

# KINTO

## Operations & QA

Illustrated User Manual

Complete Guide with Screenshots

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# 1. Getting Started

## 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
3. Enter your password
4. Click "Sign In" to access the system

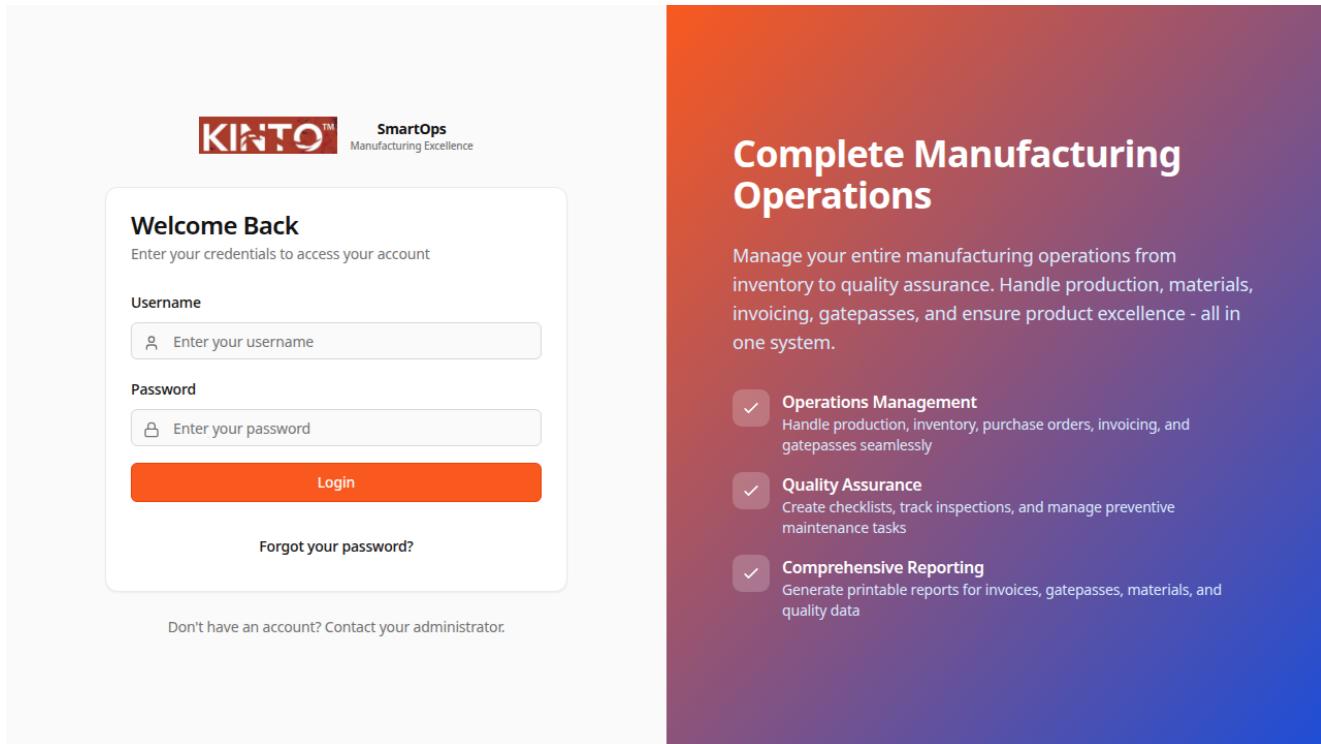


Figure 1.1: KINTO Login Screen

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

## 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.

[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

Figure 1.2: Admin Dashboard - Main View

## Navigation

The sidebar provides organized navigation to all system modules. Click on any menu item to access that feature.

[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

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INV-SAMPLE-001	01-Jan-1970	ABC Distributors Pvt Ltd	₹10500.00	₹0.00	₹10500.00	Unpaid	
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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

Current: 0

Max: N/A

Figure 1.3: Sidebar Navigation Menu

**TIP:** Your available menu items depend on your assigned role and permissions.

# 2. Quality Assurance

## 2.1 QA Checklists

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

Figure 2.1: QA Checklists List View

### Completing a Checklist

1. Click "QA Checklists" in the sidebar
2. Select "New Submission" to start a new checklist
3. Choose the machine and shift
4. Complete all required checklist items
5. Add photos if required
6. Submit for review

**WARNING:** All checklist items must be completed before submission. Red indicators show incomplete items.

## 2.2 Reviewer Dashboard

Reviewers verify submitted checklists, approve or request corrections, and track team performance.

The screenshot shows the 'Reviewer Dashboard' interface. On the left, a sidebar lists various operational categories: Raw Material Types, Notification Settings, PRODUCTION (Product Master, Product Categories, Product Types), and CHECKLIST BUILDER (highlighted in orange). Below these are OPERATIONS (Maintenance, PM History, Purchase Orders). The main content area is titled 'Checklist Builder' and includes fields for 'Checklist Name' (e.g., RFC Machine Daily Checklist) and 'Assign to Machine (Optional)' (None (General Checklist)). A 'Tasks' section follows, featuring a task named 'Clean the Machine' with verification criteria 'Wipe down surfaces and remove any spills'. At the bottom are 'Save Checklist' and 'Clear Form' buttons.

Figure 2.2: Reviewer Dashboard

1. Access "Reviewer Dashboard" from sidebar
2. View pending submissions in the list
3. Click on a submission to review details
4. Verify all checklist items are correct
5. Approve or request corrections
6. Add reviewer comments if needed

## 2.3 Preventive Maintenance

Preventive Maintenance (PM) schedules ensure equipment reliability. Track PM schedules, execution, and compliance.

The screenshot shows the KINTO Operations & QA Management System. At the top left is the KINTO SmartOps logo with the tagline "Manufacturing Excellence". At the top right are icons for notifications and sharing. The main menu on the left includes "Raw Material Types", "Notification Settings", "PRODUCTION" (expanded to show "Product Master", "Product Categories", "Product Types", "Checklist Builder", "Raw Materials", "Finished Goods"), and "OPERATIONS" (expanded to show "Maintenance" highlighted in orange, "PM History", and "Purchase Orders"). On the right, under "Preventive Maintenance", there is a button labeled "+ Schedule PM".

Figure 2.3: Preventive Maintenance Schedule

1. Navigate to "Preventive Maintenance"
2. View scheduled PM tasks
3. Click "Execute PM" for due tasks
4. Complete all maintenance steps
5. Record observations and parts used
6. Mark as complete

**WARNING:** Overdue PM tasks are highlighted in red. Complete them as soon as possible.

## 2.4 Machine Startup Reminders

Machine Startup Reminders ensure operators complete startup checklists before beginning production.

