USER MANUAL

Computerized Stationary Management System

Pakistan State Oil (PSO)

Generated on: August 08, 2025

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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

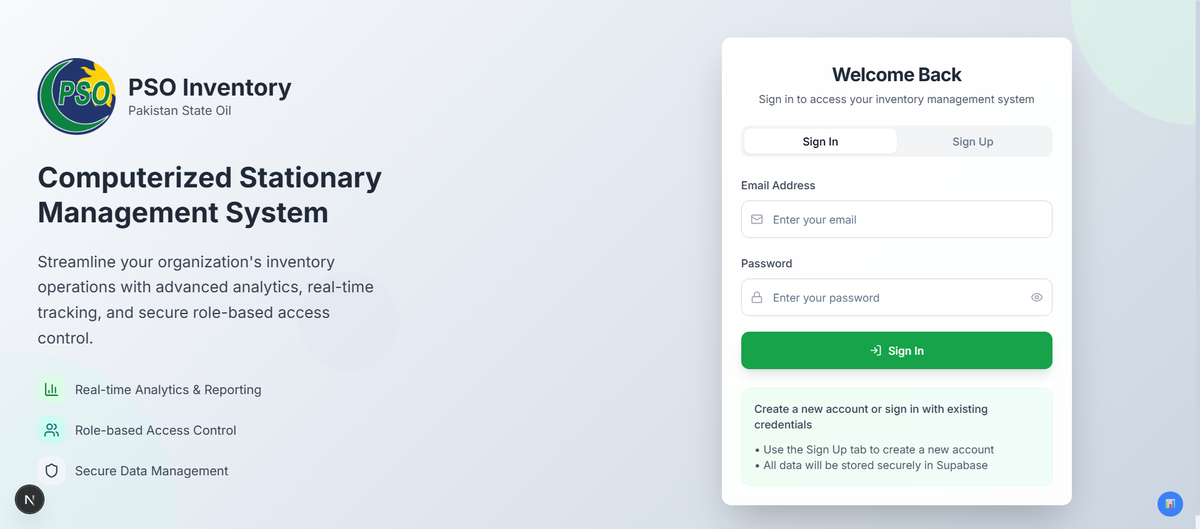
• Secure Data Management

• Email Notifications

• Stock History Tracking

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

Screenshot:



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

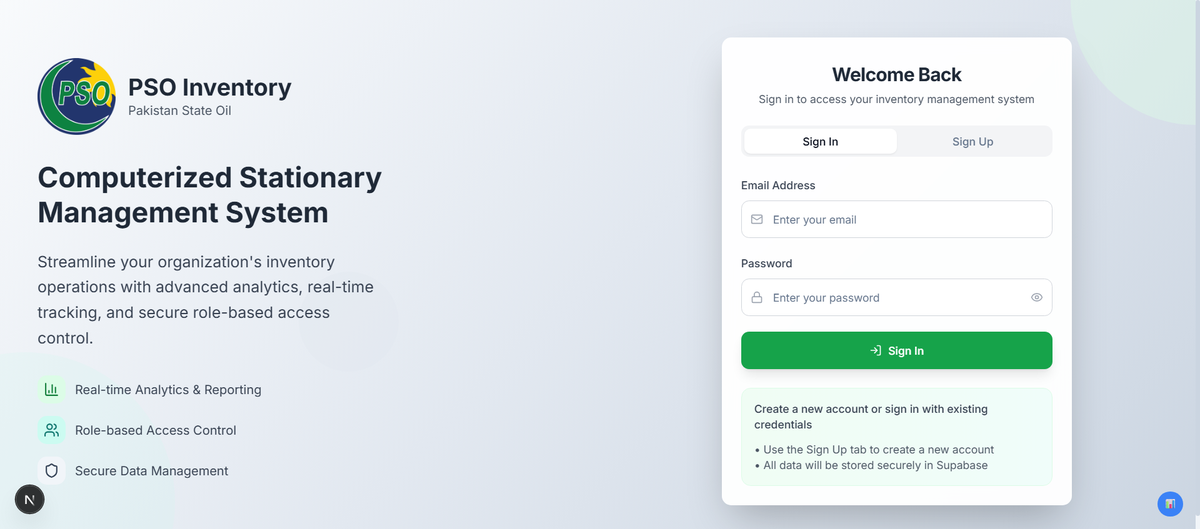
2. Provide a valid email address

3. Create a secure password

4. Click 'Sign Up' to create your account

The system includes form validation and error handling for security.

