HAMEES ATTIRE

Inventory & Order Management System

Complete User Guide

For Store Owners, Managers, Tailors & Staff

Version:	1.0
Date:	January 2026
Application URL:	https://hamees.gagneet.com
Support:	admin@hameesattire.com

Key Features

📦 Inventory Management	👥 Customer Profiles	🛒 Order Processing
📊 Financial Reports	📱 Barcode/QR Scanning	💬 WhatsApp Notifications

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1. Getting Started

Welcome to Hamees Attire Inventory & Order Management System. This comprehensive guide will help you navigate every aspect of the application, from basic operations to advanced features.

1.1 System Requirements

Supported Devices

Device	Requirements	Recommendation
Desktop/Laptop	Windows 10+, macOS 10.15+, Linux	Best for all features, use manual entry for barcodes
Tablet	iPad (iOS 14+) or Android 10+	Good for order creation and status updates
Smartphone	iPhone (iOS 14+) or Android 10+	Quick status updates, especially barcode scanning

Supported Browsers

Browser	Minimum Version	Notes
Google Chrome	Version 120+	✅ Recommended - Best barcode scanning support
Microsoft Edge	Version 120+	✅ Recommended - Native barcode API
Mozilla Firefox	Version 120+	Good - Use manual entry for barcodes
Safari	Version 17+	Good - Manual barcode entry recommended

> **Tip**
> For the best experience, use Google Chrome or Microsoft Edge on a desktop computer. These browsers have native barcode detection support for faster scanning.

1.2 Logging In

Login Process
1. Open your browser and navigate to: https://hamees.gagneet.com
2. Enter your email address in the Email field
3. Enter your password (case-sensitive)
4. Click the "Sign In" button
5. You will be redirected to your role-specific dashboard

Login Screen

```
┌─────────────────────────────────────────────┐
│           HAMEES ATTIRE                     │
│                                             │
│    Email:    [________________________]     │
│                                             │
│    Password: [________________________]     │
│                                             │
│              [ Sign In ]                    │
│                                             │
│    Forgot password? Contact your Admin     │
└─────────────────────────────────────────────┘
```

Important
If you forget your password, contact your system administrator (ADMIN user). They can reset your password through the Admin Settings.

1.3 User Roles Overview

The system has 6 user roles, each with specific permissions tailored to their responsibilities:

Role	Description & Responsibilities
👑 **OWNER**	Business owner with full system access. • View all financial reports and analytics • Apply discounts to clear arrears • Monitor all operations and staff performance • Cannot delete data (safety measure)
🔧 **ADMIN**	System administrator with technical control. • Manage user accounts (create, edit, deactivate) • Bulk data upload and import • Delete records when needed • Full access to all modules
📦 **INVENTORY**	Stock and supplier management. • Add and update fabric and accessory inventory • Create and receive purchase orders • Manage supplier relationships • No access to orders or customers
💼 **SALES**	Customer-facing sales role. • Create and manage customer orders • Add customers and record measurements • Update order details and status • View sales reports
🥼 **TAILOR**	Production and workshop staff. • View assigned orders and measurements • Update order status (Cutting → Stitching → Ready) • Record actual fabric usage • Cannot create or delete orders
👁 **VIEWER**	Read-only access for auditors or trainees. • View dashboard, orders, customers, inventory • Cannot create, update, or delete anything • Used for accountants or external auditors

Demo Login Credentials

For testing and training, use these accounts (Password for all: admin123):

Email	Role	Purpose
owner@hameesattire.com	OWNER	Business owner demo
admin@hameesattire.com	ADMIN	System admin demo
inventory@hameesattire.com	INVENTORY_MANAGER	Stock management
sales@hameesattire.com	SALES_MANAGER	Order processing
tailor@hameesattire.com	TAILOR	Production tracking
viewer@hameesattire.com	VIEWER	Read-only access

Security
Change default passwords immediately in a production environment. Never share login credentials with others.

2. Dashboard Overview

After logging in, you will see a dashboard customised for your role. The dashboard provides a quick overview of key metrics and quick access to common tasks.

