

# Garage Management System

Á|MÂü>Ã GÁÌM ÂìGÂœGÁ

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

Version 1.0 | À\Ä 7ÄÜ Ã # 1.0

Generated on 8/31/2025 | Ã BÂ¬JÀ,&Ãü Á¬?Â, \$Ä|&Ä ,ó3 ó# #P

# Table of Contents

## À\?Ã|/ ÃœBÁ-?ÁP

- 1. Getting Started | Â-MÃ >Ã ÂÜ?À, Â
- 2. User Authentication & Login | Ã\?Âœ?ÂüKÁ|&Ãì0Ã \*ÃÜ0Âì>Â<@Á\0Â2 .Ã ?ÂüA Ã,>Á|?ÂœM
- 3. Super Admin Features | ÃœBÂ-0ÃÒ Â MÂì?ÂœM Â¼@Â-0ÃÜ2Ã
- 4. Garage Setup & Registration | Á|MÂü>Ã GÁÌM ÃœFÁü\*ÃÒ .Ã ?ÂüA Ã ?Áì?ÂœMÁüMÃ GÃ|(ÃĐ
- 5. Customer Management | Á\8ÃÜ Âì0ÃÒ .Ã|(Ã| ÃÒ ì.Ãi ÁüM
- 6. Job Card Management | Áì>ÂìM Á\>Ã MÂ M ÂìGÂœGÁìM ÂìFÀ, ÃĐ
- 7. Spare Parts Inventory | ÃœMÂ-GÃ M Â->Ã MÁüMÃœM À|(ÃÜ5Ãi Áü0Ã
- 8. Invoice Generation | À|(ÃÜ5Ãì/Ãü8ÃÒ Âœ0Ã|7ÂœM
- 9. Sales Analytics & Reports | ÃœGÃ,MÃœM À\Ã,?Áü?Á\MÃœM Âì0Ãü/Ã 0Ãü\*Ã¼0ÃÜ ÃÒ ì2Ã
- 10. System Administration | Ãœ?ÂœMÁü.ÃÒ Â MÂì?Âœ?ÂœMÁüMÃ GÃ|(ÃĐ
- 11. Troubleshooting | Ãœ.ÃœMÂò (Ãü0ÃÜ'Ãì0Â0
- 12. Frequently Asked Questions | ÂL0Á-ÂÁ|> Â\!Ãü Är \*ÃÜ0ÃìMÂœ2Ã

# 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.

Á|MÂü>Ã GÁÌM ÂìGÂœGÁÌM ÂìFÀ, ÄÖ 8Ãü8ÄÜ ÂìM Á\A ÃœEMÃ\>Á|\$È"a À, 8Âì ÄÜÖ Ãœ>Â¼MÁÜM

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

Âì@ Ã\FÂÌM ÂÌMÃ LÁÌÒÀÒ Ì(Ä \$ÄÌÒÃü Ãò Â-Ã,?Á\GÃ|(ÄÒ U\$Â Ä 5ÄÌ3ÄÜ2Ä,ÌÃð

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

Âi@Ã A Ã,>Á|?ÂCEM ÃCEMÁ\MÃ @ÂCEM ÂCEA Á-BÃCEMÂL>Ã A, À ÄÜ Â .Ä 0Ä 8Äü8ÄÜ ÂiM ÂCEA Âi

*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.

Äœ?ÄœMÁü.ÄÒ .Äì0Ä Äœ( ÄÜ&ÄÜ0ÂB Ä¼8Ä" ðTP (Ä\ÄÒÜ Äœ.ÄÒ \*Äì8ÄÒ ì5Ä MÂ M) Ä|CÄ\@Ä\

1. Enter your registered email address in the login form

Ä,>Á|?âœM Ä¼>Ä .ÄÒ ì2Ä² .Ä (ÄìKÄì?ÂB ÄìFÄü?Ä,M Ä-?Ä AÄœ>Äì>ÄœEA Äœ.Ä¼&Ä Ä|/Ä,!Äð

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

Ä|CÄ\@Ä\0Â2 Ä¼!ÄÒ ì(Ä 8ÄÜ5Ä Ä ?Ä, Ä >Äœ?Ä\? 'Send OTP' Ä\MÄ,?Ä\M Ä-GÄü Ä ?

