IKWIM TAB SYSTEM – USER GUIDE

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1. Introduction

1.1 Purpose of This User Guide

This document is a user guide for the **IKWIM Tab System**, designed to help users understand **how to use the system effectively** in their daily activities.

The guide focuses on **key tasks and main system operations**, not every menu or screen.
It is intended to be **simple, practical, and easy to follow**, even for non-technical users.

1.2 About the IKWIM Tab System

The **IKWIM Tab System** is an integrated management platform used in fuel and service stations to manage:

- Fuel and product sales
- Client cards (smart cards & e-cards)
- Stock and inventory
- Financial transactions
- Staff operations and reporting

The system operates on:

- **Web application** (used by staff and administrators)
- **Mobile application** (used by clients with e-cards)

1.3 How to Use This Guide

- Each section applies to a **specific user role**
- Follow only the section related to **your role**

- Screenshots are provided only for **important actions**
- Steps are written in **short and clear instructions**

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2. System Access & Login

2.1 System Access

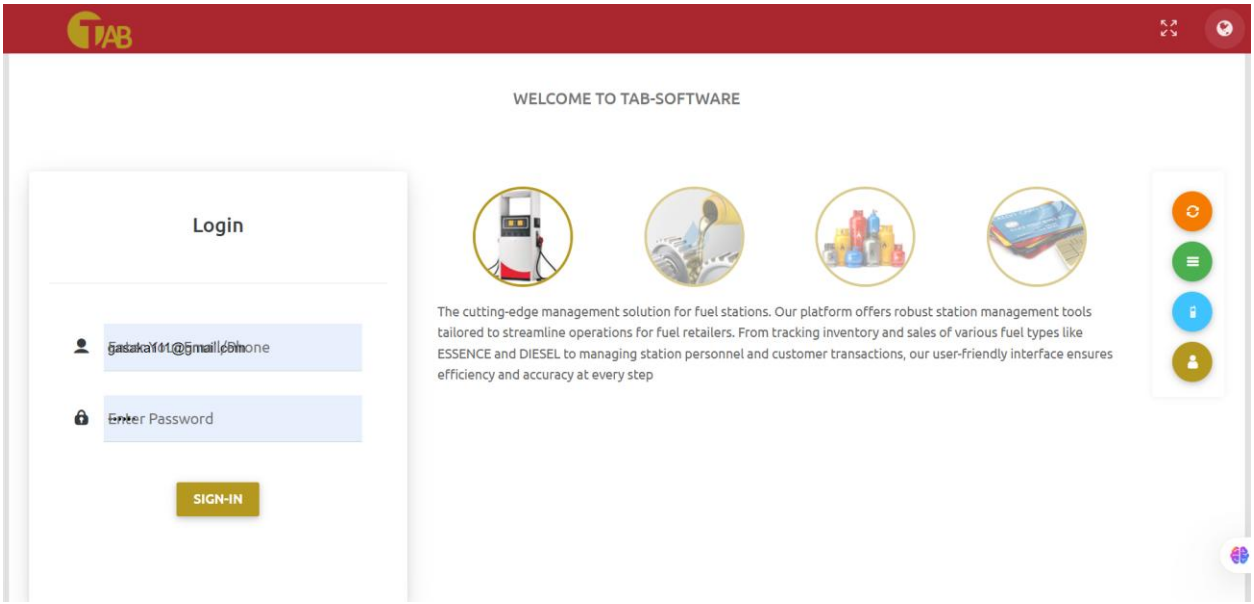
- Web System: Accessed through a browser (Chrome recommended)
- Mobile App: Installed on Android devices (Client use)

2.2 Logging into the System

Applies to all users

Steps:

1. Open the system login page
2. Enter your username and password
3. Click **Login**



⚠️ Access to menus depends on your assigned role.

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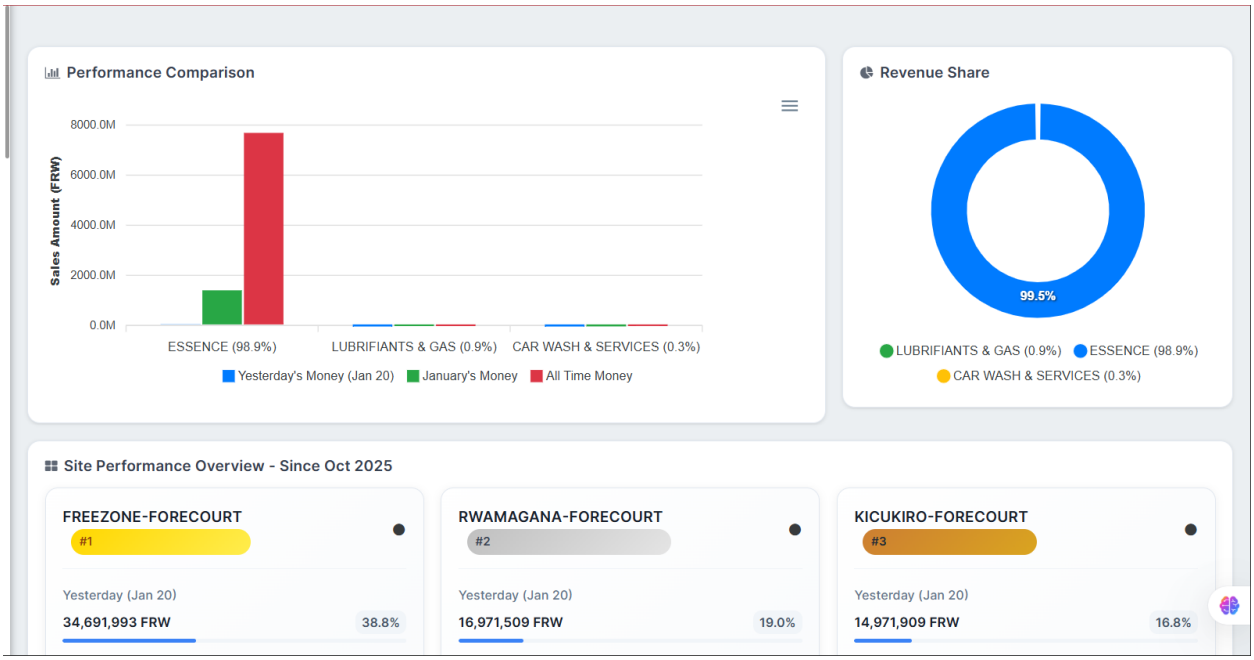
3. System Features

3.1. Dashboard



After logging in, each user is presented with a dashboard that shows an overview of the system performance and key activities.

3.2 Company Structure

3.2.1 Overview

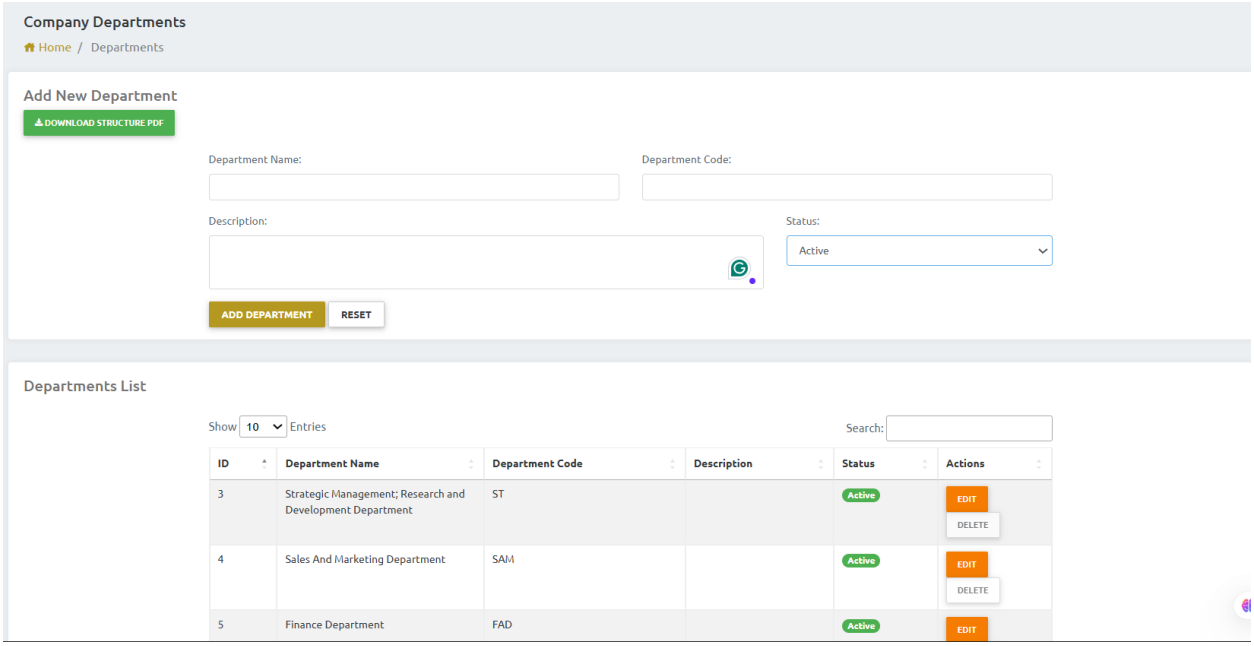
The **Company Structure** module is used to configure the organizational setup of the system.
It defines departments, offices, user privileges, features, and client account structures.
This setup ensures proper role-based access control and smooth system operations.

3.2.2 Department

This module allows administrators to create and manage company departments.

Key Actions

- Create new departments
- Edit existing departments
- Activate or deactivate departments



Adding a New Department

1. Navigate to **Company Structure → Department**.
2. Enter the **Department Name**.
3. Enter the **Department Code**.
4. Add a brief **Description** (optional).
5. Select the **Status** (Active or Inactive).
6. Click **Add Department** to save.

Viewing Existing Departments

1. Scroll down to the **Departments List** section.
2. View all departments with their **Name, Code, Description, and Status**.
3. Use the **Search box** to find a specific department.
4. Use **Show Entries** to control the number of records displayed.

Editing a Department

1. In the **Departments List**, locate the department to update.

2. Click **Edit** under the **Actions** column.
3. Modify the required information.
4. Click **Update** to save changes.

Deleting a Department

1. Locate the department in the **Departments List**.
2. Click **Delete** under the **Actions** column.
3. Confirm the deletion when prompted.

Downloading Department Structure

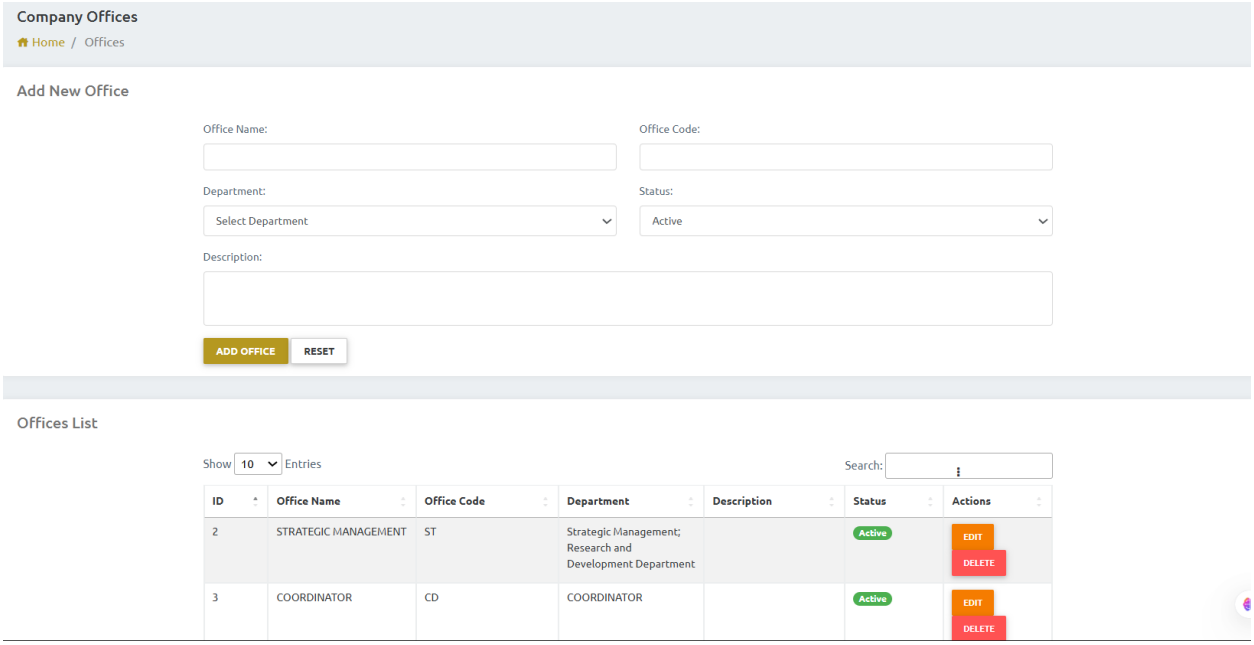
1. Click **Download Structure PDF**.
2. The system will generate and download the department structure report.

3.2.3 Department Office

Department Offices define sub-units under each department (e.g., Treasury, Control, Sales Office).

Key Actions

- Assign offices to departments
- Manage office codes and status
- Control office-level access

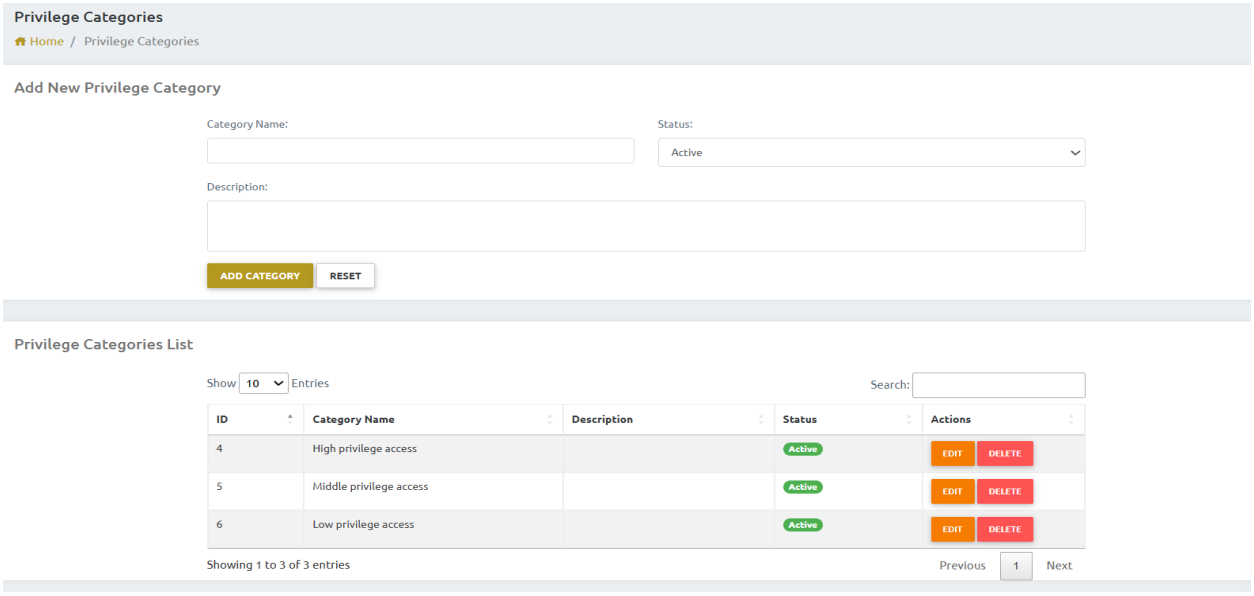


3.2.4 Privilege Categories

Privilege Categories group system permissions into logical categories.

Key Actions

- Create privilege categories
- Organize actions under each category
- Simplify permission assignment

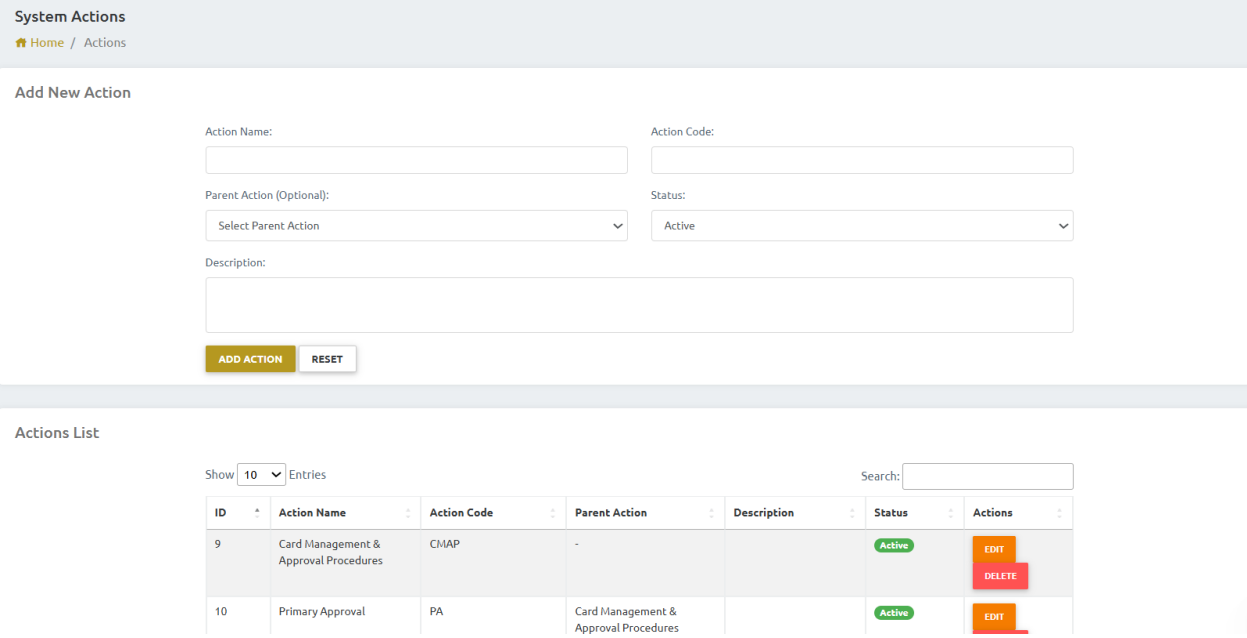


3.2.5 Actions

Actions represent individual system operations (e.g., Create, Edit, Approve, Delete).

Key Actions

- Define system actions
- Control what operations are allowed per role

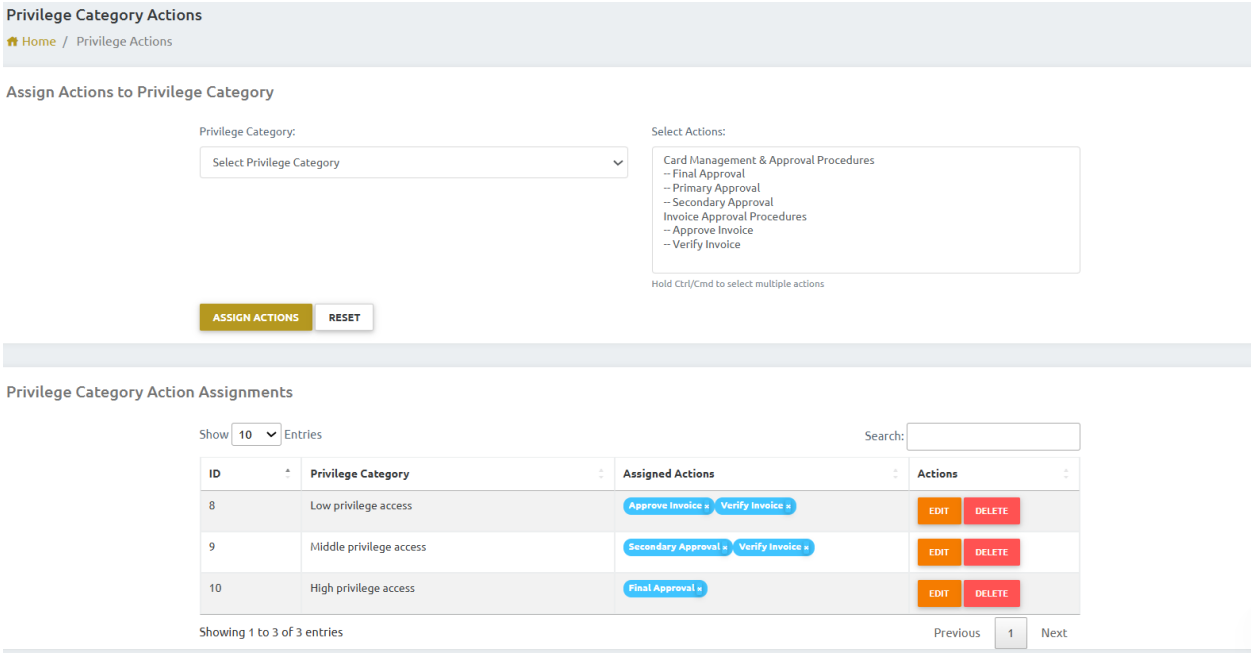


3.2.6 Privilege Actions

This module links **actions** to **privilege categories**.

Key Actions

- Assign actions to privilege categories
- Control functional access across modules

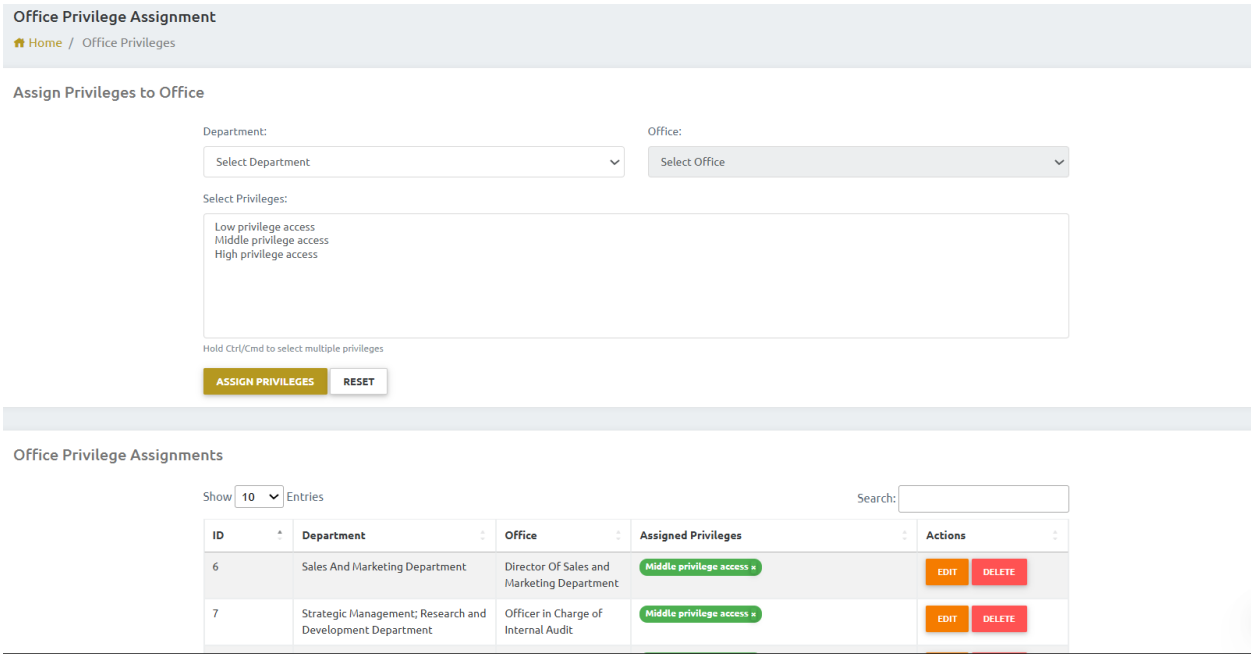


3.2.7 Office Privilege Actions

Office Privilege Actions define what actions each office can perform.

Key Actions

- Assign privileges based on office roles
- Restrict sensitive operations to authorized offices

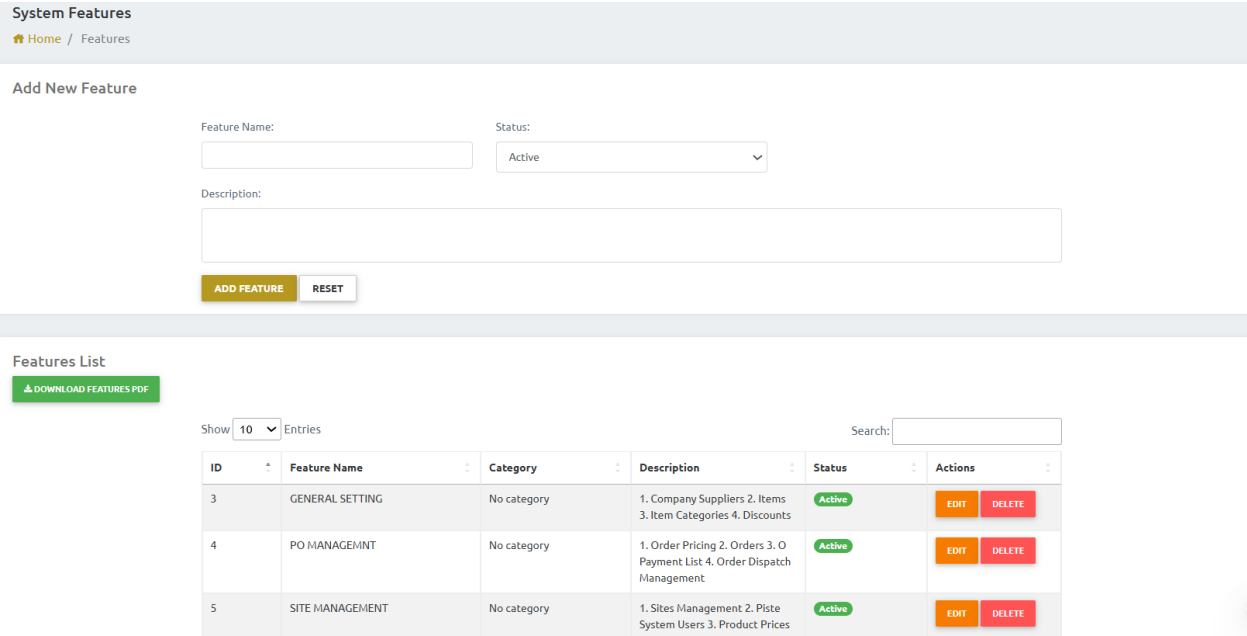


3.2.8 Features

Features represent the main system modules (e.g., Stock, Orders, Reports).