Dashboard Layout

Dashboard - Owner View

```
┌─────────────────────────────────────────────────────────────┐
│  🎯 HAMEES ATTIRE              [User: Owner ▼] [Logout]     │
├──────────┬──────────────────────────────────────────────────┤
│ Sidebar  │  KEY PERFORMANCE INDICATORS                      │
│          │  ┌──────────┐ ┌──────────┐ ┌──────────┐ ┌──────┐ │
│ Dashboard│  │ Revenue  │ │ Expenses │ │  Profit  │ │Arrears│ │
│ Inventory│  │ ₹1.25L   │ │   ₹85K   │ │   ₹40K   │ │ ₹45K │ │
│ Orders   │  │  ↑+15%   │ │   ↑+8%   │ │  ↑+25%   │ │      │ │
│ Customers│  └──────────┘ └──────────┘ └──────────┘ └──────┘ │
│ Reports  │                                                  │
│ Expenses │  CHARTS & ANALYTICS                              │
│ Alerts   │  ┌────────────────────┐  ┌───────────────────┐   │
│ Settings │  │ Revenue Trend      │  │ Orders by Status  │   │
│          │  │ [Line Chart]       │  │ [Pie Chart]       │   │
│          │  └────────────────────┘  └───────────────────┘   │
└──────────┴──────────────────────────────────────────────────┘
```

Dashboard KPIs (Key Performance Indicators)

KPI	Description	Who Sees It
Revenue	Total from delivered orders this month. Shows growth vs last month.	OWNER, SALES
Expenses	Operational expenses + purchase order payments this month.	OWNER, ADMIN
Profit	Revenue minus Expenses. Shows profit margin percentage.	OWNER, ADMIN
Outstanding	Total balance due from customers (arrears).	OWNER, SALES
In Progress	Orders in CUTTING, STITCHING, or FINISHING status.	TAILOR
Due Today	Orders with delivery date = today. Needs urgent attention.	TAILOR, SALES
Overdue	Orders past delivery date but not delivered. Critical priority.	All roles

Navigation Menu

The sidebar menu shows different items based on your role. Click any menu item to navigate to that section:

Menu Item	Available To
📊 Dashboard	All except INVENTORY_MANAGER
📦 Inventory	All roles (view); OWNER, ADMIN, INVENTORY (manage)
🛒 Orders	OWNER, ADMIN, SALES_MANAGER, TAILOR, VIEWER
👥 Customers	OWNER, ADMIN, SALES_MANAGER, TAILOR, VIEWER
🚚 Purchase Orders	OWNER, ADMIN, INVENTORY_MANAGER, TAILOR
📊 Reports	OWNER, ADMIN, SALES_MANAGER
🔔 Alerts	All roles
⚙ Admin Settings	ADMIN only

3. Inventory Management

The Inventory module manages two types of items: Cloth Inventory (fabrics measured in metres) and Accessories (buttons, thread, zippers measured in units).

Key Inventory Concepts

Term	Definition
Current Stock	Total quantity physically available in your store (e.g., 50 metres)
Reserved Stock	Quantity allocated to pending orders but not yet used (e.g., 12.5m for 3 orders)
Available Stock	What you can use for new orders = Current Stock - Reserved Stock
Minimum Stock	Threshold for low stock alerts. When available falls below this, you get an alert.
SKU	Stock Keeping Unit - unique identifier for each item (e.g., CLT-COTTON-ABC-123)

3.1 Cloth Inventory

Navigate to Sidebar → Inventory → Cloth Inventory tab to manage fabrics.

Adding New Fabric
1. Click "Add New Item" button (top-right)
2. Fill in required fields: Name, Type, Brand, Colour, Current Stock, Price/Metre, Minimum Stock
3. Optional: Scan manufacturer barcode OR leave SKU empty for auto-generation
4. Optional: Set Rack Location (e.g., "Rack A1") for easy finding
5. Click "Save" - item is immediately available for orders

Fabric Types Supported

- Cotton - Most common, affordable
- Silk - Premium, delicate handling
- Linen - Breathable, slightly coarse
- Wool - Winter fabrics, suits
- Polyester - Synthetic, durable

Stock Status Indicators

Status	Condition	Action Required
Good	Available ≥ Minimum	No action needed - healthy stock level
Low	Available < Minimum but > 0	Plan reorder soon - create Purchase Order
Critical	Available ≤ 0	URGENT: Cannot fulfil new orders - reorder immediately

3.2 Accessories Inventory

Navigate to Sidebar → Inventory → Accessories tab to manage buttons, thread, zippers, etc.

