KINTO

Operations & QA

Complete End User Manual

24 Workflows with Detailed Instructions & Screenshots

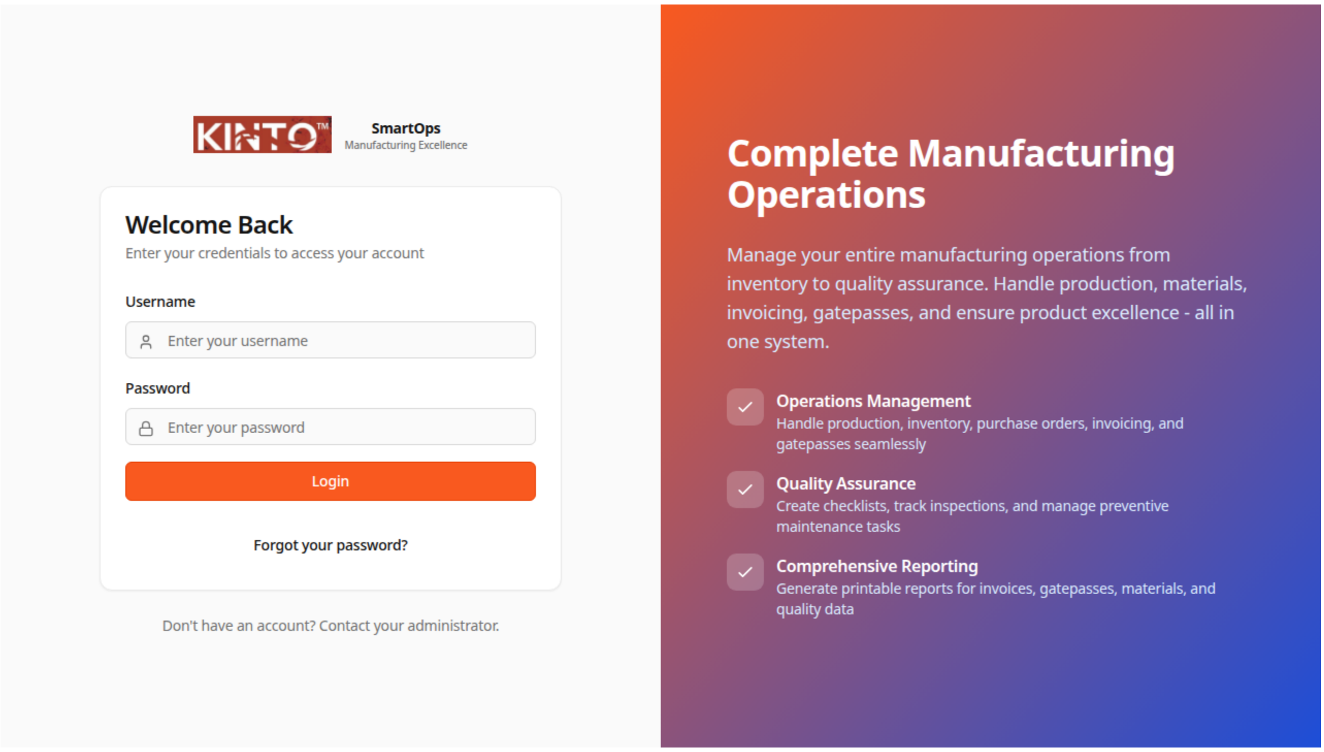
Version 1.0 | November 2025

1. Getting Started

1.1 System Login

KINTO uses secure email/password authentication. All users must have valid credentials assigned by system administrators.

1. Navigate to the KINTO application URL in your web browser
2. Enter your username or email address in the login field
3. Enter your password securely
4. Click the "Sign In" button to access the system

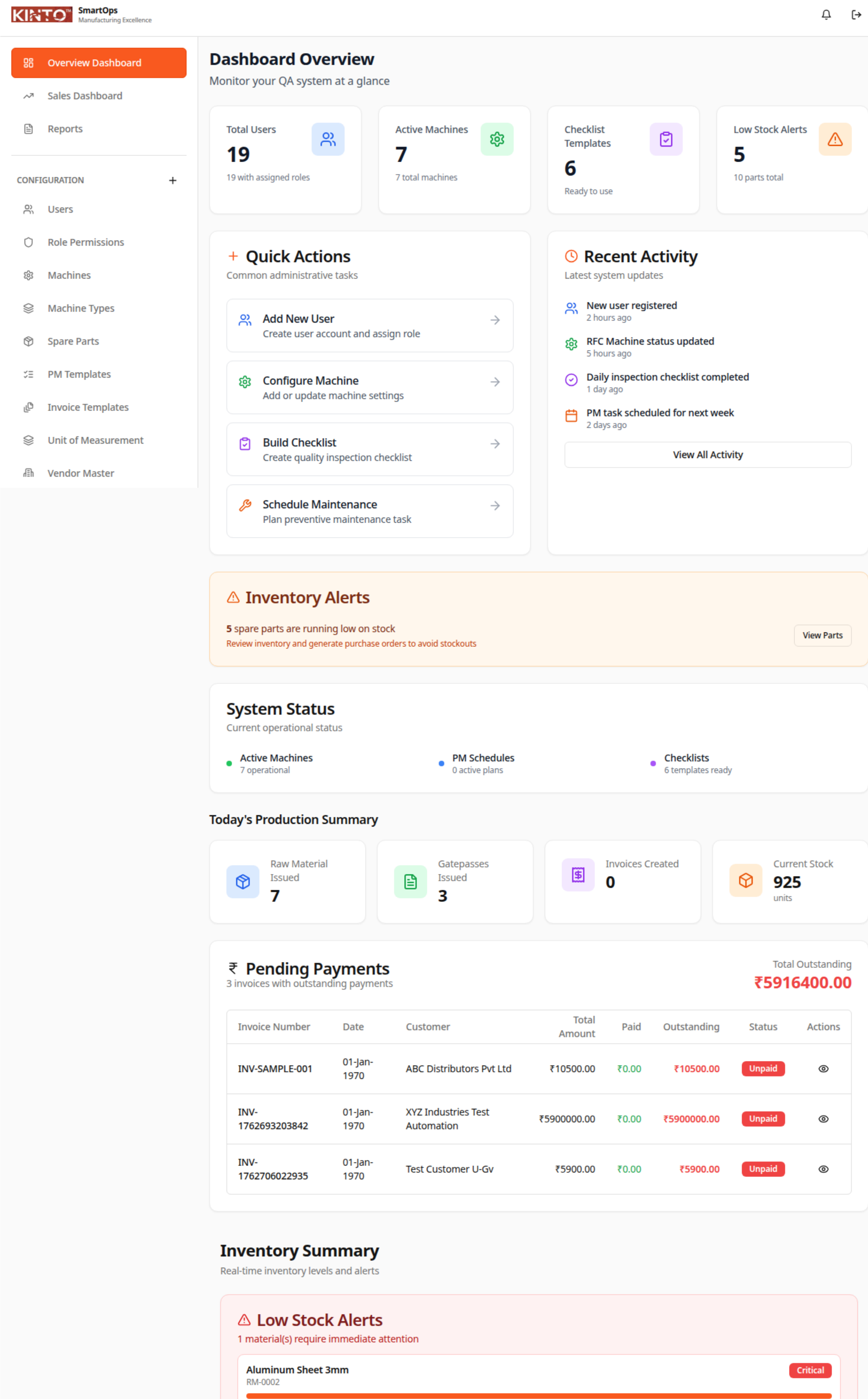


Screenshot: KINTO Login Screen

INFO: Contact your system administrator if you forget your password or need access.

1.2 Dashboard Overview

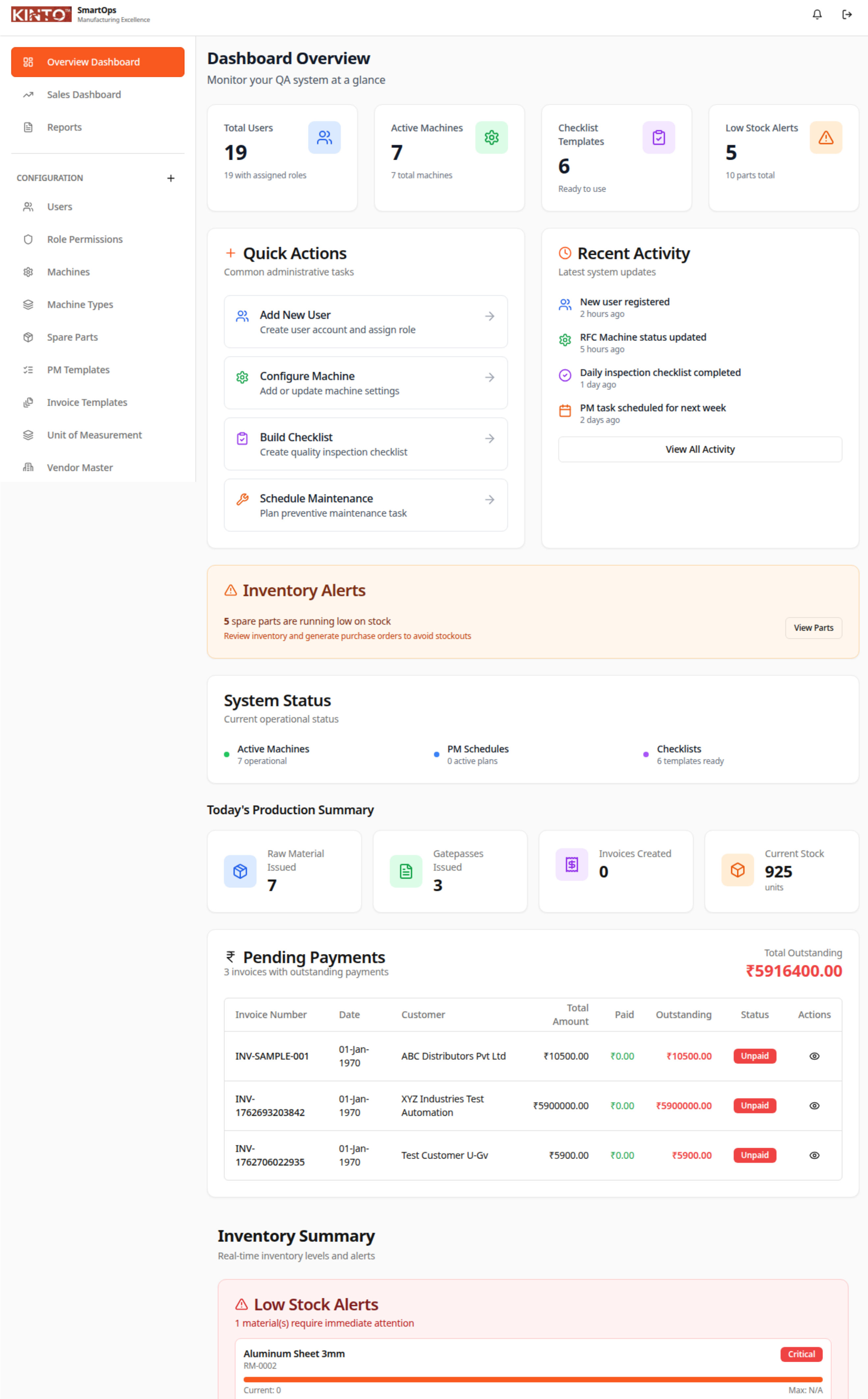
After successful login, you will see your role-based dashboard. The dashboard provides quick access to all features relevant to your role and displays important notifications and alerts.


KINTO
SmartOps
Manufacturing Excellence
Overview Dashboard
Sales Dashboard
Reports
CONFIGURATION
Users
Role Permissions
Machines
Machine Types
Spare Parts
PM Templates
Invoice Templates
Unit of Measurement
Vendor Master
Dashboard Overview
Monitor your QA system at a glance
Total Users
19
19 with assigned roles
Active Machines
7
7 total machines
Checklist Templates
6
Ready to use
Low Stock Alerts
5
10 parts total
Quick Actions
Common administrative tasks
Add New User
Create user account and assign role
Configure Machine
Add or update machine settings
Build Checklist
Create quality inspection checklist
Schedule Maintenance
Plan preventive maintenance task
Recent Activity
Latest system updates
New user registered
2 hours ago
RFC Machine status updated
5 hours ago
Daily inspection checklist completed
1 day ago
PM task scheduled for next week
2 days ago
View All Activity
Inventory Alerts
5 spare parts are running low on stock
Review inventory and generate purchase orders to avoid stockouts
View Parts
System Status
Current operational status
Active Machines
7 operational
PM Schedules
0 active plans
Checklists
6 templates ready
Today's Production Summary
Raw Material Issued
7
Gatepasses Issued
3
Invoices Created
0
Current Stock
925
units
Pending Payments
3 invoices with outstanding payments
Total Outstanding
₹5916400.00
Invoice Number
Date
Customer
Total Amount
Paid
Outstanding
Status
Actions
INV-SAMPLE-001
01-Jan-1970
ABC Distributors Pvt Ltd
₹10500.00
₹0.00
₹10500.00
Unpaid
INV-1762693203842
01-Jan-1970
XYZ Industries Test Automation
₹5900000.00
₹0.00
₹5900000.00
Unpaid
INV-1762706022935
01-Jan-1970
Test Customer U-Gv
₹5900.00
₹0.00
₹5900.00
Unpaid
Inventory Summary
Real-time inventory levels and alerts
Low Stock Alerts
1 material(s) require immediate attention
Aluminum Sheet 3mm
RM-0002
Critical

Screenshot: Admin Dashboard - Main View

1.3 Navigation Menu

The sidebar navigation provides organized access to all system modules. Click on any menu item to access that feature. Your available menu items depend on your assigned role and permissions.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XYZ Industries Test Automation
₹5900000.00
₹0.00
₹5900000.00
Unpaid
INV-1762706022935
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Test Customer U-Gv
₹5900.00
₹0.00
₹5900.00
Unpaid
Inventory Summary
Real-time inventory levels and alerts
Low Stock Alerts
1 material(s) require immediate attention
Aluminum Sheet 3mm
Critical
RM-0002
Current: 0
Max: N/A

Screenshot: Sidebar Navigation Menu

TIP: Your visible menu items are determined by your role and permissions configured by administrators.

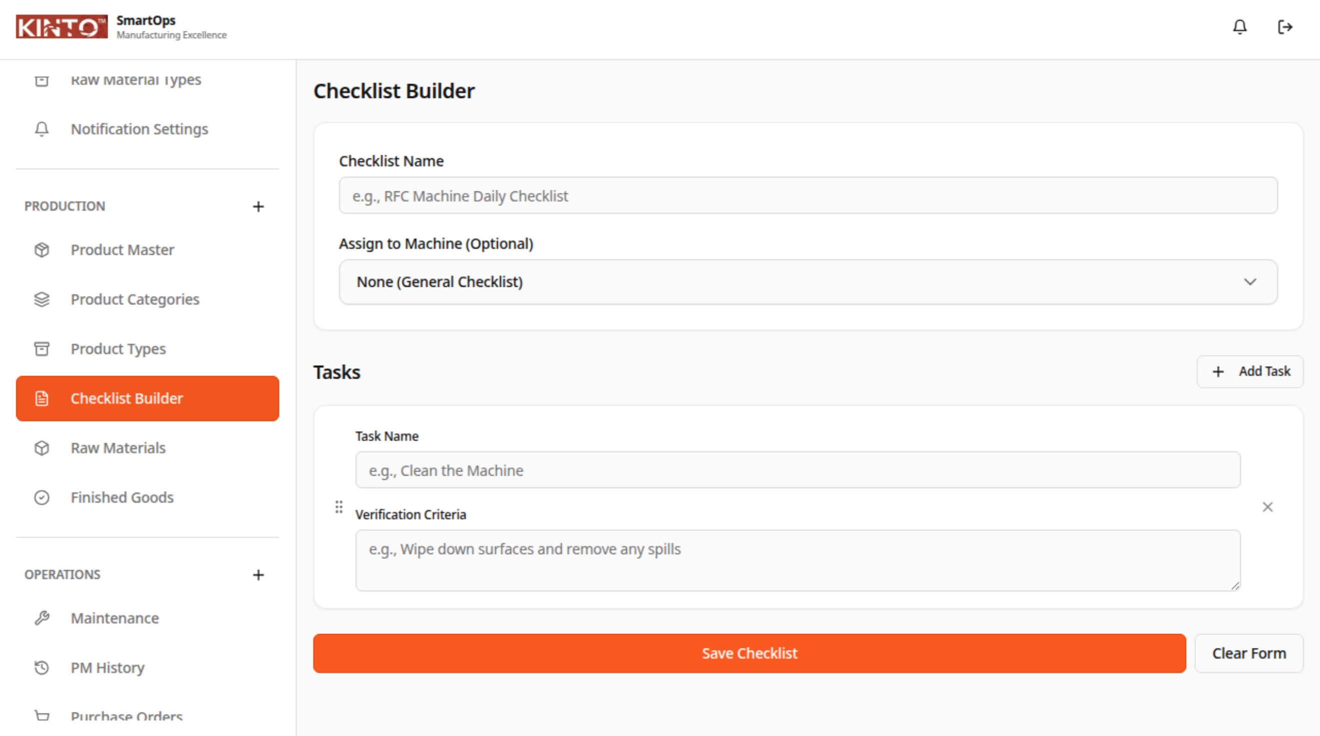
2. Quality Assurance Workflows

2.1 QA Checklist Management

QA Checklists ensure consistent quality control procedures across all machines and shifts. Operators complete checklists documenting checks, measurements, and observations for each machine shift.