Key Actions

- Register system features
- Enable or disable features globally

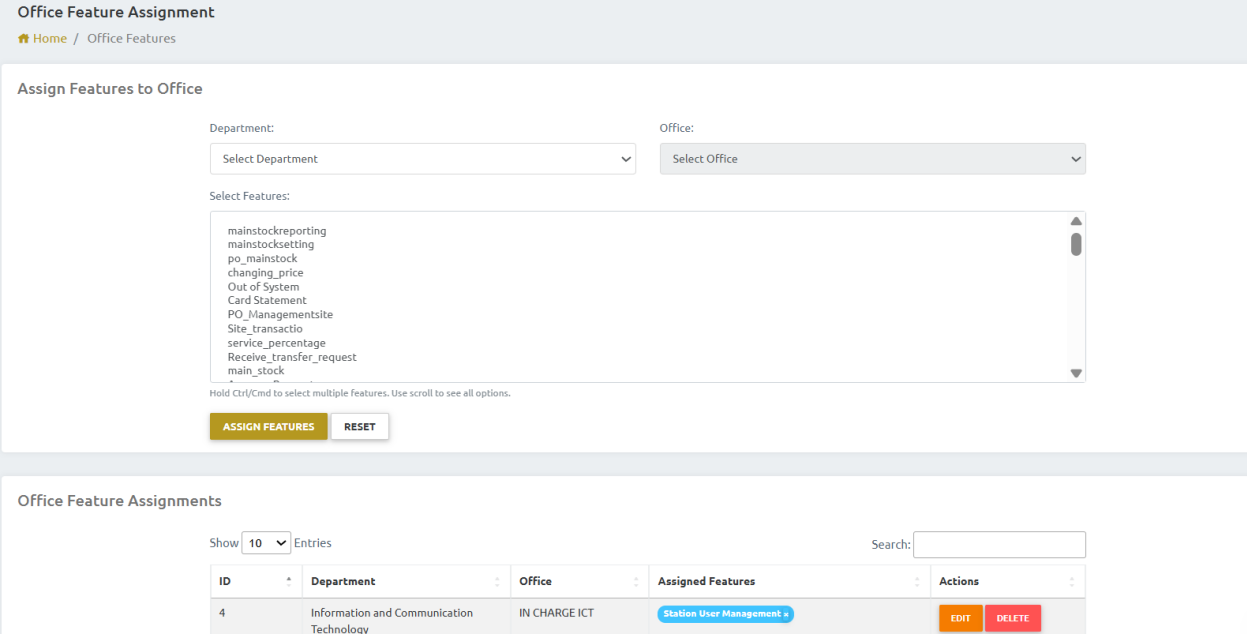


3.2.9 Office Features

Office Features control which system features are accessible per office.

Key Actions

- Assign features to offices
- Restrict feature visibility by department or role

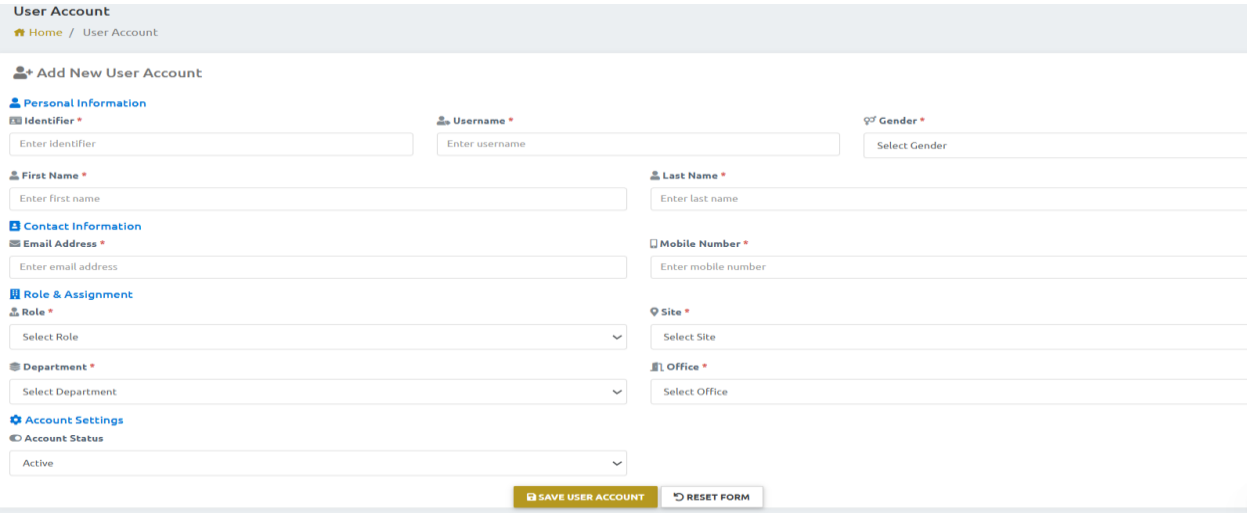


3.2.10 User Account

This module manages system users.

Key Actions

- Create user accounts
- Assign roles, offices, and permissions
- Activate or deactivate users

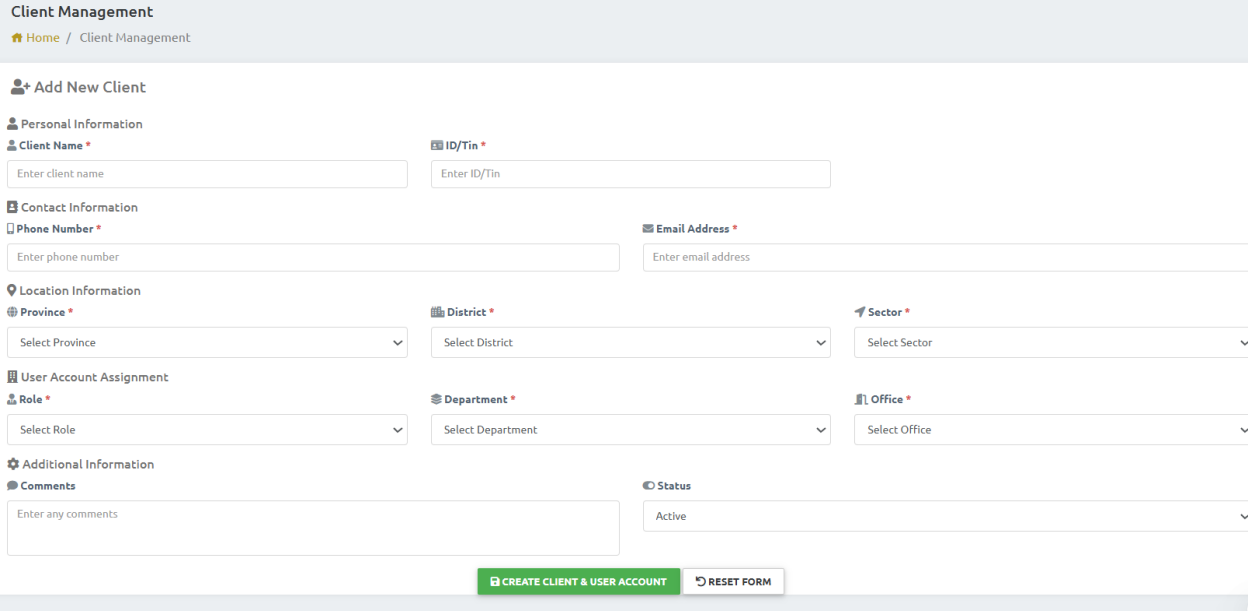


3.2.11 Client Account

Client Accounts store client profiles used for transactions and card management.

Key Actions

- Register clients
- View and update client information
- Link clients to cards and transactions

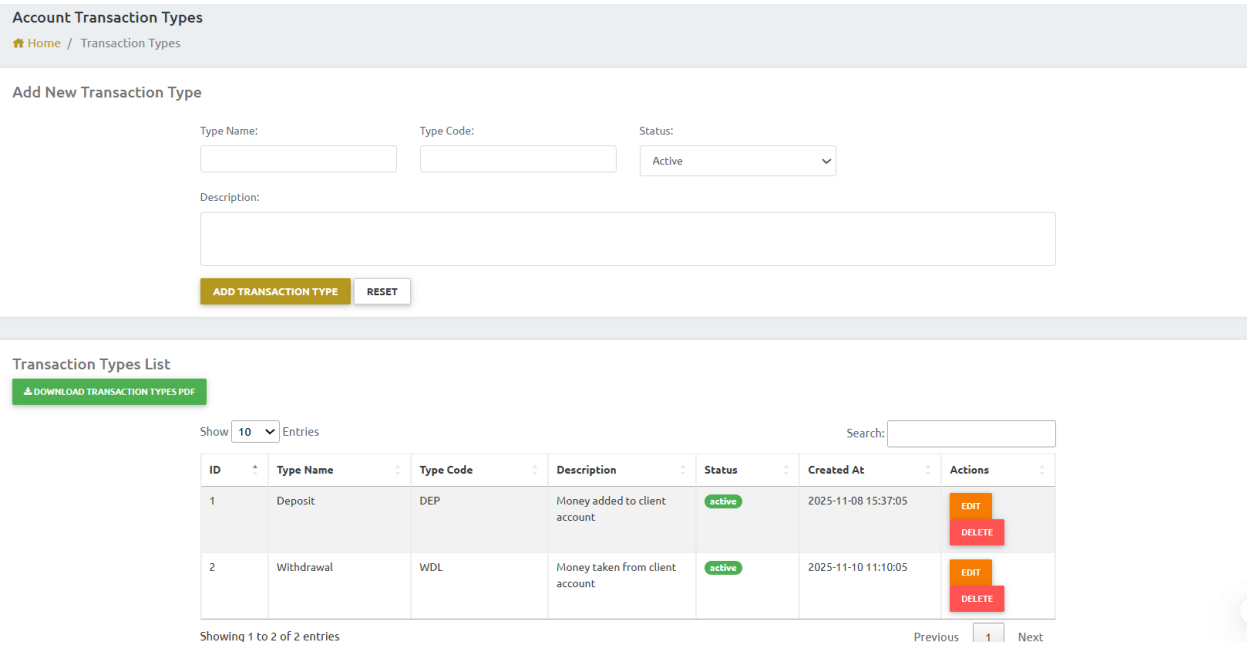


3.2.12 Client Transactions Type

Defines the types of transactions clients can perform.

Key Actions

- Create transaction types (fuel, service, coupon, etc.)
- Control transaction usage

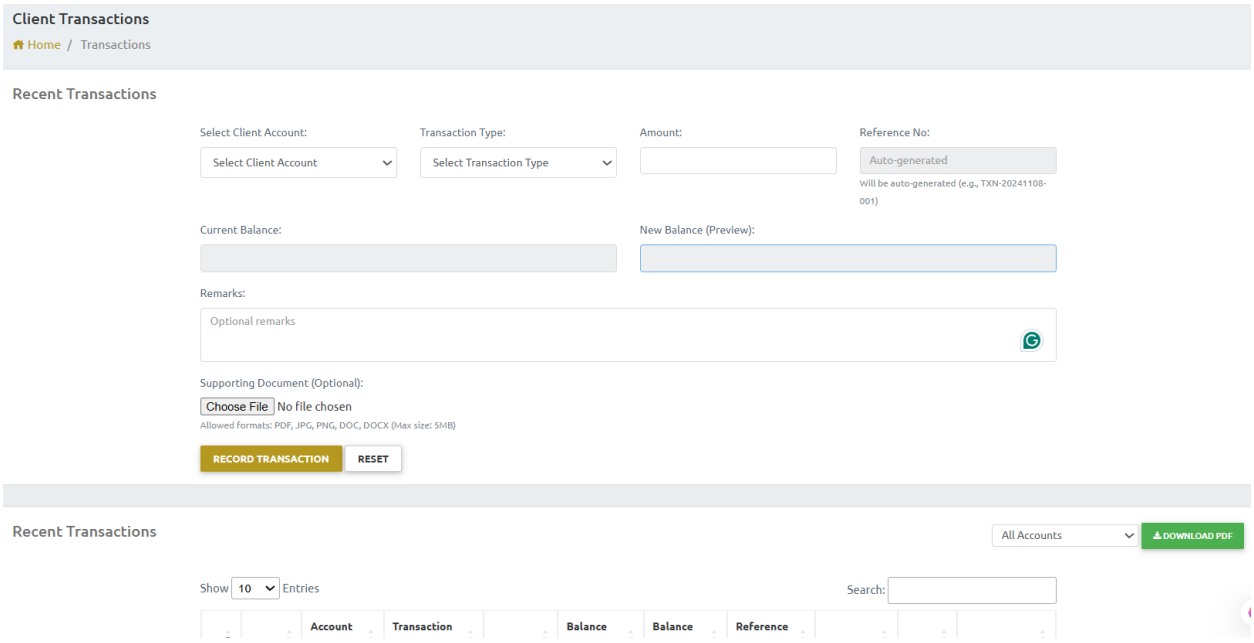


3.2.13 Account Transactions

This module records all account-based transactions.

Key Actions

- View transaction history
- Track inflows and outflows
- Audit financial movements

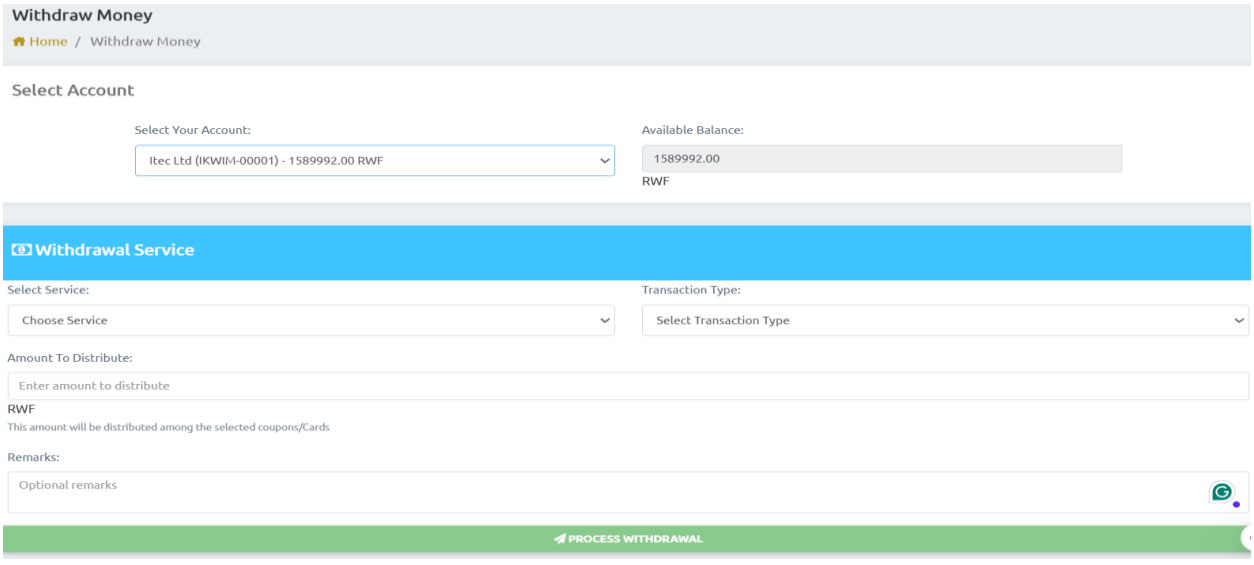


3.2.14 Account Withdrawal

Handles withdrawal operations from client or system accounts.

Key Actions

- Process withdrawals
- Track withdrawal history
- Apply approval controls if required

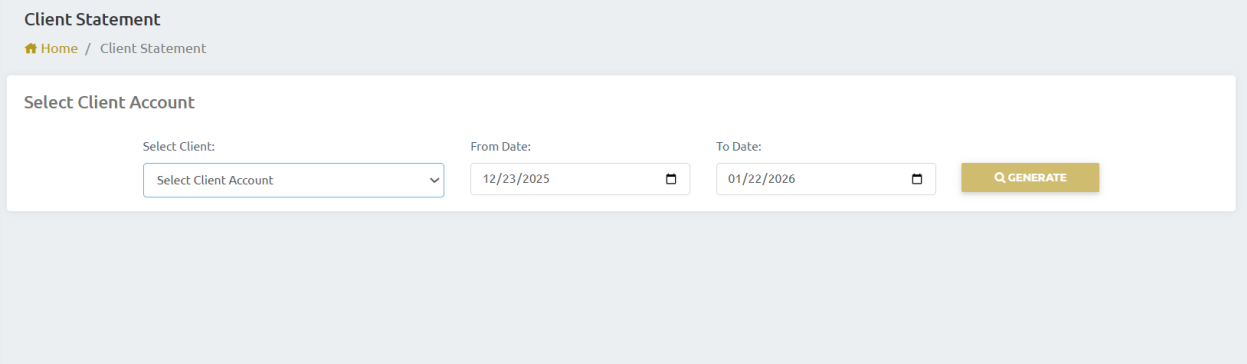


3.2.15 Client Account Statement

Generates detailed statements for client accounts.

Key Actions

- View statements by date range
- Export statements (PDF/Excel)
- Review balances and transaction history



3.3 General Settings

3.3.1 Overview

The **General Settings** module is used to configure core operational data required for daily system usage.
It includes suppliers, item definitions, stock tanks, item categories, item assignments, and discounts.
These settings must be configured before performing operations such as stock management, ordering, and sales.

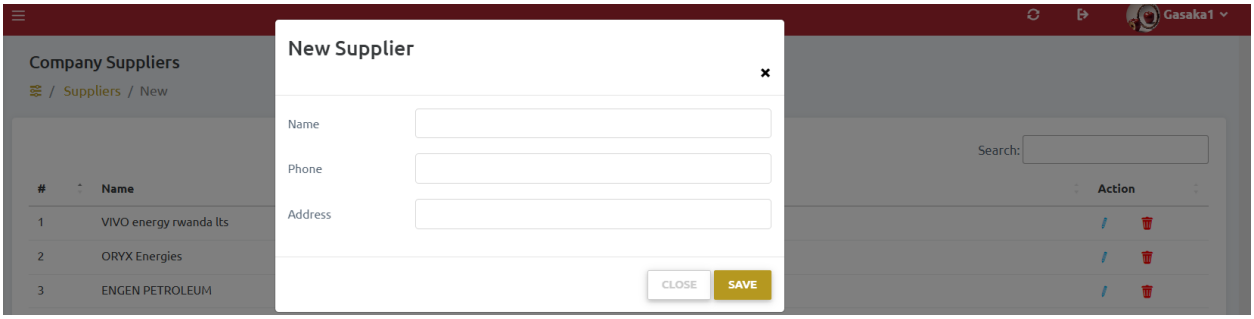
3.3.2 Suppliers

This module manages all suppliers providing fuel, lubricants, gas, or other items.

Adding a New Supplier

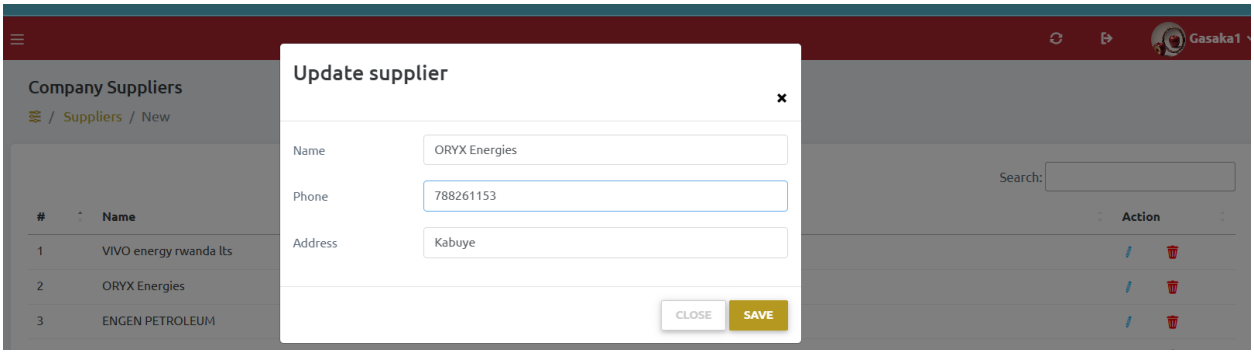
1. Navigate to **General Settings → Suppliers**.

2. Click **New**.
3. Enter the **Supplier Name**, **Address**, and **Phone Number**.
4. Click **Save**.



Editing or Deleting a Supplier

1. Locate the supplier in the list.
2. Click **Edit** to update supplier details, or **Delete** to remove the supplier.
3. Confirm the action.

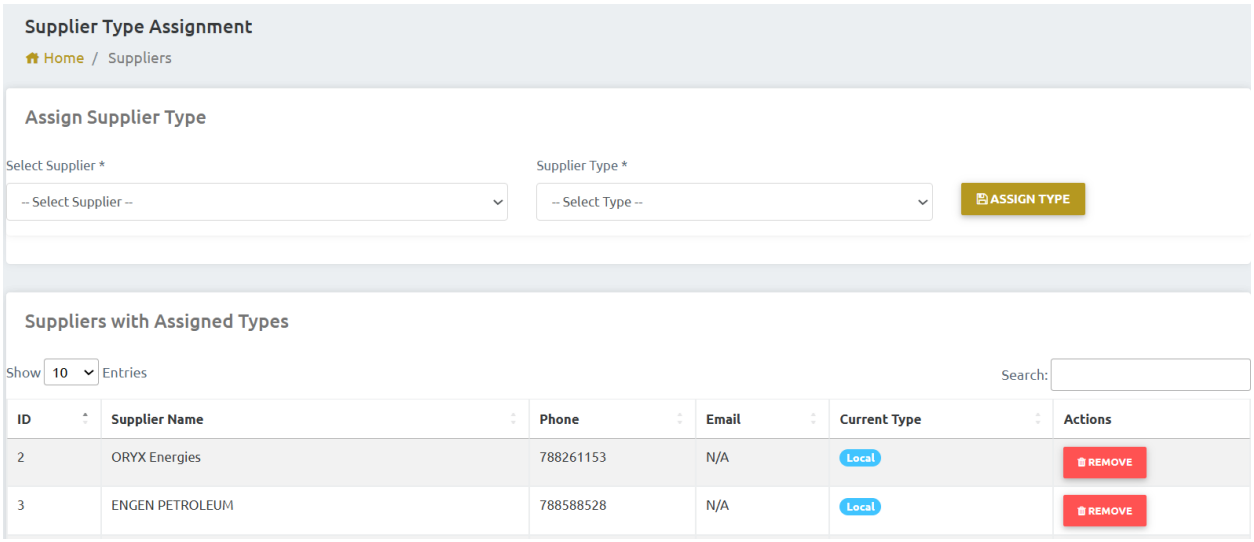


3.3.3 Supplier Types

Supplier Types classify suppliers based on the type of products they provide.

Managing Supplier Types

1. Go to **General Settings → Supplier Types**.
2. Select **the supplier** to assign a supplier type.
3. Select the **Type Name** and type.
4. Click **Assign Type**.

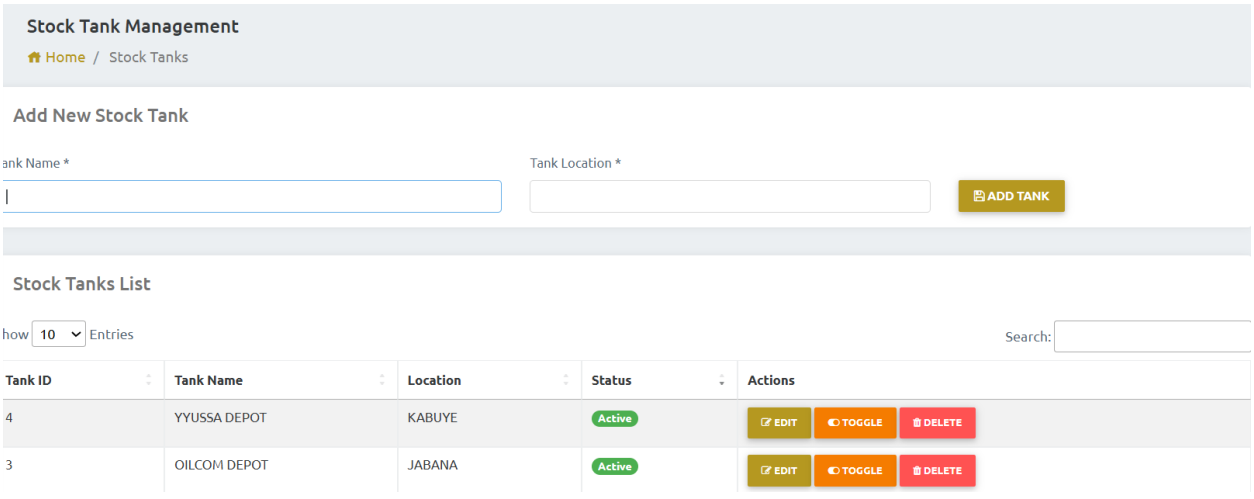


3.3.4 Stock Tank

This module manages physical storage tanks for fuel or gas.

Adding a Stock Tank

1. Navigate to **General Settings → Stock Tank**.
2. Enter **Tank Name**, **Location**, and assign it to an item.
3. Set the status to **Active**.
4. Click **Save**.

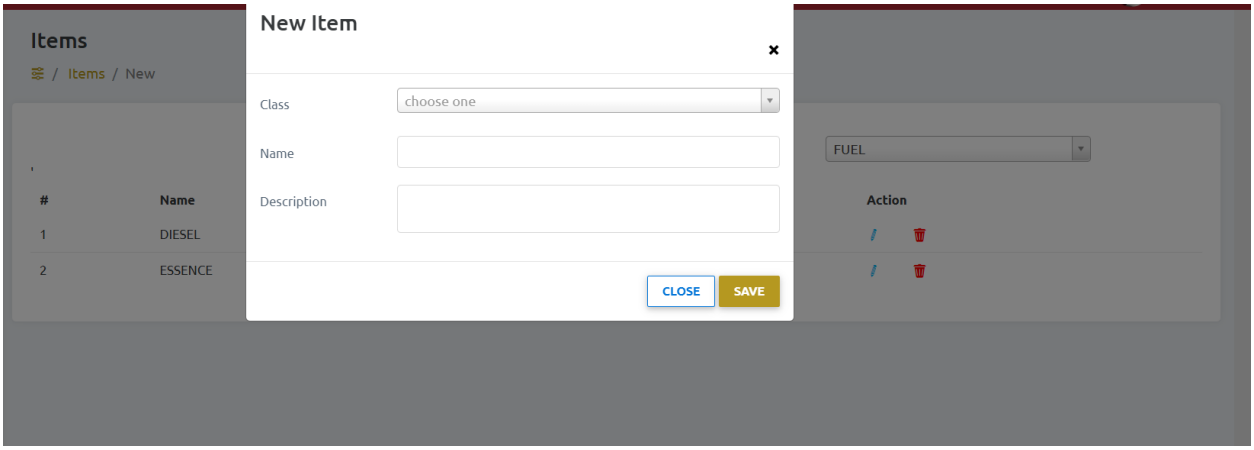


3.3.5 Items

Items represent all products handled by the station.

Adding a New Item

1. Go to **General Settings → Items**.
2. Click **New**.
3. Select **Class Item**, enter the **Item Name**, and **Description**.
4. Click **Save**.

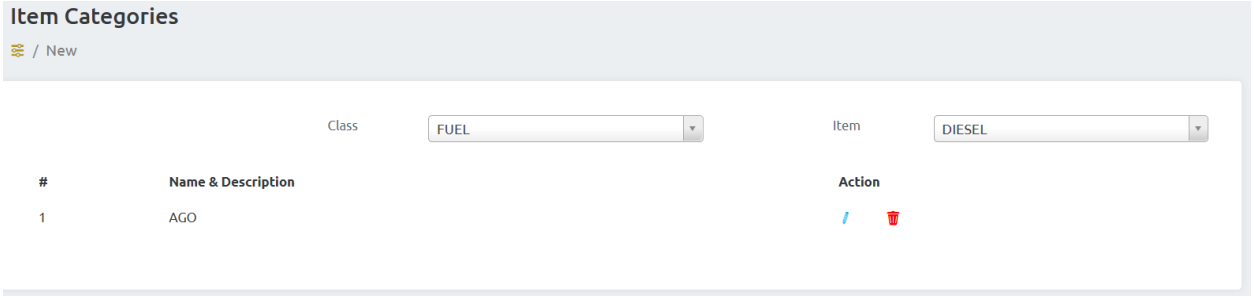


3.3.6 Item Categories

Item Categories help group similar items together.

