an overview of system status

• Each section has specific tools for different tasks

6. User Profile Management

User Profile Management:

Profile Information:

• View and update personal information

• Change password when needed

• Manage account preferences

Security Settings:

• Regular password updates recommended

• Logout when finished using the system

• Report any suspicious activity

Account Management:

• Contact administrator for role changes

• Request additional permissions if needed

• Keep contact information up to date

6. Troubleshooting

Common Issues and Solutions:

Login Problems:

• Verify email and password are correct

• Check internet connection

• Clear browser cache and cookies

• Contact system administrator if issues persist

Performance Issues:

• Refresh the page

• Check internet connection speed

• Close unnecessary browser tabs

• Use supported browsers (Chrome, Firefox, Safari)

Data Not Loading:

• Wait for page to fully load

• Refresh the page

• Check if you have proper permissions

• Contact support if data appears missing

Email Issues:

• Verify email configuration

• Check spam/junk folders

• Ensure recipient email addresses are correct

• Test email configuration in Email Management

Browser Compatibility:

• Use modern browsers (Chrome 90+, Firefox 88+, Safari 14+)

• Enable JavaScript

• Allow cookies for the application domain

8. System Requirements

System Requirements:

Minimum Browser Requirements:

• Google Chrome 90 or later

• Mozilla Firefox 88 or later

• Safari 14 or later

• Microsoft Edge 90 or later

Network Requirements:

• Stable internet connection

• Minimum 1 Mbps download speed

• JavaScript enabled

• Cookies enabled

Hardware Requirements:

• Modern computer or mobile device

• Minimum 4GB RAM recommended

• Screen resolution 1024x768 or higher

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Additional Information:

Security Features:

• Secure HTTPS connection

• Session-based authentication

• Role-based access control

• Data encryption in transit

Support Information:

• For technical support, contact your system administrator

• Keep your login credentials secure

• Report any security concerns immediately

• Regular system backups are performed automatically

Best Practices:

• Log out when finished

• Use strong passwords

• Keep browser updated

• Report issues promptly