The screenshot shows the KINTO Operations & QA Management System interface. On the left, there is a sidebar with the KINTO SmartOps logo and a "Manufacturing Excellence" tagline. The sidebar contains several menu items: Pending Payments, Credit Notes, Sales Returns, PRODUCTION OPERATIONS (with a plus sign), Raw Material Issuance, Production Entries, Production Reconciliation, Gatepasses, Dispatch Tracking, Machine Startup Reminders (which is highlighted with an orange button), WhatsApp Analytics, Production Reconciliation Repo, and Variance Analytics.

The main content area is titled "Machine Startup Reminders" with a subtitle "Schedule reminders for operators to start machines before production". It features two buttons: "Bulk Assignment" (orange) and "+ Single Task". A large, light-gray placeholder area with a central letter "C" is present.

Figure 2.4: Machine Startup Reminders

## 3. Production Management

### 3.1 Product Master

The Product Master maintains all product definitions, specifications, and Bills of Materials (BOM).

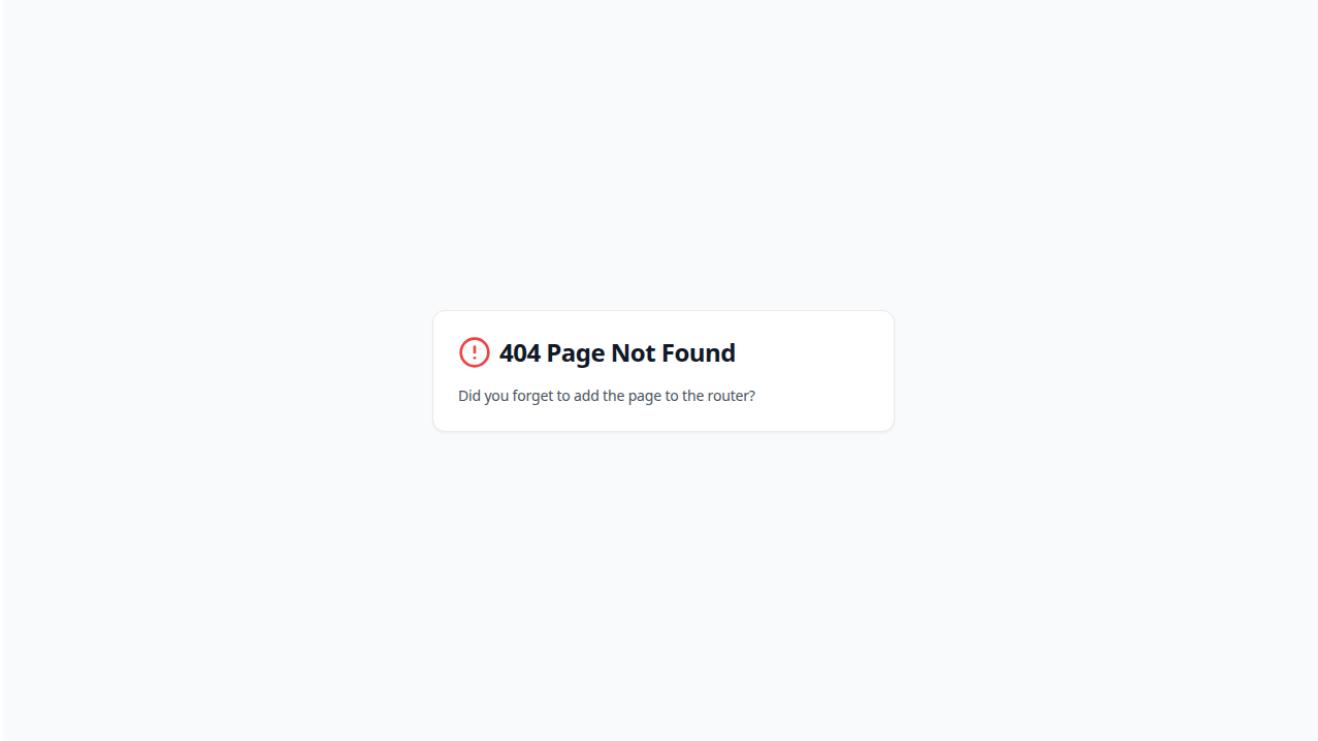


Figure 3.1: Product Master List

#### **Adding a New Product**

1. Click "Product Master" in sidebar
2. Click "Add Product" button
3. Enter product code and name
4. Select product category and type
5. Enter specifications and unit of measure
6. Define Bill of Materials (BOM) if applicable
7. Save the product

The screenshot shows the KINTO Operations & QA Management System interface. On the left, there is a sidebar with various menu items under 'SmartOps Manufacturing ERP'. The 'Product Master' item is currently selected and highlighted in red. The main area displays the 'Add Product' form and a list of existing products.

**Add Product**

Create a new product with packaging, pricing, and BOM

Product Info	Packaging	Pricing/Tax	BOM
Product Code *	SKU Code		
PROD-001	SKU-001		
Product Name *			
Mineral Water 1L			
Category	Product Type		
Select Category	Select Product Type		
Description			
Product description...			
Unit of Measurement	Standard Cost (₹)		
Select UOM	0		

**Product List**

ID	Name	Description	Category	UOM	Cost (₹)	Status	Action
TEST-UKhka7	Test Product 4FP7kz	Hydraulic Components	Pieces	₹100000	₹100000	Active	<span>Edit</span> <span>Delete</span>
TEST-YAP	Test Product YAP	Test Category	Kilograms - Edited	₹100	₹100	Active	<span>Edit</span> <span>Delete</span>
PROD-ax4O	Test Product qN9	Test Category	Kilograms - Edited	₹5	₹5	Active	<span>Edit</span> <span>Delete</span>
PROD-CN-001	Test Product CN	-	-	-	-	Active	<span>Edit</span> <span>Delete</span>

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Figure 3.2: Product Entry Form

**TIP:** BOM defines raw materials needed to produce one unit of the finished product.

## 3.2 Inventory Management

Track raw materials and finished goods inventory in real-time. View stock levels, transactions, and location details.