Viewing Item Categories

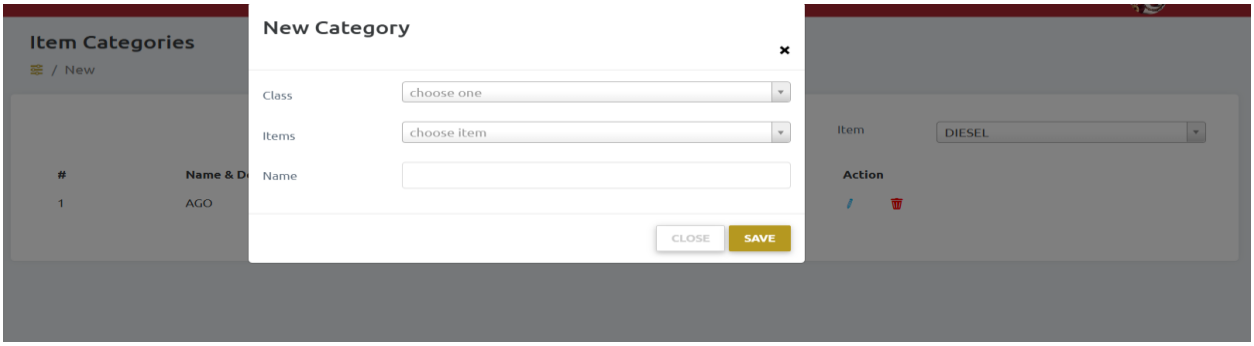
1. Navigate to **General Settings → Item Categories**.
2. Select the **Item Class**.
3. Select the **Item** to view its categories.



Adding a New Item Category

1. Click **New**.

2. Fill in the required category details.
3. Click **Save**.



Editing or Deleting Item Categories

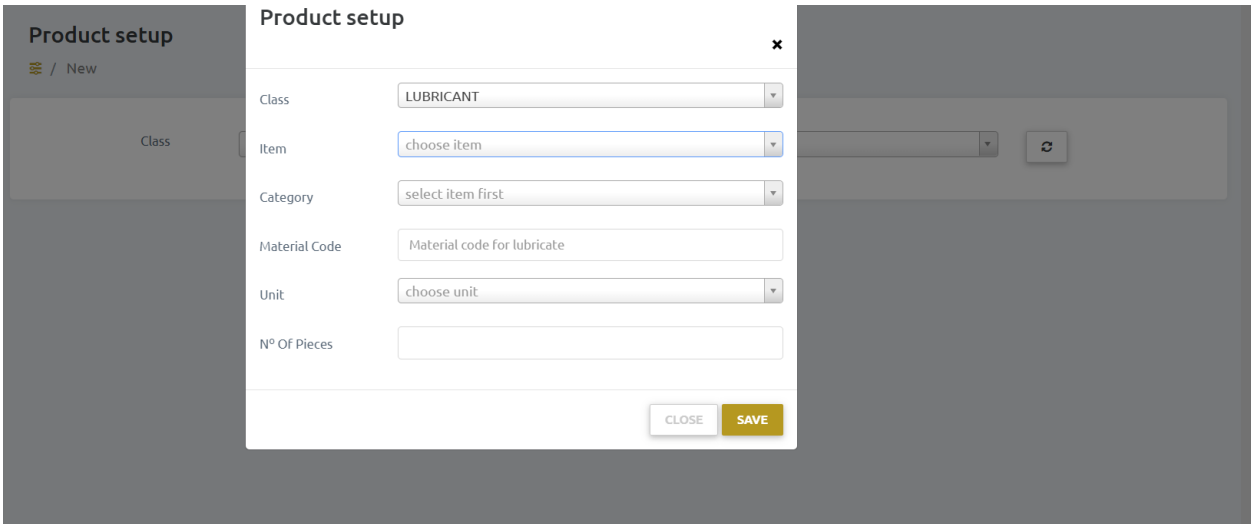
1. Click the **Edit (pen) icon** under the **Action** column.
2. Update the information and click **Update**.
3. Use **Delete** to remove a category if required.

3.3.7 Item Assign

This module links items to categories, units, and material codes.

Assigning an Item

1. Navigate to **General Settings → Item Assign**.
2. Click **New**.
3. Select the **Item Class**.
4. Select the **Item**.
5. Choose the **Category**.
6. Enter the **Material Code**.
7. Select the **Unit** and enter the **Number of Pieces**.
8. Click **Save**.

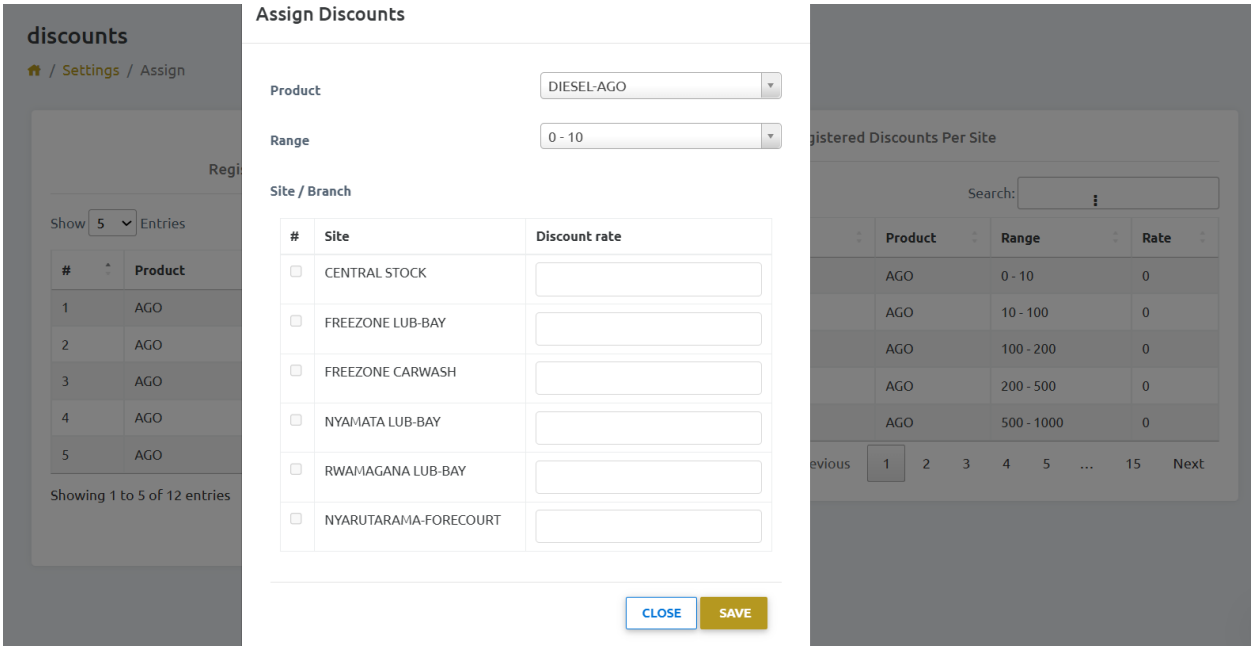


3.3.8 Discounts

This module manages discounts applied to items or clients.

Creating a Discount

1. Go to **General Settings → Discounts**.
2. Click **Assign**.
3. Enter the **Discount Name**, **Value**, and applicable conditions.
4. Click **Save**.



3.3.9 General Settings Summary

- All configurations in this section are **mandatory for system operations**.
- Incorrect setup may affect **ordering, stock, and sales processes**.
- Only authorized users can modify these settings.

3.4 PO Management

3.4.1 Overview

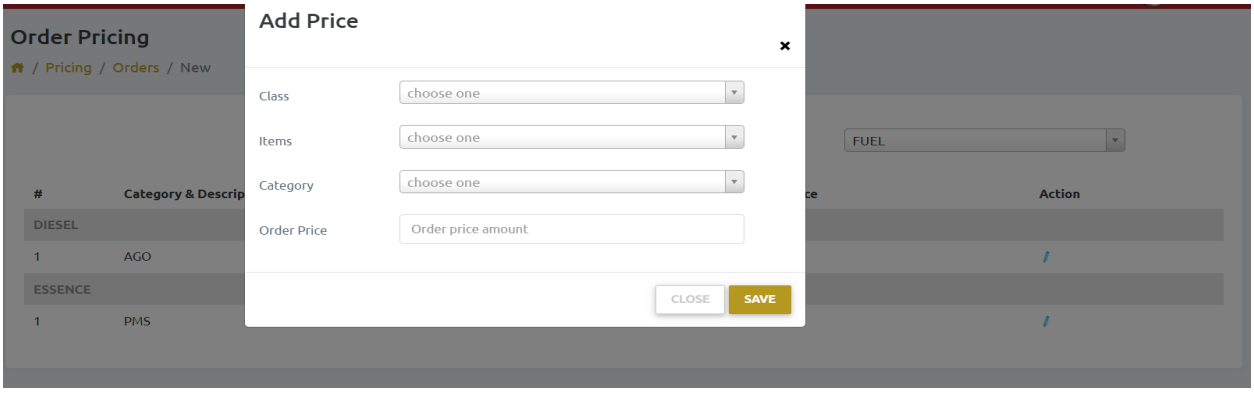
The **PO (Purchase Order) Management** module manages the full procurement lifecycle of items in the system.
It allows users to create purchase orders, manage pricing, track local and foreign orders, process payments, evaluate stock, and control approvals.
This module ensures transparency, accountability, and proper stock replenishment.

3.4.2 Order Pricing

This module is used to define pricing before placing a purchase order.

Assigning Price to an Order

1. Navigate to **PO Management → Order Pricing**.
2. Click **New**.
3. Select the order or item.
4. Enter the **Price**.
5. Click **Save**.

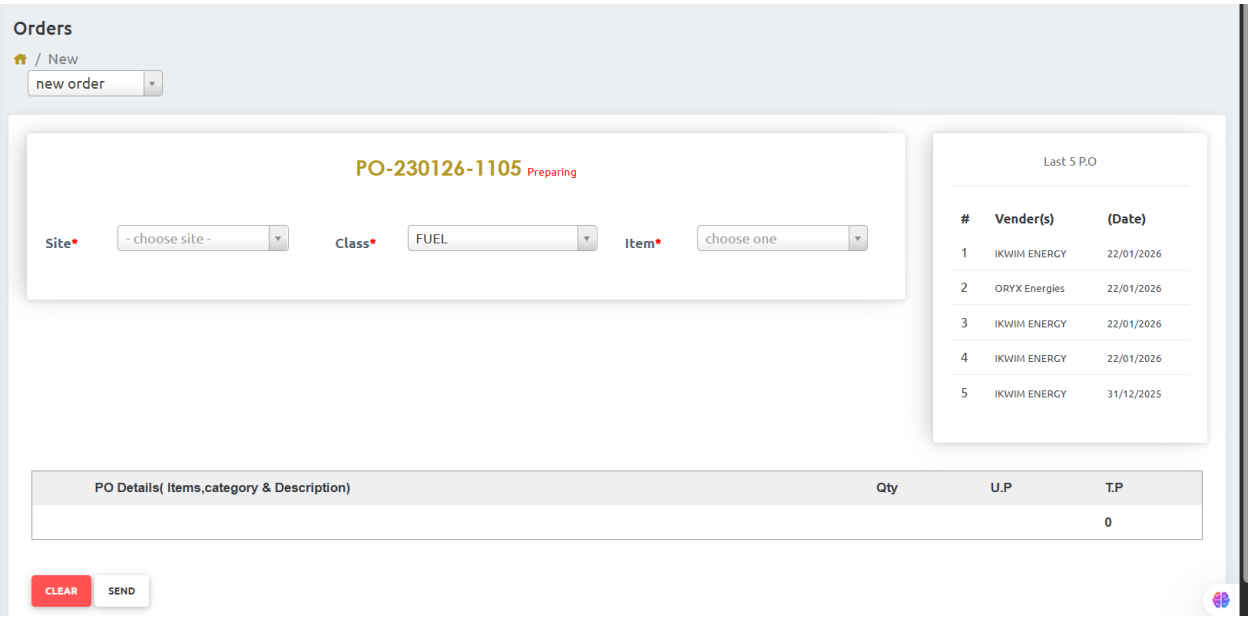


3.4.3 Orders

This module allows users to create purchase orders.

Creating a New Order

1. Go to **PO Management → Orders**.
2. Click **New Order**.
3. Select the **Site, Class**.
4. Select the **Items** and quantities.
5. Confirm pricing and details.
6. Click **Save**.



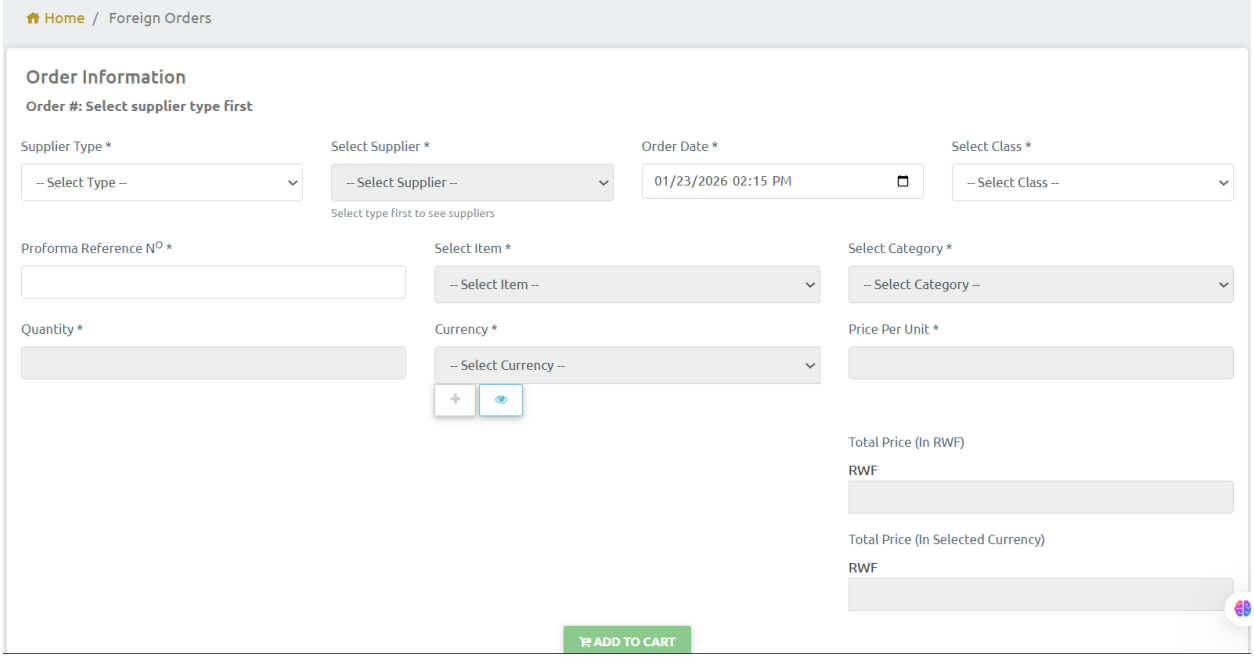
3.4.4 Local / Foreign Orders

This module differentiates orders based on supplier location.

Managing Local or Foreign Orders

1. Navigate to **PO Management → Local/Foreign Orders**.
2. Select the order type (**Local** or **Foreign**).
3. Review order details.

4. Proceed with approval or tracking.

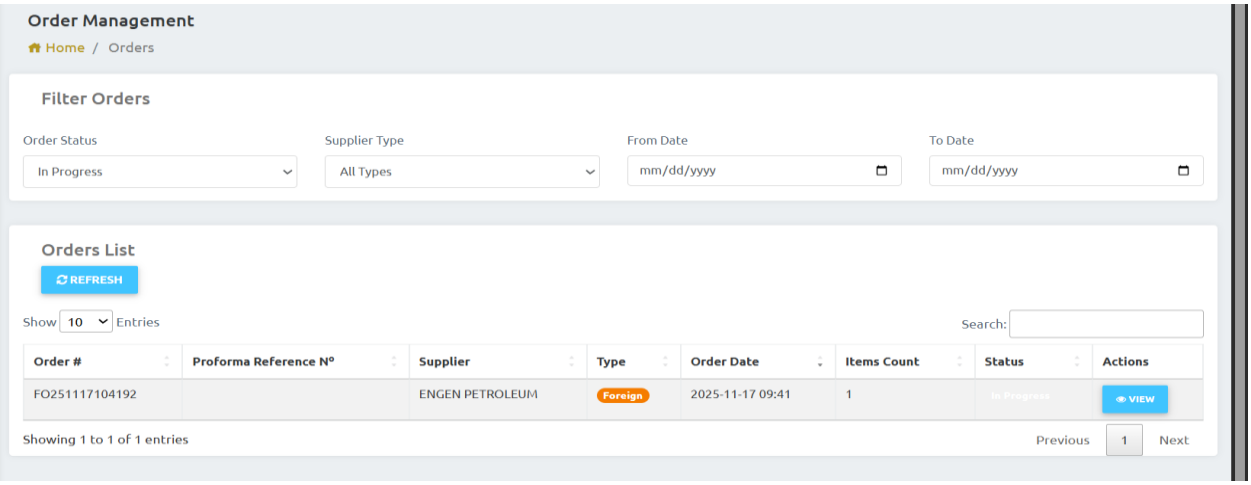


3.4.5 View Orders

This module provides a list of all created purchase orders.

Viewing Orders

1. Go to **PO Management → View Orders**.
2. Use search or filters to locate an order.
3. View order status (Pending, Approved, Paid, Dispatched).

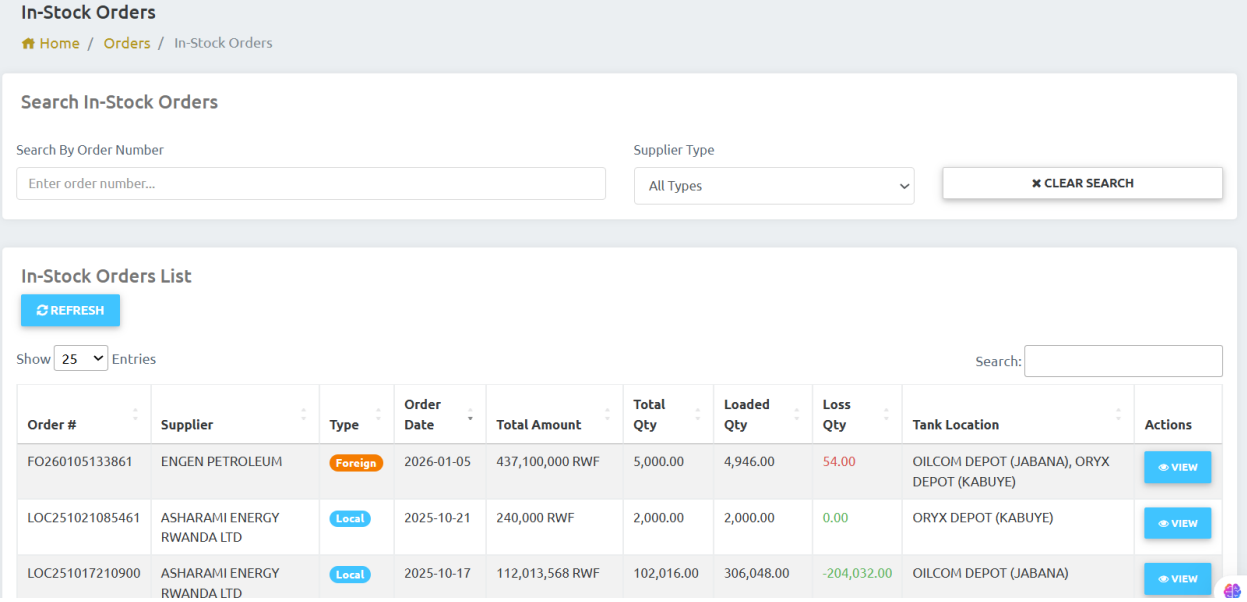


3.4.6 In-Stock Orders

In-stock Orders manage items that are already available or partially available.

Managing In-Stock Orders

1. Navigate to **PO Management → In-stock Orders**.
2. Review items already in stock.
3. Adjust quantities if needed.

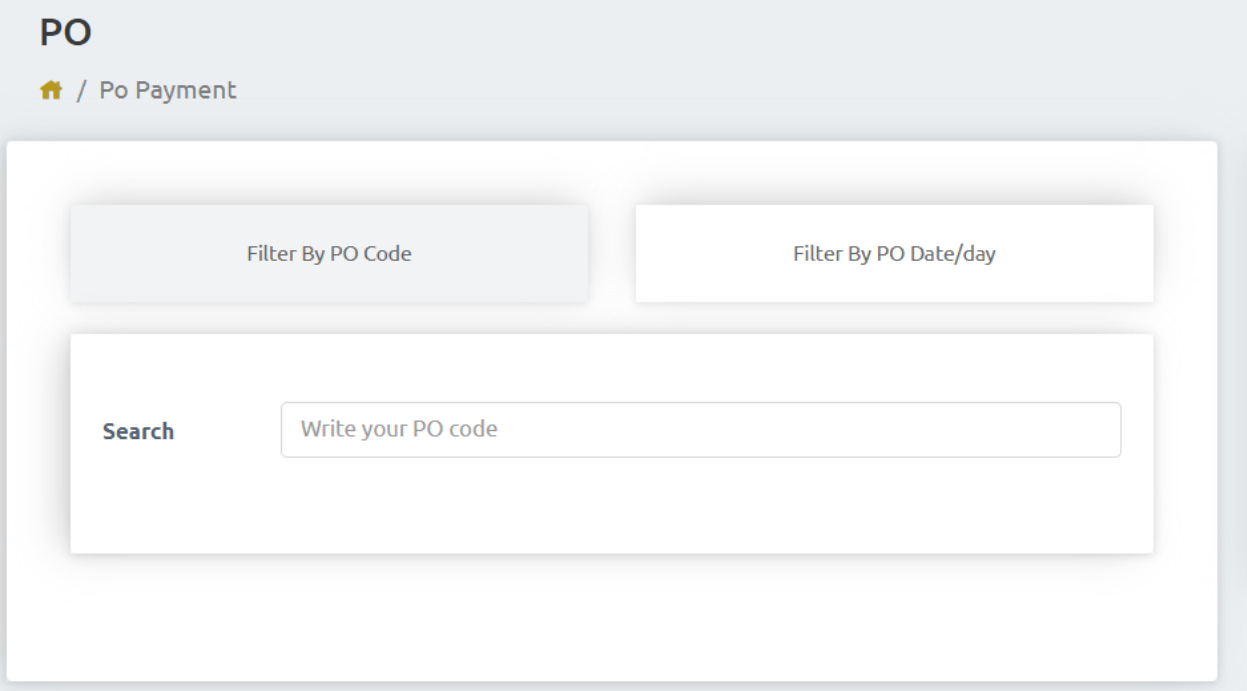


3.4.7 Pay PO

This module handles payments for approved purchase orders.

Paying a Purchase Order

1. Go to **PO Management → Pay PO**.
2. Select the approved PO.
3. Enter payment details.
4. Confirm and submit payment.

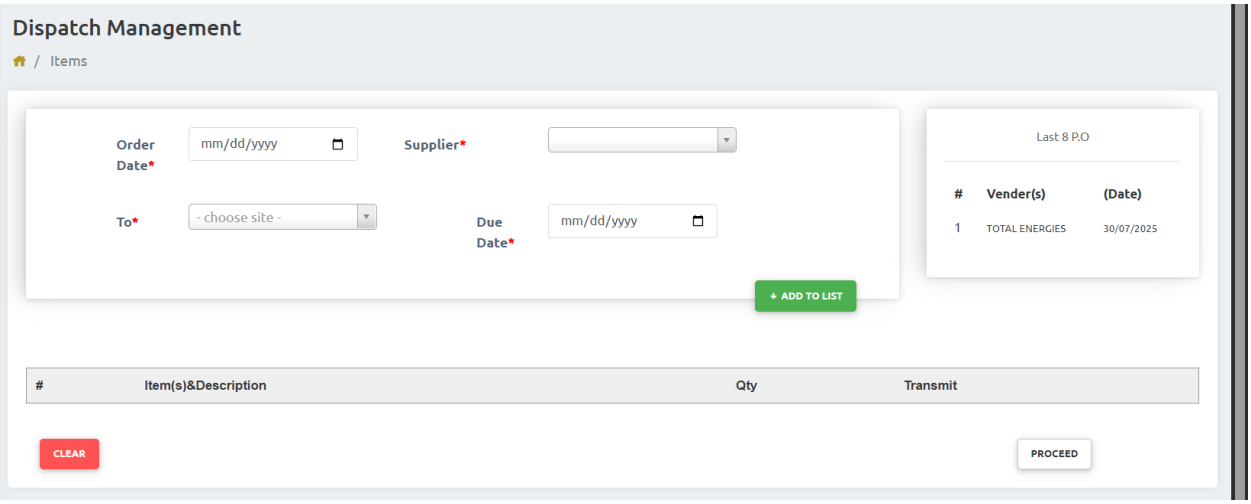


3.4.8 Dispatch

This module tracks the delivery of ordered items.

Dispatching an Order

1. Navigate to **PO Management → Dispatch**.
2. Select the paid order.
3. Enter dispatch details.
4. Confirm dispatch.

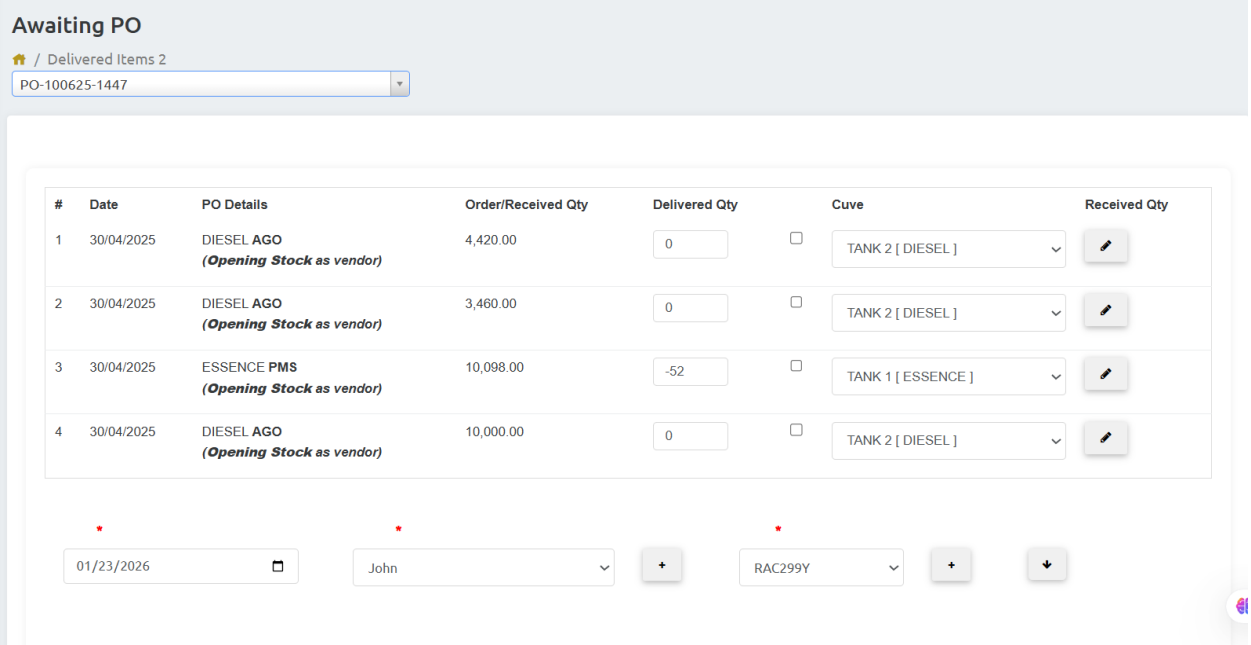


3.4.9 Awaiting POs

This module displays all purchase orders waiting for approval or action.

