Sports Equipment Management System
Storekeeper User Manual

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Getting Started

The Sports Equipment Management System is a web-based platform designed to help storekeepers manage the distribution, issuance, and tracking of sports equipment across campus locations.

System Requirements

- **Browser**: Chrome, Firefox, Safari, or Edge (latest version)

- **Internet Connection**: Stable internet connection required

- **Device**: Desktop, Laptop, or Tablet

- **Credentials**: Payroll number and password (provided by admin)

Accessing the System

1. Open your web browser

2. Navigate to: `http://127.0.0.1:5000/` (or your institution's URL)

3. You will be redirected to the login page

Login Instructions

Step 1: Access Login Page

Navigate to the login page. You'll see:

- University of Nairobi logo

- Login form with two fields

- Option to register as a new storekeeper

Step 2: Enter Your Credentials

1. **Username Field**: Enter your **6-digit payroll number**

- Example: `123456`

- This is your unique identifier in the system

2. **Password Field**: Enter your assigned password

- Your initial password is provided by the admin

- Passwords are case-sensitive

- Click the eye icon (■■) to show/hide password

Step 3: Sign In

1. Click the **"Sign In"** button

2. Wait for the system to authenticate your credentials

3. You will be redirected to your dashboard

Login Issues?

- **"Payroll number or username not found"**: Check that your payroll number is correct (6 digits)

- **"Invalid password"**: Verify your password is correct; passwords are case-sensitive

- **"Your account is pending approval"**: Your admin has not yet approved your registration. Check back later.

Registration Process

For New Storekeepers

If you don't have an account, follow these steps:

On the login page, click the **"Register as Storekeeper"** link at the bottom.

Required Information:

1. **Payroll Number** (Required)

- Your 6-digit employee ID

- Must be unique (cannot be used twice)

- Example: `654321`

2. **Full Name** (Required)

- Your complete name as it appears in official records

- Example: `John Doe`

3. **Email Address** (Required)

- Your institutional or personal email

- Must be unique (cannot be duplicated across system)

- Example: `john.doe@university.ac.ke`

4. **Select Campus** (Required)

- Choose your assigned satellite campus from the dropdown

- Contact admin if your campus is not listed

5. **Password** (Required)

- Minimum 6 characters

- Use a strong password with numbers, letters, and special characters if possible

- Example: `SecurePass123`

6. **Confirm Password** (Required)

- Re-enter your password to confirm

- Passwords must match

1. Click the **"Register"** button

2. A success message will appear

3. Your account is now pending admin approval

4. You will receive notification once approved

Note: You cannot log in until your account is approved by the system administrator.

Dashboard Overview

Once logged in, you'll see your **Storekeeper Dashboard** displaying:

Dashboard Components

- Your name and payroll number (top right)

- Quick access notifications bell icon

- Logout option

- **Total Equipment**: Number of equipment items distributed to your campus

- **Active Items**: Equipment currently available for issuing

- **Total Issued**: Equipment currently issued to students/staff

- **Items Due**: Number of items that need to be returned

- **Damaged/Lost**: Items reported as damaged or lost during use

- Lists equipment running low on available stock

- Shows current availability vs. total distributed quantity

- Helps you know when to request more stock

- Shows equipment that should have been returned

- Displays expected return dates
- Helps track accountability

Main Features & How to Use

1. **Issue Equipment to Students**

Issue sports equipment to students for use during practices, games, or training.

1. Click **"Issue Equipment"** in the main menu

2. Select the equipment you want to issue

3. Enter:

- **Student ID/Name**: Identify the student

- **Quantity**: Number of items to issue

- **Expected Return Date** (optional): When the equipment should be returned

- **Item Condition**: Current condition of equipment (Good/Fair/Poor)

4. Click **"Issue Equipment"** button

5. A receipt/confirmation will be generated

6. Provide a copy to the student

Best Practice: Record the student's contact information and expected return date for follow-up.

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2. **Issue Equipment to Staff**

Issue equipment to staff members for departmental use.

1. Click **"Issue Equipment"** in the main menu

2. Select **"Staff Member"** option if available

3. Enter:

- **Staff Payroll Number**: Identify the staff member

- **Full Name**: Staff member's name

- **Quantity**: Number of items

- **Expected Return Date**: When item should be returned

4. Complete the issuance and record details

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3. **Receive Returned Equipment**

Process equipment returns and check condition.

1. Click **"Return Equipment"** in the main menu

2. Enter the **Student/Staff ID** who is returning the item

3. Review the equipment details:

- Equipment name and serial number

- Original condition

- Quantity issued

4. Inspect the returned equipment and select **Condition**:

- **Good**: No damage

- **Fair**: Minor wear or damage

- **Damaged**: Significant damage

- **Lost**: Equipment missing

5. Add **Notes** if necessary (e.g., "Torn strap", "Missing wheel")

6. Click **"Process Return"**

7. Generate receipt for the student/staff

Important: Carefully inspect equipment before accepting returns. Report any damage to your supervisor.

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4. **View Receipts**
Search and view all issued equipment receipts.

1. Click **"Receipts"** in the main menu

2. Use the **Search Box**:

- Search by Student ID

- Search by Student Name

- Search by Staff Payroll Number

3. View receipt details:

- Equipment issued

- Quantity

- Date of issue

- Expected return date

- Recipient name and contact

4. Print or download receipt if needed

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5. **Clearance Report**
Track clearance status for students/staff you've issued equipment to.