Accessory Types

Type	Unit	Examples
Button	Pieces	Shirt buttons, trouser buttons, coat buttons
Thread	Spools	Polyester thread, cotton thread, silk thread
Zipper	Pieces	Metal zippers, plastic zippers, invisible zippers
Lining	Metres	Polyester lining, cotton lining
Interfacing	Metres	Fusible interfacing, non-fusible
Hook	Pieces	Trouser hooks, skirt hooks

3.3 Barcode & QR Code System

The system supports barcode and QR code scanning for quick item lookup. You can use manufacturer barcodes, auto-generated SKUs, or custom QR codes.

Three Barcode Options

Method	Best For	How It Works
Manufacturer Barcode	Items that come with pre-printed barcodes	Scan existing barcode, use as SKU
Auto-Generated SKU	Quick setup, items without barcodes	System creates: CLT-COTTON-ABC-123456
Custom QR Code	Large shops with 100+ items	Generate, print, and attach QR labels

Using Barcode Scanner
1. Navigate to Inventory page
2. Click "Scan Barcode" button
3. Choose "Manual Entry" tab (recommended) OR "Camera" tab
4. For Manual: Type the SKU code and click "Look Up"
5. For Camera: Point camera at barcode (desktop only)
6. System displays item details or offers to create new item

Recommendation

Use Manual Entry as your primary method - it works 100% of the time on all devices. Camera scanning works best on desktop computers with Chrome or Edge browsers.

SKU Code Format

When the system auto-generates a SKU, it follows this format:

Item Type	Format	Example
Cloth	CLT-TYPE-BRAND-TIMESTAMP	CLT-COTTON-ABC-1737365847
Accessory	ACC-TYPE-TIMESTAMP	ACC-BUT-1737365847

4. Customer Management

The Customer module maintains complete profiles of your clients including personal information, body measurements for each garment type, order history, and payment records.

4.1 Adding Customers

Adding a New Customer
1. Navigate to Sidebar → Customers
2. Click "Add Customer" button (top-right)
3. Fill in required fields: Name, Phone (10 digits), Address
4. Optional: Email, City, State, Pincode, Notes
5. Click "Save Customer"
6. Proceed to add measurements for the customer

Customer Form Fields

Field	Required	Description
Name	Yes	Full name of the customer
Phone	Yes	10-digit mobile number (used for WhatsApp notifications)
Address	Yes	Full address with locality
Email	No	Optional email address
City / State	No	City and state for address
Notes	No	Preferences, special instructions (e.g., "Prefers cotton fabrics")

4.2 Recording Measurements

Accurate measurements are critical for customer satisfaction. The system supports 4 garment types, each with specific measurement fields.

Recording Measurements
1. From Customer Detail page, click "Add Measurements"
2. Select Garment Type from dropdown (Shirt, Trouser, Suit, Sherwani)
3. Enter all measurements in centimetres (e.g., Chest: 96.5)
4. Select Body Type: SLIM, REGULAR, LARGE, or XL
5. Add notes if needed (e.g., "Prefers loose fit")
6. Check "Set as Active" to use as default for new orders
7. Click "Save Measurements"

Shirt Measurements (7 fields)

Measurement	Punjabi	How to Measure	Typical Range
Neck	ਗਰਦਨ	Around neck base	38-46 cm
Chest	ਛਾਤੀ	Fullest part of chest	90-120 cm
Waist	ਕਮਰ	Natural waistline	80-110 cm
Hip	ਕੁੱਲ੍ਹੇ	Fullest part of hips	90-115 cm
Shoulder	ਮੋਢਾ	Point to point across back	40-50 cm
Sleeve	ਆਸਤੀਨ	Shoulder to wrist	60-70 cm
Shirt Length	ਕਮੀਜ਼ ਲੰਬਾਈ	Neck to bottom hem	70-85 cm