Viewing Awaiting POs

1. Go to **PO Management → Awaiting POs**.
2. Review pending orders.
3. Approve or reject based on authorization.

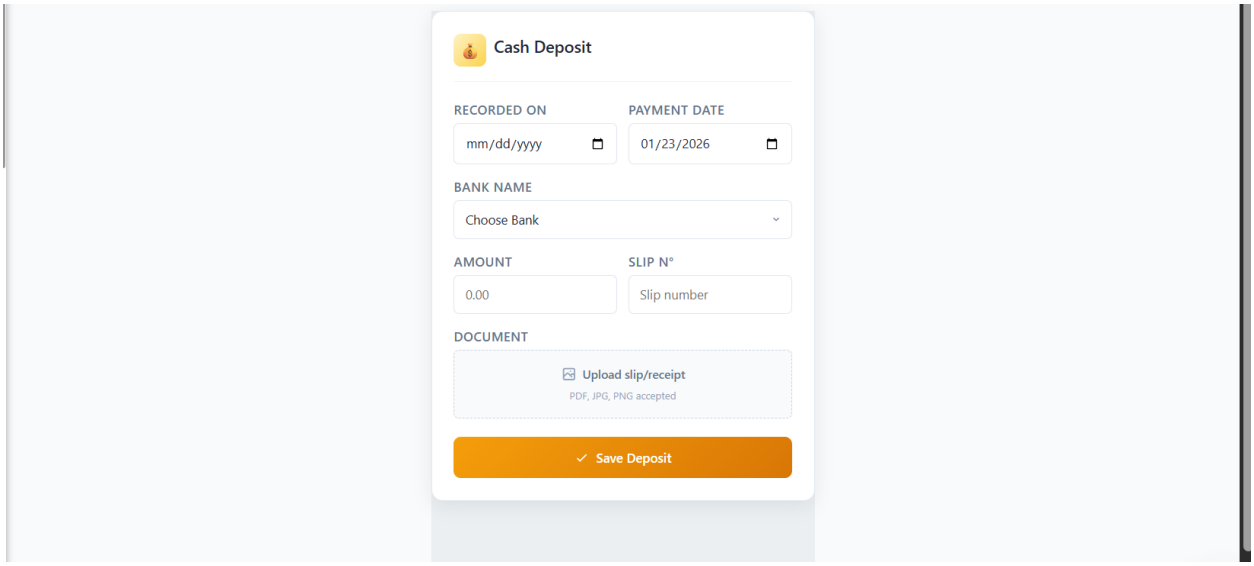


3.4.10 Cash Deposit

This module records cash deposits related to PO payments.

Recording Cash Deposit

1. Navigate to **PO Management → Cash Deposit**.
2. Enter deposit details.
3. Link deposit to a specific PO.
4. Click **Save**.

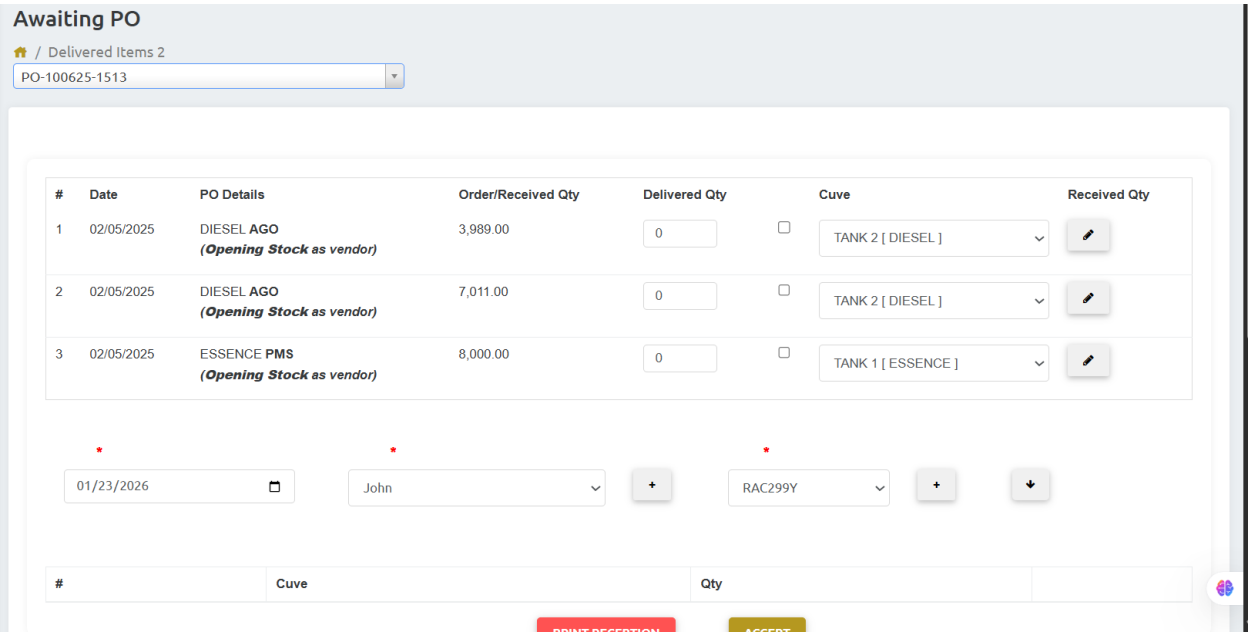


3.4.11 MD PO Management

This module is used by senior management for high-level PO oversight.

Pending POs

1. Navigate to **MD PO Management → Pending POs**.
2. Review orders awaiting executive approval.
3. Approve or reject as required.

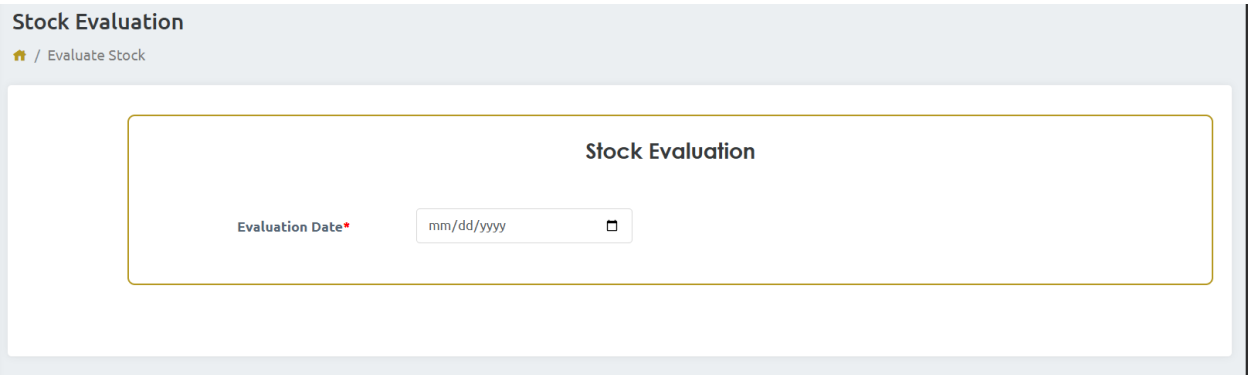


3.4.12 Stock Evaluation

This module evaluates current stock before or after ordering.

Stock Evaluation Process

1. Go to **MD PO Management → Stock Evaluation**.
2. Review stock quantities and usage.
3. Confirm reorder requirements.

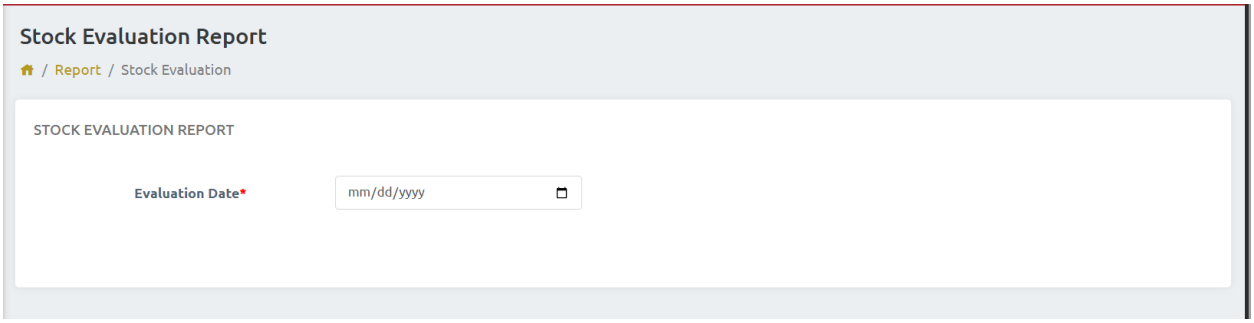


3.4.13 Stock Evaluation Report

This module generates reports for stock assessment.

Generating Stock Evaluation Report

1. Navigate to **Stock Evaluation Report**.
2. Select date range or item.
3. Generate and export the report.

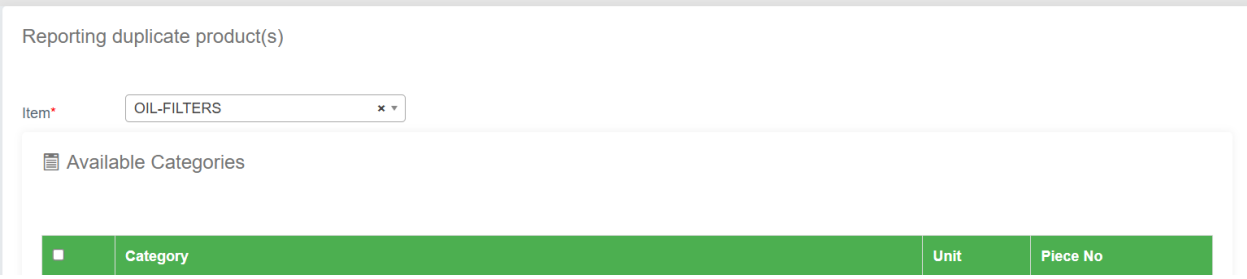


3.4.14 Duplicate Item

This module identifies duplicated items in purchase orders.

Managing Duplicate Items

1. Go to **Duplicate Item**.
2. Review duplicated entries.
3. Merge or correct item records.



3.4.15 PO Management Summary

- Ensures controlled procurement and payments
- Supports multi-level approvals
- Links directly with stock and finance modules
- Provides detailed reporting for audit and tracking

3.5 PSS MANAGEMENT & OPERATIONS

3.5.1 Overview

This section explains how users manage Petrol Service Stations (PSS), configure station settings, record daily operations, and generate operational reports.
It covers station setup, pump configuration, daily data entry, transaction tracking, and performance reporting.

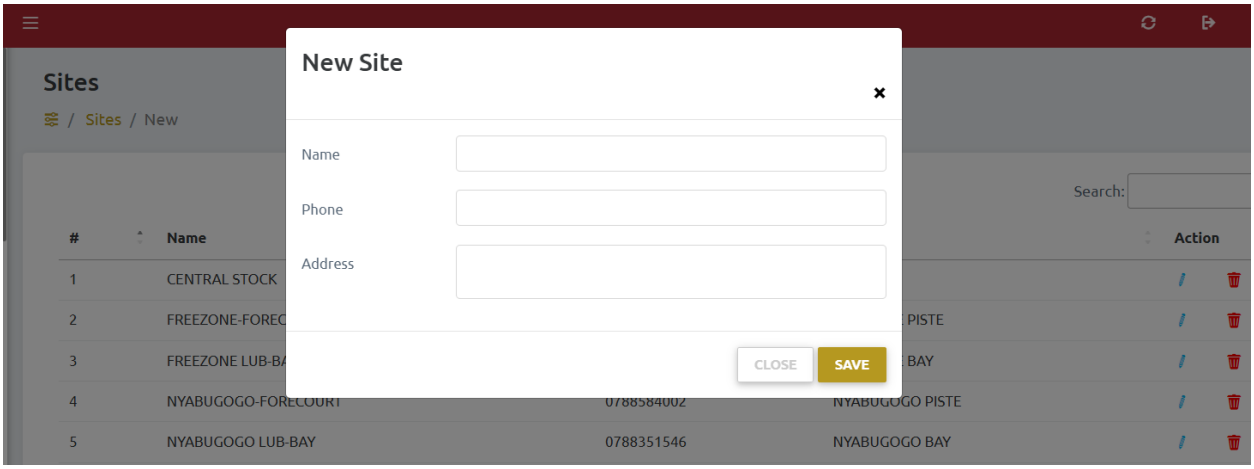
3.5.2 PSS Management

PSS (Station Registration)

This menu is used to register and manage petrol service stations.

Steps to add a new PSS

1. Navigate to **PSS Management → PSS**
2. Click **New**
3. Fill in station details (name, location, Phone)
4. Click **Save**

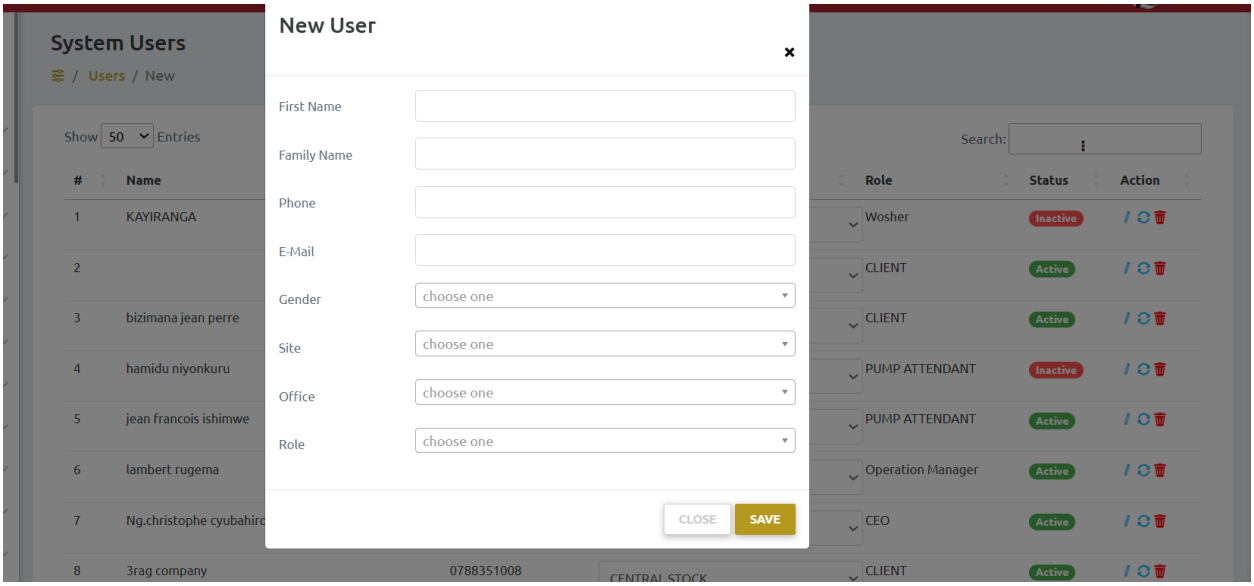


Users / Account

Used to manage users working under a specific station.

Steps to add a PSS user

1. Go to **PSS Management → Users / Account**
2. Click **New**
3. Select the PSS
4. Assign role (Manager, Pump Attendant, Cashier, etc.)
5. Enter user details
6. Click **Save**

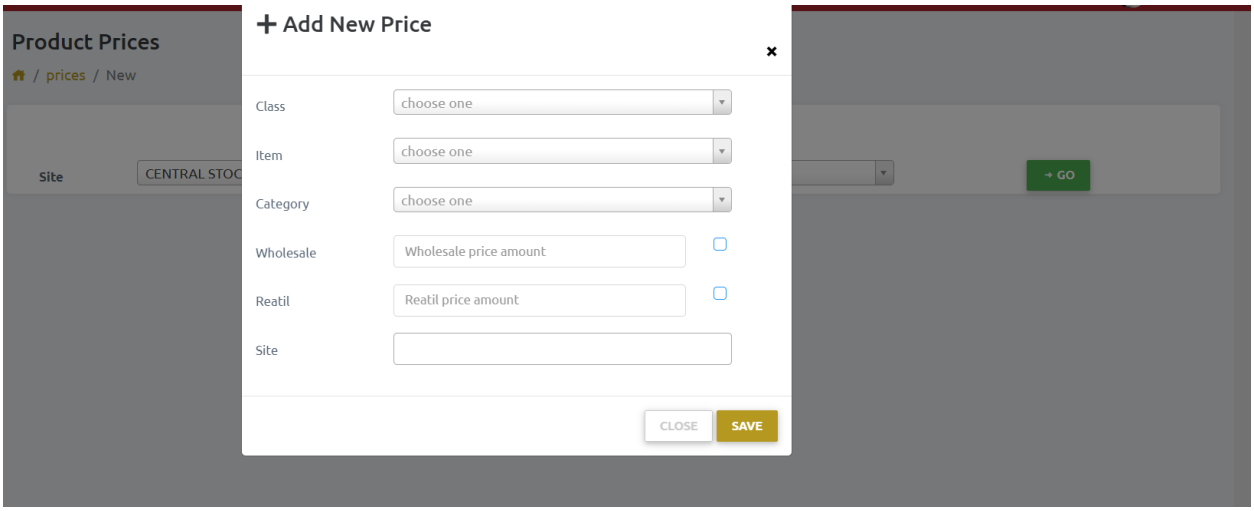


Item Pricing

Used to set selling prices per station.

Steps to set item pricing

1. Go to **PSS Management → Item Pricing**
2. Click **New**
3. Select the item
4. Enter the selling price
5. Click **Save**

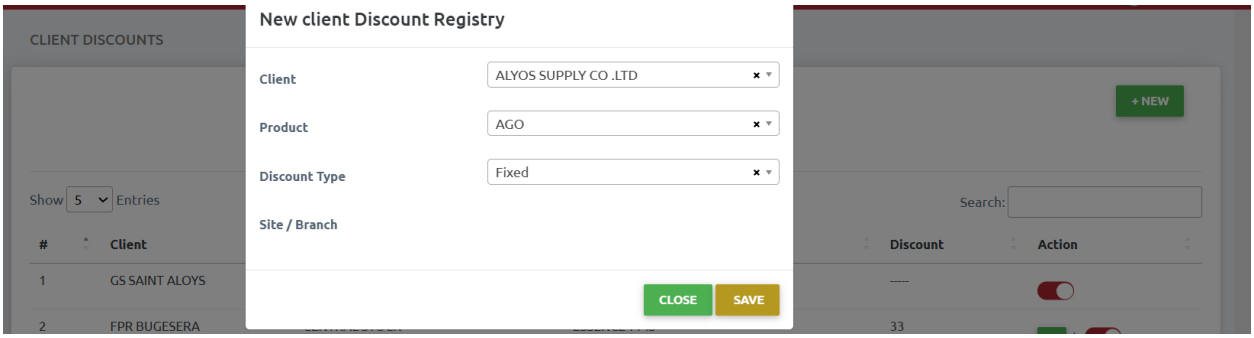


Client Discounts

Used to apply discounts to specific clients or products.

Steps to add a client discount

1. Navigate to **Client Discounts**
2. Click **New**
3. Select client and item
4. Enter discount Type
5. Click **Save**

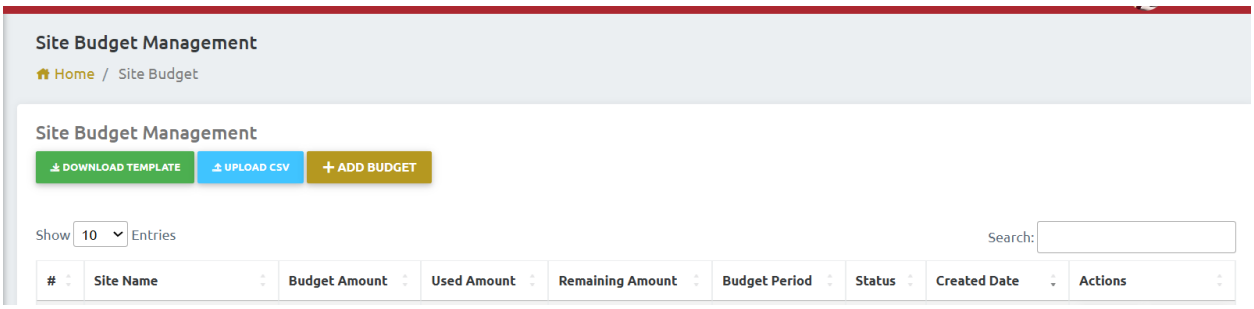


PSS Budget

Used to define expense limits per station.

Steps to set a PSS budget

1. Go to **PSS Budget**
2. Click the **Add Budget** button and fill in all required information
3. Select expense category
4. Set budget amount
5. Click **Save**
6. You can also download the CSV document or upload the csv document to set the Pss budget

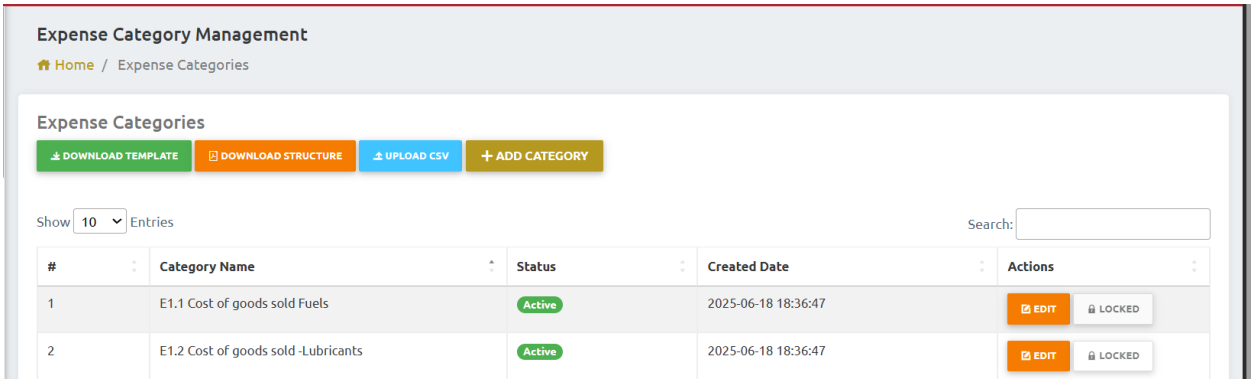


Expense Category

Used to define types of expenses.

Steps to add an expense category

1. Navigate to **Expense Category**
2. Click **Add Category**
3. Enter category name
4. Click **Save**



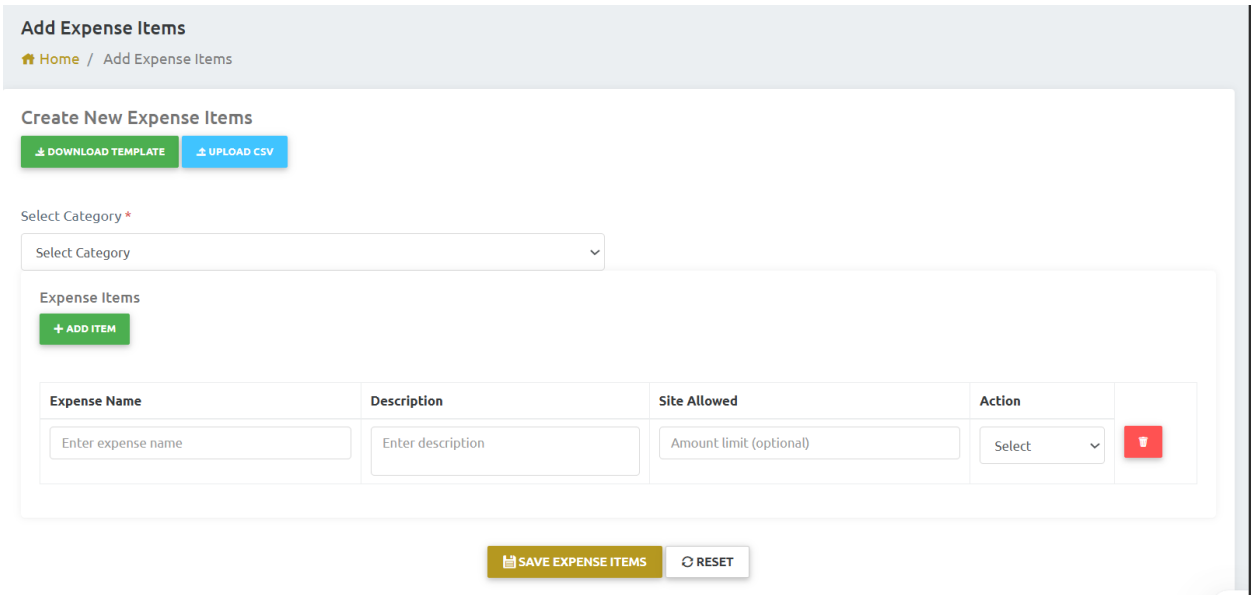
Expense

Used to record daily station expenses.

Steps to record an expense

1. Go to **Expense**
2. Click **New**
3. Select category
4. Enter amount and description

5. Click **Save**

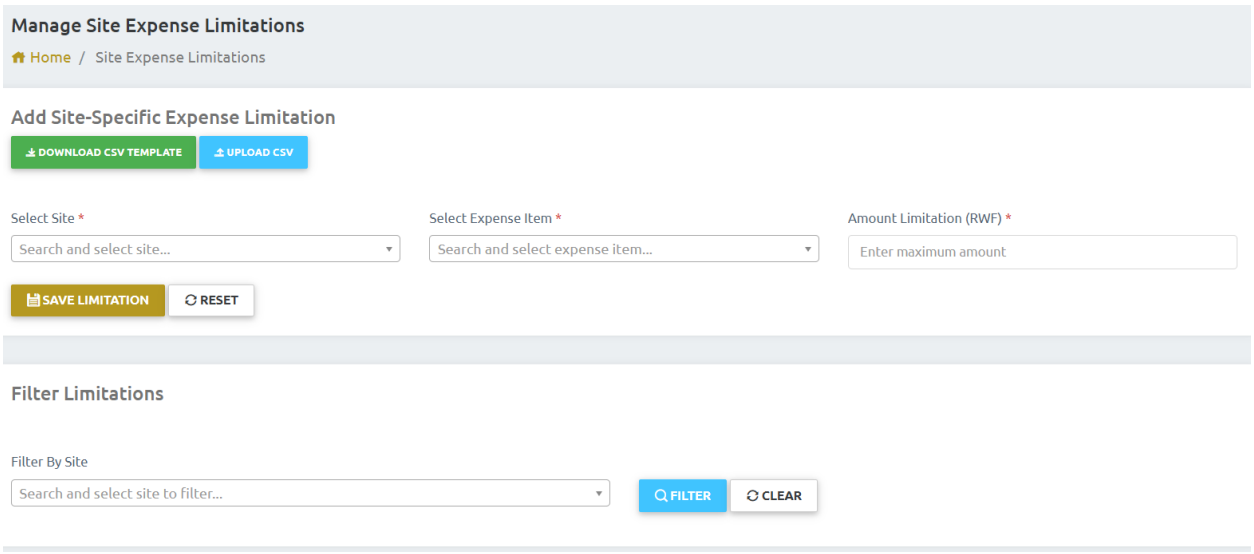


Expense Approval

Used by authorized users to approve expenses.