Accessing QA Checklists

1. Click "QA Checklists" in the sidebar navigation
2. View the list of available checklists and submissions
3. Check submission status (Pending, In Review, Approved, Rejected)
4. Filter checklists by machine, shift, date, or status



Screenshot: QA Checklists List View

Creating a New Checklist Submission

1. Click "New Submission" button on the QA Checklists page
2. Select the machine from the dropdown menu
3. Select the shift (Morning, Afternoon, Night)
4. Choose the date for the checklist
5. Complete all required checklist items sequentially
6. For each item, enter measurements, observations, or select pass/fail
7. Add photos if required by the checklist item
8. Review all entries for accuracy
9. Click "Submit for Review" when complete

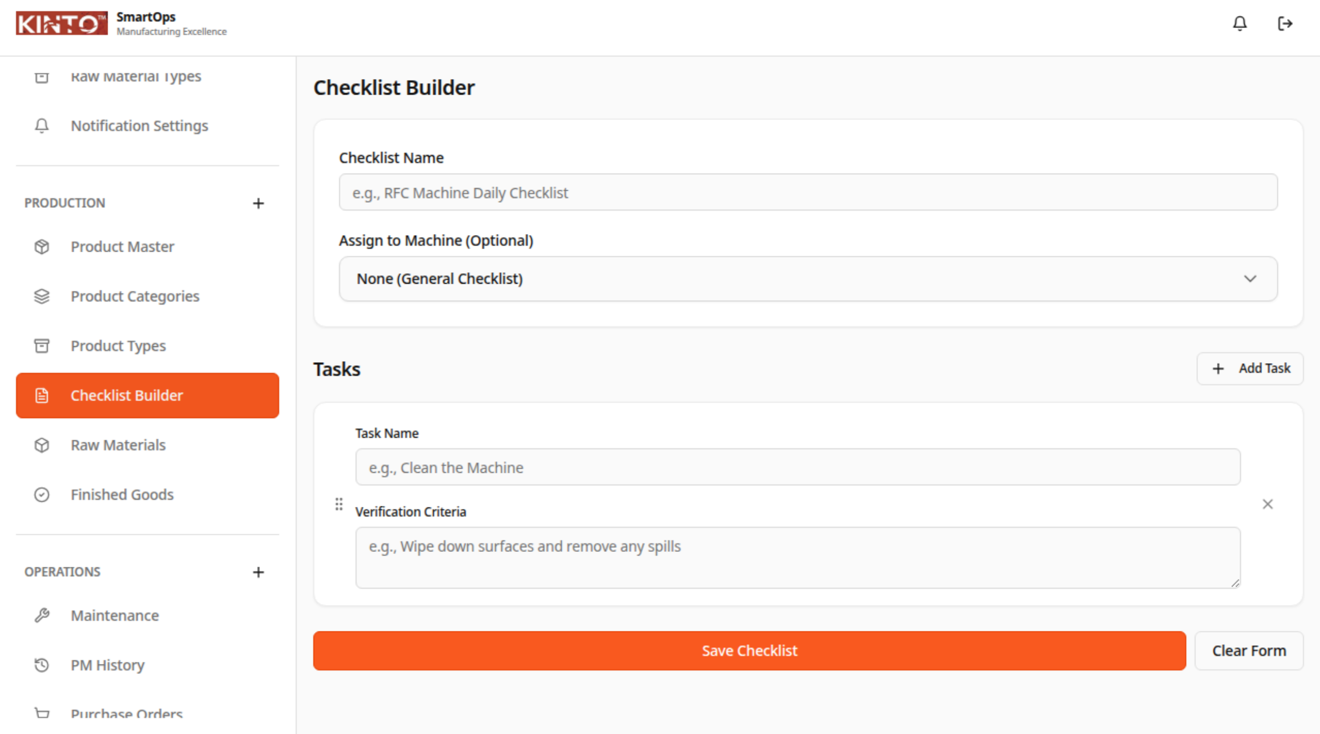
WARNING: All checklist items must be completed before submission. Items marked in red are required and incomplete.

2.2 Reviewer Dashboard

The Reviewer Dashboard allows designated reviewers to verify submitted checklists, approve or request corrections, and track team performance metrics.

Reviewing Submissions

1. Access "Reviewer Dashboard" from the sidebar
2. View pending submissions in the submissions list
3. Click on a submission to review complete details
4. Verify all checklist items are correctly completed
5. Check attached photos for quality and relevance
6. Review operator notes and observations
7. Either approve the submission or request corrections
8. Add reviewer comments explaining approval or correction requests
9. Submit the review decision



Screenshot: Reviewer Dashboard

INFO: Rejected submissions return to the operator with your comments for correction and resubmission.

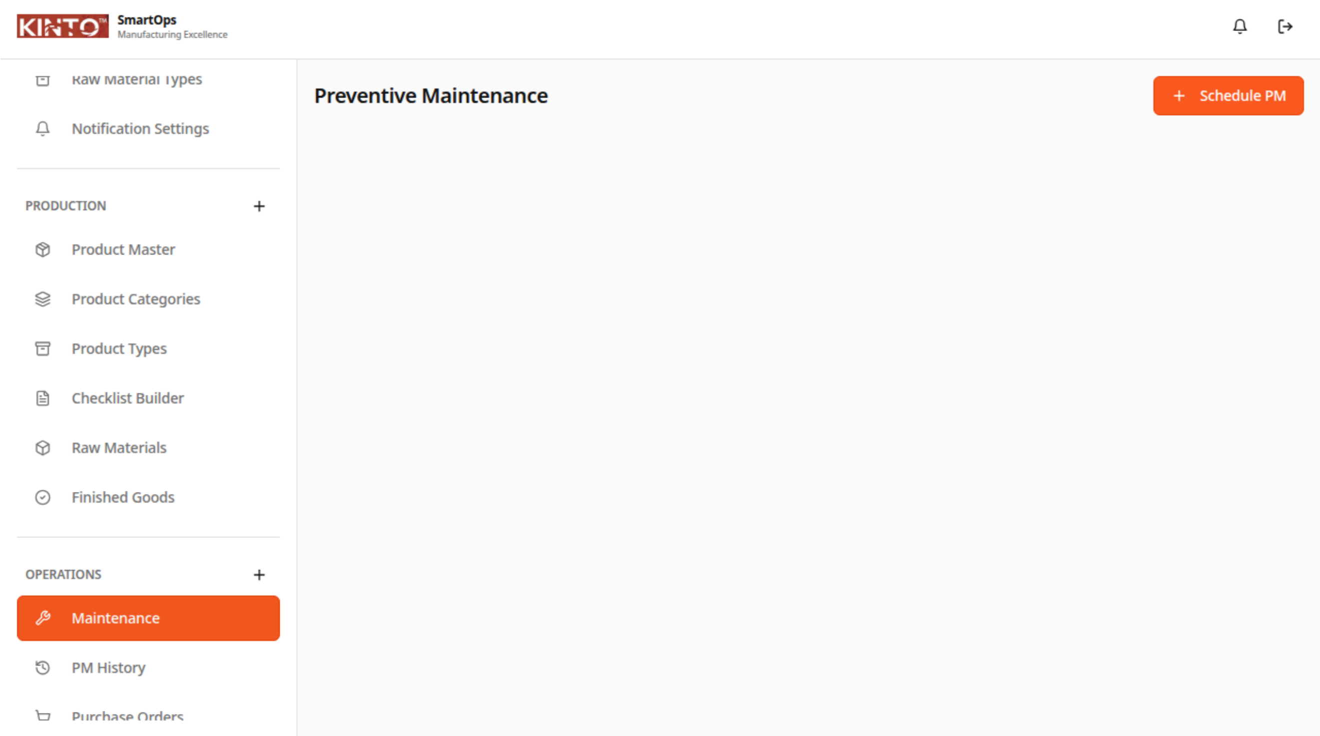
2.3 Preventive Maintenance

Preventive Maintenance (PM) schedules ensure equipment reliability and minimize unexpected breakdowns. The system tracks PM schedules, execution records, and compliance.

Executing Preventive Maintenance

1. Navigate to "Preventive Maintenance" from the sidebar
2. View scheduled PM tasks with due dates
3. Identify overdue tasks (highlighted in red)
4. Click "Execute PM" for the task to be performed
5. Complete all maintenance steps as per the PM checklist
6. Record observations, measurements, and conditions found
7. Document spare parts used during maintenance
8. Note any issues or anomalies discovered
9. Upload photos of completed work if required
10. Mark the PM task as complete

11. System automatically schedules the next PM occurrence



Screenshot: Preventive Maintenance Schedule

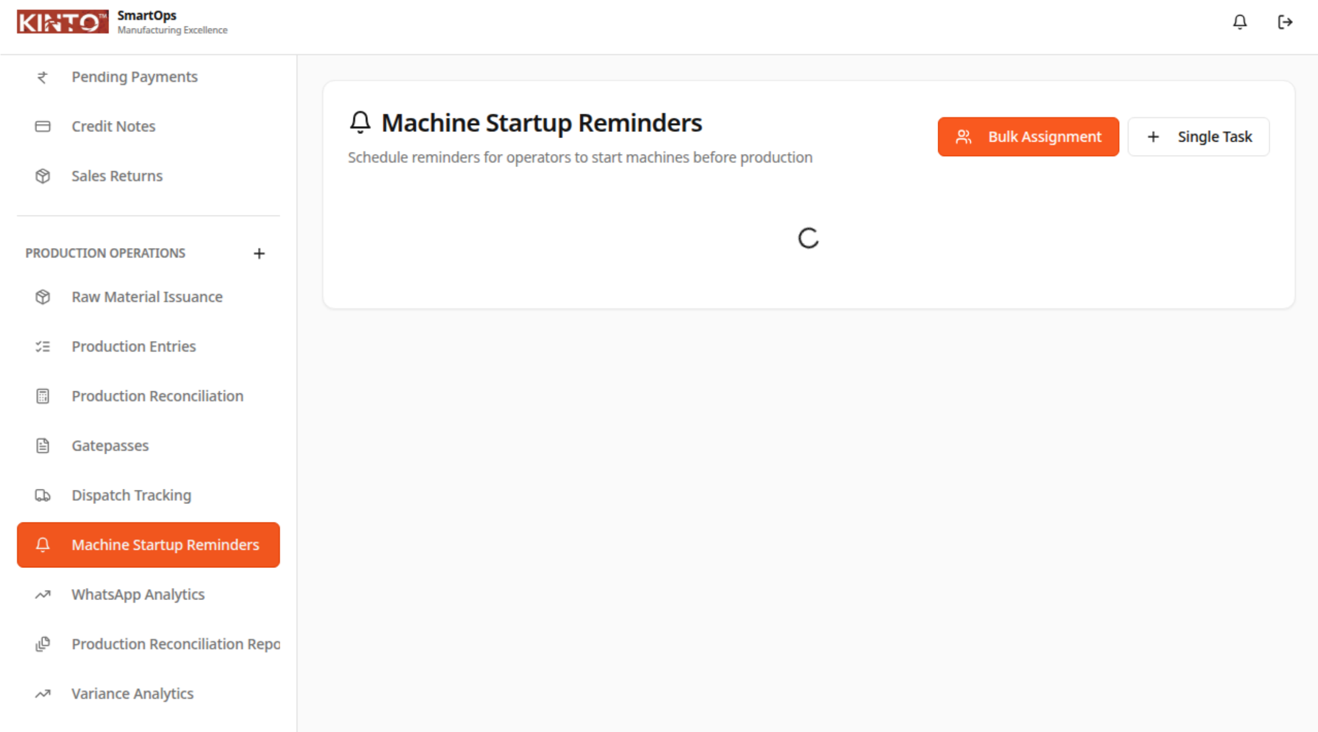
WARNING: Complete overdue PM tasks as soon as possible to maintain equipment reliability and avoid compliance issues.

2.4 Machine Startup Reminders

Machine Startup Reminders ensure operators complete critical startup checklists before beginning production, preventing equipment damage and ensuring safe operations.

Responding to Startup Reminders

1. Navigate to "Machine Startup Reminders"
2. View machines requiring startup checklists
3. Click on a machine to view startup checklist
4. Complete all pre-startup inspection items
5. Verify safety systems are functional
6. Check fluid levels, pressures, temperatures as required
7. Document any issues or abnormalities found
8. Mark startup checklist as complete
9. Acknowledge reminder to begin production



Screenshot: Machine Startup Reminders

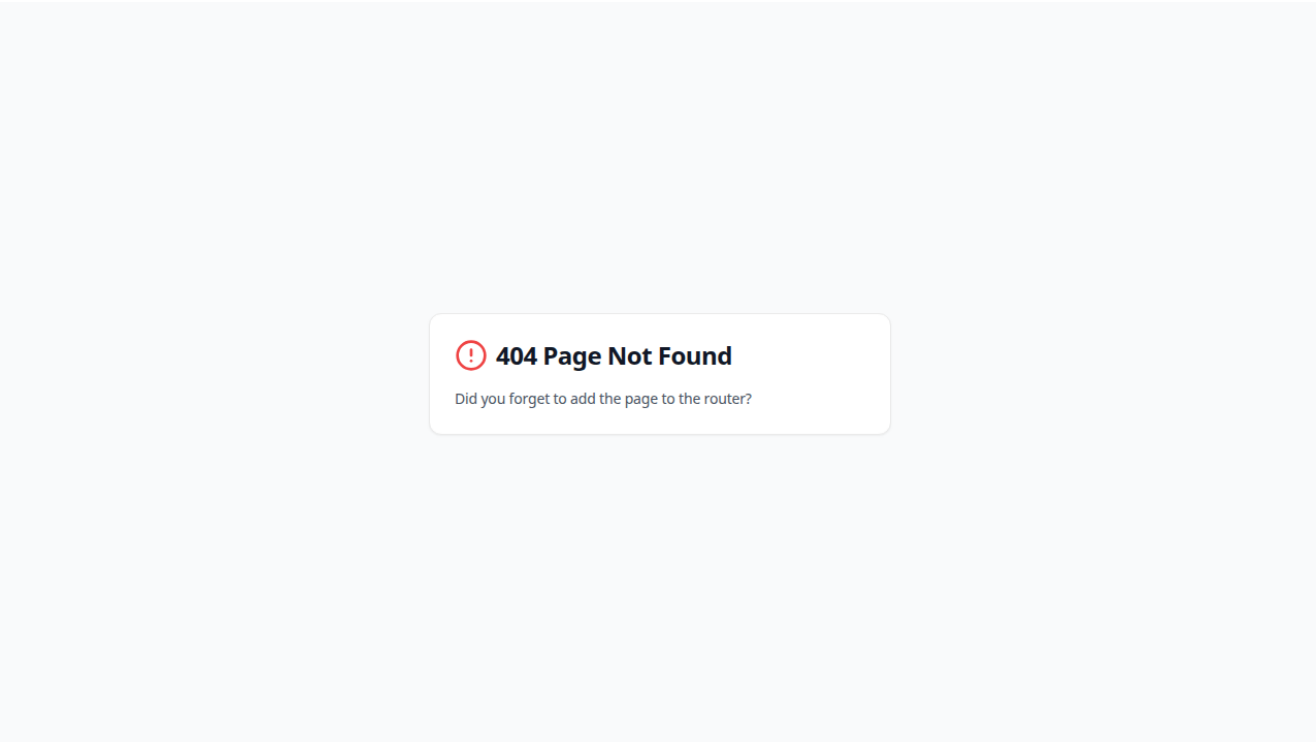
3. Production Management Workflows

3.1 Product Master Management

The Product Master maintains comprehensive definitions for all manufactured products, including specifications, units of measure, and Bills of Materials (BOM).