- ↳ Invoice Templates
- ↳ Unit of Measurement
- ↳ Vendor Master
- ↳ Raw Material Types
- ↳ Notification Settings

---

PRODUCTION +

- ↳ Product Master
- ↳ Product Categories
- ↳ Product Types
- ↳ Checklist Builder
- ↳ Raw Materials
- ↳ Finished Goods

---

SALES & PURCHASES

## Inventory Management

Manage units, products, raw materials, and finished goods

+ Add Product

Product Code	Name	Category	UOM	Standard Cost	Status	Actions
HC-500	Test Hydraulic Cylinder HC-500	-	Units	₹500000	<span style="background-color: #ccc; border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px; color: #ccc;">Inactive</span>	<span style="color: #f08040; border: 1px solid #f08040; border-radius: 5px; padding: 2px 10px;">Edit</span> <span style="color: #ccc; border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px;">Delete</span>
TEST-HC-500	Test Hydraulic Cylinder HC-500	-	Units	-	<span style="background-color: #f08040; border: 1px solid #f08040; border-radius: 5px; padding: 2px 10px; color: white;">Active</span>	<span style="color: #f08040; border: 1px solid #f08040; border-radius: 5px; padding: 2px 10px;">Edit</span> <span style="color: #ccc; border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px;">Delete</span>
TEST-HC-500_ytAzy	Test Hydraulic Cylinder HC-500	-	Units	-	<span style="background-color: #f08040; border: 1px solid #f08040; border-radius: 5px; padding: 2px 10px; color: white;">Active</span>	<span style="color: #f08040; border: 1px solid #f08040; border-radius: 5px; padding: 2px 10px;">Edit</span> <span style="color: #ccc; border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px;">Delete</span>
PROD-m5w8-q	BOM Test PROD-m5w8-q	-	-	-	<span style="background-color: #f08040; border: 1px solid #f08040; border-radius: 5px; padding: 2px 10px; color: white;">Active</span>	<span style="color: #f08040; border: 1px solid #f08040; border-radius: 5px; padding: 2px 10px;">Edit</span> <span style="color: #ccc; border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px;">Delete</span>
PROD-DukbgB	No BOM PROD-DukbgB	-	-	-	<span style="background-color: #f08040; border: 1px solid #f08040; border-radius: 5px; padding: 2px 10px; color: white;">Active</span>	<span style="color: #f08040; border: 1px solid #f08040; border-radius: 5px; padding: 2px 10px;">Edit</span> <span style="color: #ccc; border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px;">Delete</span>
WB-1L	Mineral Water Bottle 1L	Finished Goods	Pieces	₹2000	<span style="background-color: #f08040; border: 1px solid #f08040; border-radius: 5px; padding: 2px 10px; color: white;">Active</span>	<span style="color: #f08040; border: 1px solid #f08040; border-radius: 5px; padding: 2px 10px;">Edit</span> <span style="color: #ccc; border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px;">Delete</span>
TEST-UKhka7	Test Product 4FP7kz	Hydraulic Components	Pieces	₹100000	<span style="background-color: #f08040; border: 1px solid #f08040; border-radius: 5px; padding: 2px 10px; color: white;">Active</span>	<span style="color: #f08040; border: 1px solid #f08040; border-radius: 5px; padding: 2px 10px;">Edit</span> <span style="color: #ccc; border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px;">Delete</span>
TEST-YAP	Test Product YAP	Test Category	Kilograms - Edited	₹100	<span style="background-color: #f08040; border: 1px solid #f08040; border-radius: 5px; padding: 2px 10px; color: white;">Active</span>	<span style="color: #f08040; border: 1px solid #f08040; border-radius: 5px; padding: 2px 10px;">Edit</span> <span style="color: #ccc; border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px;">Delete</span>
PROD-ax4O	Test Product qN9	Test Category	Kilograms - Edited	₹5	<span style="background-color: #f08040; border: 1px solid #f08040; border-radius: 5px; padding: 2px 10px; color: white;">Active</span>	<span style="color: #f08040; border: 1px solid #f08040; border-radius: 5px; padding: 2px 10px;">Edit</span> <span style="color: #ccc; border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px;">Delete</span>
PROD-CN-001	Test Product CN	-	-	-	<span style="background-color: #f08040; border: 1px solid #f08040; border-radius: 5px; padding: 2px 10px; color: white;">Active</span>	<span style="color: #f08040; border: 1px solid #f08040; border-radius: 5px; padding: 2px 10px;">Edit</span> <span style="color: #ccc; border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px;">Delete</span>

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Next

Figure 3.3: Inventory Management Dashboard

1. Access "Inventory Management" from sidebar
2. Switch between Raw Materials and Finished Goods tabs
3. View current stock levels
4. Check low stock items (red indicators)
5. View transaction history
6. Generate inventory reports

### 3.3 Raw Material Types

Define raw material specifications, units of measure, and conversion factors for accurate inventory tracking.

Raw Material Types
[Notification Settings](#)

+

Type Code	Type Name	Conversion Method	Base Unit	Conversion Details	Usable Units	Status	Actions	
RMT-003	Preform 21g	Formula-Based	Bag (25)	Piece: 1190 pcs 25kg × 1000 ÷ 21g	1131 (95%)	Active		
RMT-004	Cap Standard	Direct-Value	Box	Piece: 7000 pcs	6790 (97%)	Active		
RMT-005	Label Roll	Output-Coverage	Roll	Bottle: 5000 units	4900 (98%)	Active		
RMT-001	Preform 21g	Formula-Based	Bag (25)	Piece: 1190 pcs 25kg × 1000 ÷ 21g	1107 (93%)	Active		
RMT-006	Plastic Pellets	Formula-Based	Kg (25)	Piece: 25 pcs 25kg × 1000 ÷ 1000g	25 (98%)	Active		
RMT-007	Test Material	Formula-Based	Bag (25)	Piece: 25 pcs 25kg × 1000 ÷ 1000g	25 (98%)	Active		
RMT-008	Quick Test Material	Formula-Based	Bag (25)	Piece: 25 pcs 25kg × 1000 ÷ 1000g	25 (98%)	Active		
RMT-009	Test Bag Conversion 2MSPGO	Formula-Based	Bag (50)	Piece: 25 pcs 50kg × 1000 ÷ 2000g	23 (90%)	Active		

Figure 3.4: Raw Material Types Master

1. Navigate to "Raw Material Types"
2. Click "Add Type" to create new material definition
3. Enter material code and name
4. Define base unit and conversion factors
5. Set quality parameters if applicable
6. Save the material type

## 3.4 Material Issuances

Issue raw materials for production based on product BOMs. System automatically calculates required quantities.