Steps to approve an expense

1. Open **Expense Approve**
2. Select pending expense
3. Click **Approve** or **Reject**

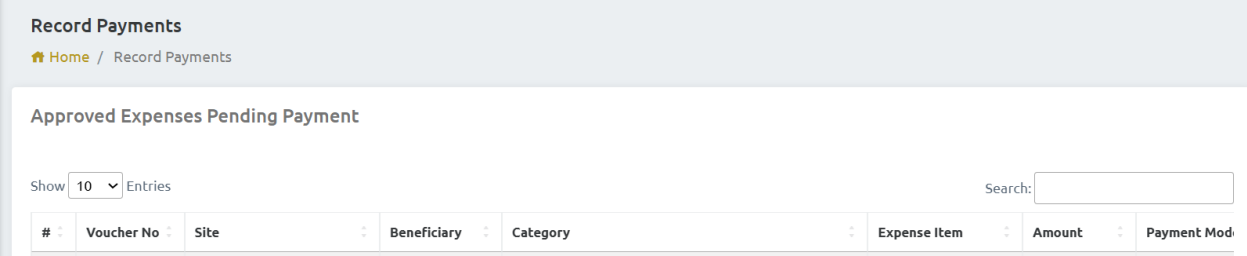


Expense Payment

Used to record payment of approved expenses.

Steps to pay an expense

1. Go to **Expense Payment**
2. Select approved expense
3. Choose payment method
4. Click **Confirm Payment**



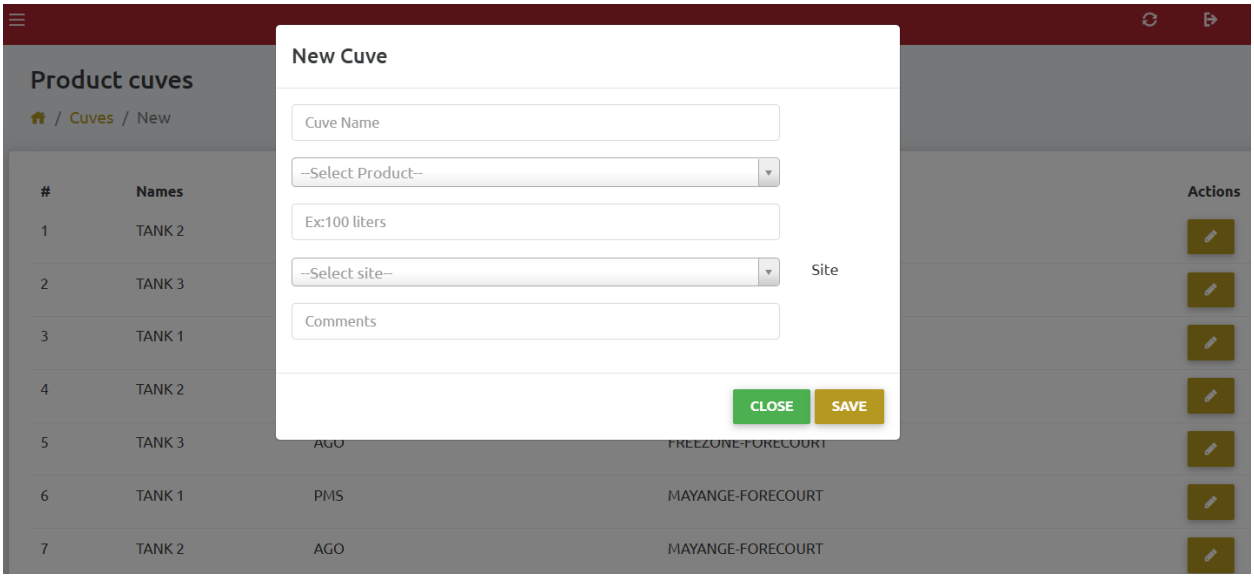
3.5.3 PSS Settings

Curves

Used for tank calibration.

Steps

1. Navigate to **PSS Settings → Curves**
2. Click **New**
3. Enter calibration values
4. Click **Save**

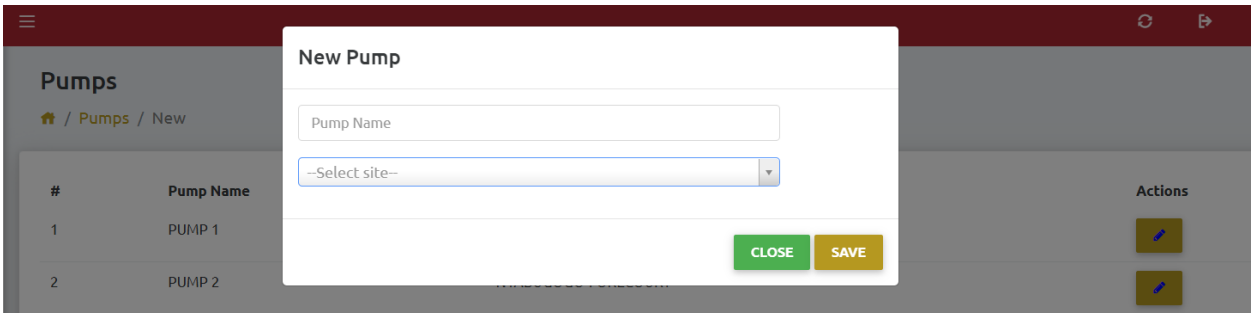


Pumps

Used to register pumps.

Steps

1. Go to **PSS Settings → Pumps**
2. Click **New**
3. Enter pump details
4. Assign tank
5. Click **Save**

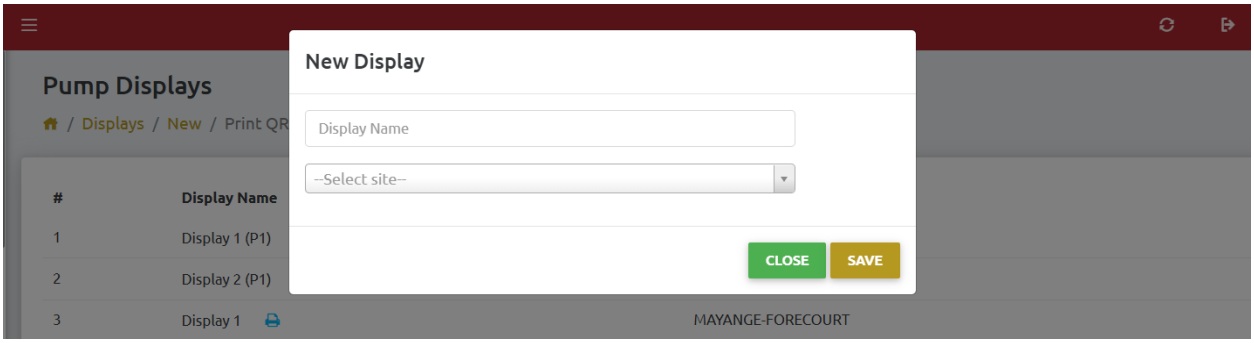


Displays

Used to configure pump displays.

Steps

1. Navigate to **Displays**
2. Click **New**
3. Enter display details
4. Click **Save**

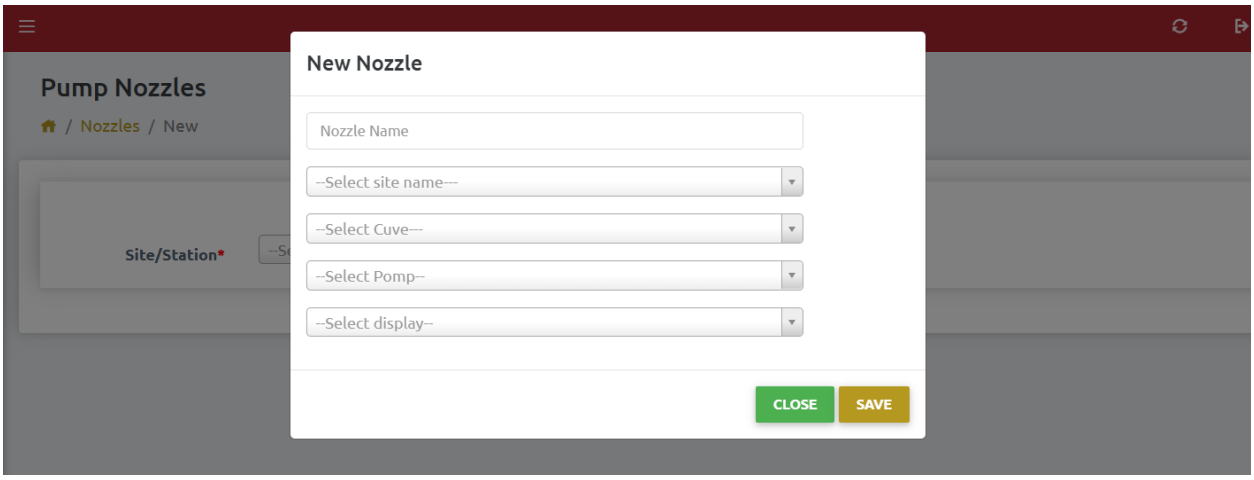


Nozzles

Used to register pump nozzles.

Steps

1. Go to **Nozzles**
2. Click **New**
3. Assign pump and fuel type
4. Click **Save**



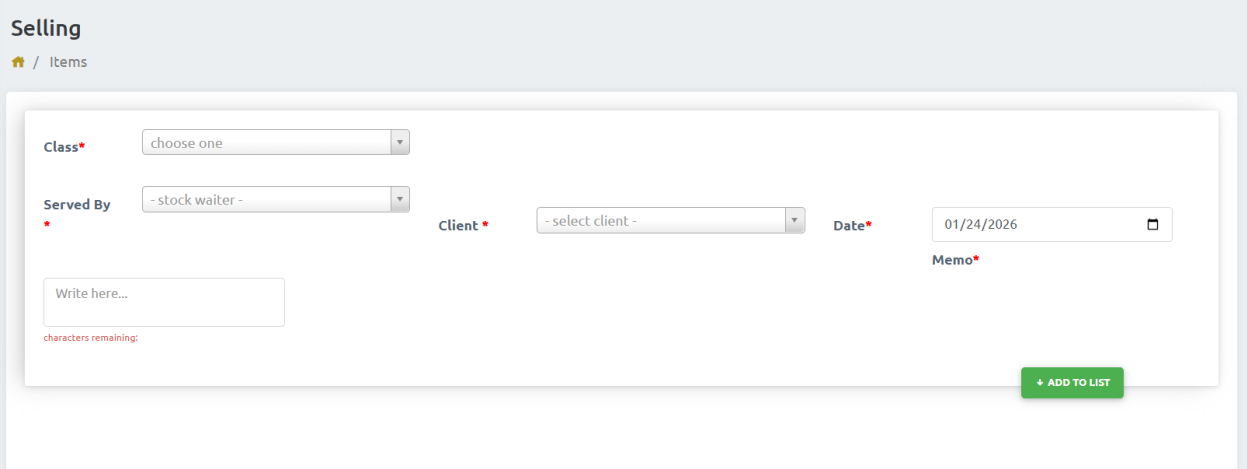
3.5.4 PSS Data Entry

Selling Items

Used to record daily sales.

Steps

1. Navigate to **Selling Items**
2. Select item and quantity
3. Enter payment method
4. Click **Save**

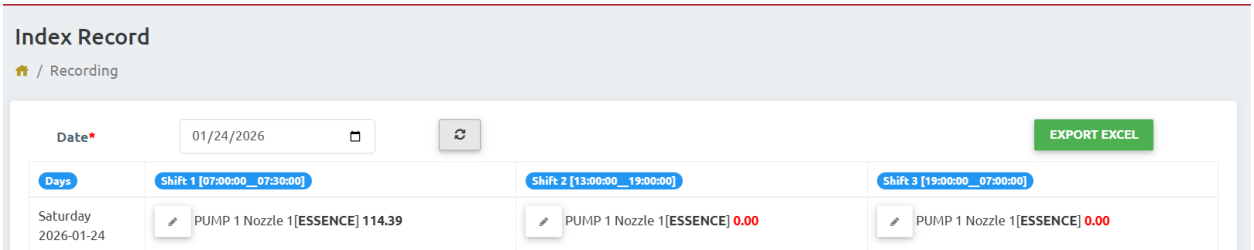


Index Record

Used to record pump readings.

Steps

1. Go to **Index Record**
2. Enter start and end index
3. Click **Search**
4. You can also export the **Excel**

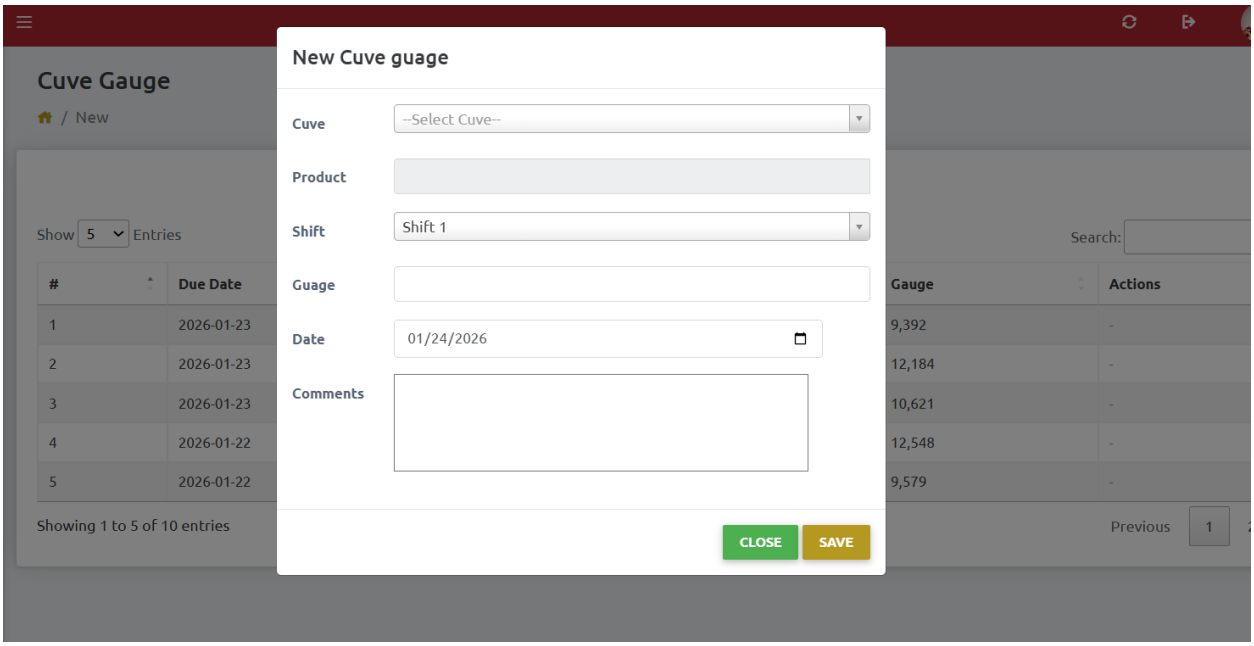


Tanks Gauge

Used to record fuel levels.

Steps

1. Go to **Tanks Gauge**
2. Select tank
3. Enter gauge reading
4. Click **Save**



3.5.5 PSS Data Entry Reports

Available Reports

- Pump Index / Value

- Pump Index / Value (Detail)
- Index Transaction / Mode
- Product Index / Combined
- Cash Deposit
- Pompist Transaction
- Loan Payment Report

Steps to generate a report

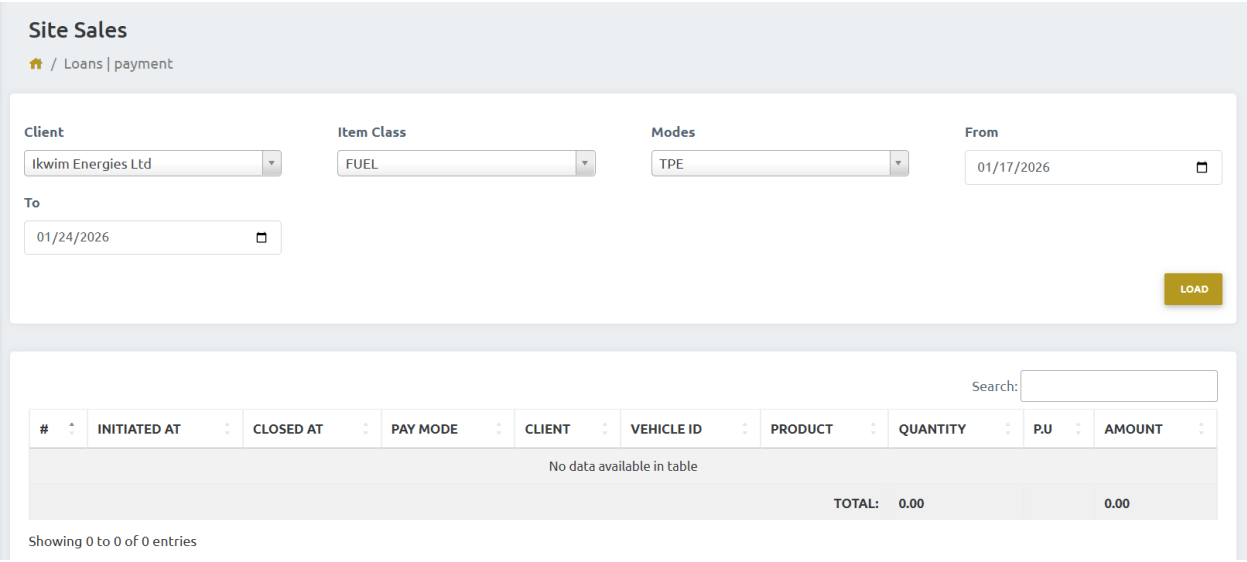
1. Navigate to **PSS Data Entry Report**
2. Select report type
3. Choose date range
4. Click **Generate**

3.5.6 PSS Transaction

Used to view all PSS transactions.

Steps

1. Go to **PSS Transaction**
2. Filter by date, station, or user
3. View transaction details



3.5.7 PSS Report

Used for operational analysis.

Available Reports

- Feuille de Tour – Piste
- Feuille de Tour – Bay
- Selling Report
- Index Records
- Curve / Gauge Report
- In / Out Report
- Time Table Report

Steps

1. Navigate to **PSS Report**
2. Select report type
3. Apply filters
4. Click **Generate**

3.5.8 PSS General Report

Used to generate consolidated station reports.

Steps

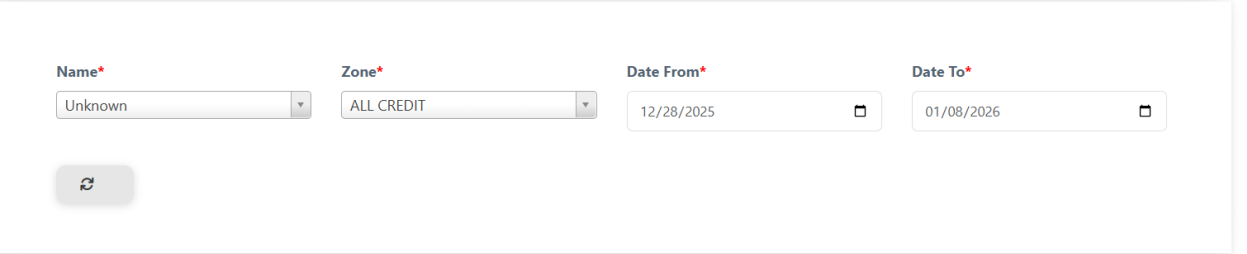
1. Go to **PSS General Report**
2. Select report category
3. Choose date range
4. Click **Generate**

3.6 Invoice & Payment

This section explains how users generate invoices, track payments, approve invoices, and view client statements.

3.6.1 Generate Invoice

1. Navigate to **Invoice & Payment → Generate Invoice**.
2. Select the **Client**.
3. Select the **Zone**.
4. Select **Date**.
5. Review the invoice details.
6. Click **Generate Invoice**.

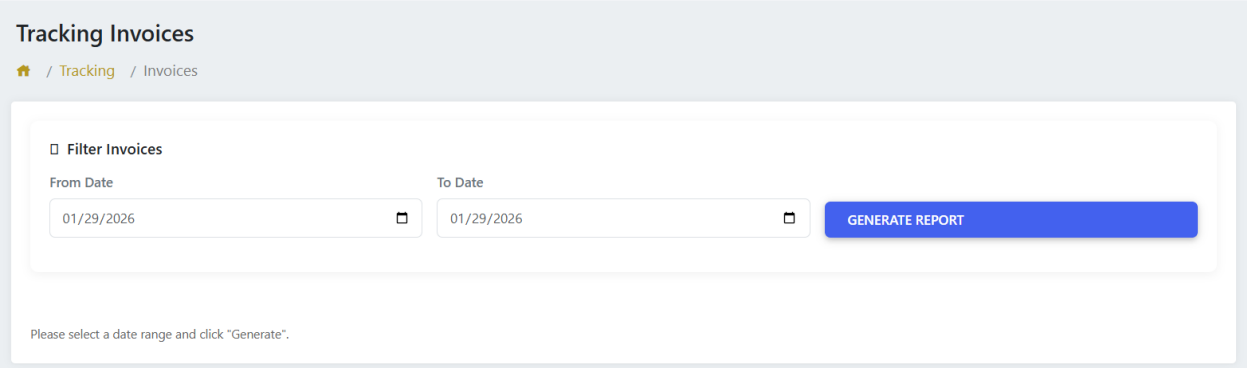


3.6.2 Verify & Approve Invoice

1. Go to **Invoice & Payment → Verify & Approve Invoice**.
2. Select the invoice to review.
3. Verify invoice details.
4. Click **Approve** or **Reject**.

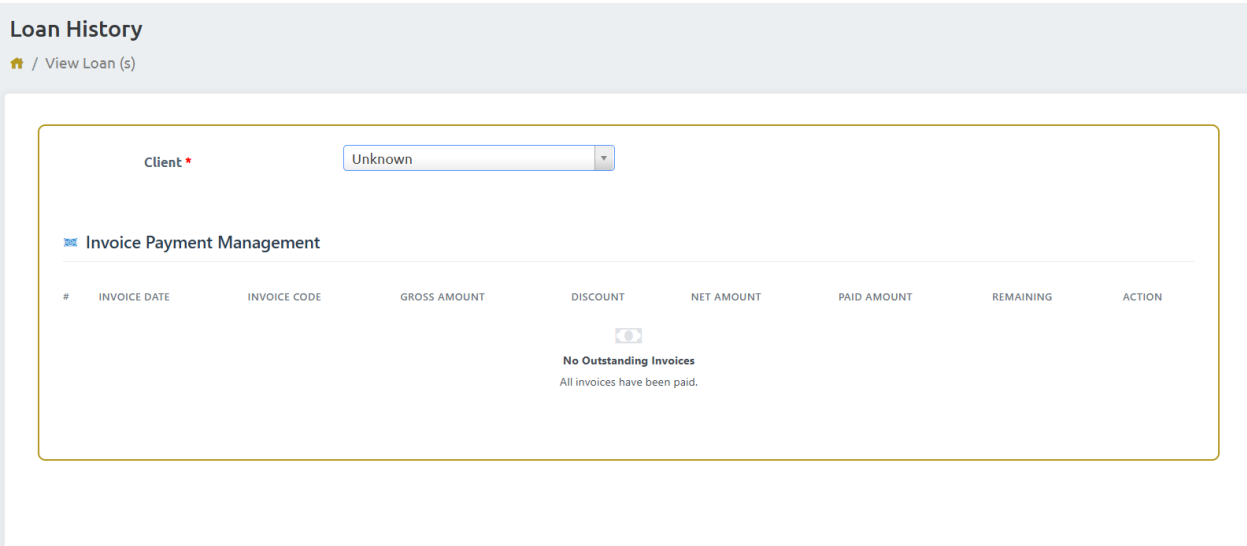
3.6.3 Track Invoice

1. Open **Invoice & Payment → Track Invoice**.
2. View invoice status (Pending, Paid, Approved).
3. Use filters to search by **client, date, or status**.
4. Click **Generate report**



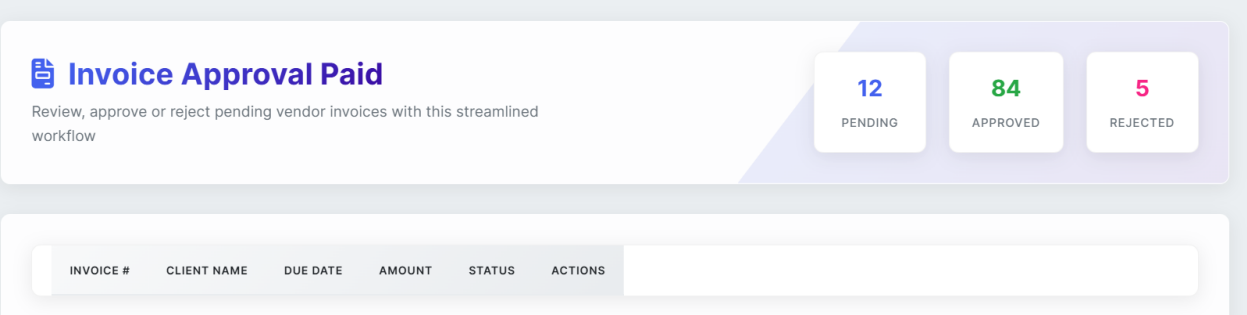
3.6.4 Invoice Payment

1. Navigate to **Invoice & Payment → Invoice Payment**.
2. Select the invoice to pay.
3. Choose the **payment method**.
4. Enter the **amount paid**.
5. Click **Save Payment**.



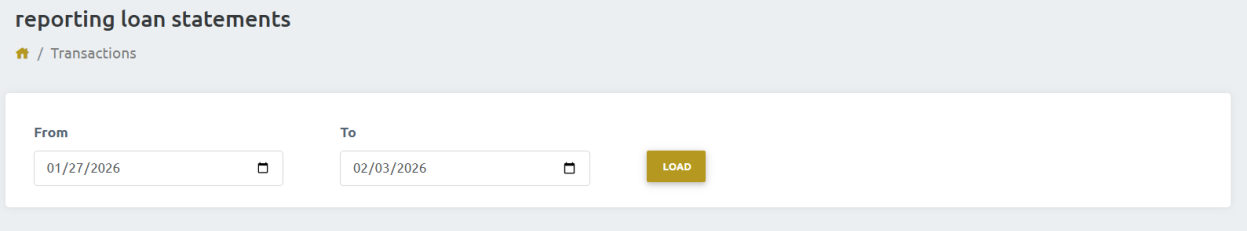
3.6.5 Approve Paid Invoice

1. Go to **Invoice & Payment → Approve Paid Invoice**.
2. Review the paid invoice.
3. Click **Approve** to confirm payment.