Viewing Products

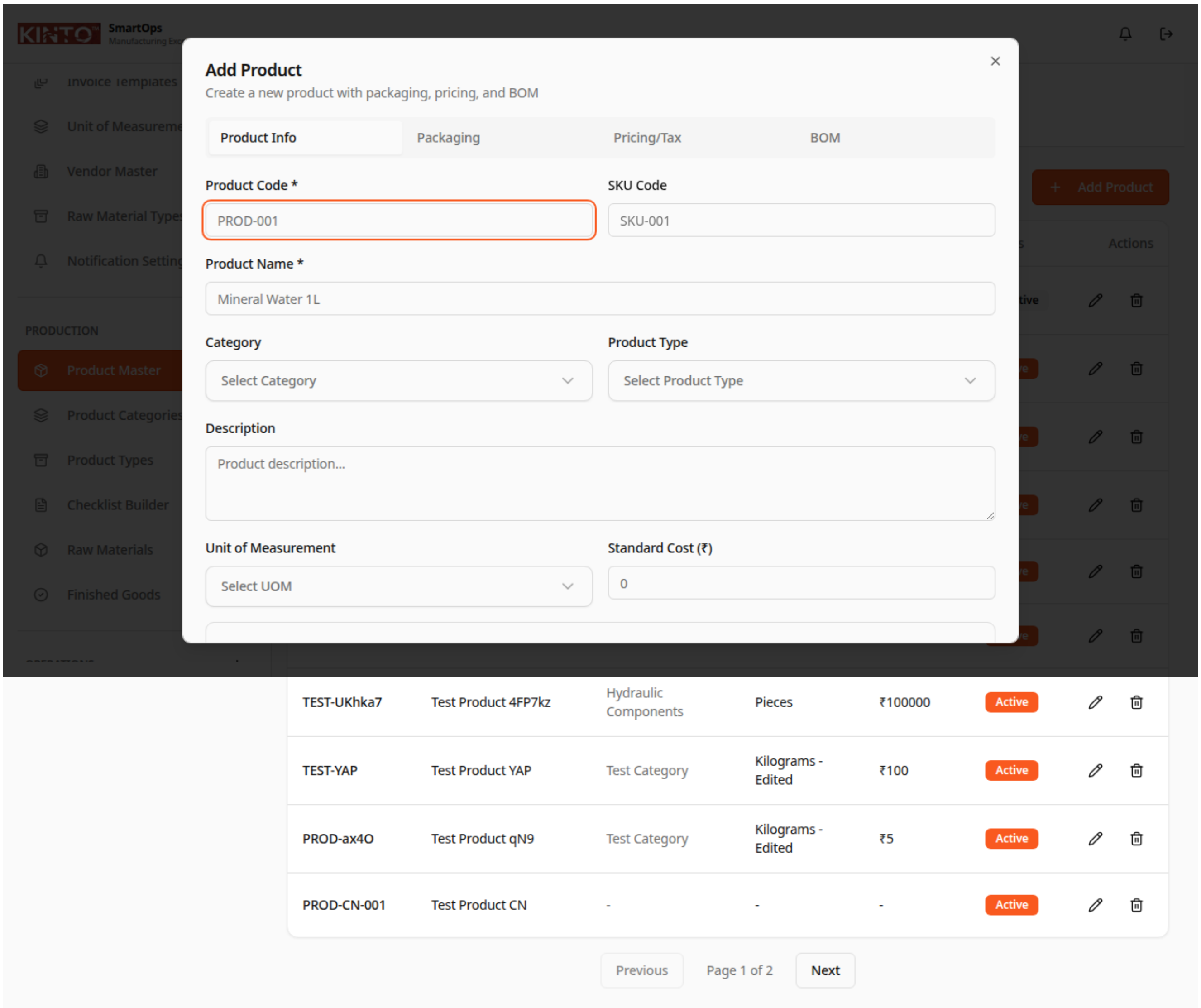
1. Click "Product Master" in the sidebar
2. Browse the list of all products
3. Use search to find specific products by code or name
4. Filter by product category or type
5. Click on a product to view complete details



Screenshot: Product Master List

Adding a New Product

1. From Product Master page, click "Add Product" button
2. Enter unique product code
3. Enter product name and description
4. Select product category from dropdown
5. Select product type from dropdown
6. Enter technical specifications
7. Define unit of measure (Pieces, Kg, Liters, etc.)
8. If applicable, define Bill of Materials (BOM) specifying raw materials required
9. Enter quantity of each raw material per unit of finished product
10. Save the product definition



Screenshot: Product Entry Form

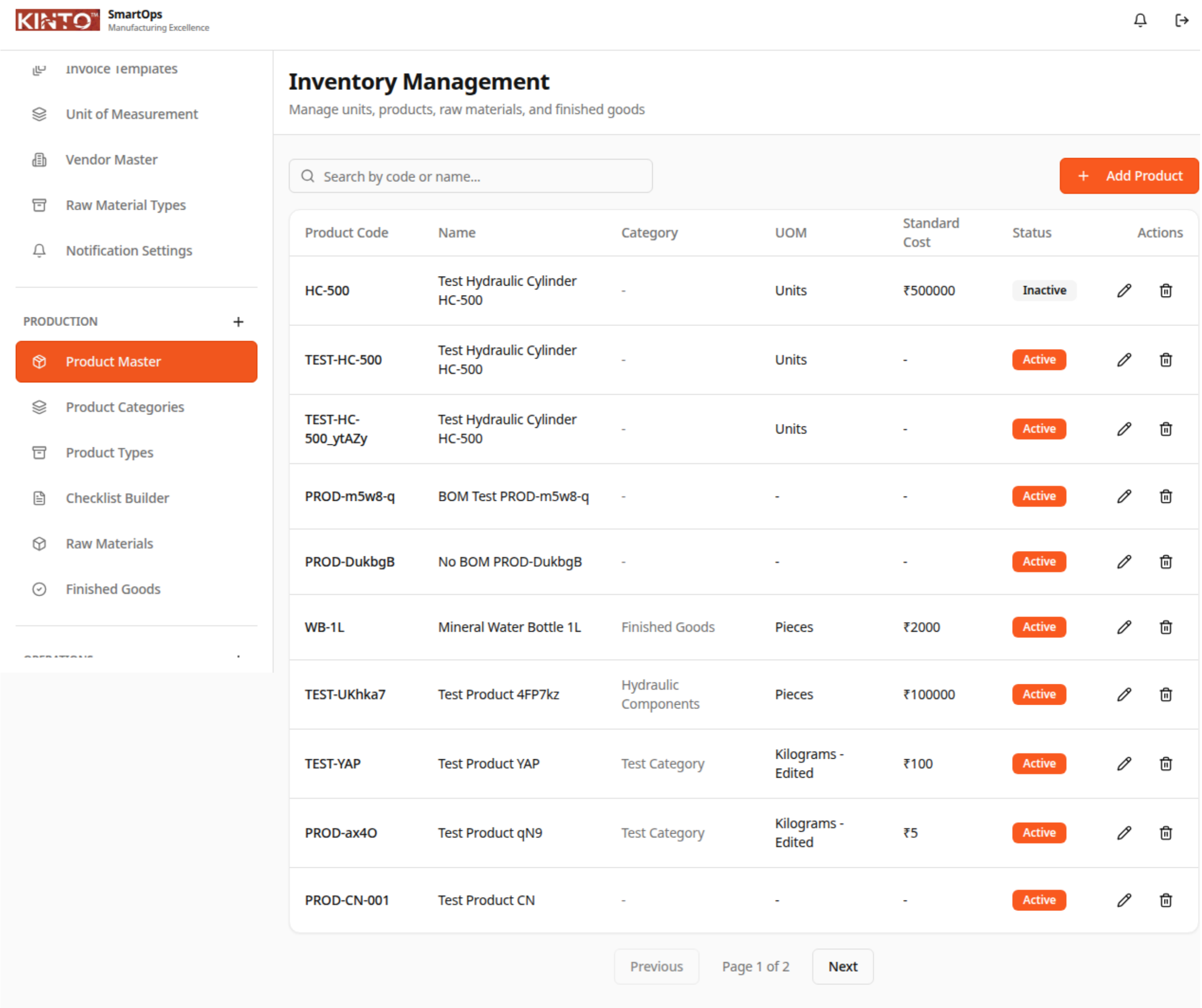
SUCCESS: The Bill of Materials (BOM) is critical for automatic raw material calculation during production planning.

3.2 Inventory Management

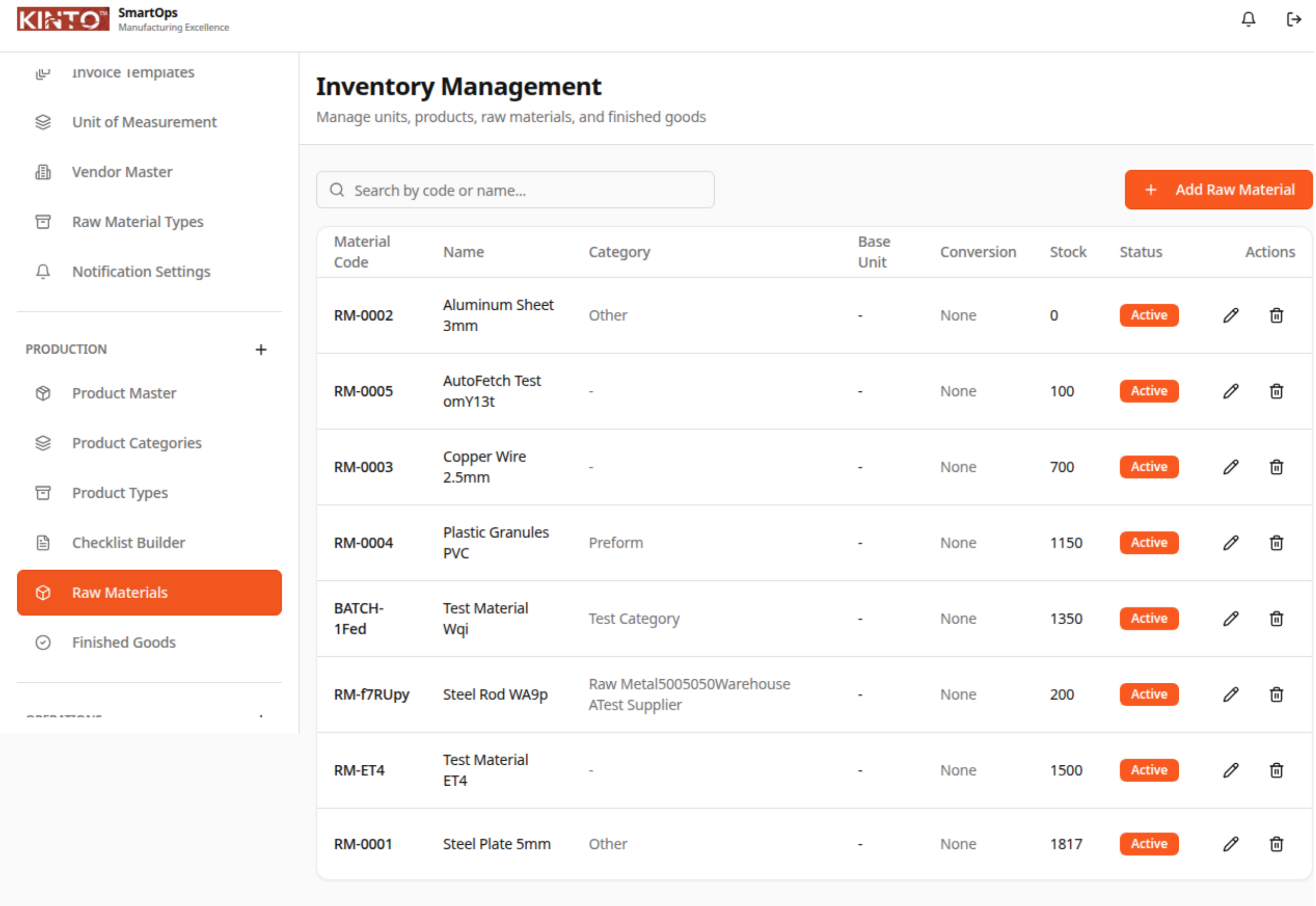
Track raw materials and finished goods inventory in real-time. Monitor stock levels, view transaction history, and identify reorder requirements.

Monitoring Inventory

1. Access "Inventory Management" from the sidebar
2. Switch between Raw Materials and Finished Goods tabs
3. View current stock levels for all items
4. Identify low stock items (highlighted in red)
5. Check reorder points and recommended reorder quantities
6. View complete transaction history for any item
7. Filter by location, category, or status
8. Generate inventory reports for analysis



Screenshot: Inventory Management Dashboard



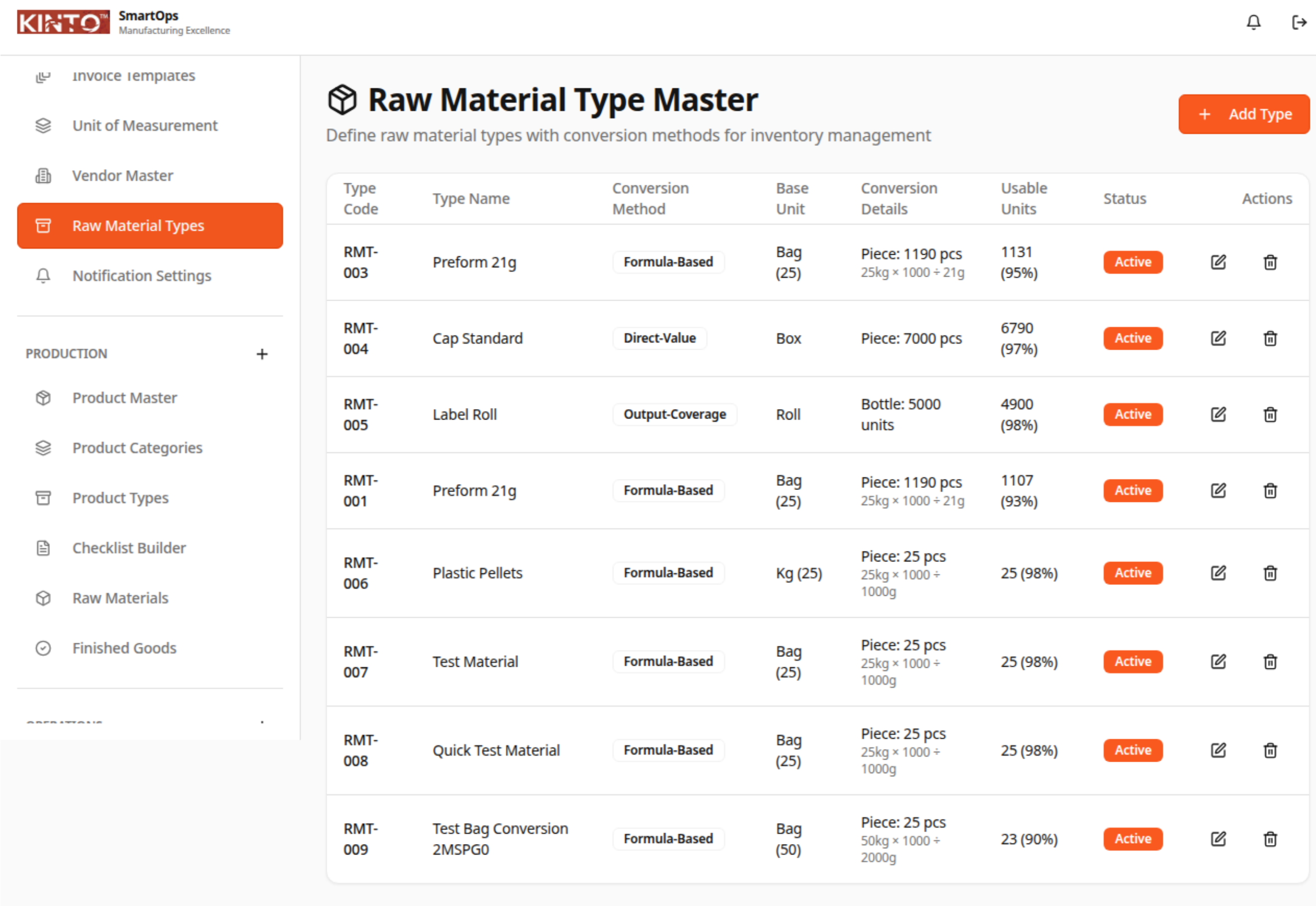
Screenshot: Raw Materials Inventory Tab

3.3 Raw Material Type Master

Define raw material specifications, units of measure, and conversion factors to ensure accurate inventory tracking and consumption calculations.