Trouser Measurements (7 fields)

Measurement	Punjabi	How to Measure	Typical Range
Waist	ਕਮਰ	Where trousers sit	75-110 cm
Hip	ਕੁੱਲ੍ਹੇ	Fullest part	90-120 cm
Inseam	ਅੰਦਰਲੀ ਸੀਵਨ	Crotch to ankle (inside)	75-85 cm
Outseam	ਬਾਹਰੀ ਸੀਵਨ	Waist to ankle (outside)	100-115 cm
Thigh	ਪੱਟ	Fullest part of thigh	50-70 cm
Knee	ਗੋਡਾ	Around knee	35-45 cm
Bottom	ਹੇਠਾਂ	Opening at ankle	30-45 cm

Best Practice
Always take measurements fresh - never guess! If a customer mentions past fit issues, create new measurements rather than reusing old ones. Keep measurement history for reference.

5. Order Management

Orders are the heart of the business. This section covers the complete order lifecycle from creation to delivery.

5.1 Creating Orders

Before Creating an Order

- Ensure customer exists in system (or create new)
- Customer measurements recorded for the garment type
- Fabric available in inventory
- Required accessories in stock

Creating a New Order
1. Navigate to Orders → Click "New Order"
2. Select customer from dropdown (or click "Add New Customer")
3. Click "Add Item" and select garment type (Shirt, Trouser, etc.)
4. Select fabric: Scan barcode OR choose from dropdown
5. Enter quantity and select body type (SLIM, REGULAR, LARGE, XL)
6. System calculates fabric needed and checks availability
7. Add more items if needed (repeat steps 3-5)
8. Enter advance payment amount and set delivery date
9. Review order summary with GST breakdown
10. Click "Create Order" - fabric is automatically reserved

Order Pricing Structure

Each order item includes:

Component	Calculation
Fabric Cost	Metres Required × Price per Metre (e.g., 2.5m × ₹450 = ₹1,125)
Stitching Charges	₹1,500 per garment (default, configurable)
Accessories	Included from garment pattern (buttons, thread, etc.)
Subtotal	Fabric + Stitching + Accessories
GST (12%)	6% CGST + 6% SGST (GST-compliant)
Total Amount	Subtotal + GST

5.2 Order Status Workflow

Orders progress through these statuses:

ORDER STATUS FLOW

```
[NEW] → [CUTTING] → [STITCHING] → [FINISHING] → [READY] → [DELIVERED]
```

↓ ↓ ↓ ↓ ↓

Blue Purple Indigo Yellow Green Dark Green

Status	Colour	Description	Who Updates
NEW	Blue	Just created, awaiting production	Auto (system)
CUTTING	Purple	Fabric being cut	Tailor
STITCHING	Indigo	Garment being stitched	Tailor
FINISHING	Yellow	Final touches (buttons, pressing)	Tailor
READY	Green	Ready for customer pickup	Tailor
DELIVERED	Dark	Completed and handed to customer	Sales / Owner
CANCELLED	Red	Order cancelled	Sales / Admin

Updating Order Status (Tailor)
1. Login and view your dashboard (shows In Progress, Due Today, Overdue)
2. Click on an order to open details
3. Click "View Details" on the item to see LARGE measurements display
4. Note the fabric rack location and go to storage
5. Scan fabric barcode to verify stock availability
6. Click "Update Status" and select the next status
7. If moving to STITCHING: Enter actual metres used
8. Add notes if any issues encountered
9. Click "Update" - status and stock are updated

Automatic Stock Update

When status changes to STITCHING, the system automatically deducts the actual metres used from inventory and releases the reservation. Always record accurate metres used!