**Production Management**  
Manage raw material issuance and gatepasses

**Raw Material Issuance**

Issuance No.	Date	For Product	Issued To	Issued By	Remarks	Actions
ISS-1762748633280	Nov 10, 2025	N/A	Production Line Test o12	admin_test	-	<button>Print</button> <button>Edit</button> <button>Delete</button>
ISS-1763007505274	Nov 13, 2025	TEST-BOM-001 - Test Water Bottle 1L (BOM Sample)	UOM Fix Test Production	testadmin	-	<button>Print</button> <button>Edit</button> <button>Delete</button>
ISS-1763030083359	Nov 13, 2025	N/A	Test Operator	admin	Variance test issuance	<button>Print</button> <button>Edit</button> <button>Delete</button>
ISS-1763030819798	Nov 13, 2025	N/A	Variance Test Operator	admin	-	<button>Print</button> <button>Edit</button> <button>Delete</button>
ISS-1763031377697	Nov 13, 2025	FINAL-Qpv - Final Test	Final Test Operator	admin	-	<button>Print</button> <button>Edit</button> <button>Delete</button>
ISS-1763034115116	Nov 13, 2025	N/A	Final Test	admin	-	<button>Print</button> <button>Edit</button> <button>Delete</button>
ISS-1763035140883	Nov 13, 2025	N/A	Test Deduction	admin	-	<button>Print</button> <button>Edit</button> <button>Delete</button>

Figure 3.5: Material Issuance Records

1. Click "Material Issuances"
2. Create new issuance
3. Select product and quantity to produce
4. System auto-calculates material requirements from BOM
5. Verify and adjust quantities if needed
6. Submit issuance
7. Inventory is automatically deducted

**SUCCESS:** BOM-driven issuance ensures accurate material consumption tracking.

## 3.5 Production Entry

Record actual production output by shift. System compares actual vs planned production and calculates variances.

The screenshot shows the KINTO Operations & QA Management System interface. On the left, there's a sidebar with two main sections: 'FINANCE & SALES' and 'PRODUCTION OPERATIONS'. Under 'FINANCE & SALES', there are links for Sales Invoices, Pending Payments, Credit Notes, and Sales Returns. Under 'PRODUCTION OPERATIONS', there are links for Raw Material Issuance, Production Entries (which is highlighted in orange), Production Reconciliation, Gatepasses, Dispatch Tracking, Machine Startup Reminders, and WhatsApp Analytics. The main content area is titled 'Production Entries' and has a subtitle 'Track actual production output and compare against raw material issuances'. It features three summary boxes: 'Total Entries' (4), 'Total Produced' (340.00), and 'Total Rejected' (0.00). Below these is a table listing four production entries, each with details like date, shift, issuance number, produced units, rejected units, derived units, and actions. The table has columns for Production Date, Shift, Issuance, Produced, Rejected, Derived Units, and Actions.

Production Date	Shift	Issuance	Produced	Rejected	Derived Units	Actions
11/13/2025	Shift A	ISS-1763030083359	85.00	0.00	N/A	
11/13/2025	Shift A	ISS-1763030819798	85.00	0.00	N/A	
11/13/2025	Shift A	ISS-1763007505274	85.00	0.00	N/A	
11/13/2025	Shift A	ISS-1762748633280	85.00	0.00	N/A	

Figure 3.6: Production Entry List

1. Access "Production Entries"
2. Create new production entry
3. Select shift and machine
4. Link to material issuance
5. Enter actual quantities produced
6. Record any rejections or waste
7. Save entry
8. System calculates variance automatically

## 3.6 Production Reconciliation

End-of-day reconciliation closes the loop between raw materials issued, production output, and actual consumption.

The screenshot shows the KINTO Operations & QA Management System interface. On the left, there's a sidebar with two main sections: 'FINANCE & SALES' and 'PRODUCTION OPERATIONS'. Under 'FINANCE & SALES', there are four items: 'Sales Invoices', 'Pending Payments', 'Credit Notes', and 'Sales Returns'. Under 'PRODUCTION OPERATIONS', there are six items: 'Raw Material Issuance', 'Production Entries', 'Production Reconciliation' (which is highlighted with an orange border), 'Gatepasses', 'Dispatch Tracking', and 'Machine Startup Reminders'. At the top right, there are icons for notifications and a search bar. The main content area has a title 'Production Reconciliation' and a subtitle 'End-of-day material usage reconciliation tracking'. It features three summary cards: 'Total Reconciliations' (0), 'Today's Reconciliations' (0), and 'Shifts Covered' (0). Below this is a section titled 'Reconciliation Records' with a subtitle 'View and manage material usage reconciliation entries'. A message 'Loading reconciliations...' is displayed.

Figure 3.7: Production Reconciliation

1. Navigate to "Production Reconciliation"
2. Select production entry to reconcile
3. Review issued quantities
4. Review actual production
5. Enter actual material consumed
6. System calculates returned materials
7. Submit reconciliation
8. Returned inventory updated automatically

**INFO:** Reconciliation ensures inventory accuracy and identifies material usage variances.

### 3.7 Variance Analytics

Advanced analytics dashboard showing production efficiency trends, material usage variances, and performance metrics over time.

- ⌚ 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

## Year

Monthly

2025

Total Reconciliations

2

Monthly analysis

Avg Variance

0.00%

Within acceptable range

Avg Efficiency

0.00%

Production efficiency

Avg Yield

0.00%

Production yield

Good

2

Variance ≤ 2%

Warning

0

Variance 2-5%

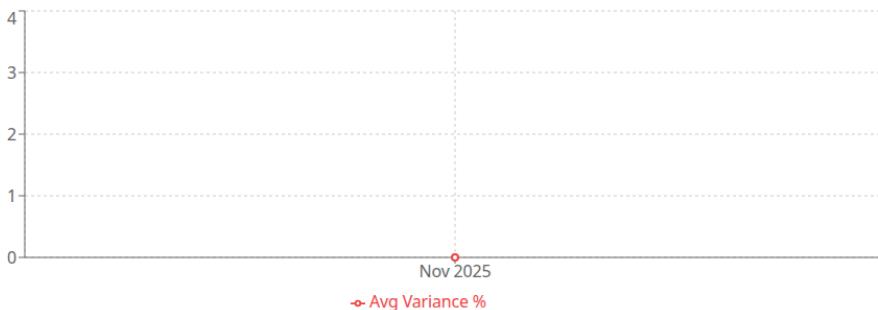
Critical

0

Variance &gt; 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

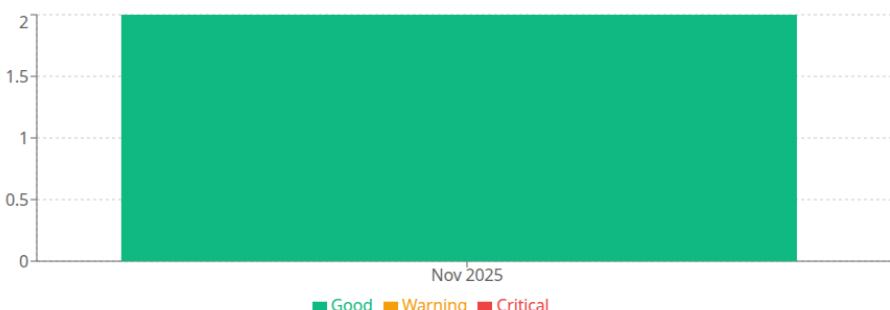


Figure 3.8: Variance Analytics Dashboard

# 4. Sales & Finance

## 4.1 Sales Dashboard

Overview of sales performance, revenue trends, top customers, and outstanding payments.