Managing Raw Material Types

1. Navigate to "Raw Material Types" in the sidebar
2. Click "Add Type" to create a new material definition
3. Enter unique material code
4. Enter material name and description
5. Define base unit of measure (Kg, Liters, Meters, etc.)
6. Set conversion factors if material is measured in multiple units
7. Define quality parameters or specifications if applicable
8. Set loss percentage for manufacturing calculations
9. Save the material type definition



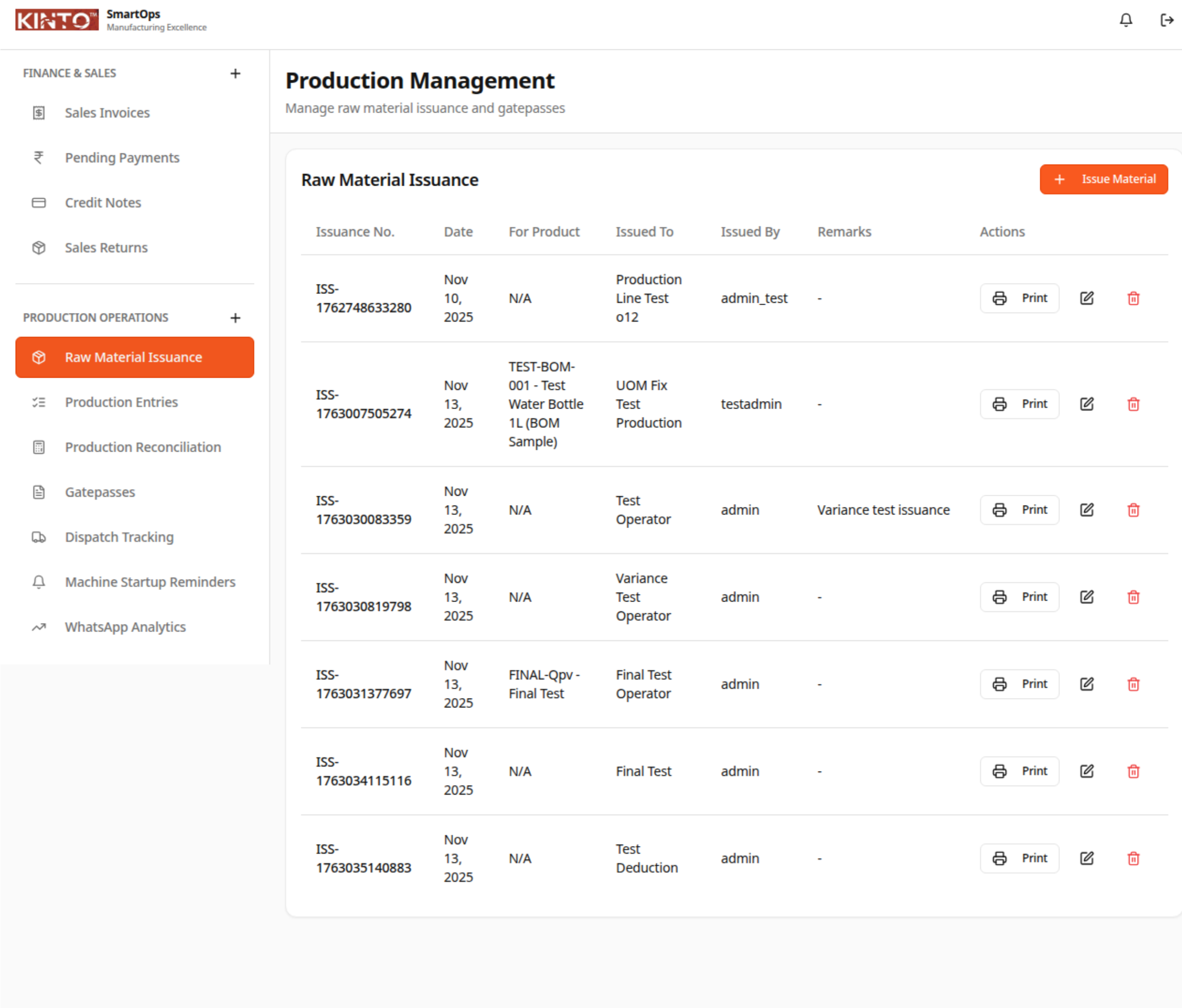
Screenshot: Raw Material Types Master

3.4 Material Issuances

Issue raw materials for production based on product Bills of Materials. The system automatically calculates required quantities based on planned production.

Creating Material Issuance

1. Click "Material Issuances" in the sidebar
2. Create new issuance record
3. Select the product to be produced
4. Enter planned production quantity
5. System automatically calculates required raw materials from BOM
6. Review auto-calculated material requirements
7. Adjust quantities if needed (system records variance)
8. Select shift and machine
9. Add any notes or special instructions
10. Submit the material issuance
11. System automatically deducts materials from inventory
12. Print issuance slip for shop floor reference



Screenshot: Material Issuance Records

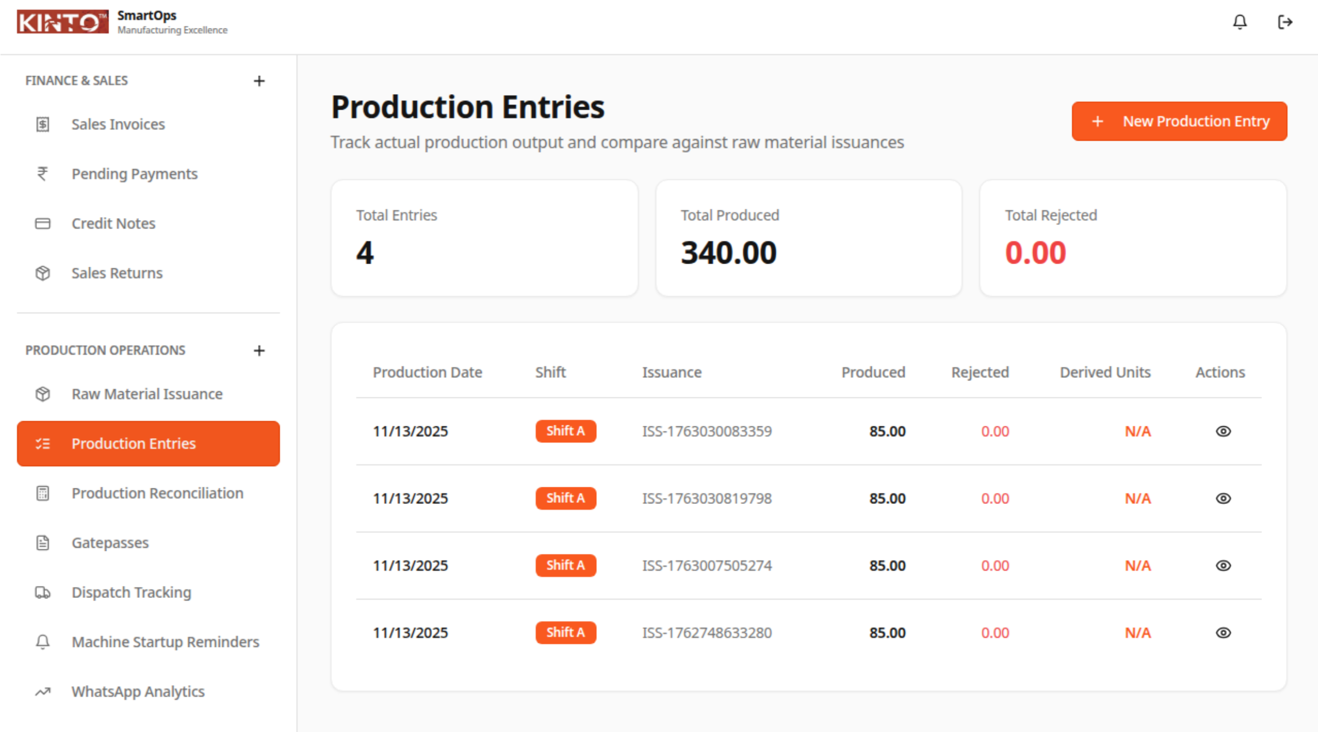
SUCCESS: BOM-driven issuance ensures accurate material consumption tracking and variance analysis.

3.5 Production Entry

Record actual production output by shift and machine. The system compares actual vs planned production and automatically calculates variances for analysis.

Recording Production

1. Access "Production Entries" from the sidebar
2. Create new production entry
3. Select shift (Morning, Afternoon, Night)
4. Select machine where production occurred
5. Link to the corresponding material issuance
6. Enter actual quantity produced (finished goods)
7. Record any rejected or defective units
8. Document waste or scrap generated
9. Add production notes or observations
10. Save the production entry
11. System automatically calculates production efficiency
12. System compares actual vs planned and shows variance percentage



Screenshot: Production Entry List

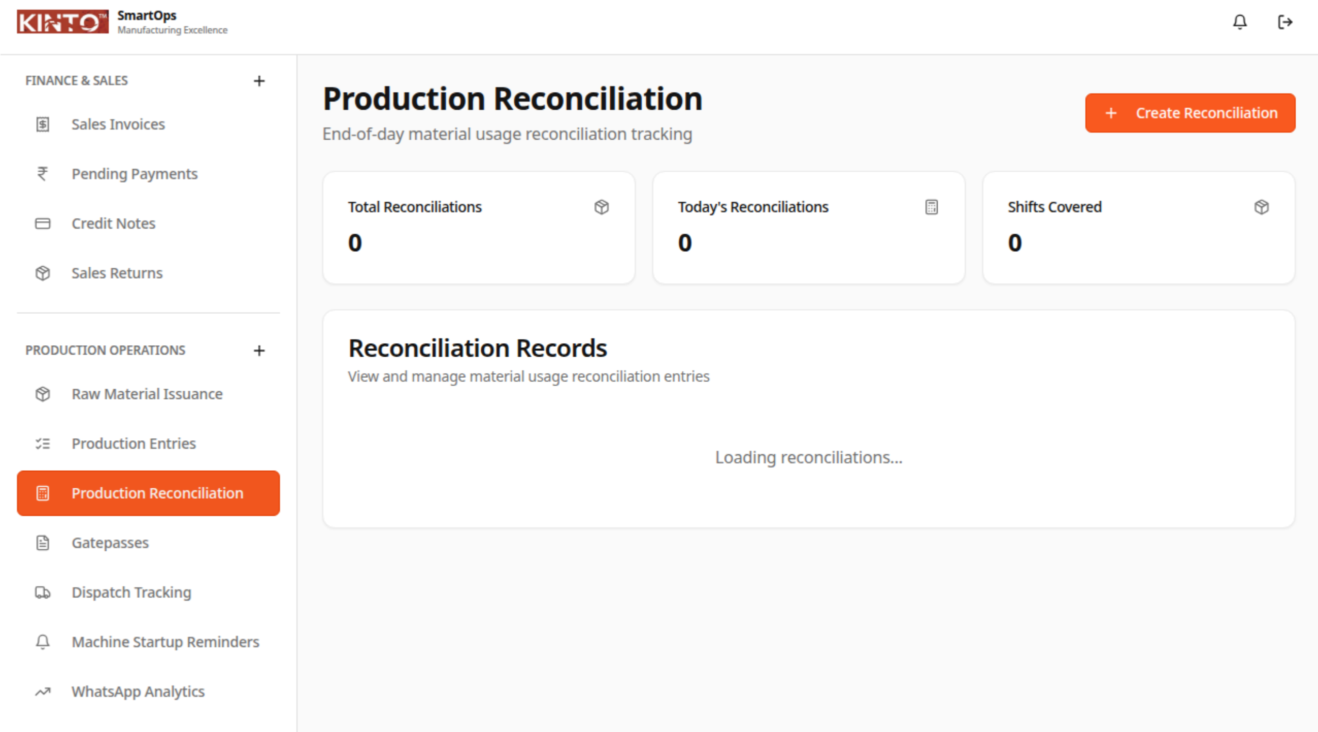
INFO: Accurate production entry is essential for inventory management and performance analysis.

3.6 Production Reconciliation

End-of-day reconciliation closes the loop between raw materials issued, production output, and actual material consumption. This ensures inventory accuracy and identifies variances.

Performing Production Reconciliation

1. Navigate to "Production Reconciliation"
2. Select the production entry to reconcile
3. Review raw materials issued (from material issuance)
4. Review actual production output recorded
5. Enter actual quantity of each raw material consumed
6. System calculates returned/unused materials automatically
7. Review variance between issued and consumed quantities
8. Add reconciliation notes explaining any significant variances
9. Submit the reconciliation
10. System automatically updates inventory with returned materials
11. Audit trail records all adjustments for tracking



Screenshot: Production Reconciliation

WARNING: Daily reconciliation ensures inventory accuracy and helps identify material usage issues promptly.

3.7 Variance Analytics Dashboard

Advanced analytics dashboard providing trend analysis of production efficiency and material usage variances across various time periods. Visualize performance metrics with interactive charts.

Using Variance Analytics

1. Access "Variance Analytics" from the sidebar

2. Select time period for analysis (Daily, Weekly, Monthly)

3. View key metrics: Production Efficiency, Material Usage Variance, Waste Percentage

4. Analyze trend charts showing performance over time

5. Identify patterns in production efficiency

6. Spot material wastage trends

7. Compare performance across machines or shifts

8. Export analytics data for detailed reporting

9. Use insights to improve production processes

KINTO SmartOps Manufacturing Excellence

- Pending Payments
- Credit Notes
- Sales Returns

PRODUCTION OPERATIONS +

- Raw Material Issuance
- Production Entries
- Production Reconciliation
- Gatepasses
- Dispatch Tracking
- Machine Startup Reminders
- WhatsApp Analytics
- Production Reconciliation Repo
- Variance Analytics

Variance Analytics

Analyze production variance trends and efficiency metrics over time

Period Selection

Time Period: Monthly

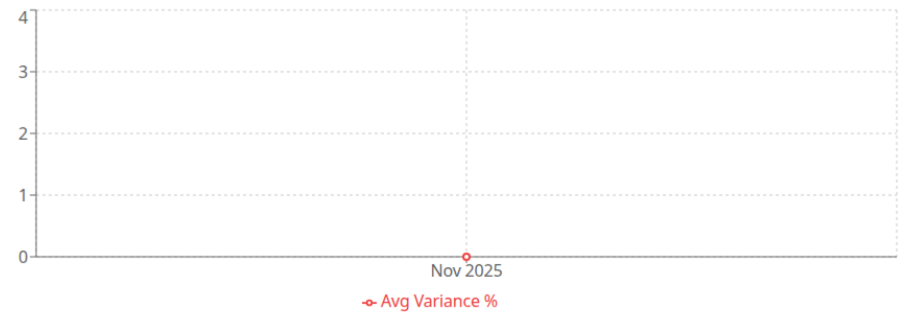
Year: 2025

Total Reconciliations	Avg Variance	Avg Efficiency	Avg Yield
2	0.00%	0.00%	0.00%
Monthly analysis	Within acceptable range	Production efficiency	Production yield