3.6.6 Client Statement

1. Navigate to **Invoice & Payment → Clients Statement**.
2. Select the **client**.
3. Choose the **date range**.
4. Click **Generate Statement**.

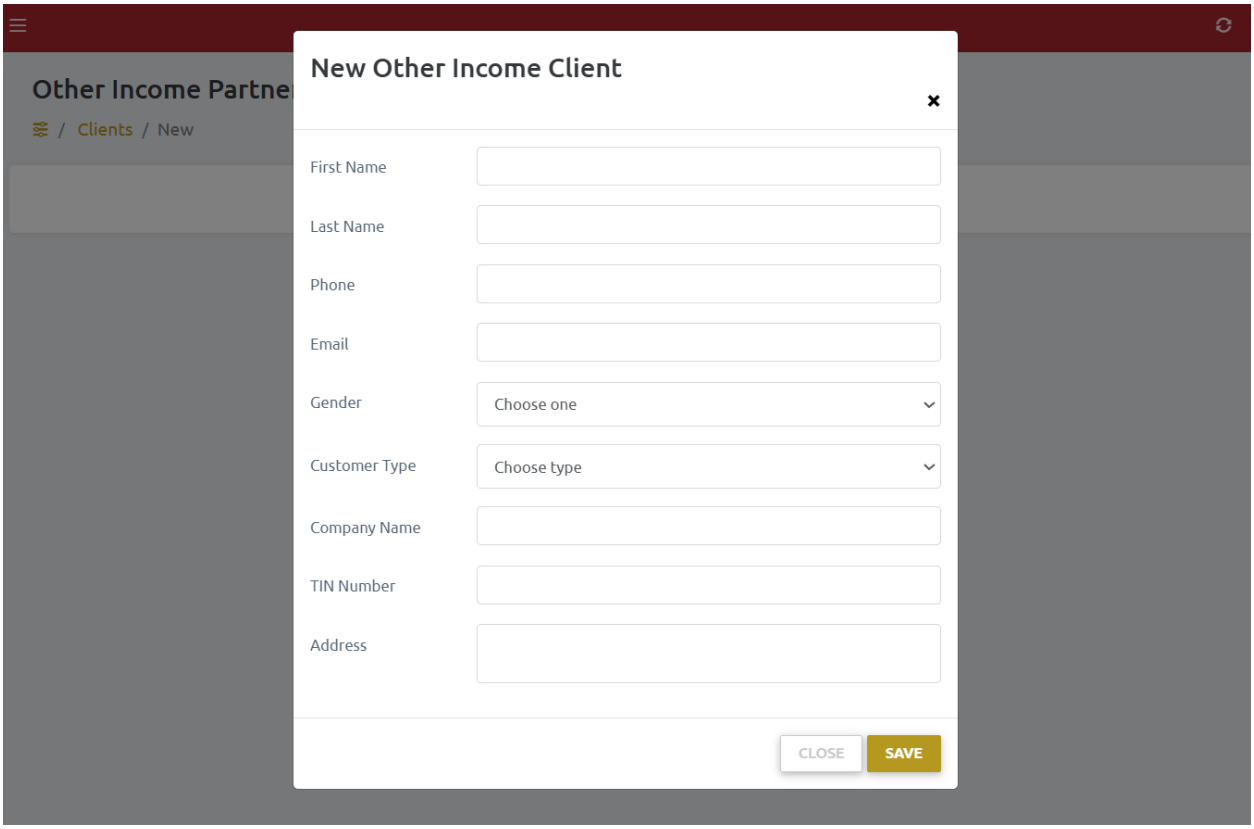


3.7 Other Income

This section explains how users register and manage income that is not related to fuel or item sales.

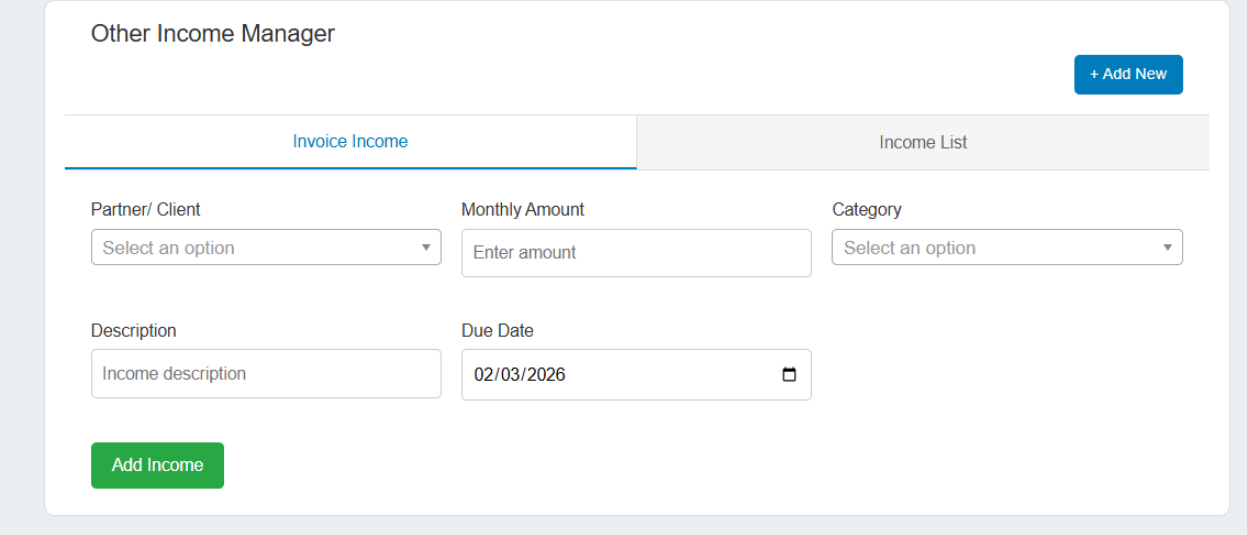
3.7.1 Register Other Income

1. Navigate to **Other Income → Register**.
2. Enter the **income source**.
3. Enter the **amount**.
4. Select the **date**.
5. Click **Save**.



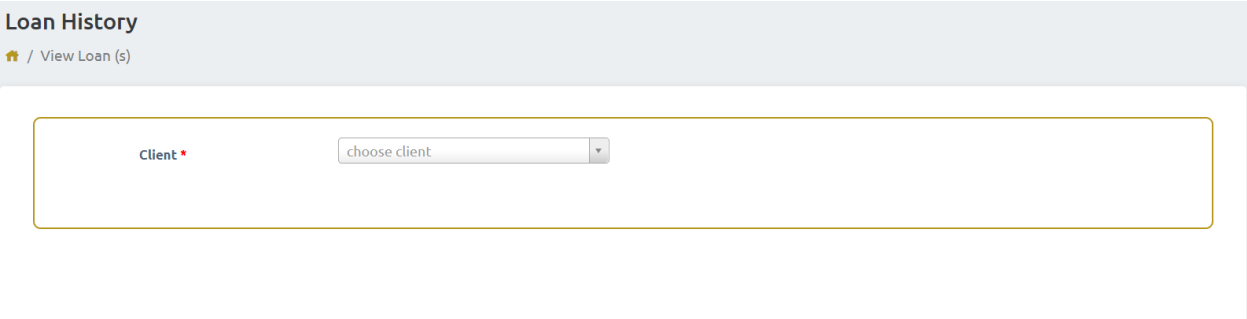
3.7.2 Monthly Invoice

1. Go to **Other Income → Monthly Invoice**.
2. Select the **income type**.
3. Generate the monthly invoice.
4. Save the invoice.



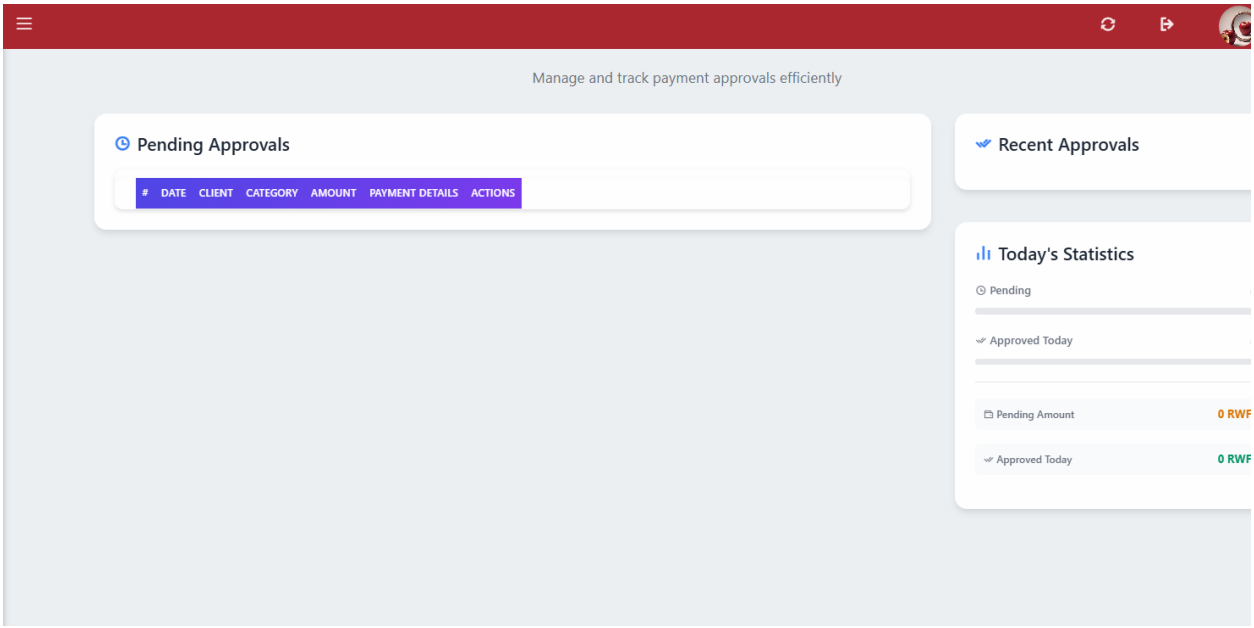
3.7.3 Payment

1. Navigate to **Other Income → Payment**.
2. Select the income invoice.
3. Enter payment details.
4. Click **Save Payment**.



3.7.4 Other Income Report

1. Go to **Other Income → Other Income Report**.
2. Select the **date range**.
3. Click **Generate Report**.

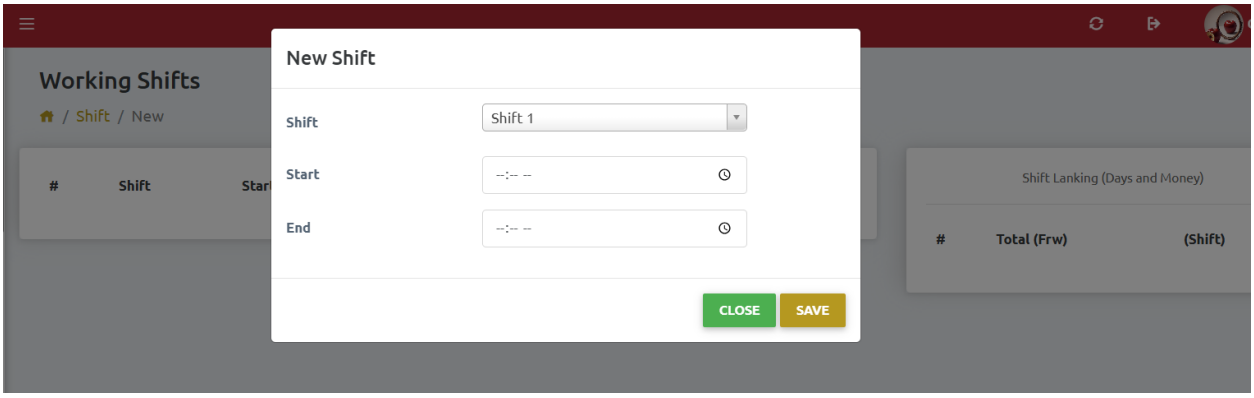


3.8 Time Table

This section explains how shifts and staff schedules are managed.

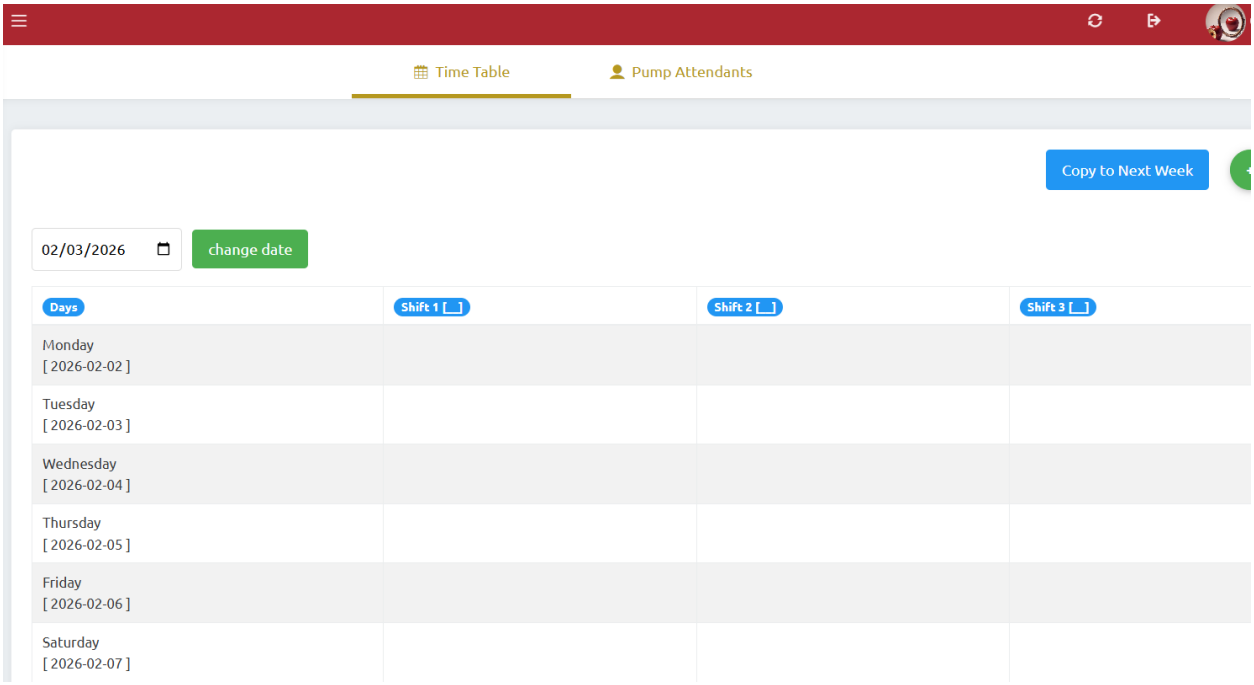
3.8.1 Create Shifts

1. Navigate to **Time Table → Shifts**.
2. Click **New**.
3. Enter **shift name, start time, and end time**.
4. Click **Save**.



3.8.2 Manage Time Table

1. Go to **Time Table → Time Table**.
2. Select the **employee**.
3. Assign the **shift**.
4. Save the schedule.



3.9 Stock Management

3.9.1 Purpose

The Stock module allows the user to monitor available stock, view stock balances, and track received cards or items. This section helps ensure accurate stock control and transparency across operations.

3.9.2 Accessing the Stock Module

1. Log in to the system.
2. From the left-side menu, click **Stock**.
3. Select the required sub-menu:
    - Stock Status

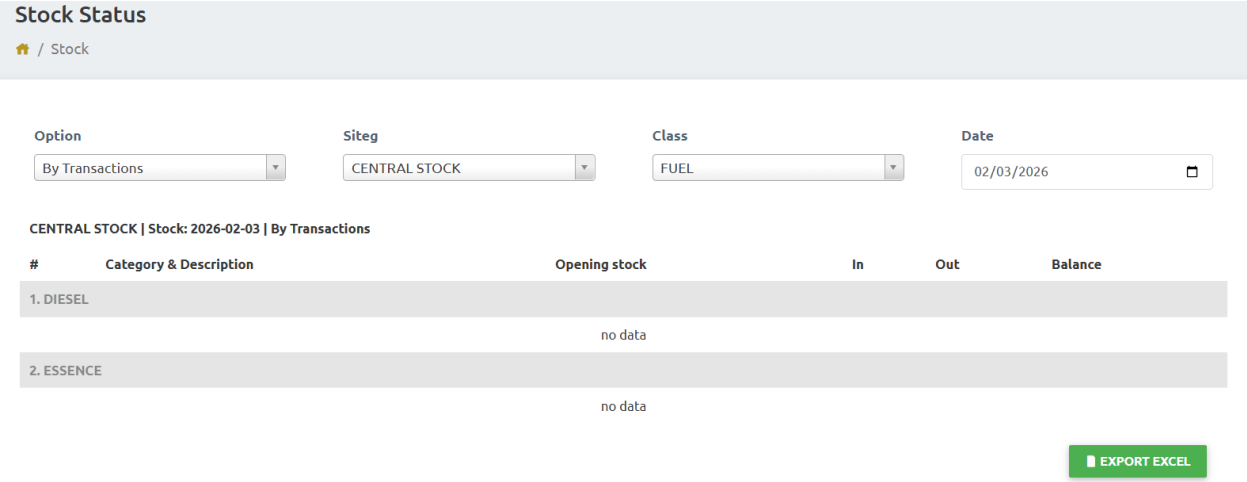
- Balance
- Card Receive (if applicable)

3.9.3 Stock Status

The Stock Status screen displays the current availability of items in stock.

Steps to view stock status:

1. Click **Stock → Stock Status**.
2. The system displays a list of all items with their current quantities.
3. Use the search or filter options to locate a specific item if needed.

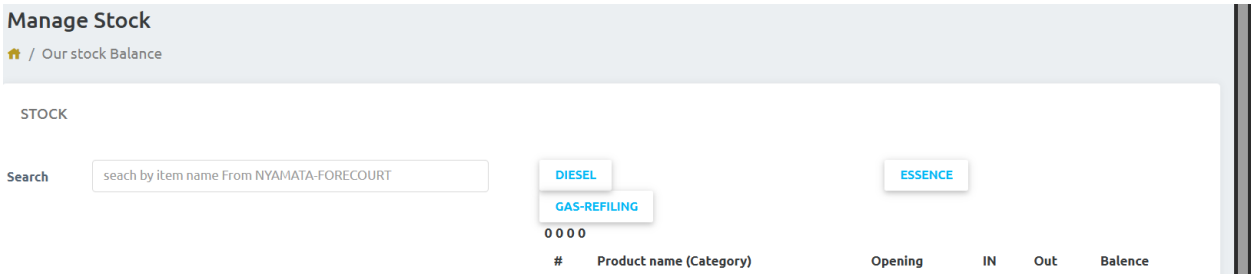


3.9.4 Stock Balance

The Stock Balance screen provides a summarized view of stock quantities and balances.

Steps to view stock balance:

1. Click **Stock → Balance**.
2. Review the displayed stock balances for each item.
3. Use available filters (if provided) to refine the results.

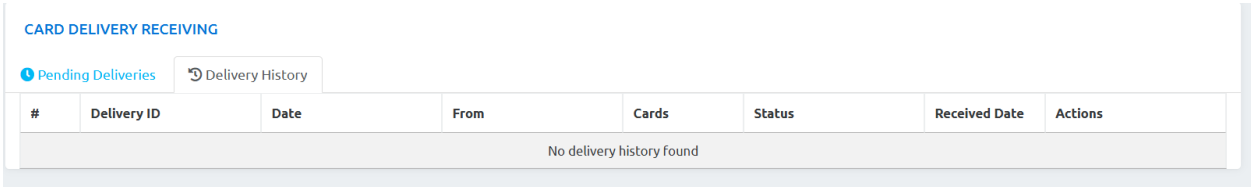


3.9.5 Card Receive *(If applicable to the role/system)*

This feature is used to record cards or stock items received into the system.

Steps to receive stock/cards:

1. Click **Stock → Card Receive**.
2. Enter the required receiving details.
3. Confirm and save the received stock.
4. The system automatically updates the stock balance.



3.9.6 Key Notes

- Stock data is updated automatically after transactions, transfers, or receipts.
- Only authorized users can access or modify stock-related information.
- Always verify stock balances before approving transfers or sales.

3.10 Operation

3.10.1 Purpose

The Operation module is used for daily operational activities such as selling items, managing selling drafts, recording expenses, and depositing cash. It supports accurate transaction recording and daily accountability.

3.10.2 Accessing the Operation Module

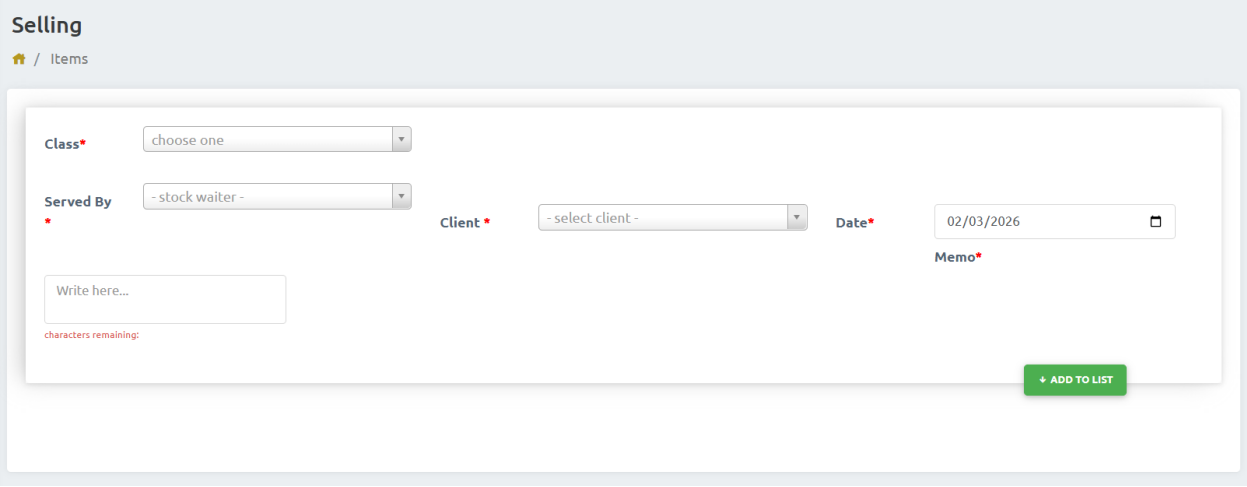
1. Log in to the system.
2. From the left-side menu, click **Operation**.
3. Select one of the following options:
    - Selling Items
    - Selling Draft
    - Expenses
    - Cash Deposit

3.10.3 Selling Items

This feature is used to record item sales in the system.

Steps to sell items:

1. Click **Operation → Selling Items**.
2. Select the item to be sold.
3. Enter the quantity and confirm the selling price.
4. Choose the payment method if required.
5. Click **Save** to complete the transaction.

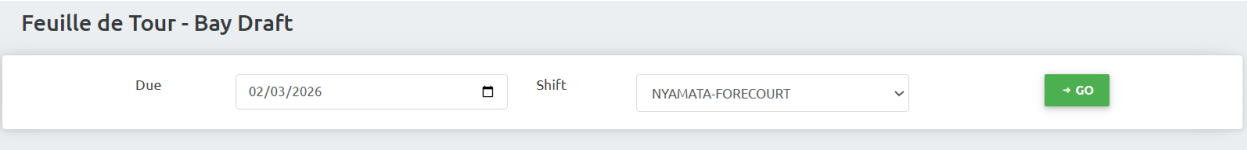


3.10.4 Selling Draft

Selling Draft allows saving a sale temporarily before final confirmation.

Steps to create a selling draft:

1. Click **Operation → Selling Draft**.
2. Enter the item and quantity.
3. Save the transaction as a draft.
4. Open the draft later to complete or update the sale.

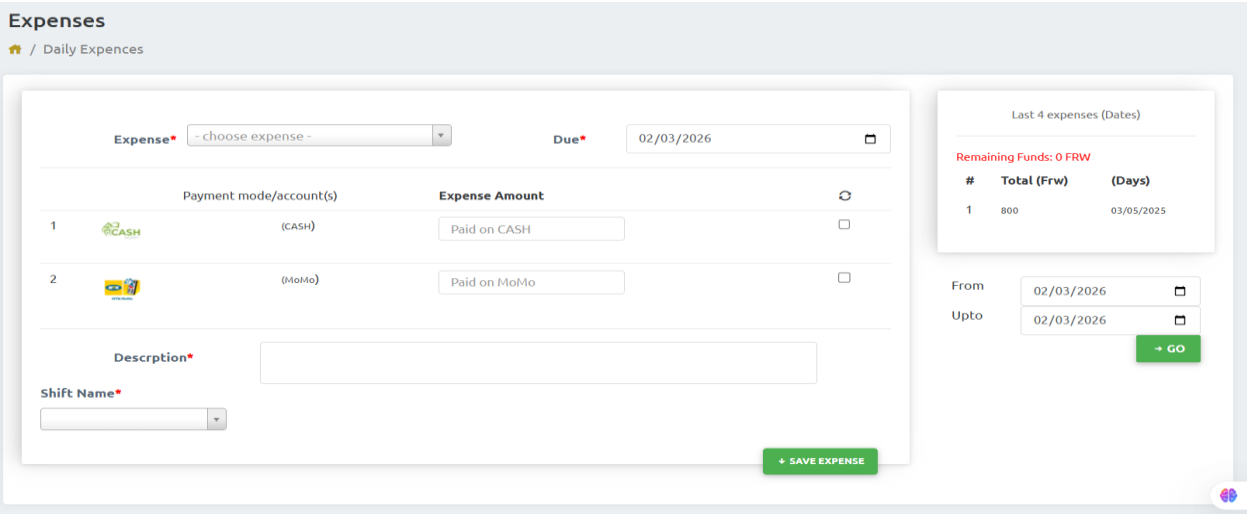


3.10.5 Expenses

This feature is used to record operational expenses.

Steps to record an expense:

1. Click **Operation → Expenses**.
2. Select the expense category.
3. Enter the expense amount and description.
4. Attach supporting information if required.
5. Click **Save** to submit the expense.