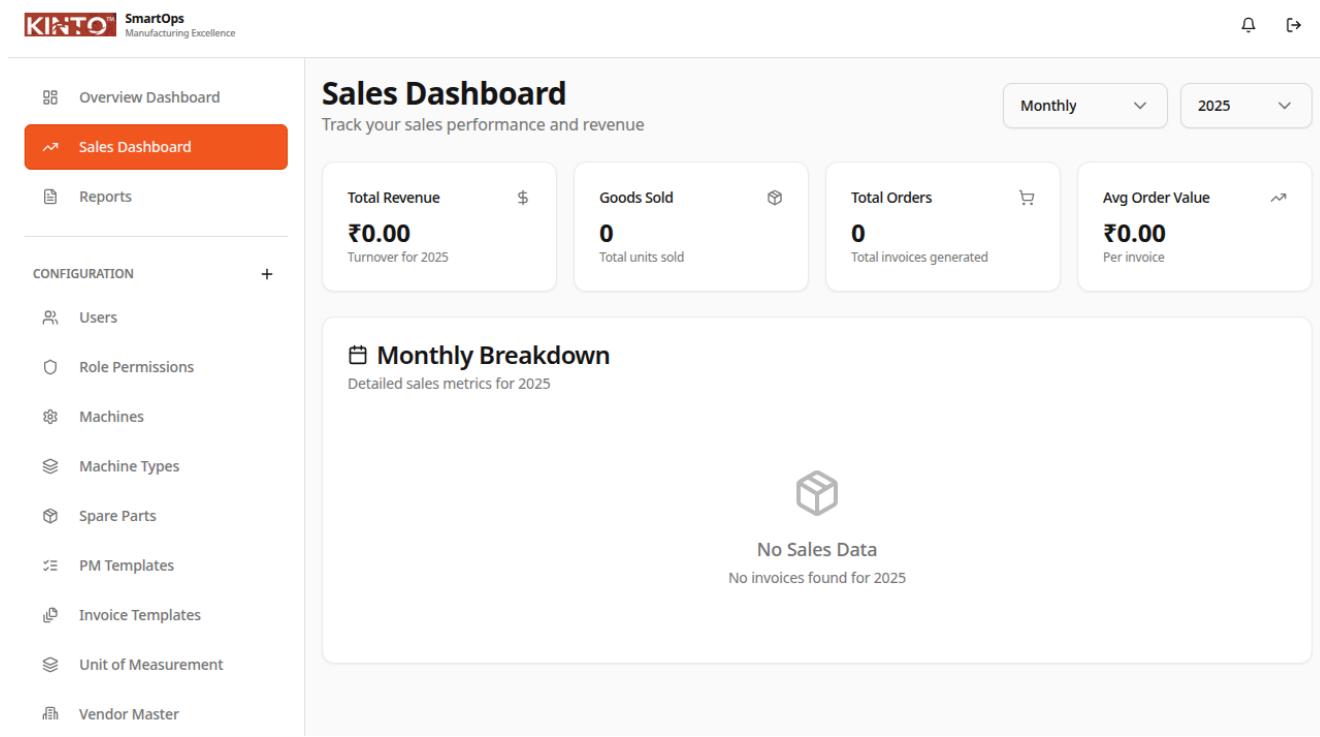


Figure 4.1: Sales Dashboard Overview

## 4.2 Sales Invoices

Create GST-compliant invoices, manage customer billing, and track payment status.

The screenshot shows the KINTO Operations & QA Management System interface. On the left, there is a sidebar with navigation links for OPERATIONS (Maintenance, PM History, Purchase Orders), FINANCE & SALES (Sales Invoices, Pending Payments, Credit Notes, Sales Returns), and PRODUCTION OPERATIONS (Raw Material Issuance, Production Entries). The main content area is titled "Production Management" and "Manage raw material issuance and gatepasses". It features a "Sales Invoices" section with a table listing four invoices. Each invoice row includes columns for Invoice #, Date, Buyer Name, Status, Total, Paid, Outstanding, Actions, and a "Print / Download PDF" button with a note "(Click to print or save as PDF)". The invoices are:

Invoice #	Date	Buyer Name	Status	Total	Paid	Outstanding	Actions	Print / Download PDF
INV-SAMPLE-001	01 Jan 1970	ABC Distributors Pvt Ltd	Dispatched	₹10500.00	₹0.00	₹10500.00	\$	<a href="#">Print / Download PDF</a>
INV-1763008388849	01 Jan 1970	AutoTest Vendor	Ready for GP	₹29500.00	₹29500.00	₹0.00		<a href="#">Print / Download PDF</a>
INV-1762693203842	01 Jan 1970	XYZ Industries Test Automation	Delivered	₹5900000.00	₹0.00	₹5900000.00	\$	<a href="#">Print / Download PDF</a>
INV-1762706022935	01 Jan 1970	Test Customer U-Gv	Draft	₹5900.00	₹0.00	₹5900.00	\$	<a href="#">Print / Download PDF</a>

Figure 4.2: Sales Invoices List

1. Click "Sales Invoices"
2. Create new invoice
3. Select customer
4. Add invoice items (products)
5. System calculates GST automatically
6. Preview and verify invoice
7. Generate and save
8. Print or send to customer

**OPERATIONS**

- [Maintenance](#)
- [PM History](#)
- [Purchase Orders](#)

**FINANCE & SALES**

- [Sales Invoices](#)
- [Pending Payments](#)
- [Credit Notes](#)
- [Sales Returns](#)

**PRODUCTION OPERATIONS**

- [Raw Material Issuance](#)
- [Production Entries](#)