Good	Warning	Critical
2	0	0
Variance ≤ 2%	Variance 2-5%	Variance > 5%

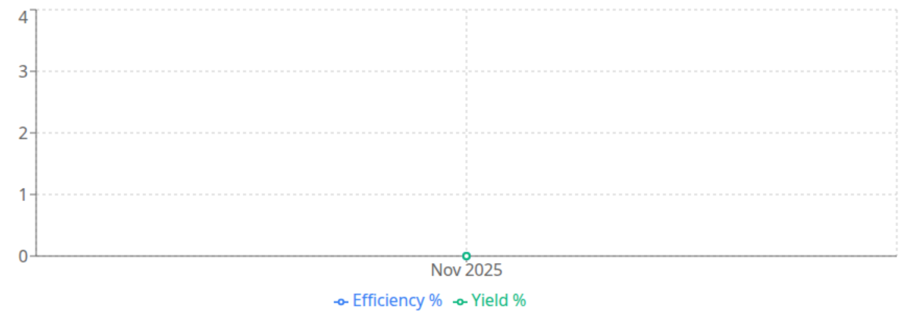
Variance Trend

Average variance percentage over time



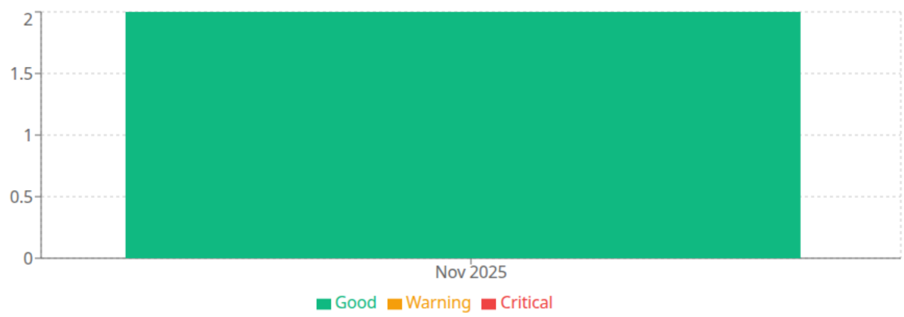
Efficiency & Yield Trends

Production performance metrics over time



Status Distribution

Good, Warning, and Critical reconciliations by period



Screenshot: Variance Analytics Dashboard

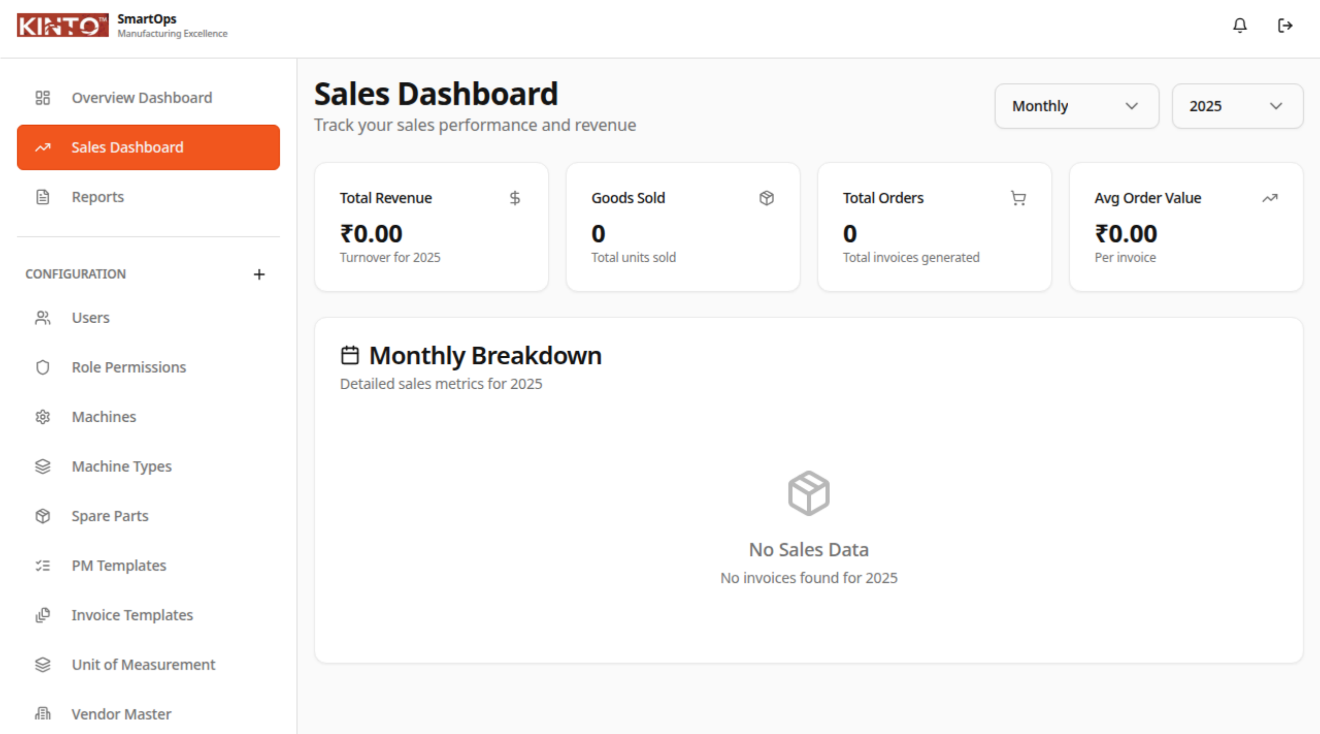
4. Sales & Finance Workflows

4.1 Sales Dashboard

Comprehensive overview of sales performance, revenue trends, top customers, and outstanding payments. Monitor key sales metrics at a glance.

Using Sales Dashboard

1. Access "Sales Dashboard" from the sidebar
2. View total revenue for selected period
3. Monitor pending payments and overdue amounts
4. Check top customers by revenue
5. Review recent invoices and their status
6. Analyze sales trends with graphical charts
7. Quick access to create new invoice or record payment



Screenshot: Sales Dashboard Overview

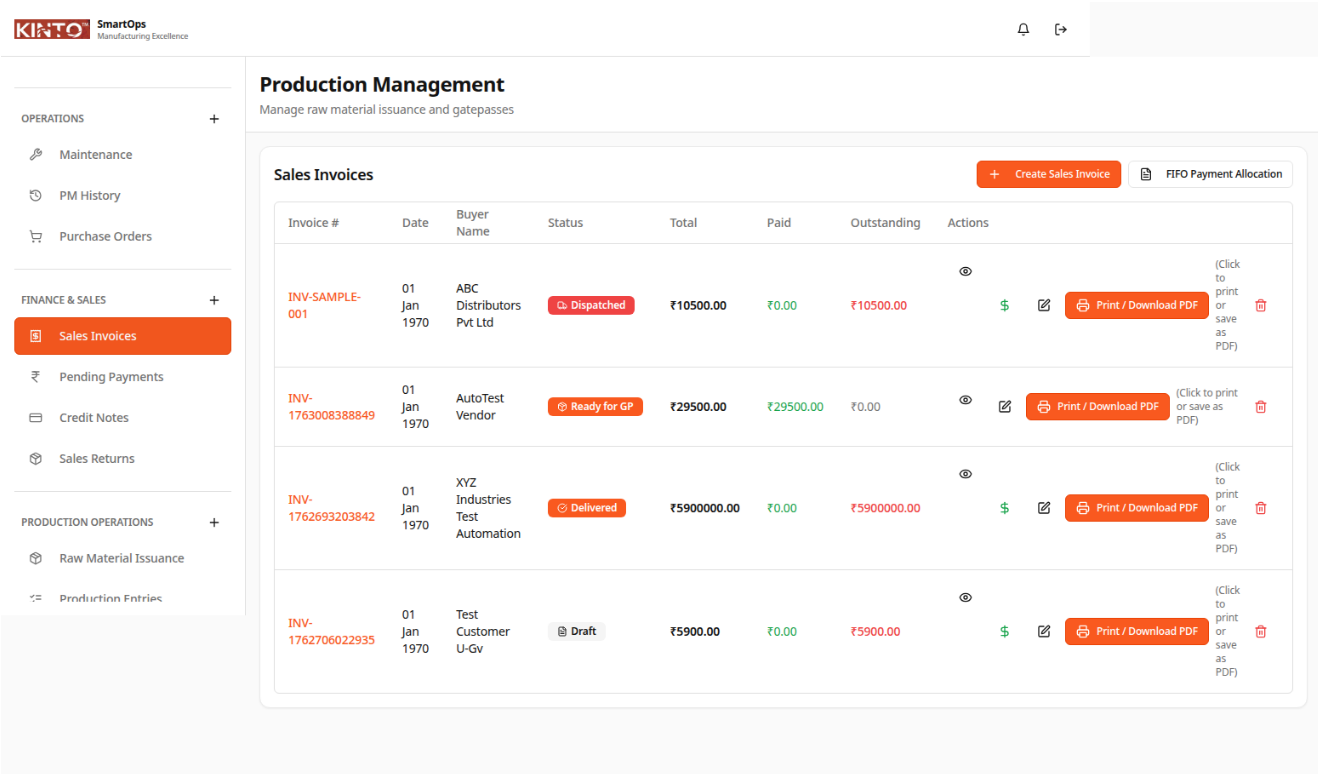
4.2 Sales Invoice Management

Create GST-compliant invoices, manage customer billing, track payment status, and maintain complete invoicing records.

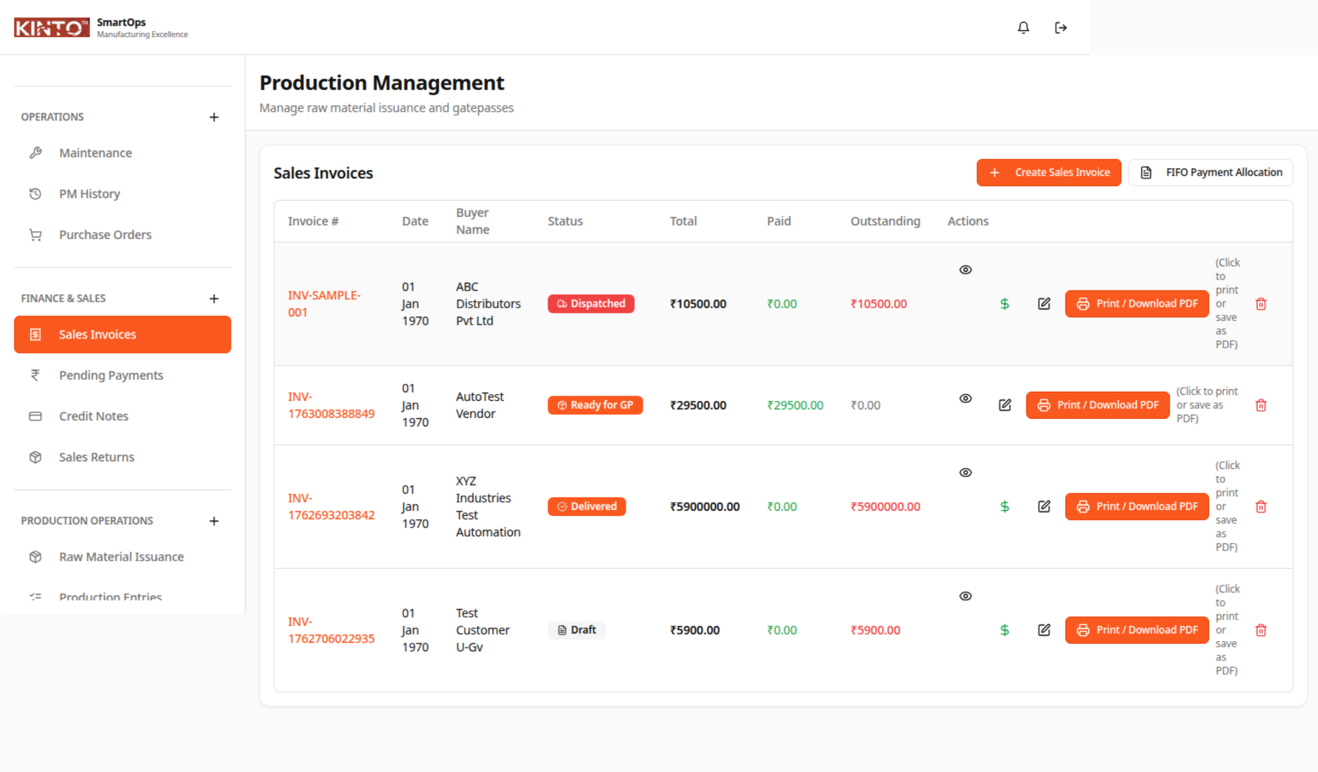
Creating Sales Invoices

1. Click "Sales Invoices" in the sidebar
2. Create new invoice
3. Select customer from customer master
4. Enter invoice date and due date
5. Add invoice line items (products)
6. Enter quantity and rate for each product
7. System automatically calculates CGST, SGST, or IGST based on customer state

8. Review total amount including taxes
9. Add any additional charges or discounts
10. Preview invoice before saving
11. Generate and save the invoice
12. Print invoice or send electronically to customer
13. Invoice automatically appears in dispatch tracking



Screenshot: Sales Invoices List



Screenshot: Invoice Detail View

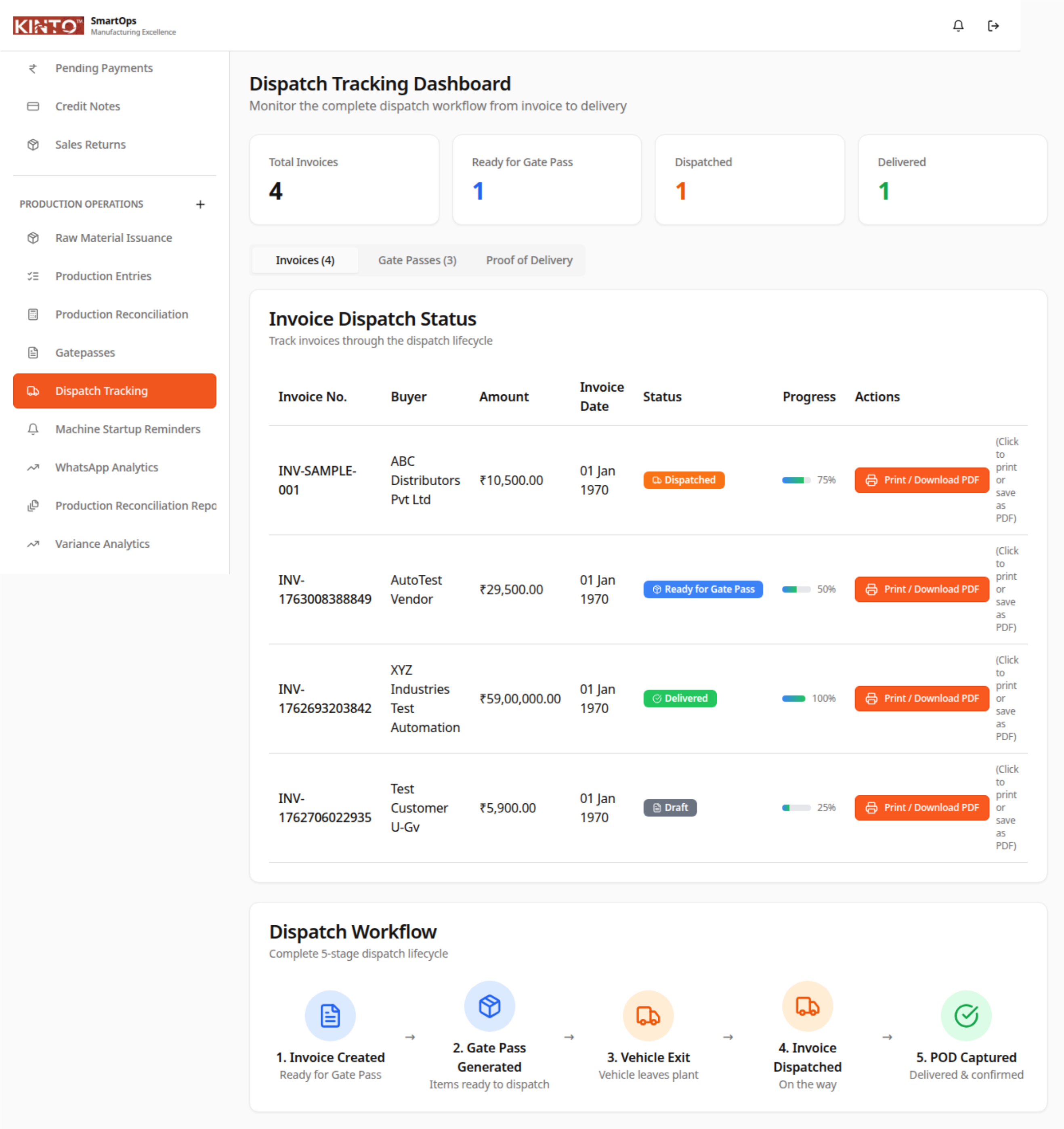
SUCCESS: All invoices are GST-compliant with proper CGST/SGST/IGST calculations based on customer location.

4.3 Dispatch Tracking

Track dispatches through a 5-stage workflow: Invoice Created !' Gatepass Generated !' Vehicle Out !' In Transit !' Delivered. Monitor real-time dispatch status for all shipments.

Managing Dispatch Workflow

1. Access "Dispatch Tracking" from the sidebar
2. View all active dispatches with current status
3. Click on a dispatch to view complete details
4. Stage 1: Invoice ready for dispatch - Generate gatepass
5. Stage 2: Gatepass generated - Record vehicle details and mark vehicle out
6. Stage 3: Vehicle departed - Update status to in transit
7. Stage 4: In transit - Track location and estimated delivery
8. Stage 5: Upload proof of delivery documents
9. Mark dispatch as delivered upon confirmation
10. System automatically updates inventory and invoice status



Screenshot: Dispatch Tracking - 5 Stages

INFO: The dispatch workflow prevents premature inventory deduction and ensures proper documentation at each stage.

4.4 Pending Payments Tracking

Track outstanding invoices, monitor payment history, and identify overdue accounts. FIFO (First In First Out) payment allocation ensures accurate tracking.