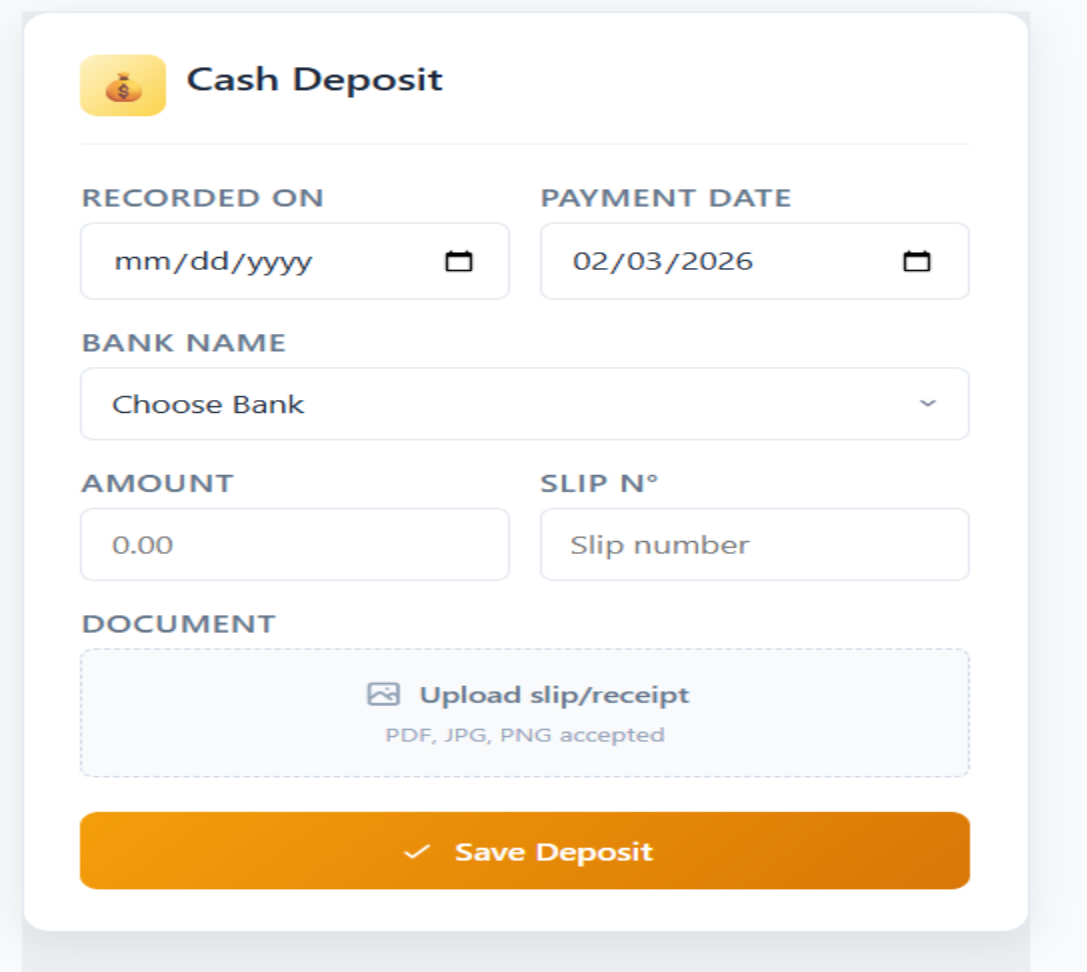


3.10.6 Cash Deposit

Cash Deposit is used to record cash submitted after sales or daily operations.

Steps to make a cash deposit:

1. Click **Operation → Cash Deposit**.
2. Enter the deposit amount.
3. Select the related shift or date.
4. Confirm the details.
5. Click **Save** to record the deposit.



3.10.7 Key Notes

- Ensure all sales and expenses are recorded accurately and on time.

- Selling drafts should be finalized to reflect correct stock and financial records.
- Cash deposits should match the total sales for the period.

3.11 Pompist Sales

3.11.1 Purpose

The Pompist Sales module is used to record fuel sales transactions performed by pompists. It ensures accurate tracking of fuel sales, modes of payment, and daily operational accountability.

3.11.2 Accessing the Pompist Sales Module

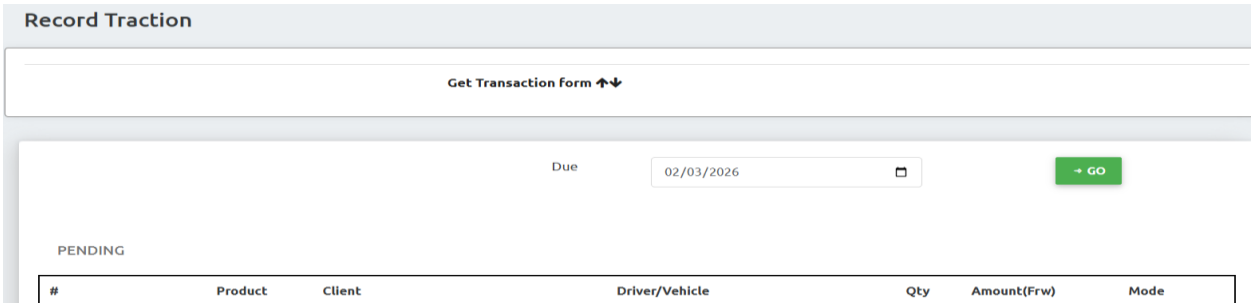
1. Log in to the system.
2. From the left-side menu, click **Pompist Sales**.
3. Select one of the following options:
    - Record Transaction
    - Record Transaction | Mode

3.11.3 Record Transaction

This feature is used to record fuel sales transactions made by a pompist.

Steps to record a transaction:

1. Click **Pompist Sales → Record Transaction**.
2. Select the pump or fuel type.
3. Enter the quantity or amount sold.
4. Confirm the transaction details.
5. Click **Save** to record the sale.

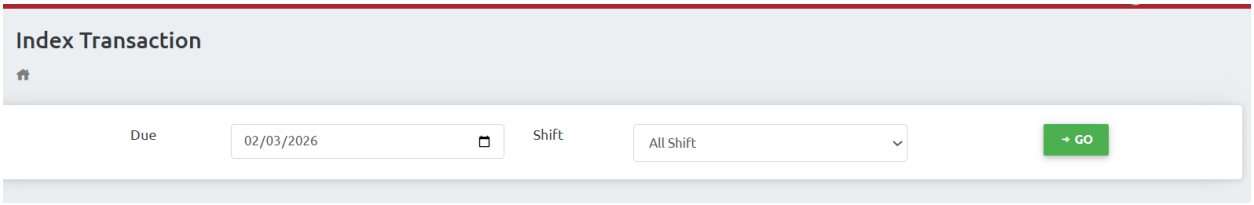


3.11.4 Record Transaction | Mode

This feature allows recording a transaction based on the payment mode used.

Steps to record a transaction by mode:

1. Click **Pompist Sales → Record Transaction | Mode**.
2. Select the payment mode (e.g., Cash, Mobile Money, Card).
3. Enter the transaction amount and fuel details.
4. Verify the information entered.
5. Click **Save** to complete the transaction.



3.11.5 Key Notes

- Ensure all pompist transactions are recorded immediately after each sale.
- Always select the correct payment mode to maintain accurate financial records.
- Recorded transactions contribute directly to daily sales and cash reconciliation.

3.12 Manage Voucher

3.12.1 Purpose

The Manage Voucher module is used to monitor and control vouchers within the system. It helps track available (remaining) vouchers and vouchers that have already been used, ensuring proper accountability and reporting.

3.12.2 Accessing the Manage Voucher Module

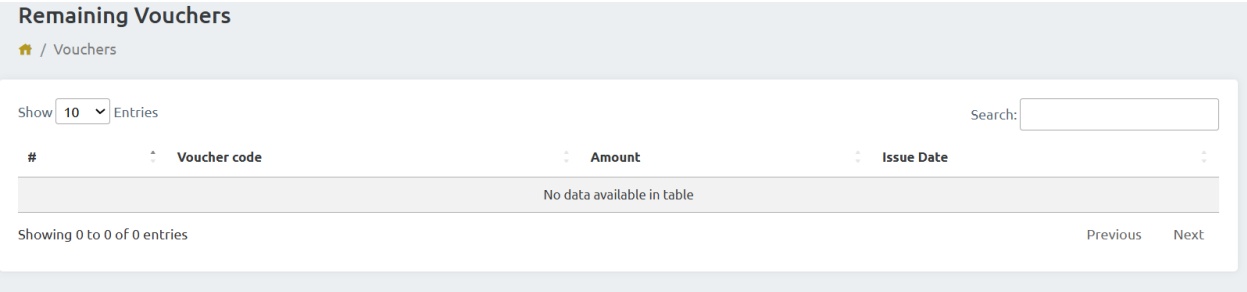
1. Log in to the system.
2. From the left-side menu, click **Manage Voucher**.
3. Select one of the following options:
    - Remain Voucher
    - Used Voucher

3.12.3 Remain Voucher

This feature displays vouchers that are still available and have not yet been used.

Steps to view remaining vouchers:

1. Click **Manage Voucher → Remain Voucher**.
2. View the list of available vouchers.
3. Check voucher details such as voucher number, value, and status.
4. Use the search or filter options if available.



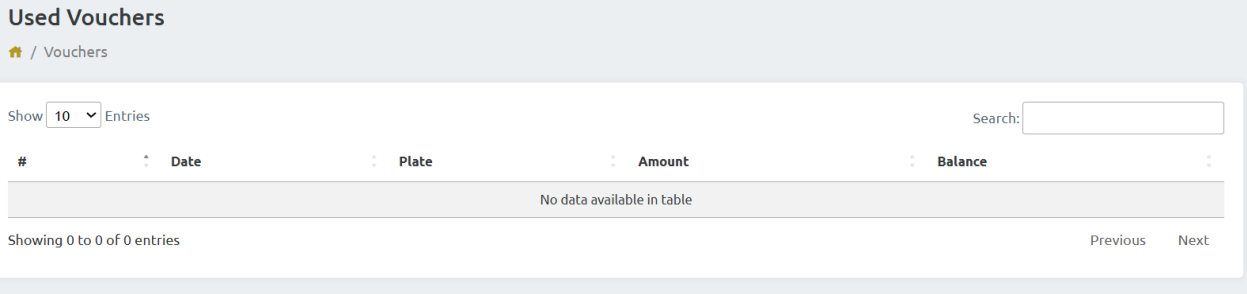
3.12.4 Used Voucher

This feature displays vouchers that have already been redeemed or used.

Steps to view used vouchers:

1. Click **Manage Voucher → Used Voucher**.

2. View the list of used vouchers.
3. Review details such as usage date, amount, and related transaction.
4. Use filters to track specific voucher usage if required.



3.12.5 Key Notes

- Regularly review remaining vouchers to prevent misuse or loss.
- Used vouchers cannot be reused and are maintained for audit and reporting purposes.
- Voucher records support financial reconciliation and accountability.

3.13 Client Card Management

Purpose

This section explains how the Main Stock Manager manages **client cards** in the IKWIM Tab System.
It covers **smart cards managed internally by staff** and **e-cards used by clients through the mobile app**, including card registration, delivery, recharging, blocking, tracking, and reporting.

Modules Covered

- Client Card (Request Card, Card Details)
- E-Card Clients
- Smart Cards

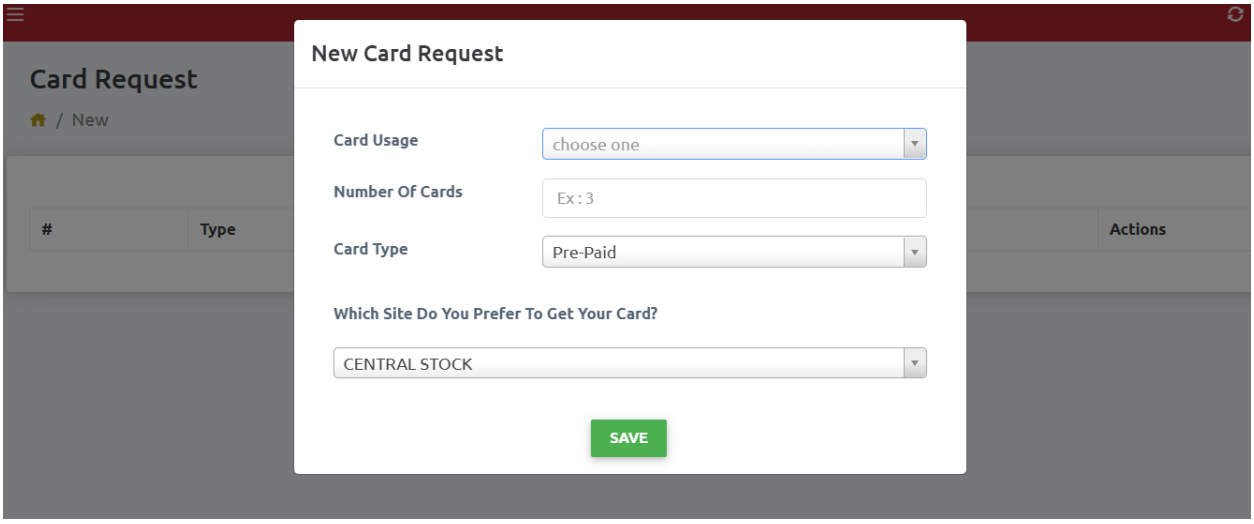
3.13.1 Client Card

Request Card

This feature allows staff to view and process card requests made by clients.

Steps:

1. Navigate to **Client Card → Request Card**
2. View the list of client card requests.
3. Click New to choose the type of card requested.
4. Fill out all information required to get a new card, either original or a copy.
5. Click Save.

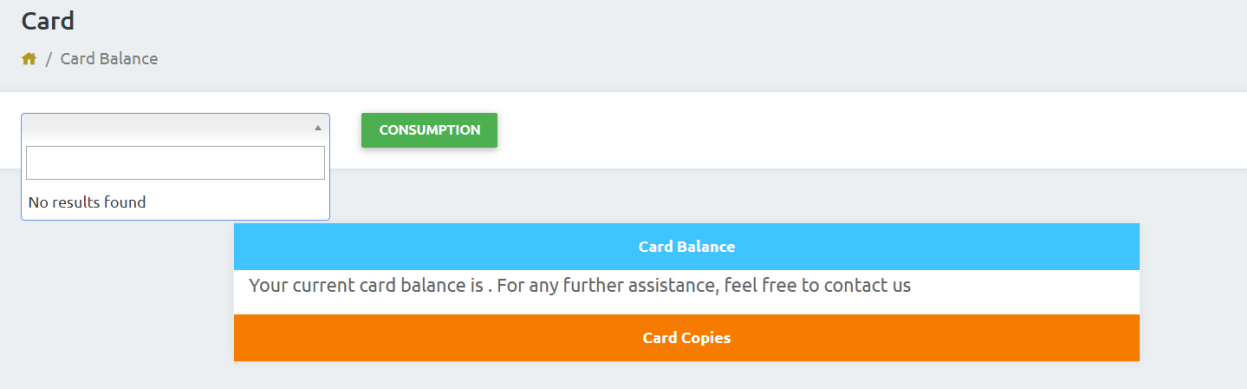


Card Details

This option displays detailed information about issued client cards.

Steps:

1. Go to **Client Card → Card Details**
2. Search for the client or card number.
3. View card status, balance, and usage history.



3.13.2 E-Card Clients

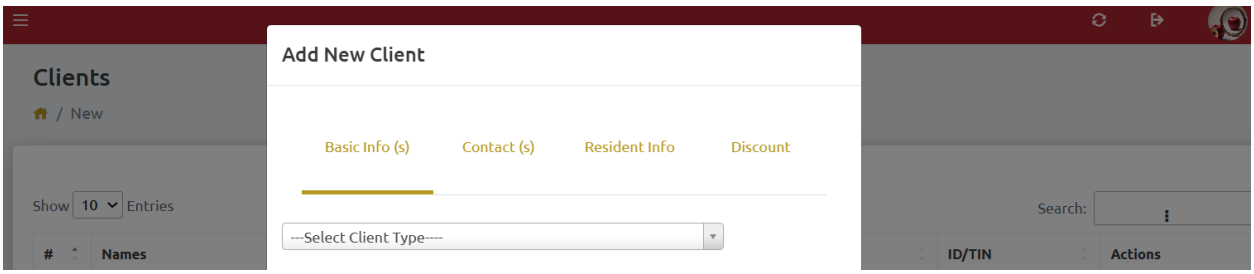
This module manages clients who use **e-cards through the mobile application**.

Registration

Used to view and manage registered e-card clients.

Steps:

1. Open **E-card Clients → Registration**
2. View registered client profiles.
3. Verify client information when needed.



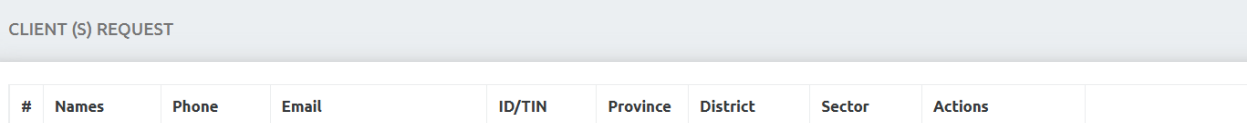
Requests

Displays all e-card requests submitted by clients.

Steps:

1. Navigate to **E-card Clients → Requests**
2. Review pending requests.

3. Approve or reject based on policy.

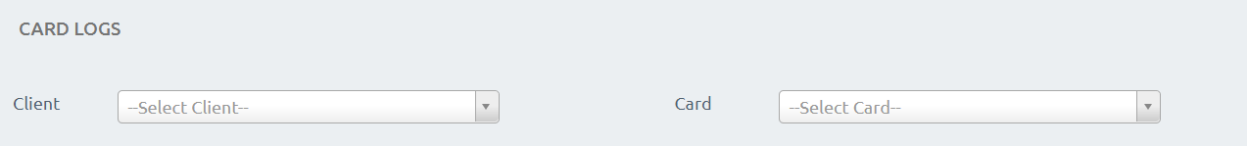


Card Logs

Shows activity logs for all e-card transactions.

Steps:

1. Go to **E-card Clients → Card Logs**
2. Filter by date, client, or transaction type.
3. Review card usage history.

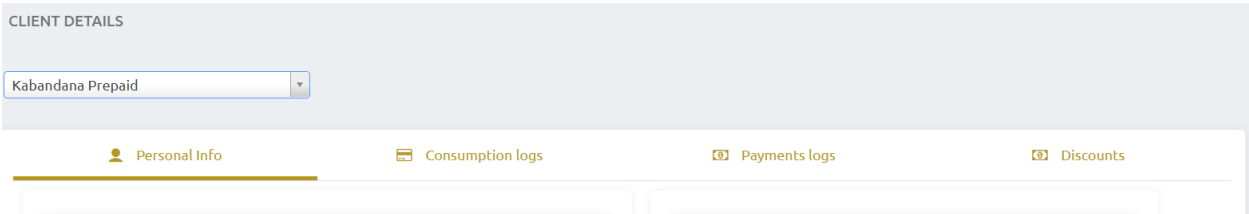


Statistics

Provides summarized insights about e-card usage.

Steps:

1. Open **E-card Clients → Statistics**
2. View usage trends and client activity summaries.

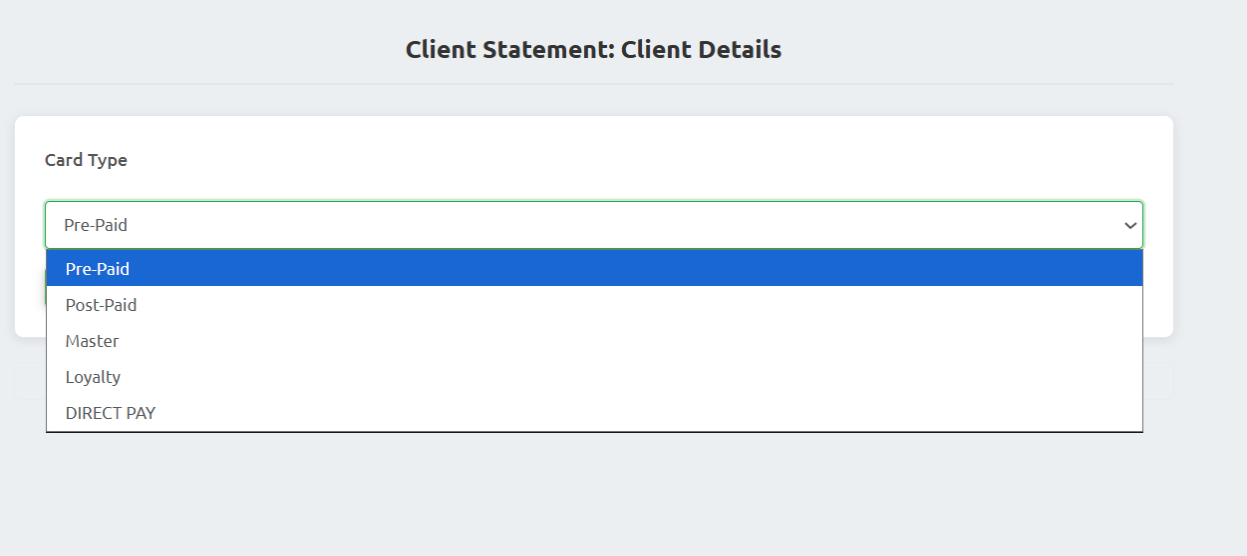


Report Clients

Generates reports related to e-card clients.

Steps:

1. Navigate to **E-card Clients → Report Clients**
2. Select report criteria.
3. Generate or export the report.

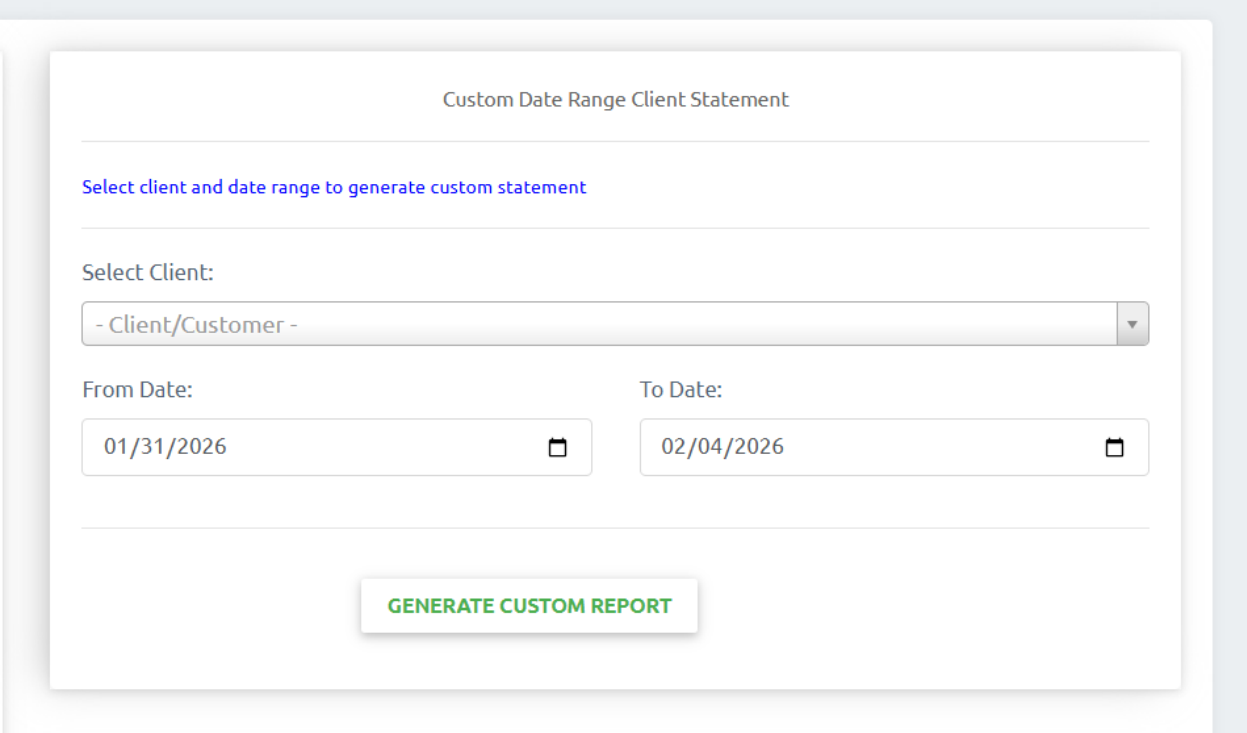


Custom Client Statement

Used to generate customized statements for specific clients.

Steps:

1. Go to **E-card Clients → Custom Client Statement**
2. Select client and date range.
3. Generate the statement.

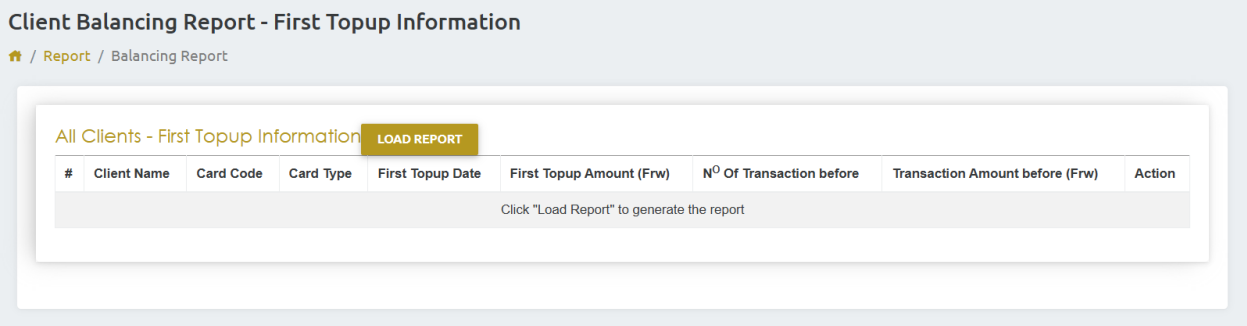


Balancing Client Statement

Displays balance reconciliation reports for clients.

Steps:

1. Open **E-card Clients → Balancing Client Statement**
2. Review balance movements and adjustments.



3.13.3 Smart Cards

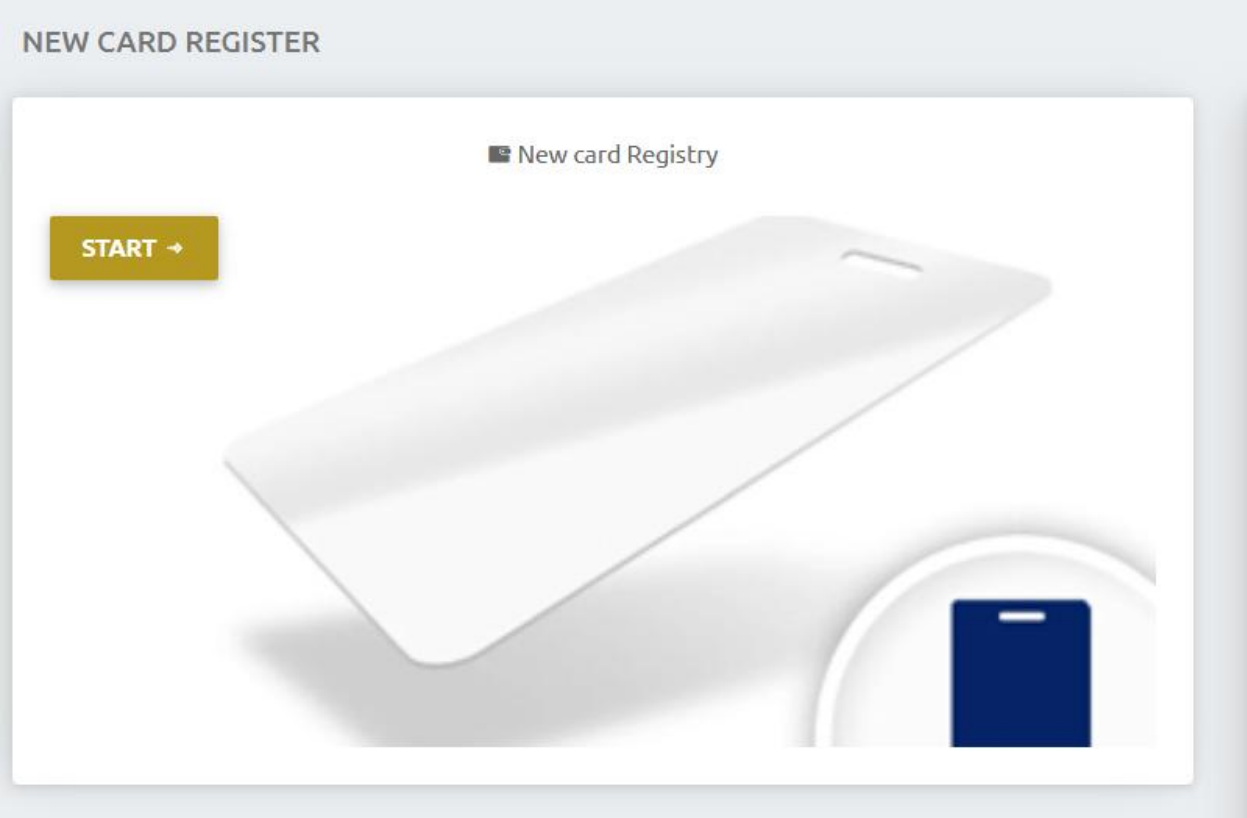
This module is used for managing **physical smart cards** issued and controlled by staff.