### Production Management

Manage raw material issuance and gatepasses

#### Sales Invoices

Invoice #	Date	Buyer Name	Status	Total	Paid	Outstanding	Actions
INV-SAMPLE-001	01 Jan 1970	ABC Distributors Pvt Ltd	<span style="background-color: red; color: white; border-radius: 5px; padding: 2px 10px;">Dispatched</span>	₹10500.00	₹0.00	₹10500.00	<a href="#"></a> <a href="#"></a> <a href="#"></a> <small>(Click to print or save as PDF)</small>
INV-176300838849	01 Jan 1970	AutoTest Vendor	<span style="background-color: red; color: white; border-radius: 5px; padding: 2px 10px;">Ready for GP</span>	₹29500.00	₹29500.00	₹0.00	<a href="#"></a> <a href="#"></a> <a href="#"></a> <small>(Click to print or save as PDF)</small>
INV-1762693203842	01 Jan 1970	XYZ Industries Test Automation	<span style="background-color: red; color: white; border-radius: 5px; padding: 2px 10px;">Delivered</span>	₹5900000.00	₹0.00	₹5900000.00	<a href="#"></a> <a href="#"></a> <a href="#"></a> <small>(Click to print or save as PDF)</small>
INV-1762706022935	01 Jan 1970	Test Customer U-Gv	<span style="background-color: red; color: white; border-radius: 5px; padding: 2px 10px;">Draft</span>	₹5900.00	₹0.00	₹5900.00	<a href="#"></a> <a href="#"></a> <a href="#"></a> <small>(Click to print or save as PDF)</small>

Figure 4.3: Invoice Detail View

**SUCCESS:** All invoices are GST-compliant with proper CGST/SGST/IGST calculations.

## 4.3 Dispatch Tracking

5-stage dispatch workflow: Invoice ! Gatepass ! Vehicle Out ! In Transit ! Delivered. Track all dispatches in real-time.

- ₹ 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 Reps
- ↗ Variance Analytics

### Dispatch Tracking Dashboard

Monitor the complete dispatch workflow from invoice to delivery

**Total Invoices**  
**4**

**Ready for Gate Pass**  
**1**

**Dispatched**  
**1**

**Delivered**  
**1**

Invoices (4)
Gate Passes (3)
Proof of Delivery

#### Invoice Dispatch Status

Track invoices through the dispatch lifecycle

Invoice No.	Buyer	Amount	Invoice Date	Status	Progress	Actions
INV-SAMPLE-001	ABC Distributors Pvt Ltd	₹10,500.00	01 Jan 1970	<span style="color: orange;">⌚ Dispatched</span>	<div style="width: 75%; height: 10px; background-color: #007bff;"></div> 75%	<span style="color: red;">🖨️</span> Print / Download PDF
INV-1763008388849	AutoTest Vendor	₹29,500.00	01 Jan 1970	<span style="color: blue;">⌚ Ready for Gate Pass</span>	<div style="width: 50%; height: 10px; background-color: #007bff;"></div> 50%	<span style="color: red;">🖨️</span> Print / Download PDF
INV-1762693203842	XYZ Industries Test Automation	₹59,00,000.00	01 Jan 1970	<span style="color: green;">⌚ Delivered</span>	<div style="width: 100%; height: 10px; background-color: #007bff;"></div> 100%	<span style="color: red;">🖨️</span> Print / Download PDF
INV-1762706022935	Test Customer U-Gv	₹5,900.00	01 Jan 1970	<span style="color: grey;">⌚ Draft</span>	<div style="width: 25%; height: 10px; background-color: #cccccc;"></div> 25%	<span style="color: red;">🖨️</span> Print / Download PDF

#### Dispatch Workflow

Complete 5-stage dispatch lifecycle

**1. Invoice Created**  
Ready for Gate Pass

**2. Gate Pass Generated**  
Items ready to dispatch

**3. Vehicle Exit**  
Vehicle leaves plant

**4. Invoice Dispatched**  
On the way

**5. POD Captured**  
Delivered & confirmed

Figure 4.4: Dispatch Tracking - 5 Stages

1. Access "Dispatch Tracking"
2. View all active dispatches
3. Click on dispatch to view details
4. Update dispatch status as it progresses
5. Upload proof of delivery documents
6. Mark as delivered upon confirmation

## 4.4 Pending Payments

Track outstanding invoices, payment history, and overdue accounts. FIFO payment allocation ensures accurate tracking.

**Pending Payments**

Track outstanding invoice payments and payment history

**₹ Pending Payments**  
3 invoices with outstanding payments

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	🔗

Figure 4.5: Pending Payments Dashboard

1. Navigate to "Pending Payments"
2. View invoice-wise outstanding balances
3. Identify overdue payments (red indicators)
4. Record payments received
5. System applies FIFO allocation automatically
6. Generate payment reports

## 4.5 Sales Returns

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

The screenshot shows the KINTO Operations & QA Management System interface. On the left, a sidebar lists various operational modules: Pending Payments, Credit Notes, Sales Returns (highlighted in orange), PRODUCTION OPERATIONS (Raw Material Issuance, Production Entries, Production Reconciliation, Gatepasses, Dispatch Tracking, Machine Startup Reminders, WhatsApp Analytics, Production Reconciliation Re), and a bottom section with a scroll bar. The main content area is titled "Sales Returns & Damage Handling" with the subtitle "Manage post-delivery returns and damaged goods". It features three summary boxes: "Total Returns" (1), "Pending Inspection" (0), and "Inspected" (0). Below these is a "Returns List" table with columns: Return Number, Invoice, Return Date, Reason, Status, and Actions. One entry is listed: RET-TC26-001, INV-1763008388849, 13 Nov 2025, quality issue, Completed.

Figure 4.6: Sales Returns Management

1. Click "Sales Returns"
2. Create new return entry
3. Select original invoice
4. Enter returned items and quantities
5. Perform quality segregation (OK/Damaged)
6. Update inventory
7. Generate credit note automatically

## 4.6 Credit Notes

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

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 Re

Credit Note #	Invoice #	Date	Buyer	Amount	CGST	SGST	IGST	Total	Actions
CN-TC26-001		13 Nov 2025		₹5000.00	₹450.00	₹450.00	₹0.00	₹5900.00	<a href="#">Edit</a>

Figure 4.7: Credit Notes List

## 4.7 Gatepass Management

Create and manage gatepasses for material/product movement. Linked to invoices for dispatch tracking.

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

GP Number	Date	Status	Items	Customer/Vendor	Vehicle	Driver	Issued By	Actions
GP-1762694785136	Nov 09, 2025	Delivered	Test Hydraulic Cylinder HC-500 (10)	-	KA-01-E2E-FINAL	Final Test Driver 9988776655	manager_test	<a href="#">Print</a> <a href="#">Print / Download PDF</a> <span>(Click to print or save as PDF)</span> <a href="#">Print Both</a> <a href="#"></a> <a href="#"></a> <a href="#"></a>
GP-1762751816645	Nov 10, 2025	Vehicle Out	No items	-	TEST-VEH-001	Auto Test Driver	N/A	<a href="#">Print</a> <a href="#">Print / Download PDF</a> <span>(Click to print or save as PDF)</span> <a href="#">Print Both</a> <a href="#"></a> <a href="#"></a> <a href="#"></a>
GP-1763008568165	Nov 13, 2025	Vehicle Out	Test Product CN (50)	AutoTest Vendor 9998887776	MH-12-AB-1234	Rajesh Kumar +91 9876543210	testadmin	<a href="#">Print</a> <a href="#">Print / Download PDF</a> <span>(Click to print or save as PDF)</span> <a href="#">Print Both</a> <a href="#"></a> <a href="#"></a> <a href="#"></a>

Figure 4.8: Gatepass Records

# 5. Administration

## 5.1 User Management

Manage system users, assign roles, and control access permissions.