Managing Payments

1. Navigate to "Pending Payments"

2. View invoice-wise outstanding balances for all customers

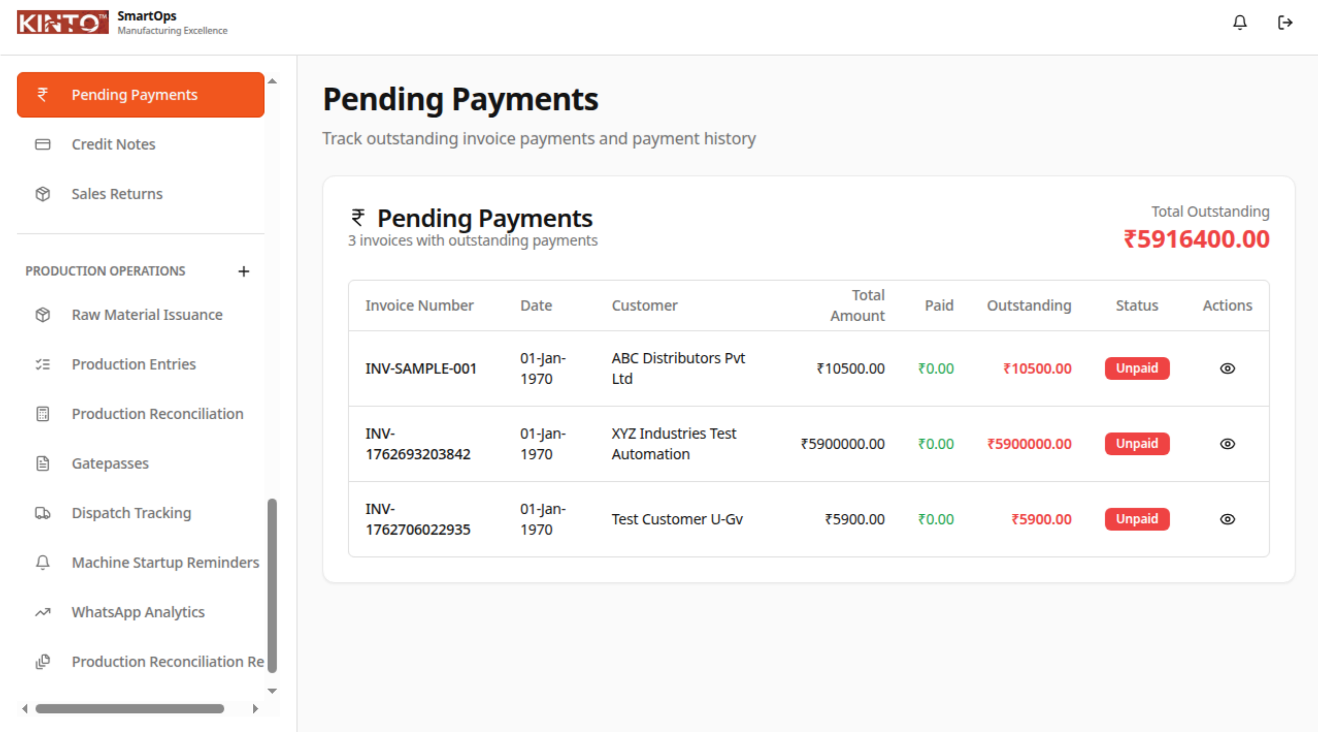
3. Identify overdue payments (highlighted in red)

4. Click on a customer to view detailed payment history

5. Record payment received from customer

6. Enter payment amount, date, and mode (Cash, Cheque, NEFT, etc.)

7. System automatically applies FIFO allocation to oldest invoices first
8. View updated outstanding balance after payment
9. Generate payment receipt for customer
10. Export pending payments report for follow-up



Screenshot: Pending Payments Dashboard

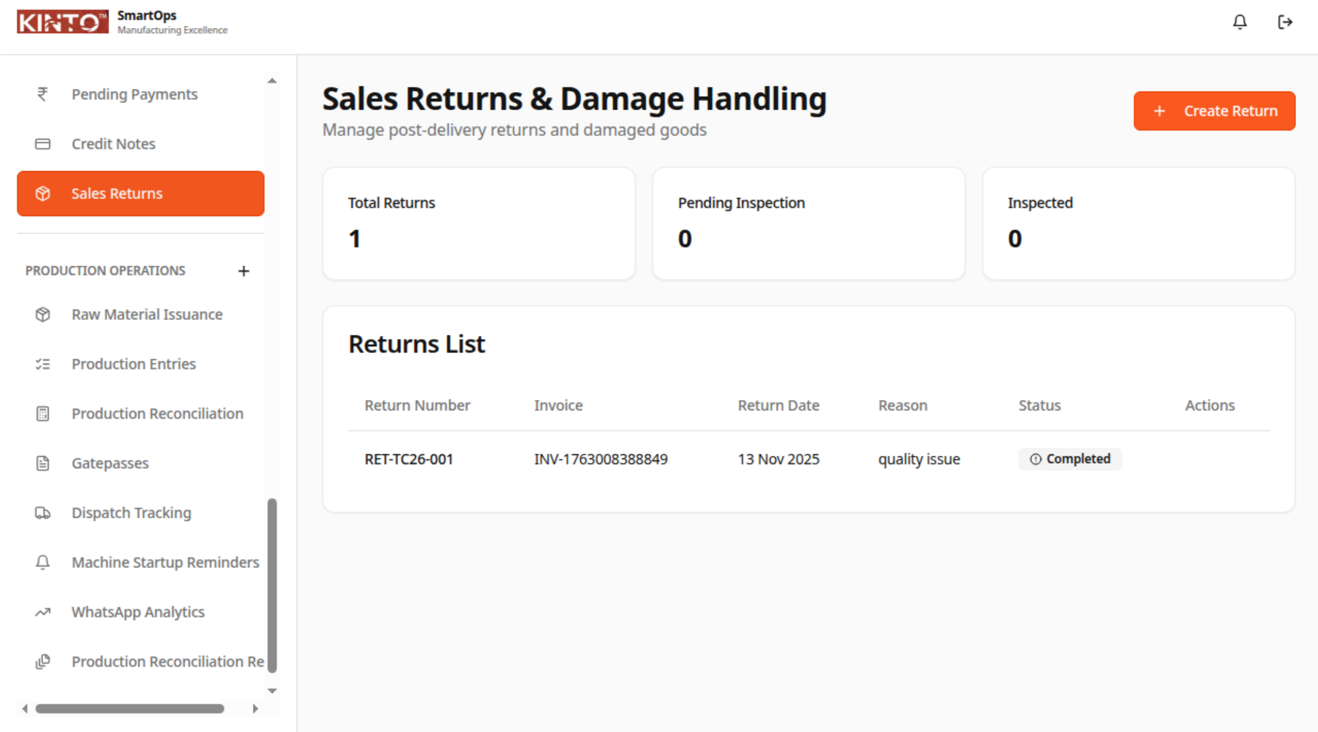
SUCCESS: FIFO allocation ensures payments are applied to oldest invoices first, maintaining accurate aging reports.

4.5 Sales Returns Management

Manage product returns from customers through a 3-stage workflow: Quality Check !’ Inventory Update !’ Credit Note Generation.

Processing Sales Returns

1. Click "Sales Returns" in the sidebar
2. Create new sales return entry
3. Select the original invoice
4. Enter returned items and quantities
5. Perform quality segregation: classify items as OK or Damaged
6. OK items: Return to finished goods inventory
7. Damaged items: Record as damaged stock (separate inventory category)
8. Add return reason and notes
9. Upload photos of returned goods if applicable
10. Submit the return entry
11. System automatically generates credit note
12. System updates inventory for OK items
13. Damaged items tracked separately for disposal/rework



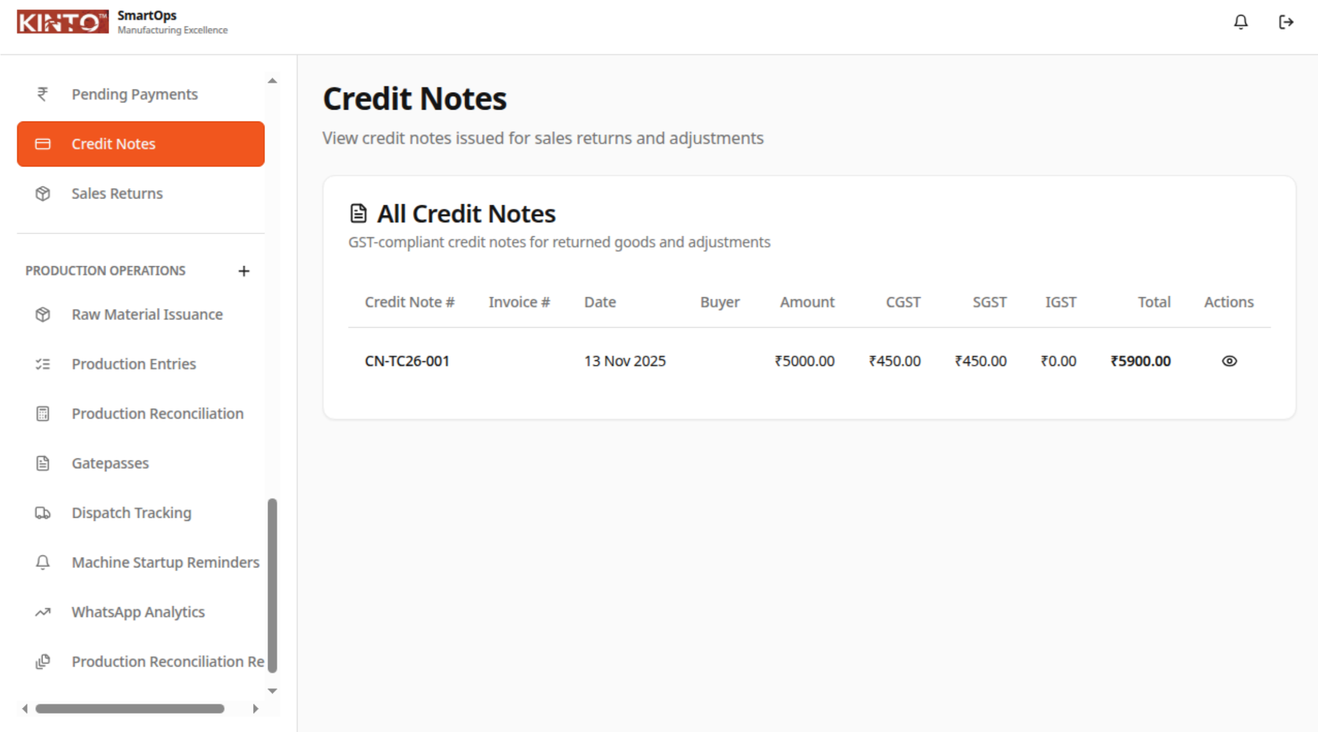
Screenshot: Sales Returns Management

4.6 Credit Notes

View and manage GST-compliant credit notes automatically generated from sales returns. Track adjustments to customer accounts.

Viewing Credit Notes

1. Access "Credit Notes" from the sidebar
2. View list of all credit notes
3. Filter by customer, date range, or status
4. Click on a credit note to view complete details
5. Review line items with quantities and amounts
6. Check GST calculations (reversed from original invoice)
7. View linked original invoice and sales return
8. Print credit note for customer records
9. Credit note automatically adjusts customer outstanding balance
10. Export credit notes for accounting reconciliation



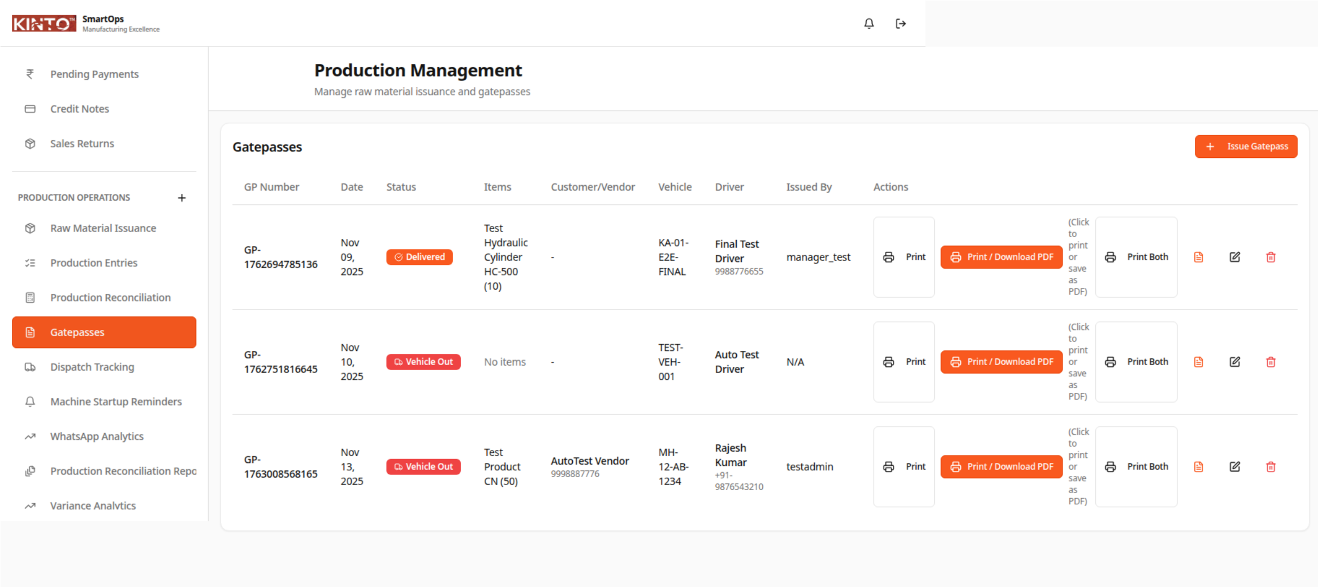
Screenshot: Credit Notes List

4.7 Gatepass Management

Create and manage gatepasses for material and product movement. Gatepasses are automatically linked to invoices for seamless dispatch tracking.

Managing Gatepasses

1. Access "Gatepass Management" via Dispatch Tracking
2. Gatepass automatically created from invoice
3. Enter vehicle number and driver details
4. Record transporter name and contact
5. Add any special instructions or handling notes
6. Print gatepass for security and driver
7. Mark vehicle out when dispatch leaves premises
8. Gatepass status automatically updates in dispatch tracking
9. View gatepass history for audit purposes



Screenshot: Gatepass Records

5. Administration Workflows

5.1 User Management

Manage system users, assign roles, control access permissions, and maintain user accounts. Only administrators have access to user management.

Managing Users (Admin Only)

1. Access "User Management" from the sidebar (Admin only)

2. View list of all system users

3. Click "Add User" to create a new user account

4. Enter username (must be unique)

5. Enter email address

6. Set initial password (user can change later)

7. Assign appropriate role (Operator, Reviewer, Manager, Admin)

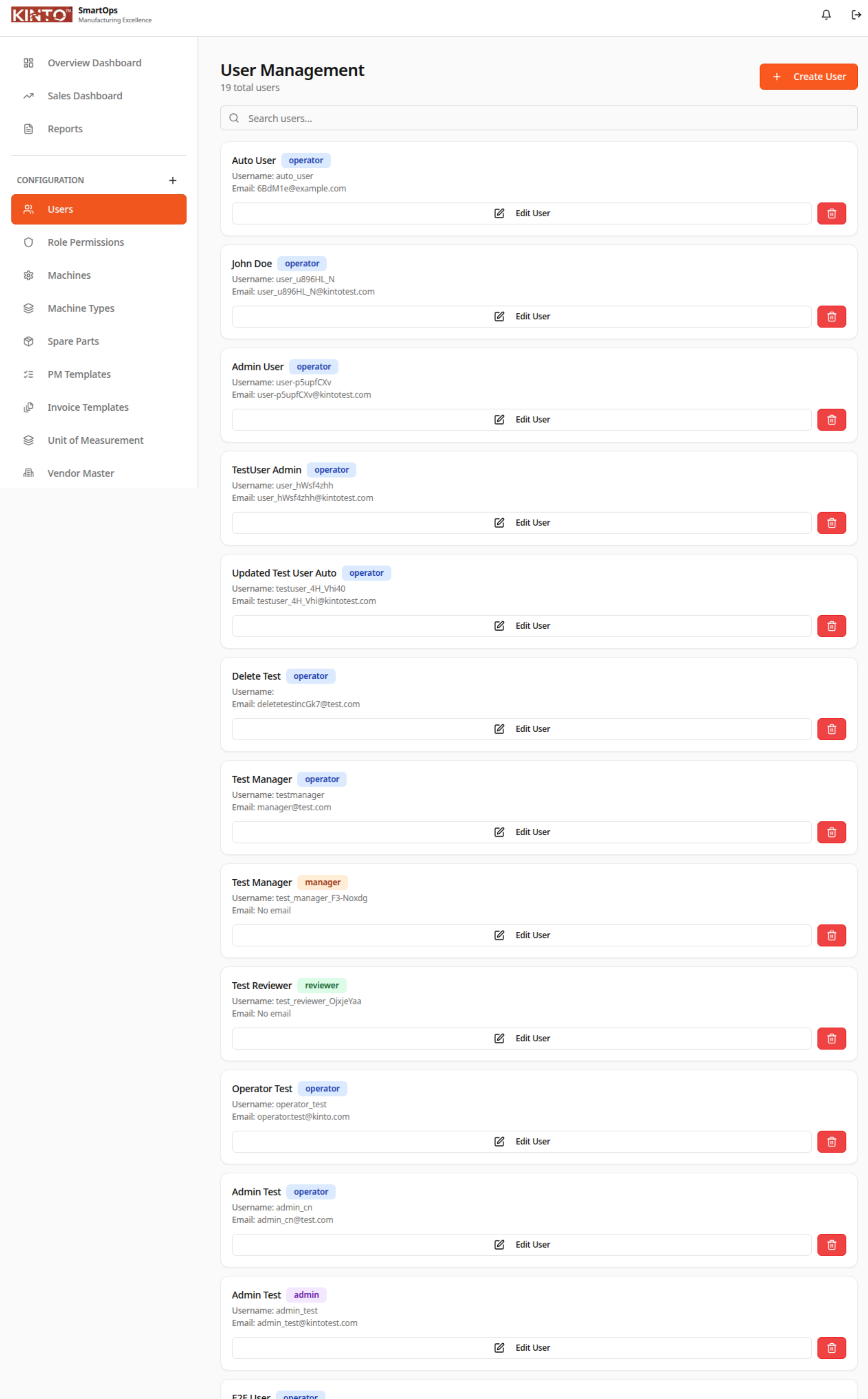
8. Set user status (Active/Inactive)

