

# Garage Management System

Á|MÂü>Ã GÁÌM ÂìGÂœGÁ

Complete User Manual | Â¬BÃ MÂL? Ã\?Âœ?ÂüKÁ|&

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# 1. Getting Started

# 1. $\neg M \supset A$ , $A$

Welcome to the Garage Management System. This comprehensive software solution helps you manage your automotive service business efficiently.

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### 1. Open your web browser and navigate to the application URL

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## 2. You will see the login screen where you can access the system

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*Screenshot: 1. Getting Started*

## 2. User Authentication & Login

### 2. ã\?âœ?âüKÁ|&ãì0Ä \*ÄÜ0Âì>Ú¼ @Á\0Â2 .Ä ?ÂüA Ä,>Á|?âœ

The system uses secure email-based authentication with OTP (One-Time Password) verification for enhanced security.

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1. Enter your registered email address in the login form

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2. Click 'Send OTP' to receive a verification code

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3. Check your email for the 6-digit OTP code

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4. Enter the OTP code and click 'Verify & Login'

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Screenshot: 2. User Authentication & Login

### 3. Super Admin Features

### 3. ¿œBÂ-0ÄÒ Â MÂì?ÂœM Â¼@Á-0ÄÜ2Ä

Super admins have full system access and can manage all garages, approve new registrations, and access system-wide analytics.

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1. Access the Super Admin Dashboard after login

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2. View and manage all registered garages

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3. Approve or reject new garage registration requests

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Screenshot: 3. Super Admin Features

## 4. Garage Setup & Registration

### 4. Á|MÂü>Ã GÁÌM ÃœFÁü\*ÄÒ .Ã ?ÂüA Ã ?Áì?ÃœMÁüMÃ GÃ|(Ä

New garages can register through the system and set up their business profile with complete information.

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**1. Click 'Register New Garage' from the main menu**

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**2. Fill in garage details: name, address, contact information**

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**3. Upload garage logo and business documents**

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**4. Submit registration for super admin approval**

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Screenshot: 4. Garage Setup & Registration

## 5. Customer Management

### 5. À\8ÄÜ Âì0ÄÒ .Ä|(Ä| ÄÒ ì.Äì ÄüM

Efficiently manage customer information, vehicle details, and service history with comprehensive tracking capabilities.

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1. **Navigate to 'Customers' section from the dashboard**

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2. **Click 'Add New Customer' to register new clients**

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3. **Enter customer details: name, phone, vehicle information**

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4. **Save customer profile for future service tracking**

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Screenshot: 5. Customer Management

## 6. Job Card Management

### 6. Àì>ÀìM Á\>Ã MÂ M ÂìGÂœGÁìM ÂìFÀ, ÄĐ

Create, track, and manage service requests with detailed job cards that include labor, parts, and service descriptions.

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**1. Go to 'Job Cards' section and click 'Create New Job'**

'Job Cards' Ãì?ÂÜ>Á\>Âœ?Á\? ÃìFÃ<MÃ,? 'Create New Job' Á\MÃ,?Á\M Á-GÄü Â ?

**2. Select customer and vehicle from existing records**

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**3. Add service descriptions and required parts**

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**4. Assign mechanic and set service timeline**

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**5. Update job status as work progresses**

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Screenshot: 6. Job Card Management



## 7. Spare Parts Inventory

### 7. ÆEMÂ¬GÃ M Â¬>Ã MÁüMÃÆEM À|(ÄÜ5ÄI Äü0Ä

Maintain comprehensive inventory of spare parts with barcode scanning, stock alerts, and automatic pricing calculations.

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**1. Access 'Spare Parts' section from the main menu**

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**2. Use barcode scanner to add new parts quickly**

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**3. Set minimum stock levels for automatic alerts**

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**4. Track cost price and selling price for profit analysis**

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Screenshot: 7. Spare Parts Inventory

## 8. Invoice Generation

### 8. À|(ÄÜ5Ãì/Ãü8ÄÒ Âœ0Ä|7ÂœM

Generate professional invoices with garage branding, send via WhatsApp, and maintain complete billing records.