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

6-Ä\ Ä\FÄ" ðTP ÄìKÄ M ÄìKÄœ Äì@ Ä|.Äì/Äü2ÄÒ ì(Ä \$Äœ?Äì@ Ä-GÄü Ä ?

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

OTP ÄìKÄ M ÄœEA Äœ.Ä¼&Ä Ä|8Äò u`erify & Login' Ä\MÄ,?Ä\M Ä-GÄü Ä ?

Screenshot: 2. User Authentication & Login

### 3. Super Admin Features

### 3. Access the Super Admin Dashboard

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

Access the Super Admin Dashboard by logging in with your Super Admin credentials.

**1. Access the Super Admin Dashboard after login**

After logging in, you will be redirected to the Super Admin Dashboard.

**2. View and manage all registered garages**

From the dashboard, you can view a list of all registered garages and manage their status.

**3. Approve or reject new garage registration requests**

You can view and manage pending registration requests, approving or rejecting them as needed.

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.

Á\JÂLMÂB ÄÜ/Ãì0Ä| Ä 2Ä 8Äü8ÄÜ ÂìM ÂìMÃ\>Ã > Âœ.Ä¼&Ä Ä|8Ä Ä¼5Á-MÁ-A Âì0Äü/Ä \*Ä,0ÄÜ

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

Ä-MÃ 'Ãì( ÂìFÂœB ÂœEAÄ,!Äò u&Vv—7FW" æPw Garage' Á\MÃ,?ÁÌM Á-GÂü Â ?

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

Á|MÂü>Ã GÁÌM Ã\?Ã\0Ãì2ÂœEA Â-BÃ ?Ä, Ä,!Ãó Â-GÃ A, Á-?Ã AÂœ>Âì>, Äœ Â-MÃ &Äü Â-A Äœ.Äì Ã

3. Upload garage logo and business documents

Á|MÂü>Ã GÁÌM Ã,KÄ|K Âì0Äü/Ä 5ÄÜ/Ãì\*Ãì0 Â-\$ÄÜ0Ãì2ÂœEA Ä\*ÄÒ ì2Ä¼!ÄÒ Ä|/Ä,!Ãð

4. Submit registration for super admin approval

ÃœBÂ-0ÄÒ Â MÂì?ÂœM Äì.Ä¼&Ä" Ä¼8Ä" 0Äü Äü8ÄÜ ÄÜ0Ä|7ÂœM ÂœEA Äœ.Ä MÂ-?Ä, Ä,!Ãð

Screenshot: 4. Garage Setup & Registration

## 5. Customer Management

### 5. Á\8ÄÜ Âì0ÄÒ .Ä|(Ä| ÄÒ ì.Äi ÄüM

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

ÄŒ.Á|MÃ ÄÜ0Ãì Äü Á|M ÄŒ>Âì0ÄÜ%ÄÜ/Ãì2ÂLK Á\8ÄÜ Âì0ÄÒ 8Âì>Á¬>Ã , Ã\>Ãœ( Ãì?Ãì0Ãì2Ä .Ä

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

Â MÂü>Ã|M ÂìKÃ MÂ M ÂŒEAÀ,!Ãò t7W7FöÖW'2r 5Ãü-Ãì Ãì(Ãü Ãò 5ÄI3ÄÜ2Ä,!Ãð

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

Á\JÂLMÂB ÄÜ2Âü?Ä, ÄÒ ì2ÂŒEA ÂŒ.Ä¼&Ä Ä|/Â >ÂŒ?Ä\? 'Add New Customer' Á\MÃ,?Á\M Á¬GÂü Â

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

Á\8ÄÜ Âì0ÄÒ 5Ãü5Ã >Ã,(Ä (ÂìKÂIA Á¬GÂü Â ? : Â¬GÃ A, Â¼KÂŒEM, Ã\>Ãœ( ÄŒ.Ãì Äì0Ä

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

ÂÜ5Ãü7ÄÜ/ÂLMÂLA ÄŒEGÃ\> ÄüMÃ >Á\?Ä, ÄÒ Ä¼8Ä" ÄŒEMÄü.Ã M Â¬MÃ JÂ¼HÃ,M ÂŒEA ÄŒEGÃM

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.

