FactoryFlow User Guide: Managing Your Inventory

Welcome to your new inventory management system, FactoryFlow! This guide will walk you through each component of the application, explaining how to use it to manage your manufacturing business from raw materials to final sales.

1. The Dashboard: Your Business at a Glance

The Dashboard is the first screen you'll see. It provides a high-level overview of your business's key metrics.

- **Total Revenue:** Shows the total value of all sales you have logged.
- **Open Sales Orders:** Counts the number of sales that have been logged but not yet marked as "Fulfilled." This is your to-do list for shipping.
- **Low Stock Products:** Alerts you to the number of finished products that have fallen below their "reorder point," signaling that you may need to manufacture more.
- **Low Stock Materials:** Alerts you to the number of raw materials that are running low, helping you know when to order more from suppliers.
- **Recent Sales Activity:** A quick list of your five most recent sales orders.

2. Raw Materials: The Building Blocks

This is where you manage the components you use to create your products (e.g., leather, soles, buckles, thread).

- **How to Add a New Material:**
  1. Click the **"Add New Material"** button.
  2. Fill in the form:
     - **Material Name:** The name of the component (e.g., "Brown Leather Hide").
     - **Supplier:** (Optional) The name of the supplier you buy it from.
     - **Cost per Unit:** How much one unit of this material costs you.
     - **Initial Stock:** The quantity you currently have on hand.
     - **Unit:** How you measure this material (e.g., sq ft, kg, meters, units).
     - **Reorder Point:** The stock level at which you want to be alerted that you're running low.

3. Products: Your Finished Goods

This is your master list of the final products you sell to customers.

- **How to Add a New Product:**
  1. Click the **"Add New Product"** button.
  2. Fill in the product details:
     - **SKU (Stock Keeping Unit):** A unique code for each product variation (e.g., SANDAL-BRN-8). This is the most important identifier.
     - **Product Name:** The commercial name (e.g., "Men's Classic Sandal - Brown - Size

8").

- ■ **Category:** The product type (e.g., "Men's Footwear").
- ■ **Selling Price:** The price you sell it for to the customer.
- ■ **Initial Stock:** The number of finished pairs you have ready to sell.
- ■ **Reorder Point:** The stock level at which you want to be alerted to manufacture more.

3. **Bill of Materials (BOM):** This is the **recipe** for your product.
   - ■ Click **"Add Material"** to add a new ingredient.
   - ■ From the dropdown, select a raw material you've already created.
   - ■ In the "Qty" field, enter how much of that material is needed to make **one** unit of this product.
   - ■ *Example:* To make one pair of sandals, you might need 2 sq ft of "Brown Leather Hide" and 2 "Rubber Soles".

4. Sales Orders: Tracking Your Sales

This is where you log every sale you make on platforms like Flipkart, Myntra, etc.

- ● **How to Add a New Sale:**
  1. Click the **"Add New Sale"** button.
  2. Fill in the details:
     - ■ **Platform:** Where the sale was made (e.g., Flipkart).
     - ■ **Select Product:** Choose the product that was sold from the dropdown. The current stock level is shown here.
     - ■ **Quantity:** Enter the number of units sold.
  3. Click **"Log Sale"**.
- ● **What Happens Next?**
  - ○ The system automatically calculates the total sale value.
  - ○ Crucially, it **deducts the quantity sold from your finished product's stock level**.
  - ○ The order appears in the list with a status of "Unfulfilled."
- ● **Fulfilling an Order:**
  - ○ Once you have shipped the product to the customer, find the order in the list and click the **"Fulfill"** button. This updates its status to "Fulfilled."

5. Manufacturing: Creating New Stock

When you need to produce more of a finished product, you create a Manufacturing Order.

- ● **How to Create a Manufacturing Order:**
  1. Click the **"Create New Order"** button.
  2. Fill in the form:
     - ■ **Select Product to Manufacture:** Choose the product you want to make.
     - ■ **Quantity to Produce:** Enter how many units you are going to manufacture in this batch.

3. **Material Check:** The system will automatically check if you have enough raw materials based on the product's BOM. It will show you what's required versus what's available.
4. If you have enough materials, click **"Start Production"**.

- **What Happens Next?**
  - The system immediately **deducts the required raw materials from your inventory**.
  - The order appears in the list with a status of "In Progress."
- **Completing Production:**
  - Once the batch is finished and the new products are ready for sale, find the order and click **"Mark as Completed"**.
  - The system will **add the quantity you produced to your finished product's stock level**.

6. Inventory: Your Live Stock View

This screen gives you a simple, real-time overview of the stock levels for both your **Finished Products** and your **Raw Materials**. It will highlight any items that are below their reorder point, so you always know what needs your attention.

A Typical Daily Workflow

1. **Log Sales:** As orders come in from Flipkart/Myntra, add them in the **Sales Orders** tab. This keeps your finished product inventory accurate.
2. **Check Inventory:** Glance at the **Inventory** or **Dashboard** tab to see if any products or materials are running low.
3. **Start Production:** If a product is low on stock, go to the **Manufacturing** tab to create a new order to produce more.
4. **Order Materials:** If a raw material is low, contact your supplier to order more. When it arrives, update its stock level in the **Raw Materials** tab.
5. **Fulfill Orders:** As you ship products, mark them as "Fulfilled" in the **Sales Orders** tab.