9. Save user account

10. Communicate credentials securely to the user

11. To edit user: Click on user, modify details, save changes

12. To deactivate user: Set status to Inactive (retains history)


SmartOps
Manufacturing Excellence
Overview Dashboard
Sales Dashboard
Reports
CONFIGURATION
Users
Role Permissions
Machines
Machine Types
Spare Parts
PM Templates
Invoice Templates
Unit of Measurement
Vendor Master
User Management
19 total users
Create User
Search users...
Auto User operator
Username: auto_user
Email: 6BdM1e@example.com
Edit User
John Doe operator
Username: user_u896HL_N
Email: user_u896HL_N@kintotest.com
Edit User
Admin User operator
Username: user-p5upfCXv
Email: user-p5upfCXv@kintotest.com
Edit User
TestUser Admin operator
Username: user_hWsf4zhh
Email: user_hWsf4zhh@kintotest.com
Edit User
Updated Test User Auto operator
Username: testuser_4H_Vhi40
Email: testuser_4H_Vhi@kintotest.com
Edit User
Delete Test operator
Username:
Email: deletetestincGk7@test.com
Edit User
Test Manager operator
Username: testmanager
Email: manager@test.com
Edit User
Test Manager manager
Username: test_manager_F3-Noxdg
Email: No email
Edit User
Test Reviewer reviewer
Username: test_reviewer_OjxjeYaa
Email: No email
Edit User
Operator Test operator
Username: operator_test
Email: operator.test@kinto.com
Edit User
Admin Test operator
Username: admin_cn
Email: admin_cn@test.com
Edit User
Admin Test admin
Username: admin_test
Email: admin_test@kintotest.com
Edit User

Screenshot: User Management

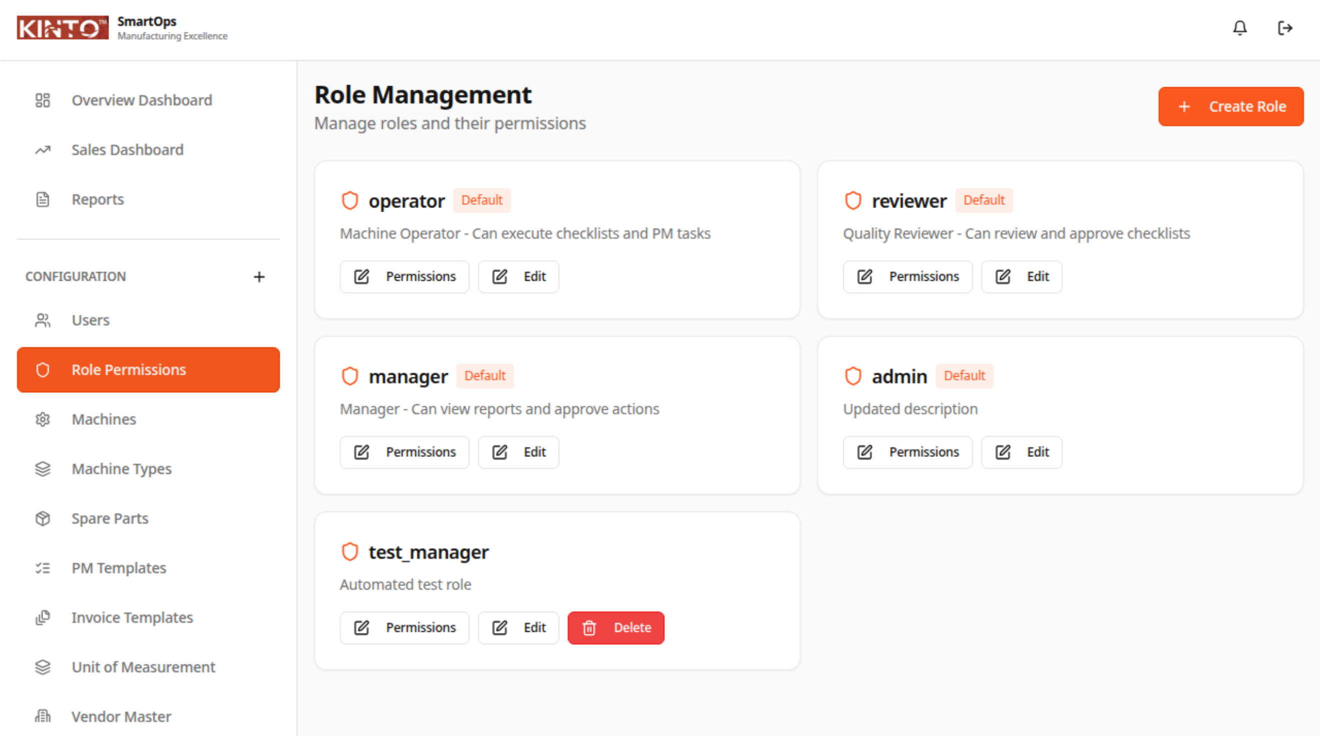
WARNING: Only administrators can create and manage user accounts. Protect admin credentials carefully.

5.2 Role Management & Permissions

Configure role-based permissions across all 36 system screens. Provide granular control over who can view, create, edit, or delete data in each module.

Configuring Role Permissions (Admin Only)

1. Navigate to "Role Management"
2. Select the role to configure (Operator, Reviewer, Manager, Admin)
3. Review the 36 system screens in the permissions matrix
4. For each screen, grant or revoke permissions:
5. - View: Can see the screen and its data
6. - Create: Can add new records
7. - Edit: Can modify existing records
8. - Delete: Can remove records
9. Common permission patterns:
10. - Operators: View + Create for production/checklists
11. - Reviewers: View + Edit for review approval
12. - Managers: All permissions for operational modules
13. - Admins: Full permissions across all modules
14. Save role configuration
15. Permissions apply immediately to all users with that role



Screenshot: Role Management & Permissions

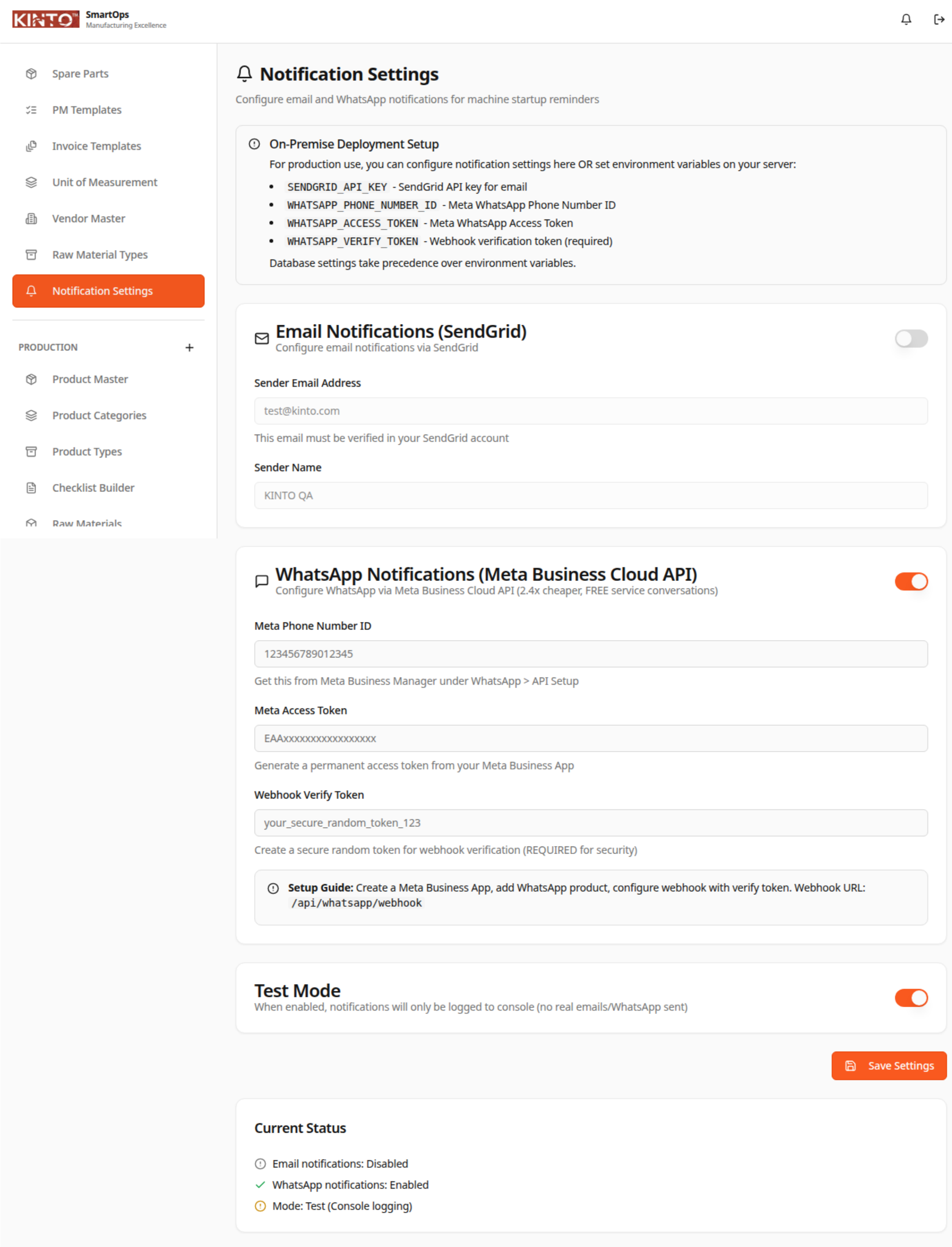
INFO: Plan permissions carefully. Too many permissions create security risks; too few limit productivity.

5.3 Notification Settings

Configure automated email and WhatsApp notifications for critical events, reminders, and alerts. Ensure timely communication for time-sensitive activities.

Configuring Notifications

1. Click "Notification Settings" in the sidebar
2. Enable or disable notification types:
3.   - Machine Startup Reminders
4.   - Missed Checklist Notifications
5.   - Overdue PM Alerts
6.   - Payment Reminders
7.   - Low Stock Alerts
8. Configure email recipients for each notification type
9. Set up WhatsApp integration (requires Meta Business API)
10. Define notification schedules (daily, weekly, immediate)
11. Customize notification message templates
12. Test notification delivery to verify configuration
13. Save notification settings
14. System automatically sends notifications based on configuration



Screenshot: Notification Configuration

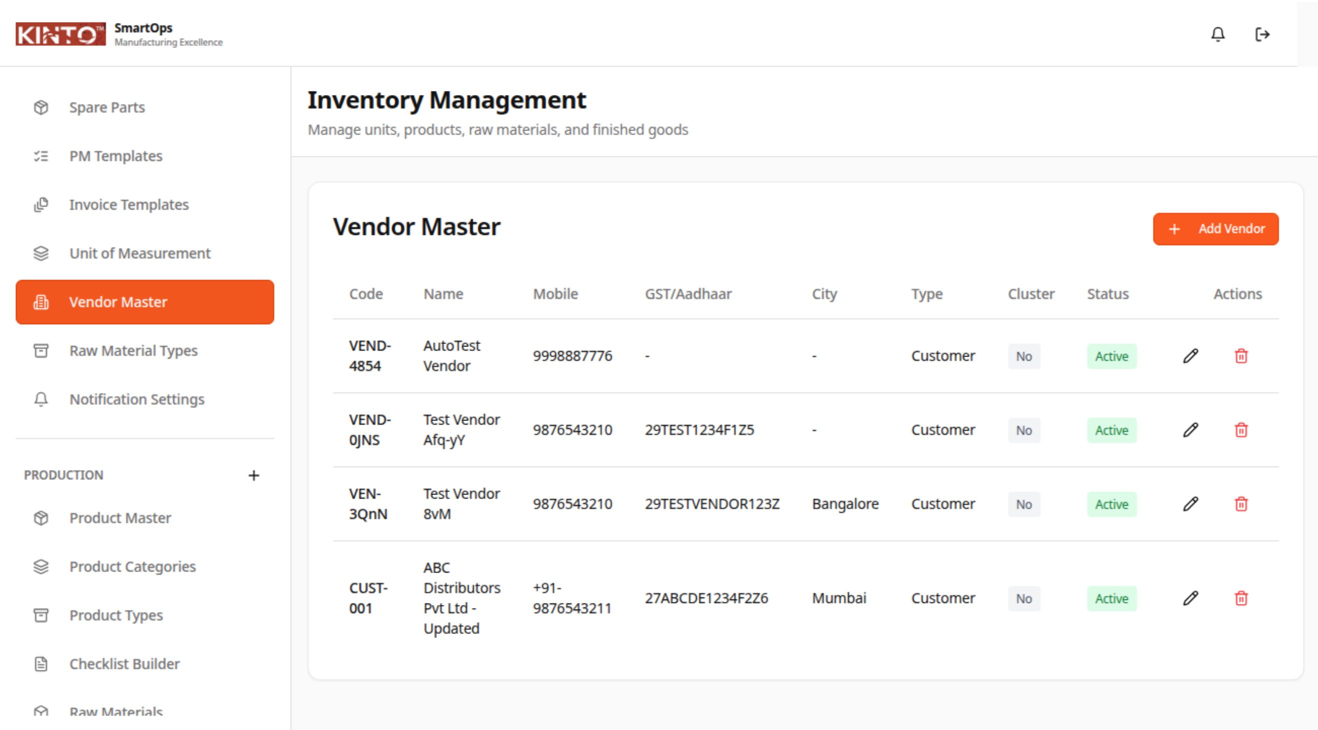
INFO: WhatsApp integration requires Meta Business API configuration and verification. Contact support for setup.

5.4 Vendor Management

Maintain comprehensive vendor master data for purchase orders, procurement tracking, and supplier performance management.

Managing Vendors

1. Access "Vendor Management" from the sidebar
2. Click "Add Vendor" to create new vendor
3. Enter vendor code (unique identifier)
4. Enter vendor name and contact person
5. Add complete address details
6. Enter contact numbers and email
7. Add GST number for tax compliance
8. Specify payment terms (Net 30, Net 60, etc.)
9. Set vendor category (Raw Material, Spare Parts, Services)
10. Add bank details for electronic payments
11. Save vendor master data
12. To edit: Click on vendor, modify, save changes



Screenshot: Vendor Management

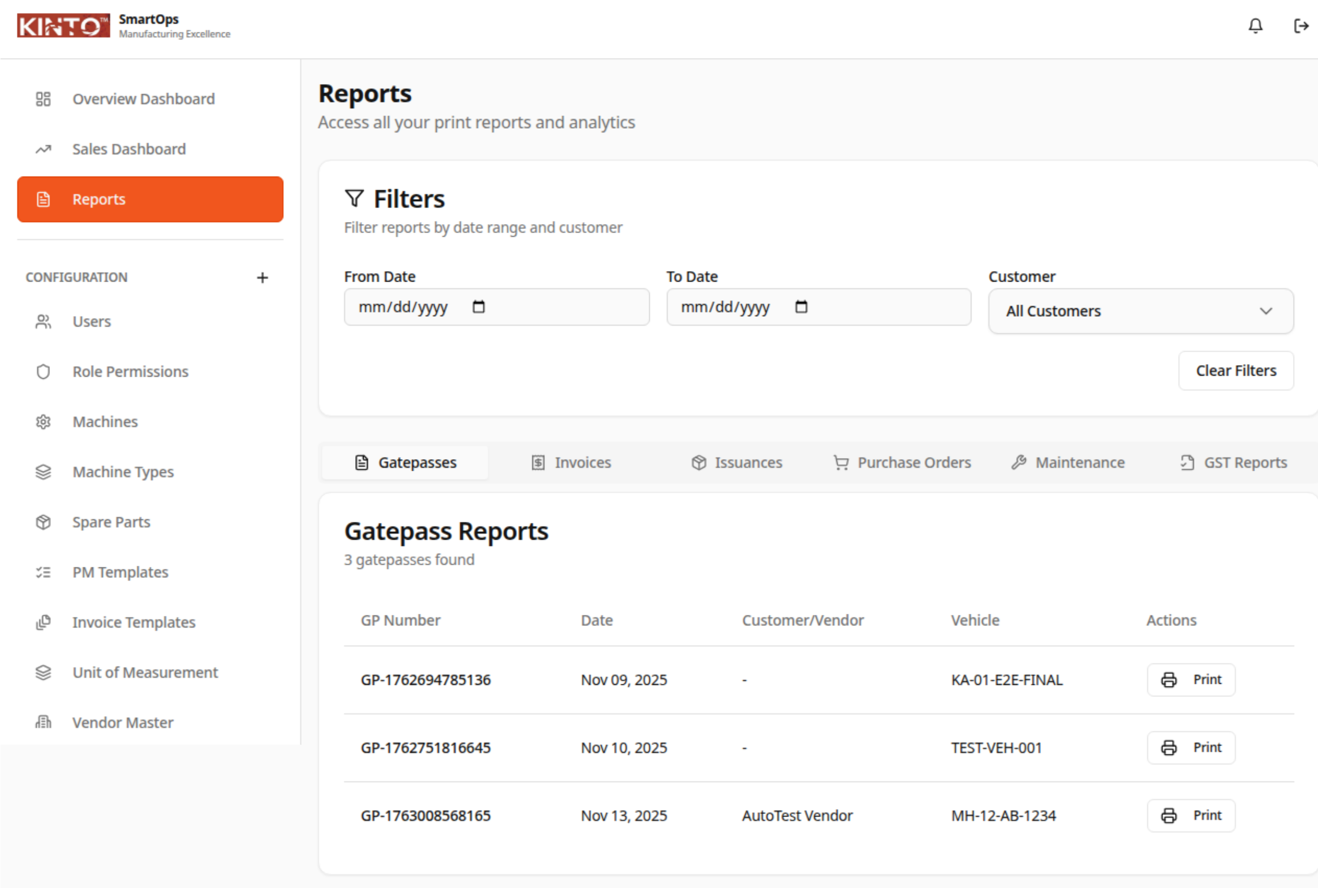
5.5 Reports & Analytics

Generate comprehensive reports for operations, finance, quality, and compliance. Export reports to Excel or PDF for analysis and distribution.