- 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** operatorUsername: auto\_user  
Email: 6BdM1e@example.com

Edit User

**John Doe** operatorUsername: user\_u896HL\_N  
Email: user\_u896HL\_N@kintotest.com

Edit User

**Admin User** operatorUsername: user-p5upfCXv  
Email: user-p5upfCXv@kintotest.com

Edit User

**TestUser Admin** operatorUsername: user\_hWsf4zh  
Email: user\_hWsf4zh@kintotest.com

Edit User

**Updated Test User Auto** operatorUsername: testuser\_4H\_Vhi40  
Email: testuser\_4H\_Vhi@kintotest.com

Edit User

**Delete Test** operatorUsername:  
Email: deletetestincGk7@test.com

Edit User

**Test Manager** operatorUsername: testmanager  
Email: manager@test.com

Edit User

**Test Manager** managerUsername: test\_manager\_F3-Noxdg  
Email: No email

Edit User

**Test Reviewer** reviewerUsername: test\_reviewer\_OjxjeYaa  
Email: No email

Edit User

**Operator Test** operatorUsername: operator\_test  
Email: operator:test@kinto.com

Edit User

**Admin Test** operatorUsername: admin\_cn  
Email: admin\_cn@test.com

Edit User

**Admin Test** adminUsername: admin\_test  
Email: admin\_test@kintotest.com

Edit User

**E2E User** operator

Figure 5.1: User Management

1. Access "User Management" (Admin only)
2. Click "Add User" for new user
3. Enter username, email, and password
4. Assign role (Operator, Reviewer, Manager, Admin)
5. Set active status
6. Save user account

**WARNING:** Only administrators can create and manage user accounts.

## 5.2 Role Management

Configure role-based permissions across 36 system screens. Granular control over who can access and modify data.

The screenshot shows the 'Role Management' section of the KINTO SmartOps platform. On the left, a sidebar lists various configuration options like Overview Dashboard, Sales Dashboard, Reports, Configuration (with a plus sign), Users, Role Permissions (which is selected and highlighted in orange), Machines, Machine Types, Spare Parts, PM Templates, Invoice Templates, Unit of Measurement, and Vendor Master. The main area is titled 'Role Management' and describes it as 'Manage roles and their permissions'. It lists five roles: 'operator' (Default), 'reviewer' (Default), 'manager' (Default), 'admin' (Default), and 'test\_manager'. Each role card includes a shield icon, the role name, a 'Default' badge, a description, and 'Permissions' and 'Edit' buttons. The 'test\_manager' card also has a 'Delete' button. A large orange 'Create Role' button is located in the top right corner of the main area.

Figure 5.2: Role Management & Permissions

1. Navigate to "Role Management"
2. Select role to configure
3. Review 36 screen permissions
4. Grant/revoke access for each screen
5. Set view, create, edit, delete permissions
6. Save role configuration

## 5.3 Notification Settings

Configure email and WhatsApp notifications for critical events, reminders, and alerts.

- i Spare Parts
- i PM Templates
- i Invoice Templates
- i Unit of Measurement
- i Vendor Master
- i Raw Material Types
- i **Notification Settings**

## Notification Settings

Configure email and WhatsApp notifications for machine startup reminders

i **On-Premise Deployment Setup**

For production use, you can configure notification settings here OR set environment variables on your server:

- SENDGRID\_API\_KEY - SendGrid API key for email
- WHATSAPP\_PHONE\_NUMBER\_ID - Meta WhatsApp Phone Number ID
- WHATSAPP\_ACCESS\_TOKEN - Meta WhatsApp Access Token
- WHATSAPP\_VERIFY\_TOKEN - Webhook verification token (required)

Database settings take precedence over environment variables.

i **Email Notifications (SendGrid)**

Configure email notifications via SendGrid (toggle)

**Sender Email Address**  
test@kinto.com  
This email must be verified in your SendGrid account

**Sender Name**  
KINTO QA

i **WhatsApp Notifications (Meta Business Cloud API)**

Configure WhatsApp via Meta Business Cloud API (2.4x cheaper, FREE service conversations) (toggle)

**Meta Phone Number ID**  
123456789012345  
Get this from Meta Business Manager under WhatsApp > API Setup

**Meta Access Token**  
EAxxxxxx...  
Generate a permanent access token from your Meta Business App

**Webhook Verify Token**  
your\_secure\_random\_token\_123  
Create a secure random token for webhook verification (REQUIRED for security)

i **Setup Guide:** Create a Meta Business App, add WhatsApp product, configure webhook with verify token. Webhook URL: /api/whatsapp/webhook

i **Test Mode** (toggle)

When enabled, notifications will only be logged to console (no real emails/WhatsApp sent)

Save Settings

Figure 5.3: Notification Configuration

1. Click "Notification Settings"
2. Enable/disable notification types
3. Configure email recipients
4. Set up WhatsApp integration
5. Define notification schedules

## 6. Test notification delivery

## 7. Save settings

**INFO:** WhatsApp integration requires Meta Business API configuration.

## 5.4 Vendor Management

Maintain vendor master data for purchase orders and procurement tracking.