5.3 Payments and Invoices

Recording Payments

Recording a Payment
1. Open order detail page
2. Click "Record Payment" button
3. Enter payment amount (can be partial or full balance)
4. Select payment mode: Cash, UPI, Card, Bank Transfer, Cheque
5. Enter transaction reference (optional for cash)
6. Add notes if needed
7. Click "Record Payment"
8. If balance is now zero, you can mark order as DELIVERED

GST Invoice

Click "Print Invoice" to generate a GST-compliant invoice that includes:

- Business details with GSTIN
- Customer details
- Item breakdown with fabric and stitching charges
- GST split: 6% CGST + 6% SGST
- Payment summary (advance paid, balance due)
- Terms and conditions
- Signature sections

> **Important**
> Cannot mark an order as DELIVERED if balance > 0. Collect full payment first, then update status.

6. Reports & Analytics

The Reports module provides insights into business performance. Access: OWNER and ADMIN only.

Financial Reports

Navigate to Sidebar → Reports → Financial Reports

Key Metrics

Metric	Calculation	Healthy Target
Revenue	Sum of all DELIVERED orders (current month)	Growing monthly
Expenses	All expenses + purchase order payments	< Revenue
Net Profit	Revenue - Expenses	Positive
Profit Margin	(Net Profit ÷ Revenue) × 100	> 25%

Expense Tracking

Navigate to Sidebar → Expenses to add and view operational expenses.

Expense Categories

Category	Examples
Rent	Shop rent, warehouse rent
Utilities	Electricity, water, internet
Salaries	Staff wages, tailor payments
Transport	Delivery, pickup, travel expenses
Marketing	Advertisements, social media, flyers
Maintenance	Repairs, cleaning, equipment servicing

> **Note**
> Expenses are different from Purchase Orders. Use Expenses for operational costs (rent, salary). Use Purchase Orders for buying inventory (fabric, accessories).

Alerts System

Navigate to Sidebar → Alerts to view system notifications.

Alert Type	Severity	When Triggered
CRITICAL_STOCK	Critical	Available stock ≤ 0 - cannot fulfil orders
LOW_STOCK	Medium	Available stock < Minimum threshold
ORDER_DELAYED	High	Order past delivery date but not delivered
REORDER_REMINDER	Low	Item consistently low for 7+ days

7. Daily Workflows

Morning Opening Routine (Owner/Sales)

Start of Day Checklist
1. Login and check dashboard KPIs
2. Review yesterday's revenue and profit trend
3. Check Alerts for low stock items
4. Create Purchase Orders for critical stock items
5. Review orders due today - check tailor readiness
6. Review overdue orders - contact customers if delays
7. Check outstanding payments (arrears) - follow up
8. Prepare cash register and receipts

Customer Walk-In (Sales)

New Customer Order Flow
1. Greet customer and check if existing (search by phone)
2. If new: Create customer profile with name, phone, address
3. Take measurements for required garment type
4. Show physical fabric samples and discuss options
5. Scan fabric barcode or select from dropdown
6. Create order with garment type, quantity, body type
7. Explain pricing breakdown with GST
8. Collect advance payment (30-60% recommended)
9. Set realistic delivery date (14 days default)
10. Print receipt and explain pickup process

Tailor Daily Workflow

Production Day
1. Login and check Tailor Dashboard
2. Review: In Progress, Due Today, Overdue counts
3. Prioritise: Overdue first, then Due Today
4. Click order → View Item Details → See LARGE measurements
5. Note rack location for fabric
6. Go to storage, scan fabric QR to verify stock
7. Return to workshop, begin cutting
8. Update status: NEW → CUTTING
9. After cutting, record actual metres used
10. Update status: CUTTING → STITCHING
11. Continue stitching, then FINISHING → READY
12. System sends WhatsApp pickup notification when READY

End of Day (Owner)

Closing Checklist
1. Count cash register and match with system revenue
2. Verify all payments recorded correctly
3. Check all orders delivered today marked as DELIVERED
4. Review orders due tomorrow - confirm tailor readiness
5. Check low stock alerts - plan purchases
6. Lock the system (logout)
7. Back up data (optional but recommended)

Monthly Routine (Owner)