Generating Reports

1. Access "Reports" from the sidebar
2. Select report category:
3. - Production Reports (Production Reconciliation, Variance Analysis)
4. - Quality Reports (QA Checklist Summary, PM Execution)
5. - Sales Reports (Invoice Summary, Pending Payments)
6. - Inventory Reports (Stock Status, Movement Analysis)
7. - Financial Reports (GST Reports, Revenue Analysis)
8. Set date range and filters
9. Preview report on screen

10. Export to Excel for data analysis
11. Export to PDF for printing or sharing
12. Print report directly
13. Email report to stakeholders



Screenshot: Reports Center

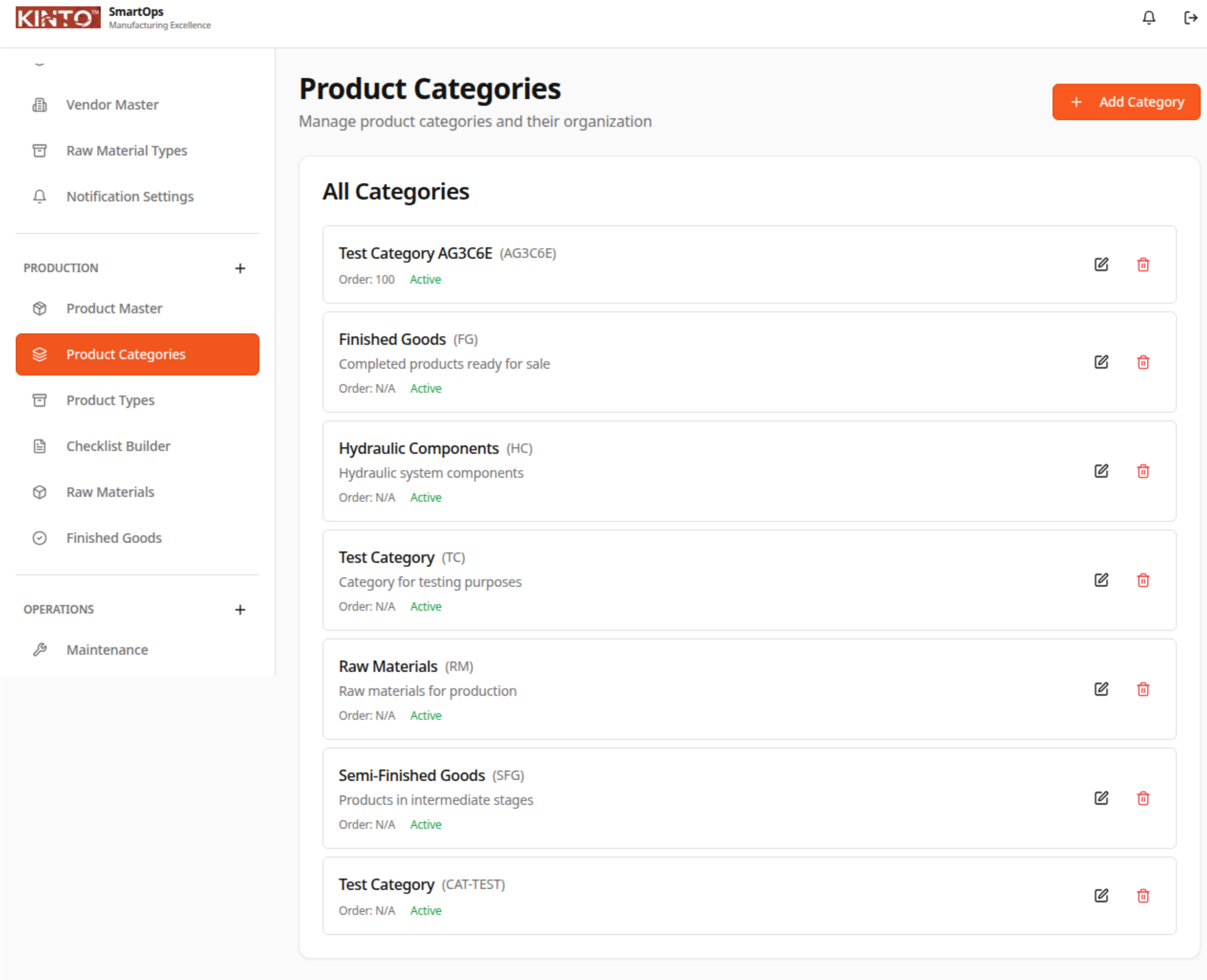
6. Master Data Management

6.1 Product Categories

Define and manage product categories for classification, filtering, and reporting purposes.

Managing Product Categories

1. Navigate to "Product Categories" in the sidebar
2. Click "Add Category" to create new
3. Enter category code (unique identifier)
4. Enter category name and description
5. Set display order for sorting
6. Mark as active or inactive
7. Save the category
8. To edit: Click category, modify, save
9. Categories are used in Product Master for classification



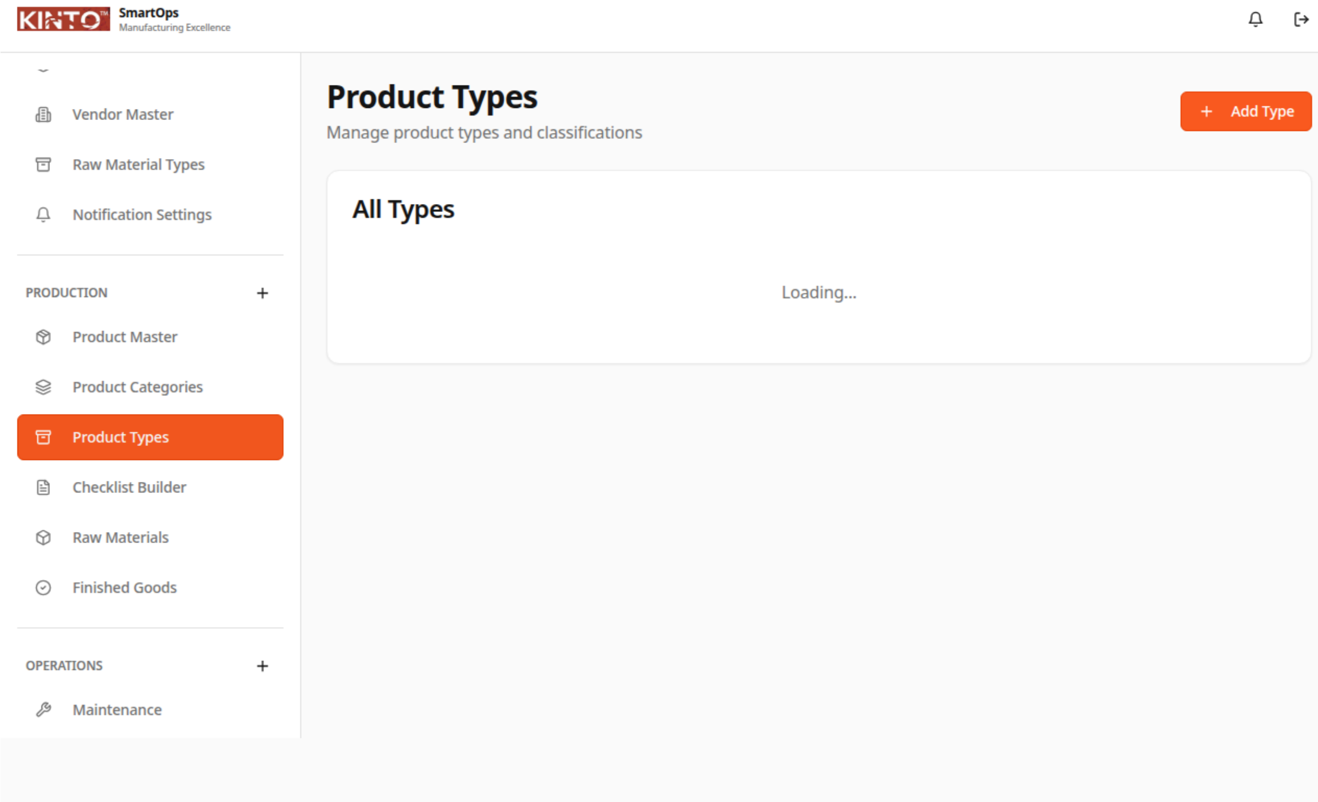
Screenshot: Product Categories Master

6.2 Product Types

Configure product types for detailed product classification within categories.

Managing Product Types

1. Access "Product Types" from the sidebar
2. Click "Add Type" to create new
3. Enter type code (unique)
4. Enter type name and description
5. Link to parent product category
6. Set display order
7. Mark active status
8. Save product type
9. Types provide sub-classification within categories



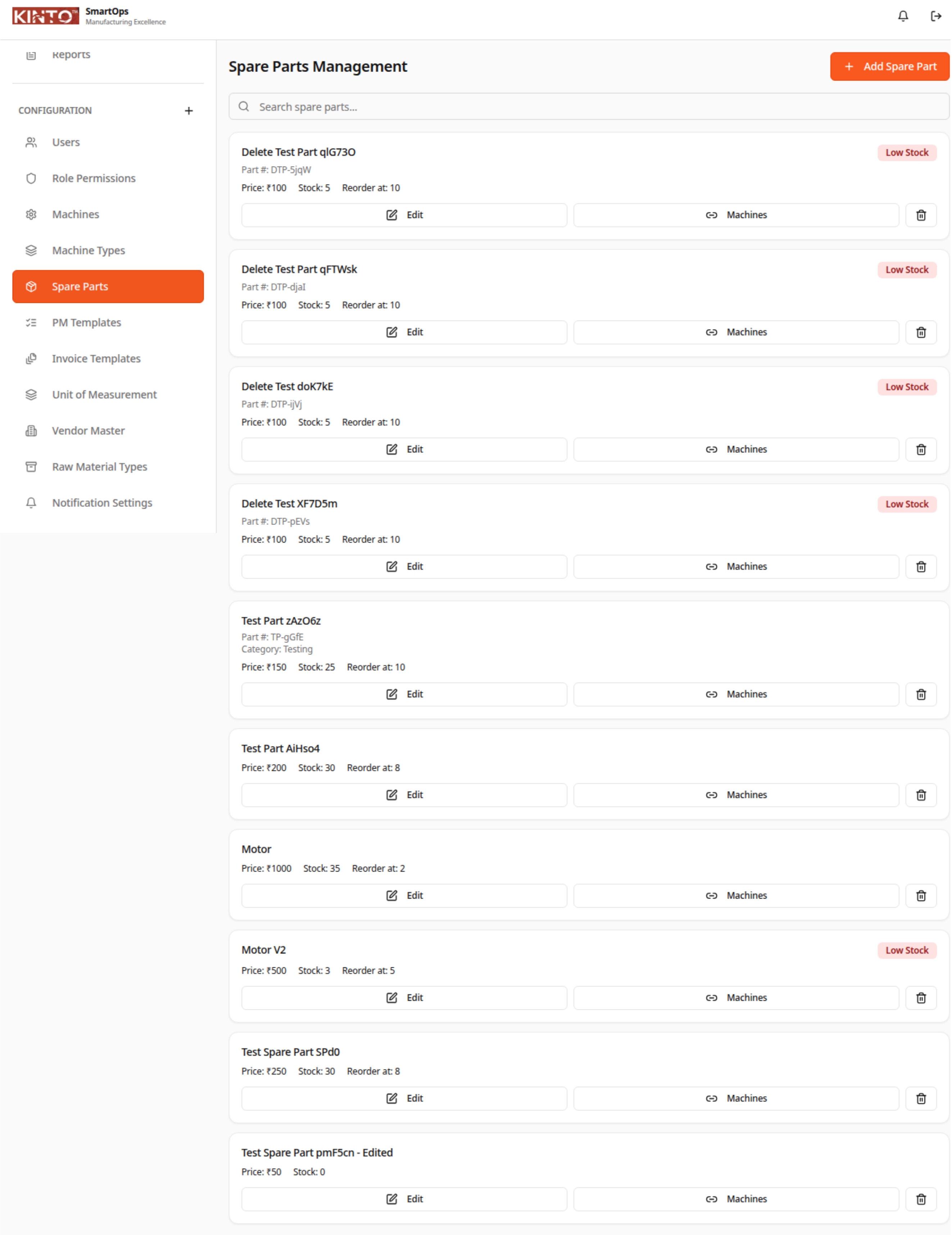
Screenshot: Product Types Master

6.3 Spare Parts Management

Track spare parts inventory for machine maintenance and preventive maintenance execution. Manage reorder levels and consumption tracking.

Managing Spare Parts

1. Access "Spare Parts" from the sidebar
2. Add new spare part with unique code
3. Enter part description and specifications
4. Define unit of measure
5. Set reorder level (minimum stock)
6. Set reorder quantity (order size)
7. Link to applicable machines
8. Set storage location
9. Record current stock level
10. Track usage in PM activities automatically
11. View consumption history
12. Generate reorder reports when stock below minimum



Screenshot: Spare Parts Inventory

7. Support & Troubleshooting

7.1 Common Issues & Solutions

Issue: Cannot Login

Solution: Verify your username/email and password are correct. Ensure caps lock is off. If you have forgotten your password, contact your system administrator to reset it. Check that your account is active (not disabled).

Issue: Missing Menu Items

Solution: Menu items are controlled by your role permissions. Contact your administrator to verify your assigned role and permissions. Some features may be restricted to specific roles (Admin, Manager, etc.).

Issue: Data Not Saving

Solution: Ensure all required fields are completed (marked with asterisks or red indicators). Check your internet connection. Try refreshing the page and re-entering data. If the issue persists, check browser console for errors and contact support.

Issue: Report Not Generating

Solution: Verify the selected date range contains data. Try broadening the date range or adjusting filters. Ensure you have permissions to view the requested report. Check your internet connection. Try exporting in a different format (Excel vs PDF).

Issue: Checklist Won't Submit

Solution: Review all checklist items - incomplete required items prevent submission. Check for validation errors highlighted in red. Ensure all required photos are uploaded. If you added comments, ensure they meet minimum length requirements.

7.2 Best Practices

1. Complete QA checklists immediately after each shift while details are fresh
2. Perform production reconciliation daily to maintain accurate inventory
3. Review pending payments weekly to identify and follow up on overdue accounts
4. Execute preventive maintenance on schedule to avoid equipment failures
5. Generate variance analytics reports monthly to track performance trends
6. Keep master data (products, materials, vendors, categories) current
7. Back up critical reports and documentation regularly
8. Log out of the system when finished to maintain security
9. Report bugs or issues promptly to your administrator
10. Attend training sessions to stay updated on new features

7.3 System Requirements

KINTO is a web-based application accessible via modern web browsers. Recommended specifications:

1. Web Browser: Chrome 90+ (recommended), Firefox 88+, Safari 14+, or Edge 90+
2. Internet Connection: Stable broadband connection (minimum 2 Mbps)
3. Screen Resolution: 1280x800 or higher recommended
4. RAM: 4GB minimum, 8GB recommended
5. Operating System: Windows 10+, macOS 10.14+, or Linux (Ubuntu 18.04+)
6. PDF Reader: For viewing generated reports
7. Excel: For working with exported Excel reports (optional)

7.4 Getting Help

For technical support or assistance:

1. Check this user manual for step-by-step instructions
2. Contact your system administrator for account or permission issues
3. Report bugs or technical problems to your IT department
4. Request additional training if needed for specific workflows
5. Provide detailed error messages and screenshots when reporting issues

TIP: Keep this manual accessible for quick reference while using KINTO.