Ã,GÂì0ÄÒÂ \*Ãì0ÄÜ ÄÜ8ÄÒ .Ã ?ÂüA ÃœEGÃ\> Ãì?Ãì0Â<2ÂœA Á\2Äü Ãò ÂœEMÂ, 5Äü5Ä #Ãì\$ÄÜ.ÁR

**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**

À\\*ÄÜ\*Äü?Á\G Äœ(ÄÜ( Ã ?Á\>Ã MÂ AÃ" (Ä Â ? Á\8ÄÜ Âì0ÄÒ .Ã ?ÂüA Ã\>Ãœ(Ãì(ÄÜ(Ãò À, Ä Ä¼ Â ?

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

ÃœEGÃ\> Ãì?Ãì0Â<2Ä .Ã ?ÂüA Ä\5Äœ0ÂìHÂ, -Ãì Äì2ÂœA ÁìKÂ ?À, À,!Äð

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

ÂìFÁ\>Âœ?Á\M ÂœA Á\GÄü>Äü?À, À,!Äò .Ã ?ÂüA ÃœEGÃ\> Á\>Ã,\*Ã ?Âì?ÂL?Âœ? ÃœEFÄüM Á-GÄü Â

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

Â-(Ãò \*Ä 0Ä¼ ÂL?Á\? À\Ä Ä #À, Äâ Äì,ÄÒ 8ÄÜ%Äü\$Äü(Ãò Â-M Â GÄüM Á-GÄü Â ?

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.

Äì>Ã M Á\KÂ M ÆEMÁ\>ÂÆ?À, ÄÒÂ 8ÄÜ Äì ÄÒ Ä,0ÄÜ ÄÒ ì2Ä .Ã ?ÂüA Äì Ä¼.Ä| Äü ÄÒ \*ÄÜ0ÄÆE

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

Â¬MÃ 'Äì( ÄìFÂÆEB ÂCEAÄ,!Äò u7 &R arts' Ä\?ÄÜ>Ä|>ÂÆEMÂÆ? Äü>Ä\MÃÆEFÃÆEM Á¬GÄü Ä ?

2. Use barcode scanner to add new parts quickly

Ä\JÂLMÂB -Äì Äì2ÂÆEA ÂLMÃ\0Ä|> ÄìKÂ ?À, Ä >ÂÆ?Ä\? Äì>Ã M Á\KÂ M ÆEMÁ\>ÂÆ0ÄÒ ì(Ä Ä¬/Ä¼

3. Set minimum stock levels for automatic alerts

Äì Ä¼.Ä| Äü ÄÒ Ä,0ÄÜ ÄÒ ì2 Á\KÄÆ Ä\Ä 8 ÄÆEMÄü>Ä\M ÄÆEMÂ\>Äü?Ä,(Ä 8Äì ÄÒ Ä|/Ä,!Äð

4. Track cost price and selling price for profit analysis

Ä,>ÄÒ 5Äü6ÄÜ2Ä|7Ä2 Ä¼8Ä" Äì8ÄÜ ÄÒ \*ÄÜ0ÄÆE8ÄÒ .Ã ?ÂüA ÄÆEFÄ,MÄ,?À, ÄÒ \*ÄÜ0ÄÆE8ÄÒ ì(Ä Ä

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.

Á|MÂü>Ã GÁÌM ÂÌMÃ >À,!Ãü Á|M ÂLK Â-MÃ JÂ¼FÃ|(Ã,M À|(ÄÜ5Ãì/Ãü8ÄÒ Ì2ÂœEA Ã BÂ-JÀ,&Ãü Á

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

Âì>ÂÌM Á>Ã MÂ M ÂœEA Â-BÃ MÂL? Á-GÃœ? 'Generate Invoice' ÁÌMÃ,?ÁÌM Á-GÂü Â ?