Monthly Tasks
1. Review Financial Reports - check profit margin
2. Compare revenue trend over last 3 months
3. Conduct physical stock audit
4. Update system stock if discrepancies found
5. Review Customer Analytics - identify top customers
6. Review Expense Reports - look for cost reduction
7. Plan purchases for next month based on usage
8. Check user accounts - deactivate inactive staff

8. Troubleshooting

"Insufficient Stock" Error

Error: "Not enough fabric available. Required: 7.5m, Available: 5.2m"

Causes

- Other orders have reserved most of the fabric
- Stock not updated after recent delivery
- Physical stock less than system shows

Solutions

1. Check reserved stock: Inventory → Find item → View "Reserved" column
2. Choose different fabric for customer
3. Reduce order quantity if customer agrees
4. Create Purchase Order for more fabric (takes time)
5. Split order: Deliver some items now, rest when fabric arrives

Barcode Scanner Not Working

Camera shows black screen or times out after 10 seconds

Solutions

1. Wait 10 seconds - system auto-switches to manual entry
2. Use Manual Entry tab (most reliable method)
3. Check browser permissions: Allow camera access
4. Close other apps using camera
5. Refresh page and try again
6. Use desktop computer with Chrome/Edge for best results

> **Recommendation**
> Train all staff to use Manual Entry as the primary method. It works 100% of the time on all devices.

Cannot Mark Order as Delivered

Error: "Balance amount is ₹4,520. Please collect payment first."

Solution

1. Open order detail page
2. Click "Record Payment"
3. Enter the full balance amount
4. Select payment mode and add reference if needed
5. Click "Record Payment"
6. Now you can mark as DELIVERED

Customer Says Measurements Don't Fit

Garment too tight or loose despite recorded measurements

Investigation

1. View Order Item Detail - check which measurement was used
2. Check measurement date - is it recent or old?
3. Check body type selected - SLIM vs LARGE makes big difference
4. Ask customer to measure themselves - compare with system

Resolution

- If measurements wrong: Record NEW measurements, offer alterations
- If body type wrong: Update for future orders
- If fabric issue: Check if silk (fits differently than cotton)
- Offer free alterations within 7 days policy

Stock Discrepancy After Audit

Physical count: 42.5m, System shows: 50.0m - where is the missing fabric?

Investigation

1. Check recent orders - was actual metres recorded?
2. View Stock Movements history for this item
3. Physically re-count and verify measurement
4. Check if fabric in different location

Resolution

1. Update "Current Stock" to actual count (42.5m)
2. Add note explaining reason for adjustment
3. System creates ADJUSTMENT stock movement automatically

Prevention

Always record actual metres used when cutting. Conduct monthly stock audits to catch discrepancies early.

9. Quick Reference Card

Print this page and keep at your workstation for quick reference.

HAMEES ATTIRE - QUICK REFERENCE

LOOKING UP AN ITEM

1. Click "Scan Barcode" on Inventory page
2. Type SKU in Manual tab OR scan with Camera
3. View item details (stock, price, location)

ADDING NEW INVENTORY

1. Inventory → Add New Item
2. Scan barcode OR leave SKU empty for auto-generate
3. Fill: name, type, colour, stock, price, rack location
4. Save → Optional: Generate QR label

CREATING AN ORDER

1. Orders → New Order → Select Customer
2. Add Item → Scan fabric barcode
3. Select garment type, quantity, body type
4. Review GST, enter advance payment
5. Set delivery date → Create Order

UPDATING ORDER STATUS (TAILOR)

1. Open order → View Item Details → Check LARGE measurements
2. Note rack location → Get fabric → Scan to verify
3. Click Update Status → Select next status
4. If STITCHING: Enter actual metres used

TROUBLESHOOTING

- Scanner not working? → Use Manual Entry (type SKU)
- Insufficient stock? → Check Reserved amount
- Item not found? → Search by name OR Add New Item
- Can't mark delivered? → Record full payment first
- QR not scanning? → Min 25mm size, good lighting

System: https://hamees.gagneet.com | Support: admin@hameesattire.com

— End of User Guide —

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For questions, contact your system administrator or visit https://hamees.gagneet.com