1. Click **"Clearance Report"** in the main menu

2. View status breakdown:

- **Cleared**: Student has returned all equipment in good condition

- **Pending**: Awaiting equipment return

- **Overdue**: Equipment not returned by expected date

3. Search specific student/staff using **Search Box**

4. Use filters to view by status

5. Generate PDF report if needed

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6. **View Equipment Inventory**

See all equipment distributed to your campus.

1. Click **"My Equipment"** in the main menu

2. View equipment details:

- Equipment name and type

- Category code

- Total quantity distributed

- Currently available stock

- Condition status

3. Click on equipment name for detailed view:

- Item serial numbers

- Issue history

- Return history

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7. **Equipment Report**

Generate detailed reports about equipment distribution and status.

1. Click **"Reports"** in the main menu

2. Choose report type:

- **Equipment Report**: Summary of all distributed equipment

- **Issued Equipment Report**: Current inventory status

- **Return Report**: All returned items and conditions

3. Select **Date Range** if filtering by date

4. Click **"Generate Report"**

5. View or download as PDF

Common Tasks

Task 1: Issue Equipment to a Student
Scenario: A student needs a basketball for a practice session.

Steps:

1. Navigate to **"Issue Equipment"**

2. Select basketball from the dropdown

3. Enter student ID (e.g., "45678")

4. Quantity: 1

5. Expected return date: Today or next scheduled practice

6. Item condition: Good

7. Click "Issue Equipment"

8. Record the receipt number for your records

Task 2: Check Equipment Status

Scenario: You need to know how much equipment is currently available.

Steps:

1. Go to **"My Equipment"**

2. Scroll through the list

3. Check "Available Stock" column

4. If low, contact admin for additional distribution

Task 3: Process a Return with Damage

Scenario: A student returns a volleyball with a tear.

Steps:

1. Go to **"Return Equipment"**

2. Enter student ID

3. Select the volleyball from the list

4. Select condition: **"Damaged"**

5. In notes, write: "Tear in seam (left side)"

6. Click "Process Return"

7. Submit damage report to supervisor if amount is significant

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Task 4: Generate a Clearance Report

Scenario: You need to verify that all equipment issued to Biology Department is accounted for.

Steps:

1. Go to **"Clearance Report"**

2. View total items issued

3. Check which items are:

- Cleared (returned good condition)

- Pending (awaiting return)

- Overdue (past return date)

4. Follow up with students whose items are overdue

5. Print report if needed

Troubleshooting

Problem: "I forgot my password"
Solution:

1. Click **"Forgot Password"** on login page (if available)

2. Or contact your system administrator

3. Admin will reset your password temporarily

4. You can change it after logging in

To change password (if available):

1. Log in to system

2. Click your name in top-right corner

3. Select "Settings" or "Change Password"

4. Enter current password

5. Enter new password twice

6. Click "Update"

Problem: "Equipment not appearing in my dropdown"
Possible Causes:

1. Equipment not distributed to your campus

2. Equipment is inactive/removed

3. Filters applied to view

Solution:

1. Contact admin to distribute equipment to your campus

2. Check if equipment is marked as "Active"

3. Clear any active filters

4. Refresh the page (Ctrl+R or Cmd+R)

Problem: "Cannot find a student receipt"
Solution:

1. Go to **"Receipts"**

2. Try searching by:

- Exact student ID number

- Partial student name

- Date range

3. Use **"View All"** to see all receipts

4. Check if student ID is entered correctly

Problem: "System is slow or timing out"
Solution:

1. Check your internet connection

2. Refresh the page (Ctrl+R)

3. Clear browser cache:

- Chrome: Ctrl+Shift+Delete

- Firefox: Ctrl+Shift+Delete

4. Try using a different browser

5. Contact your administrator if problem persists

Problem: "I see 'Pending Approval' message"

Explanation: Your account registration was received but not yet approved by the administrator.

Solution:

1. Wait for admin approval (typically 1-2 business days)

2. Contact your administrator to accelerate approval

3. Try logging in again tomorrow

4. Check your email for approval notification

Problem: "Equipment serial numbers not showing"

Explanation: This system tracks equipment by quantity, not individual serial numbers.

Note: Serial numbers are recorded when equipment enters the main system, but not for campus-level distributions.

Problem: "Can't upload document attachment"

Supported File Types:

- PDF (.pdf)

- Word (.doc, .docx)

- Excel (.xls, .xlsx)

- Images (.jpg, .jpeg, .png)

Solution:

1. Check file format matches above

2. Ensure file size is under 10MB

3. Use PDF format for best compatibility

4. Contact admin if still having issues

Quick Reference

Menu Navigation

Contact & Support

For Technical Issues

- **Administrator Email**: admin@university.ac.ke

- **System Support**: IT Help Desk - Extension 1234

- **Emergency Contact**: +254 (emergency only)

For Equipment Issues

- **Campus Supervisor**: [Your Campus Name]

- **Equipment Manager**: [Contact Name]

Additional Notes

Password Security

- Never share your password with anyone

- Change password regularly (every 30 days recommended)

- Use a unique password not used on other systems

- If you suspect password compromise, contact admin immediately

Data Privacy

- All transactions are logged and auditable

- Treat student information as confidential

- Don't access or modify records of another storekeeper

Best Practices

1. **Always issue receipts**: Every item issued should have documented receipt

2. **Inspect equipment**: Check condition before and after issue

3. **Record damages**: Report damaged items immediately

4. **Follow up returns**: Contact students about overdue items promptly

5. **Keep notes**: Use comments field to record important details

6. **Regular audits**: Periodically verify your equipment inventory

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Version Information

- **System Version**: 1.0

- **Last Updated**: February 13, 2026

- **For Questions**: Contact System Administrator

Thank you for using the Sports Equipment Management System!