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

Â->Ã MÃüMÃœM Âì0Ãü/Ã 2Ä|,Ã M Á>ÃœMÁüM Ã,\$Ä² 8Ãœ> À|(ÄÜ5Ãì/Ãü8ÄÒ 5Ãü5Ã >Ã,(Ã 8Âì@ÁV

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

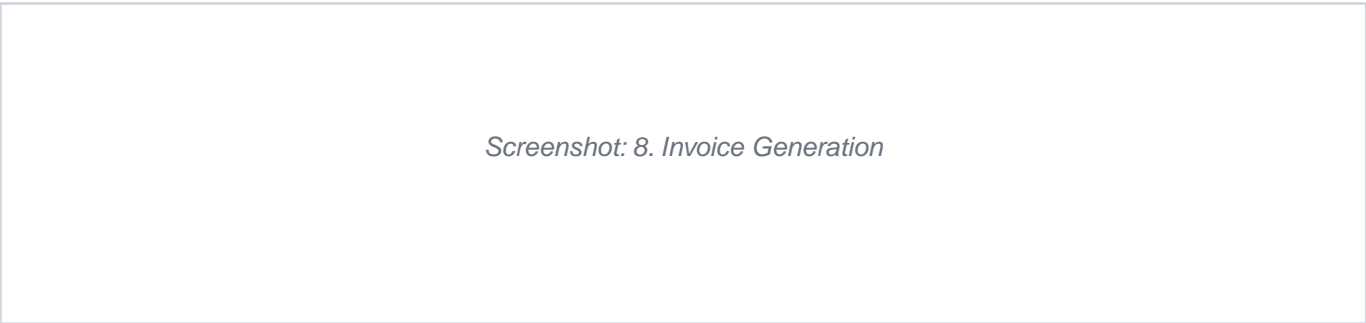
Äü&Ãœ(Ãâ Âì(Â-A Á¼>Ã MÂì@Ã,(Ã Ä¼!Ãü Á- Â ? Ã,GÂì> Â ?ÃœMÁÌLÀ, ÄÒ Ì2ÂœEA Ãì0Ãü\$Ãü Â- Ä

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

Á|MÂü>Ã GÁÌM Ã,KÁ|K Âì0Ãü/Ã ,ÄÜ0Ãì Â ?À, ÄÒ Ì\$Ä² Db ÂœMÃì>Âü?ÃœM ÂœEA Ã BÂ-JÀ,&Ãü Á- Á

**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. ÆGÃ,MÆM À(Ã,?Äü?Ä\MÆM Âì0Ãü/Ä 0Ãü\*Ä¼0ÄÜ ÄÒ Ì

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

Ã FÃ\FÆMÂüB ÄüMÃ >Á\?À, ÄÒÂ 2Ãì- Ã\?ÄIMÃ,GÃ|# Âì0Ãü/Ä \*ÂÆ?ÂL@Ã A ÂìFÄüMÃ ?Ä\M Ã,\$

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

'Analytics' Ã,GÃ|> 'Reports' Ã\?ÄÜ>Ä|>ÂÆ?Ä\? Ã\FÃ<MÃ, Â ?

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

Ã KÁìAÃ\>Ã @, Ã\>Ã \*Ã .Ã ?ÄüA Âì>ÂÆ?ÄR 0Äì5Äì(ÄÜ/Ä" 8Äì0Äì Äì>Ã,(Ä 5Ä ÄÜ7Äü Á- Ä ?

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

Ä¬>Ã MÁüMÆM Âì0Ãü/Ä 8Ä|5Ä,\*Ä, 2Ãì- Âì>Ã MÁì?ÆM Ä,(Ä 5Äü6ÄÜ2Ä|7Äü Á- Ä ?