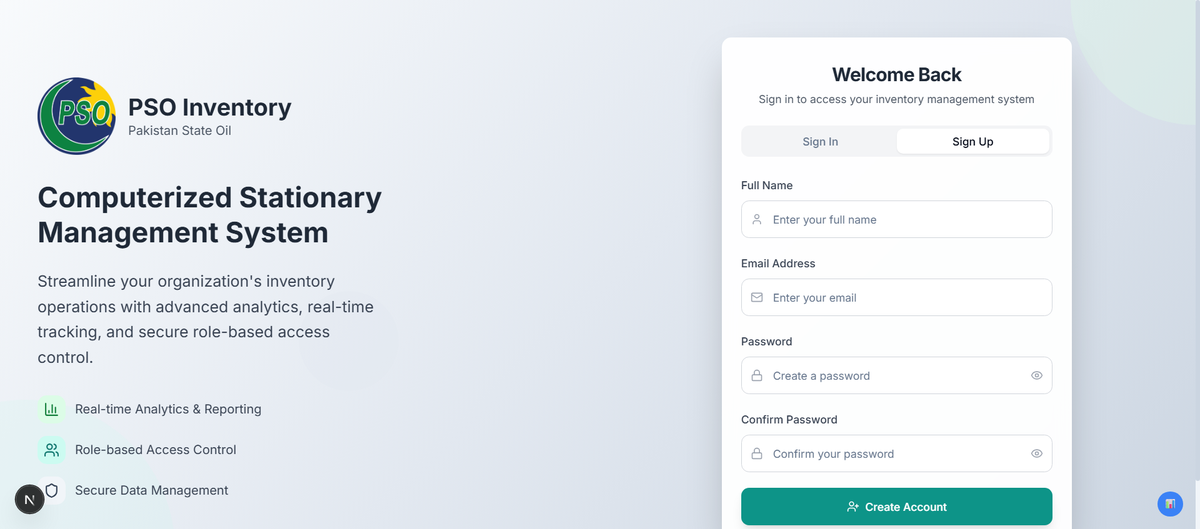
Screenshot:



2.1 User Registration

New users can register using the Sign Up tab.

Screenshot:



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

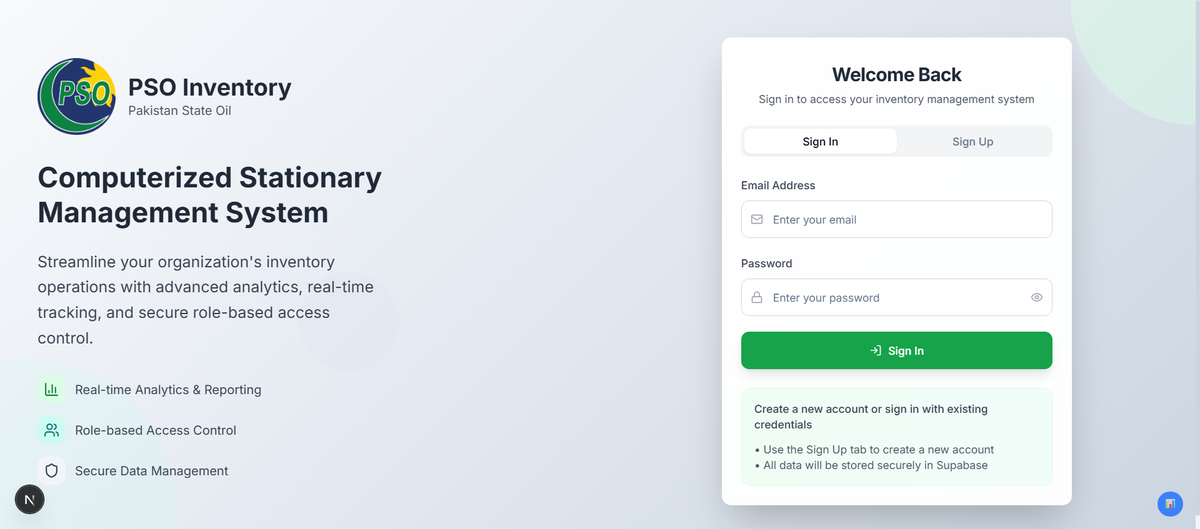
• Update stock quantities

• Track stock movements

• Generate reports

• Search and filter items

Screenshot:



4.3 Adding New Items

The Add Item page allows users to add new inventory items to the system.