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**1. Complete a job card and click 'Generate Invoice'**

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**2. Review invoice details including parts and labor costs**

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**3. Add any additional charges or apply discounts**

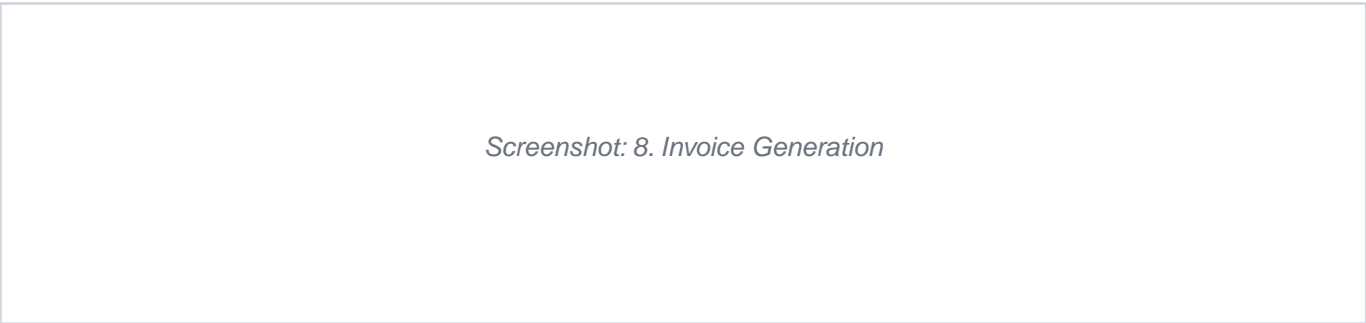
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**4. Generate PDF invoice with garage logo and branding**

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**5. Send invoice to customer via WhatsApp or email**

WhatsApp Ã,GÂì> À|.Äì/Ãü2ÄÒ &ÄÜ5Ãì0Ãâ ÃœMÁü.Ã M ÁÌA À|(ÄÜ5Ãì/Ãü8ÄÒ ì(Ã \*À,\*À,!Ãð



Screenshot: 8. Invoice Generation

## 9. Sales Analytics & Reports

### 9. ÆEGÃ,MÃœM À(Ã,?Áü?Á\MÃœM Âì0Ãü/Ã 0Ãü\*Ã¼0ÄÜ ÄÒ Ì

Access comprehensive business analytics including revenue tracking, profit analysis, and performance metrics.

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1. **Navigate to 'Analytics' or 'Reports' section**

'Analytics' Ã,GÃ|> 'Reports' Ã\?ÂÜ>Á|>Âœ?Á\? Ã\FÃ<MÃ, Â ?

2. **View daily, weekly, and monthly revenue summaries**

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3. **Analyze profit margins on parts and services**

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4. **Export reports for accounting and business planning**

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Screenshot: 9. Sales Analytics & Reports

# 10. System Administration

## 10. Accessing the Admin Panel

Manage user accounts, set permissions, configure system settings, and maintain data security.

Access the Admin Panel by logging in with your administrator credentials.

### 1. Access admin settings from your user profile menu

Click on the user profile icon in the top right corner of the dashboard.

### 2. Add new staff members and assign roles

Click on the 'Add New User' button and fill in the required details.

### 3. Configure garage-specific settings and preferences

Click on the 'Settings' tab and configure the system preferences.

### 4. Set up backup and data retention policies

Click on the 'Backup' tab and configure the backup schedule and retention.

Screenshot: 10. System Administration

# 11. Troubleshooting

## 11. Email Verification Issues

### Problem: Unable to login or receive OTP

Email Verification Issues: Unable to receive OTP or login fails.

**Solution:** Check your email spam folder, ensure stable internet connection, and verify email address is correct.

Check your email spam folder, ensure stable internet connection, and verify email address is correct.

### Problem: Barcode scanner not working

Barcode scanner not working: Unable to scan QR code or barcode.

**Solution:** Ensure camera permissions are granted, clean camera lens, and try different lighting conditions.

Ensure camera permissions are granted, clean camera lens, and try different lighting conditions.

### Problem: Invoice not generating or downloading

Invoice not generating or downloading: Unable to generate or download invoice.

**Solution:** Clear browser cache, check popup blockers, and ensure stable internet connection.

Clear browser cache, check popup blockers, and ensure stable internet connection.

## 12. Frequently Asked Questions

### 12. How do I reset my password?

**Q: How do I reset my password?**

**A-M 6A:** The system uses OTP-based authentication, so you don't need to remember passwords. Simply use your email to receive a new OTP each time you login.

A: The system uses OTP-based authentication, so you don't need to remember passwords. Simply use your email to receive a new OTP each time you login.

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**Q: Can I access the system from mobile devices?**

**A-M 6A:** Yes, the system is fully responsive and works perfectly on smartphones and tablets with touch-friendly interface.

A: Yes, the system is fully responsive and works perfectly on smartphones and tablets with touch-friendly interface.

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**Q: How is my data backed up and secured?**

**A-M 6A:** All data is securely stored in cloud databases with automated backups, encryption, and role-based access control.

A: All data is securely stored in cloud databases with automated backups, encryption, and role-based access control.

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**Q: Can I customize invoice templates?**

**A-M 6A:** Yes, you can upload your garage logo and customize invoice branding through the garage settings section.

A: Yes, you can upload your garage logo and customize invoice branding through the garage settings section.

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