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

Ä\ Äì Äü?Ä, ÄÒ .Ã ?ÄüA Ä\MÄü>Ä¬>Ã \*ÄÜ0Ä<>Ã<?ÄR Ä¼8Ä" 0Ãü\*Ä¼0ÄÜ ÄÒ ì2ÂÆA Äì Ä .ÄL? Á-GÄ

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 as an administrator. The Admin Panel is located at the top right of the dashboard.

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

Click on the user profile icon in the top right corner. Select 'Admin Settings' from the dropdown menu.

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

Click on the 'Add New Staff' button. Fill in the required fields (Name, Email, Password, Role). Click 'Save'.

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

Click on the 'Garage Settings' tab. Configure the settings for your specific garage (e.g., Hours of Operation, Services Offered). Click 'Save'.

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

Click on the 'Backup & Retention' tab. Set up automatic backups and define data retention policies. Click 'Save'.

Screenshot: 10. System Administration

# 11. Troubleshooting

## 11. Account Login Issues

### Problem: Unable to login or receive OTP

Account unable to login or receive OTP. Check email address and internet connection.

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

Account unable to login or receive OTP. Check email address and internet connection.

### Problem: Barcode scanner not working

Barcode scanner not working. Ensure camera permissions are granted and lens is clean.

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

Barcode scanner not working. Ensure camera permissions are granted and lens is clean.

### Problem: Invoice not generating or downloading

Invoice not generating or downloading. Clear browser cache and check internet connection.

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

Invoice not generating or downloading. Clear browser cache and check internet connection.

## 12. Frequently Asked Questions

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

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

**A-Mã 6ÄÜ(:** **Ä> Ä->ÄEM Ä0ÄÜ!ÄÒ ì(Ä Ä,> Ä @ÄEFÄüM Ä-GÄü>Ä,??**

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.

ÄCE.Äi'Äi(Ä# ÄCE?ÄCEMÄü.ÄÒ ðTP-Äi'Äi0Äü\$ Ä-MÄ .Äi#Ä Ä #ÄCEA Äœ\*ÄüKÄ|?ÄCEMÄLAA,&ÄòÄ Äi,ÄüMÄü?

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

**A-Mã 6ÄÜ(:** **ÄiJÄiHÄ,M Ä-0Äü Ä >Ä" (Ä Ä ? ÄCE?ÄCEMÄü.ÄÒ ì(Ä /Äi ÄÜ8Äi8ÄÒ Ä/Äi ÄÜ Äãð**

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

ÄCE.Äi'Äi(Ä# Ä5Ä (Ä Ä 8Äü8ÄÜ ÄiM Ä-BÄ MÄL?Ä|> Ä FÄCEMÄ->ÄCEMÄCE?ÄiM Ä|> Äœ Äi? Äi0Äü/Ä Ä-M-

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

**A-Mã 6ÄÜ(:** **Ä> Ä GÄü> Äi2Äâ ,ÄÜ/Äi Ä-M Ä-GÄü,Ä ?Ä,&Äò .Ä ?ÄüA ÄÜ&ÄÜ0Ä-0Ä-,Ä ?Ä,&Äóð**

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

ÄCE.Äi'Äi(Ä# Ä(ÄÜ(Äò !Ä| Äâ ÄüKÄiGÄüFÄ M ÄiMÄü>Ä\*ÄÒ ì2Ä Ä ÄCEM ÄiMÄ ?Ä-MÄ|(ÄÒ .Ä ?ÄüA Ä KÄ,M

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

**A-Mã 6ÄÜ(:** **Ä(ÄÜ5Äi/Äü8ÄÒ Äi Ä-MÄ,GÄüM Ä,(Ä ÄCEAÄiBÄ,@Äi0Äü Ä-5Ä-MÄ->?**

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

ÄCE.Äi'Äi(Ä# Ä5Ä (Ä Ä .Ä 0Ä ÄÜ/Äi0Ä| ÄÒ 8Äi ÄÜ Äü Ä|M Ä" 5Äü-Äi Ä" &ÄÜ5Äi0Äâ .Ä ÄÜ/Äi0Ä| ÄÒ 2Ä¼ Ä