Required Information:

• Item Name - Descriptive name of the item

• Description - Detailed description

• Quantity - Initial stock quantity

• Location - Storage location

• Category - Item classification

Process:

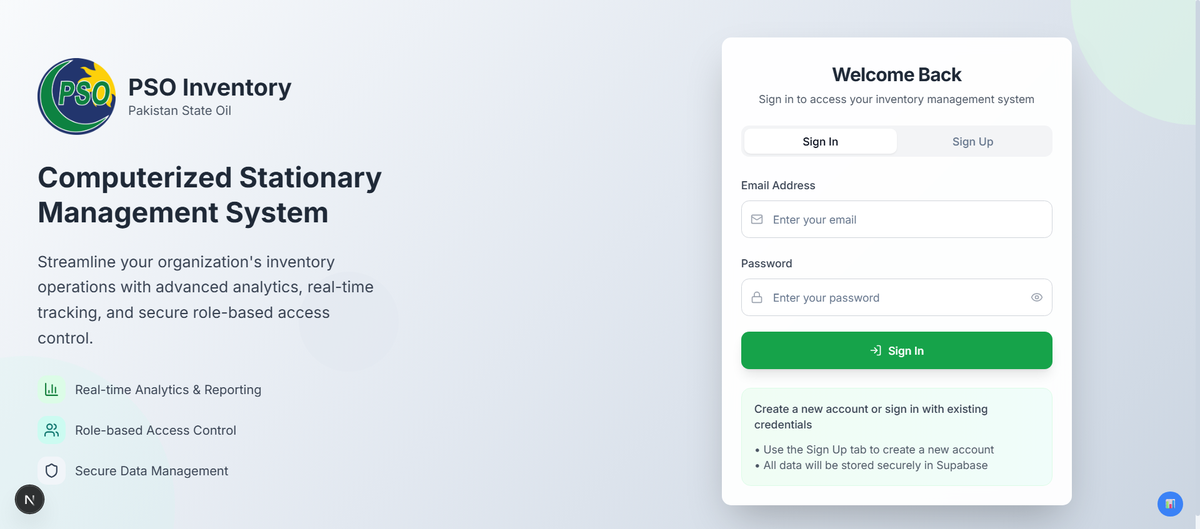
1. Fill in all required fields

2. Verify information accuracy

3. Click 'Add Item' to save

4. System will confirm successful addition

Screenshot:



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:

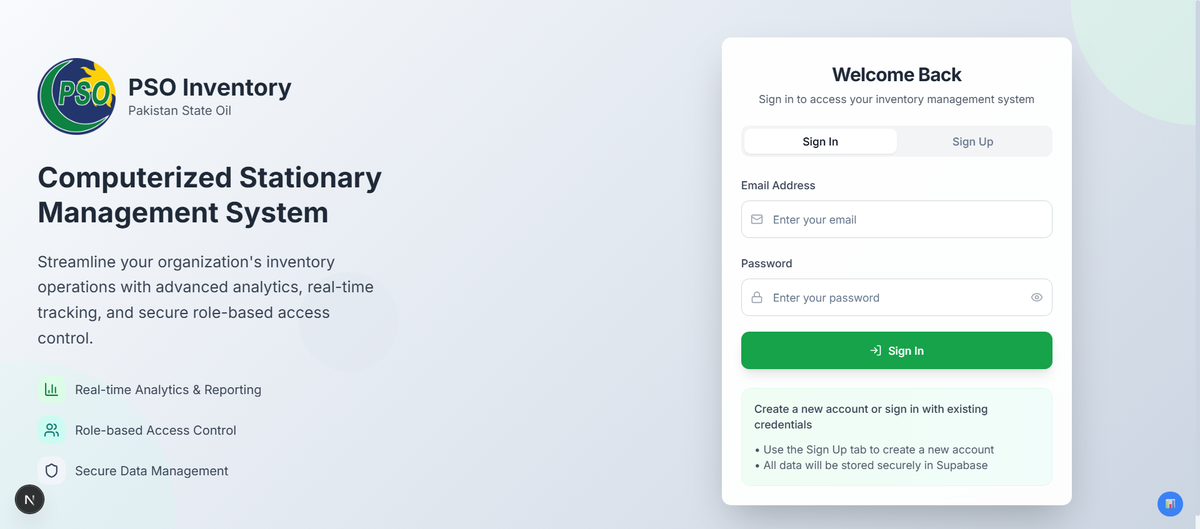
• SMTP server settings

• Email templates customization

• Recipient management

• Scheduling preferences

Screenshot:



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

7. Appendix

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

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