The screenshot shows the KINTO SmartOps platform interface for Vendor Management. On the left, there is a sidebar with various navigation options. The 'Vendor Master' option is highlighted with an orange background. The main area is titled 'Inventory Management' with the subtitle 'Manage units, products, raw materials, and finished goods'. Below this is a section titled 'Vendor Master' with a red 'Add Vendor' button. A table lists four vendor entries:

Code	Name	Mobile	GST/Aadhaar	City	Type	Cluster	Status	Actions	
VEND-4854	AutoTest Vendor	9998887776	-	-	Customer	No	Active		
VEND-0JNS	Test Vendor Afq-yY	9876543210	29TEST1234F1Z5	-	Customer	No	Active		
VEN-3QnN	Test Vendor 8vM	9876543210	29TESTVENDOR123Z	Bangalore	Customer	No	Active		
CUST-001	ABC Distributors Pvt Ltd - Updated	+91-9876543211	27ABCDE1234F2Z6	Mumbai	Customer	No	Active		

Figure 5.4: Vendor Management

## 5.5 Reports

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

- grid Overview Dashboard
- chart Sales Dashboard
- Reports
- gear Configuration
- user Users
- key Role Permissions
- cog Machines
- list Machine Types
- box Spare Parts
- list PM Templates
- file Invoice Templates
- list Unit of Measurement
- list Vendor Master

## Reports

Access all your print reports and analytics

### Filters

Filter reports by date range and customer

From Date

To Date

Customer

Clear Filters

list Gatepasses
list Invoices
key Issuances
cart Purchase Orders
key Maintenance
list GST Reports

### Gatepass Reports

3 gatepasses found

GP Number	Date	Customer/Vendor	Vehicle	Actions
GP-1762694785136	Nov 09, 2025	-	KA-01-E2E-FINAL	<span style="border: 1px solid #ccc; padding: 2px 10px; border-radius: 5px; color: #ccc;">Print</span>
GP-1762751816645	Nov 10, 2025	-	TEST-VEH-001	<span style="border: 1px solid #ccc; padding: 2px 10px; border-radius: 5px; color: #ccc;">Print</span>
GP-1763008568165	Nov 13, 2025	AutoTest Vendor	MH-12-AB-1234	<span style="border: 1px solid #ccc; padding: 2px 10px; border-radius: 5px; color: #ccc;">Print</span>

Figure 5.5: Reports Center

1. Access "Reports" from sidebar
2. Select report type (Production, Sales, Quality, etc.)
3. Set date range and filters
4. Preview report
5. Export to Excel or PDF
6. Print or email report

# 6. Master Data

## 6.1 Product Categories

Define product categories for classification and reporting.

Category	Description	Status	Actions
Test Category AG3C6E (AG3C6E)	Order: 100 Active		
Finished Goods (FG)	Completed products ready for sale Order: N/A Active		
Hydraulic Components (HC)	Hydraulic system components Order: N/A Active		
Test Category (TC)	Category for testing purposes Order: N/A Active		
Raw Materials (RM)	Raw materials for production Order: N/A Active		
Semi-Finished Goods (SFG)	Products in intermediate stages Order: N/A Active		
Test Category (CAT-TEST)	Order: N/A Active		

Figure 6.1: Product Categories Master

1. Navigate to "Product Categories"
2. Click "Add Category"
3. Enter category code and name
4. Set display order
5. Save category

## 6.2 Product Types

Configure product types for detailed product classification.

The screenshot shows the KINTO Operations & QA Management System interface. On the left, there is a sidebar with a tree view of the system's structure:

- Vendor Master**
- Raw Material Types**
- Notification Settings**
- PRODUCTION** (with a plus sign):
  - Product Master**
  - Product Categories**
  - Product Types** (highlighted with an orange border)
  - Checklist Builder**
  - Raw Materials**
  - Finished Goods**
- OPERATIONS** (with a plus sign):
  - Maintenance**

The main content area is titled **Product Types** and has a sub-header "Manage product types and classifications". It features a large button labeled **+ Add Type**. Below this is a section titled **All Types** with the status "Loading...".

Figure 6.2: Product Types Master

## 6.3 Spare Parts Management

Track spare parts inventory for machine maintenance and PM execution.

- [reports](#)
- [CONFIGURATION](#) +
- [Users](#)
- [Role Permissions](#)
- [Machines](#)
- [Machine Types](#)
- [Spare Parts](#)
- [PM Templates](#)
- [Invoice Templates](#)
- [Unit of Measurement](#)
- [Vendor Master](#)
- [Raw Material Types](#)
- [Notification Settings](#)

### Spare Parts Management

[+ Add Spare Part](#)

Search spare parts...

**Delete Test Part q|G73O** Low Stock

Part #: DTP-5jqW  
Price: ₹100 Stock: 5 Reorder at: 10

[Edit](#) [Machines](#) [Delete](#)

**Delete Test Part qFTWsk** Low Stock

Part #: DTP-djai  
Price: ₹100 Stock: 5 Reorder at: 10

[Edit](#) [Machines](#) [Delete](#)

**Delete Test doK7kE** Low Stock

Part #: DTP-ijVj  
Price: ₹100 Stock: 5 Reorder at: 10

[Edit](#) [Machines](#) [Delete](#)

**Delete Test XF7D5m** Low Stock

Part #: DTP-pEVs  
Price: ₹100 Stock: 5 Reorder at: 10

[Edit](#) [Machines](#) [Delete](#)

**Test Part zAzO6z**

Part #: TP-gGFf  
Category: testing  
Price: ₹150 Stock: 25 Reorder at: 10

[Edit](#) [Machines](#) [Delete](#)

**Test Part AiHso4**

Price: ₹200 Stock: 30 Reorder at: 8

[Edit](#) [Machines](#) [Delete](#)

**Motor**

Price: ₹1000 Stock: 35 Reorder at: 2

[Edit](#) [Machines](#) [Delete](#)

**Motor V2** Low Stock

Price: ₹500 Stock: 3 Reorder at: 5

[Edit](#) [Machines](#) [Delete](#)

**Test Spare Part SPd0**

Price: ₹250 Stock: 30 Reorder at: 8

[Edit](#) [Machines](#) [Delete](#)

**Test Spare Part pmF5cn - Edited**

Price: ₹50 Stock: 0

[Edit](#) [Machines](#) [Delete](#)

Figure 6.3: Spare Parts Inventory

1. Access "Spare Parts"
2. Add new spare part with code and description
3. Set reorder levels
4. Track usage in PM activities
5. Generate spare parts consumption reports

# Support & Troubleshooting

## Common Issues

### Cannot Login

If you cannot log in, verify your username/email and password are correct. Contact your system administrator to reset your password if needed.

### Missing Menu Items

If expected menu items are not visible, check with your administrator about your assigned role and permissions.

### Data Not Saving

Ensure all required fields are completed (marked with red indicators). Check your internet connection and try again.

### Report Not Generating

Verify the selected date range contains data. Try a broader date range or different filters.

**INFO:** For technical support, contact your system administrator or IT department.

## Best Practices

1. Complete QA checklists immediately after each shift
2. Reconcile production entries daily to maintain inventory accuracy
3. Review pending payments weekly to identify overdue accounts
4. Execute preventive maintenance on schedule to avoid equipment failures
5. Generate regular reports to track performance trends
6. Keep master data (products, materials, vendors) up to date
7. Log out when finished to maintain security

## System Requirements

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

1. Chrome 90+ (recommended)
2. Firefox 88+
3. Safari 14+
4. Edge 90+
5. Stable internet connection
6. Screen resolution 1280x800 or higher