Card Registry

Registers new smart cards into the system.

Steps:

1. Navigate to **Smart Cards → Card Registry**
2. Enter card information.
3. Save the card record.

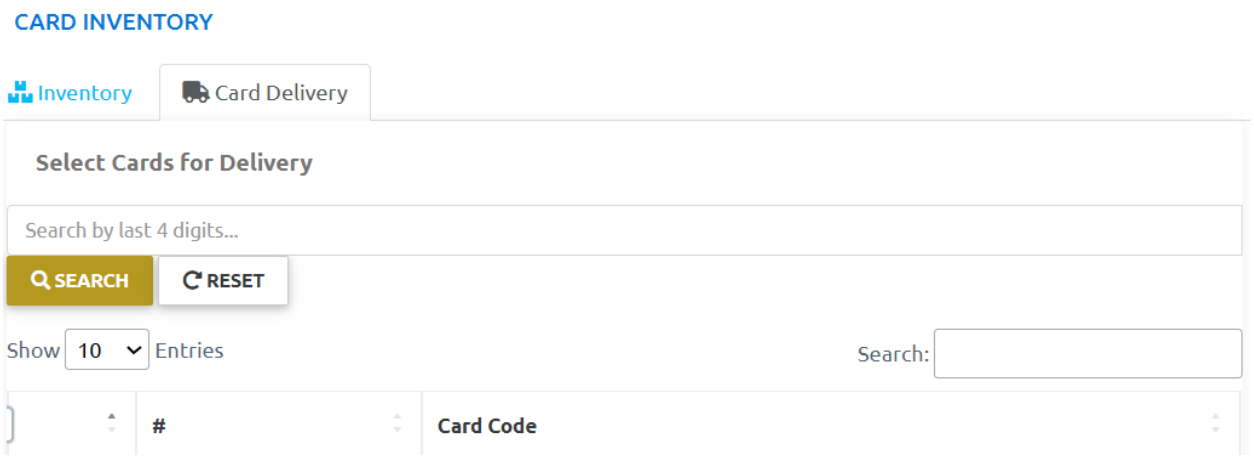


Card Inventory

Tracks available, issued, and blocked cards.

Steps:

1. Open **Smart Cards → Card Inventory**
2. View card availability and status.

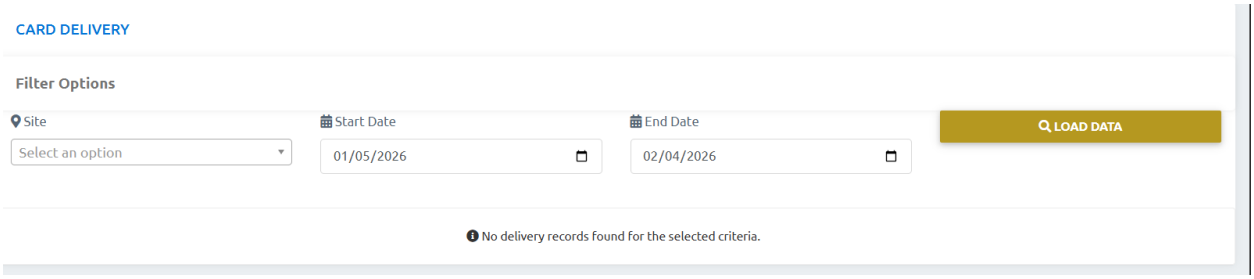


Card Delivery History

Shows records of card distribution to clients.

Steps:

1. Go to **Smart Cards → Card Delivery History**
2. Review delivery dates and recipients.

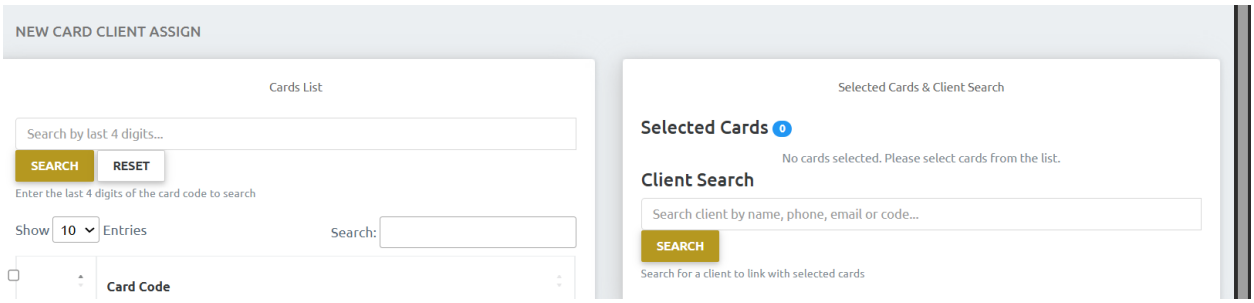


Client & Cards

Links cards to specific client accounts.

Steps:

1. Navigate to **Smart Cards → Client & Cards**
2. Assign or review client-card relationships.

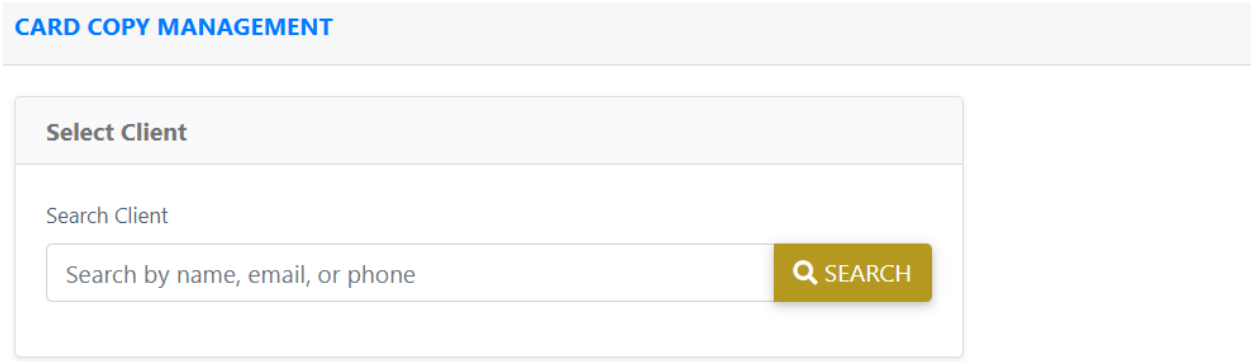


Client Cards Copy

Used to replace lost or damaged cards.

Steps:

1. Open **Smart Cards → Client Cards Copy**
2. Select the client and original card.
3. Issue a replacement card.

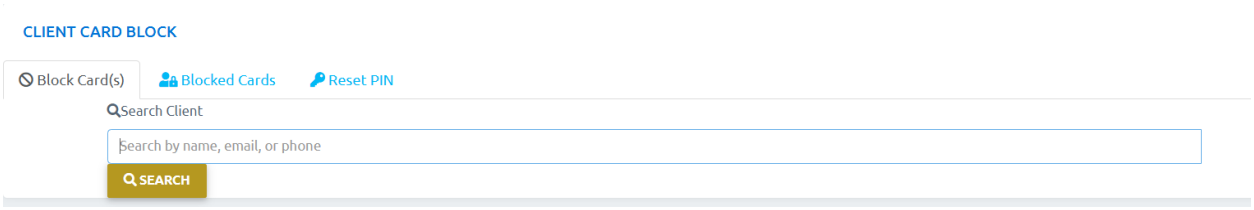


Client Cards Block

Blocks or unblocks client cards.

Steps:

1. Go to **Smart Cards → Client Cards Block**
2. Select the card.
3. Block or unblock as required.

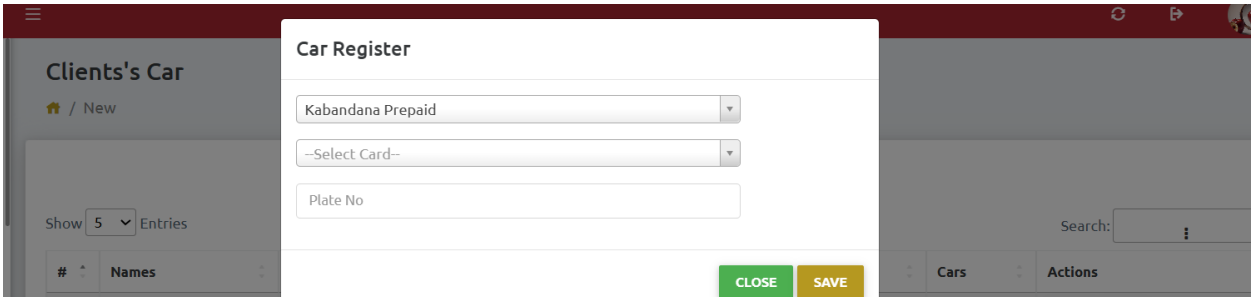


Client Cars

Registers or manages vehicles linked to client cards.

Steps:

1. Navigate to **Smart Cards → Client Cars**
2. Add or update vehicle information.

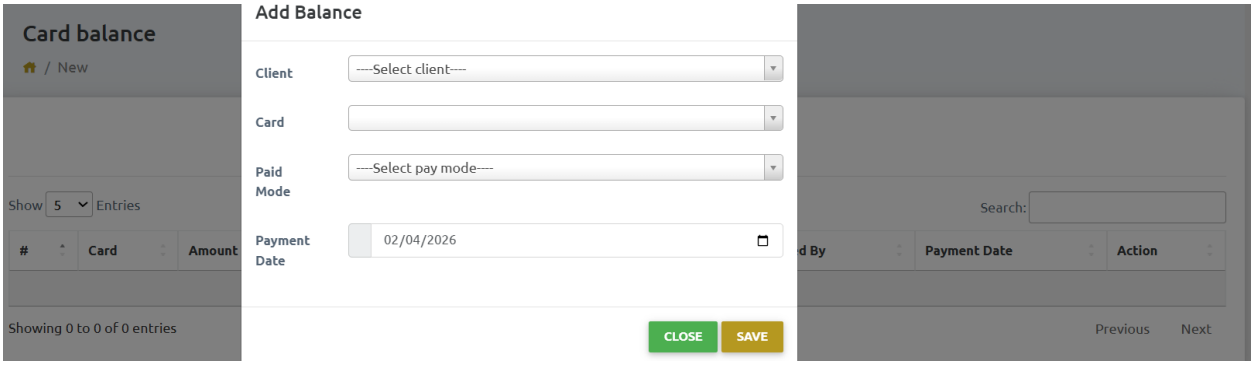


Recharging

Adds balance to client smart cards.

Steps:

1. Open **Smart Cards → Recharging**
2. Select client card.
3. Enter recharge amount.
4. Confirm and save.

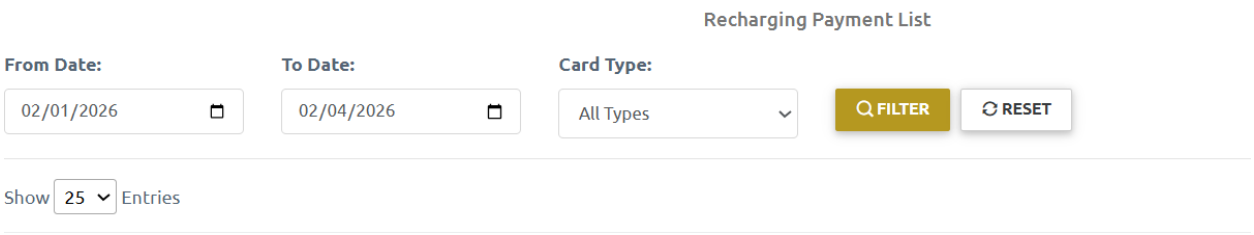


Recharging Report

Displays all card recharge transactions.

Steps:

1. Go to **Smart Cards → Recharging Report**
2. Filter by date or client.
3. View or export report.

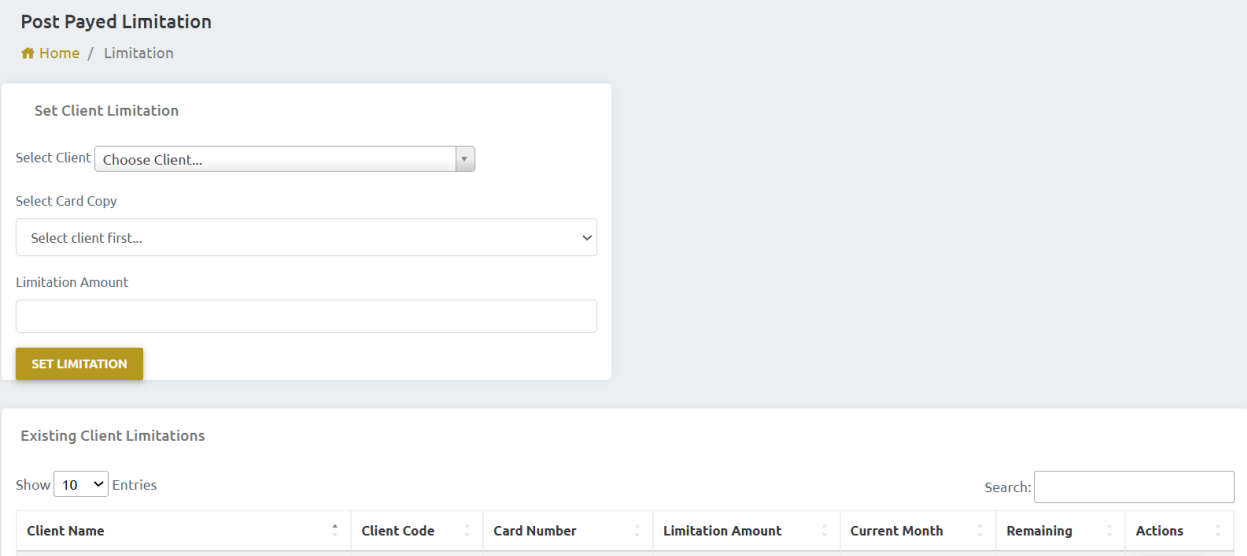


Card Limitation

Sets usage limits for cards.

Steps:

1. Navigate to **Smart Cards → Card Limitation**
2. Define daily or transaction limits.
3. Save changes.

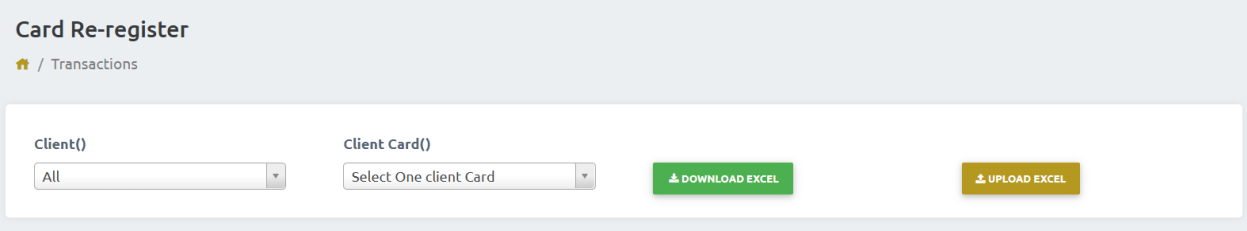


Re-Register Car

Updates vehicle information linked to a card.

Steps:

1. Go to **Smart Cards → Re-Register Car**
2. Select client and update car details.
3. Save changes.



3.14 Coupons

3.14.1 Purpose

The Coupons module is used to manage coupon-related activities including generating, selling, printing, and locking coupons. It ensures controlled distribution and proper tracking of coupon usage.

3.14.2 Accessing the Coupons Module

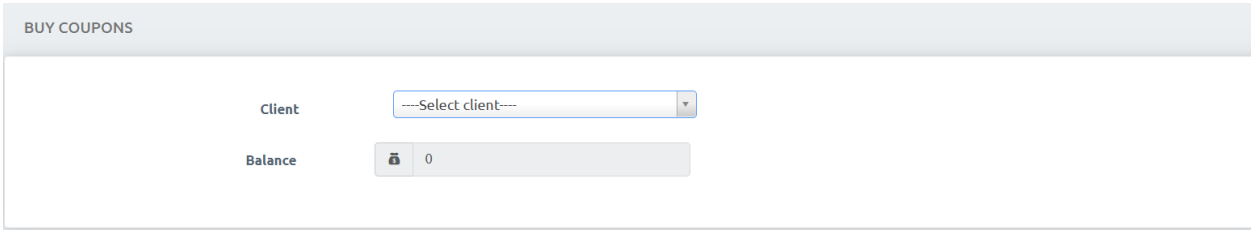
1. Log in to the system.
2. From the left-side menu, click **Coupons**.
3. Select one of the following options:
    - Sell Coupons
    - Generate Coupons
    - Print Coupons
    - Lock Coupons

3.14.3 Sell Coupons

This feature is used to sell coupons to customers.

Steps to sell coupons:

1. Click **Coupons → Sell Coupons**.
2. Select the coupon type or value.
3. Enter customer and quantity details if required.
4. Confirm the selling price.
5. Click **Save** to complete the transaction.



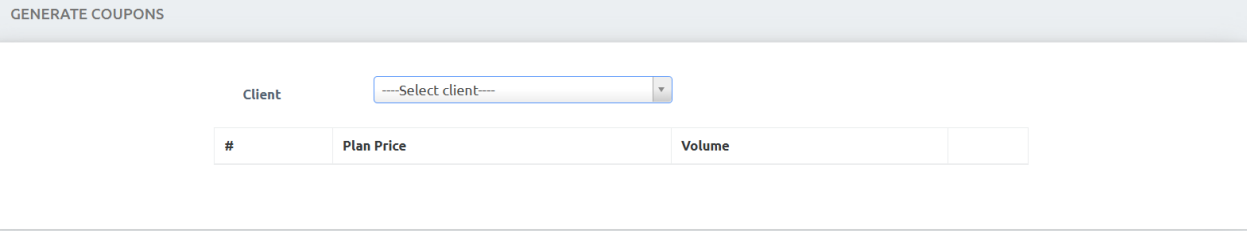
3.14.4 Generate Coupons

This feature allows the creation of new coupons in the system.

Steps to generate coupons:

1. Click **Coupons → Generate Coupons**.
2. Enter the coupon details (value, quantity, validity).
3. Generate the coupons.

4. Verify the generated coupon list.

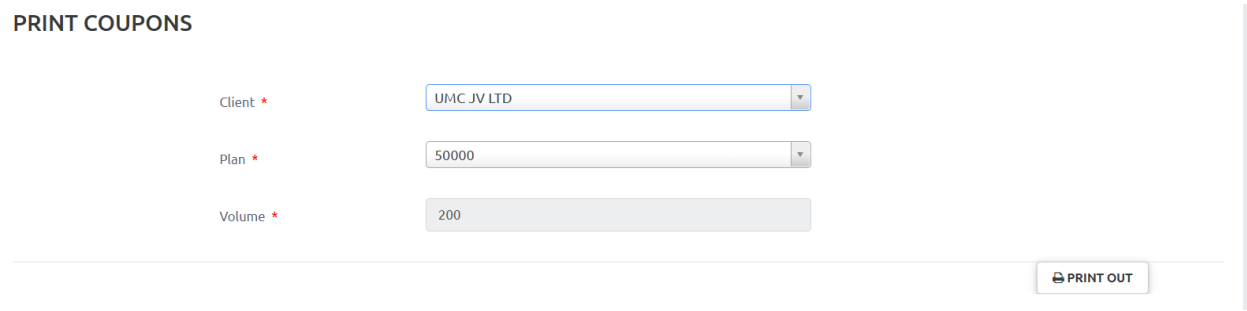


3.14.5 Print Coupons

This feature is used to print generated coupons.

Steps to print coupons:

1. Click **Coupons → Print Coupons**.
2. Select the coupons to print.
3. Preview the coupon layout.
4. Click **Print** to generate physical copies.

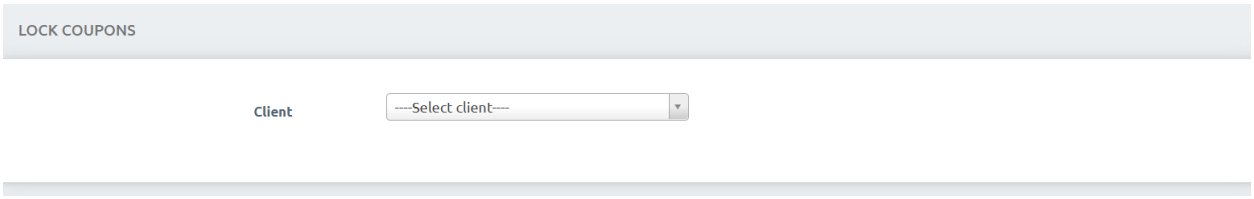


3.14.6 Lock Coupons

This feature is used to lock coupons to prevent further use or sale.

Steps to lock coupons:

1. Click **Coupons → Lock Coupons**.
2. Select the coupon(s) to lock.
3. Confirm the locking action.
4. The coupon status will be updated accordingly.



3.14.7 Key Notes

- Locked coupons cannot be sold or used.
- Ensure generated coupons are reviewed before selling or printing.
- Coupon records support audit and financial control.

3.15 Report

3.15.1 Purpose

The Report module provides detailed operational, financial, and transactional reports. It supports analysis, reconciliation, auditing, and management decision-making.

3.15.2 Accessing the Report Module

1. Log in to the system.
2. From the left-side menu, click **Report**.
3. Select the required report category or report type.

3.15.3 Sales Reports

These reports provide insights into sales activities.

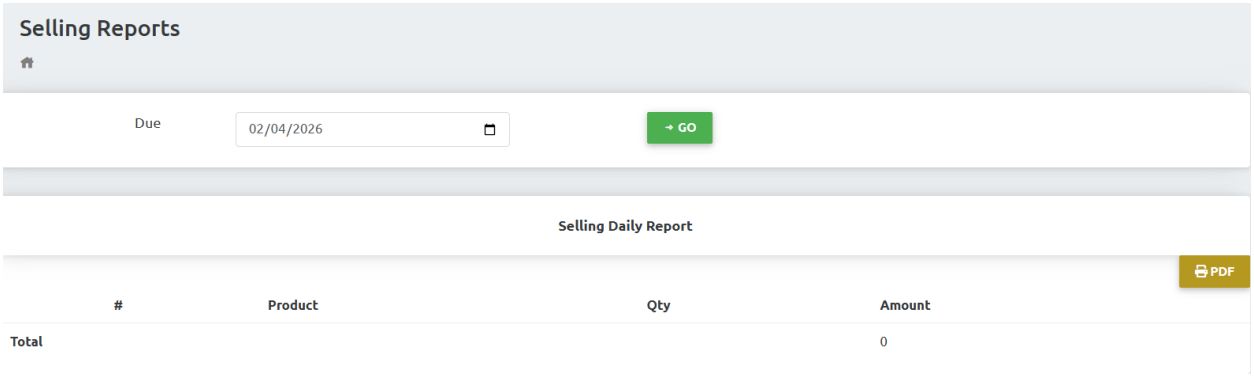
Available reports include:

- Sales
- Selling Reports

Steps to view sales reports:

1. Click **Report → Sales** or **Selling Reports**.
2. Select date range or filters if required.

3. View or export the report.



3.15.4 Transaction Reports

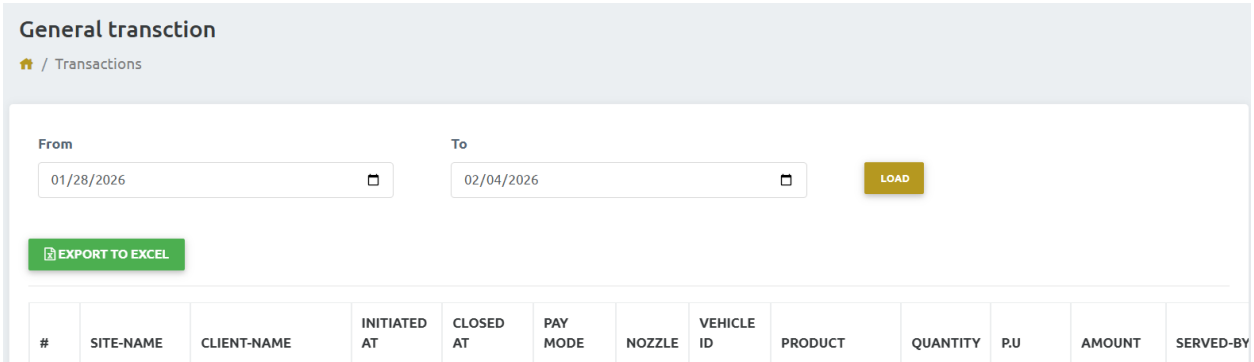
These reports focus on transaction-level details.

Available reports include:

- Card Transactions
- General Transaction
- Details Report

Steps to view transaction reports:

1. Click the required transaction report.
2. Apply filters such as date or payment type.
3. View or download the report.



3.15.5 Operational and Tour Reports

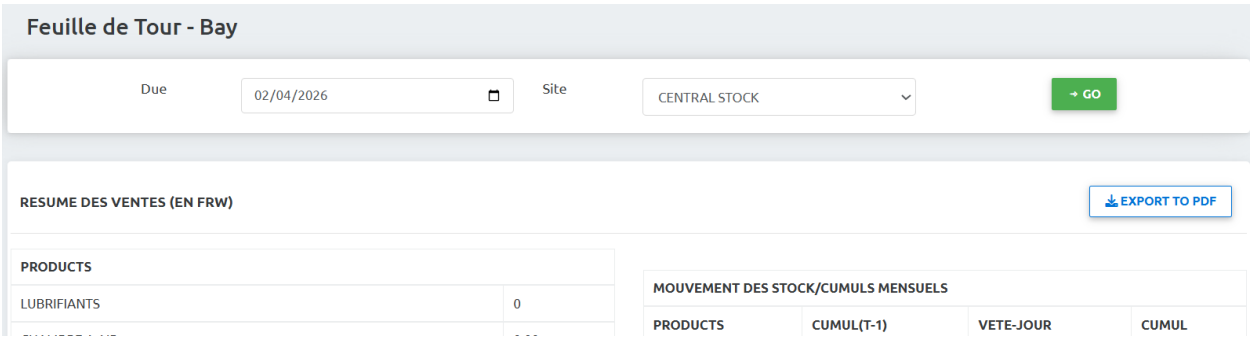
These reports support operational tracking by location or activity.

Available reports include:

- Feuille de Tour – Bay
- Feuille de Tour – Ikinamba
- Feuille de Tour – Piste
- Daily Index Report
- Range Date – Ikinamba Report

Steps to view tour or operational reports:

1. Click the desired tour or index report.
2. Select the date or range.
3. Generate the report.



3.15.6 Financial and Expense Reports

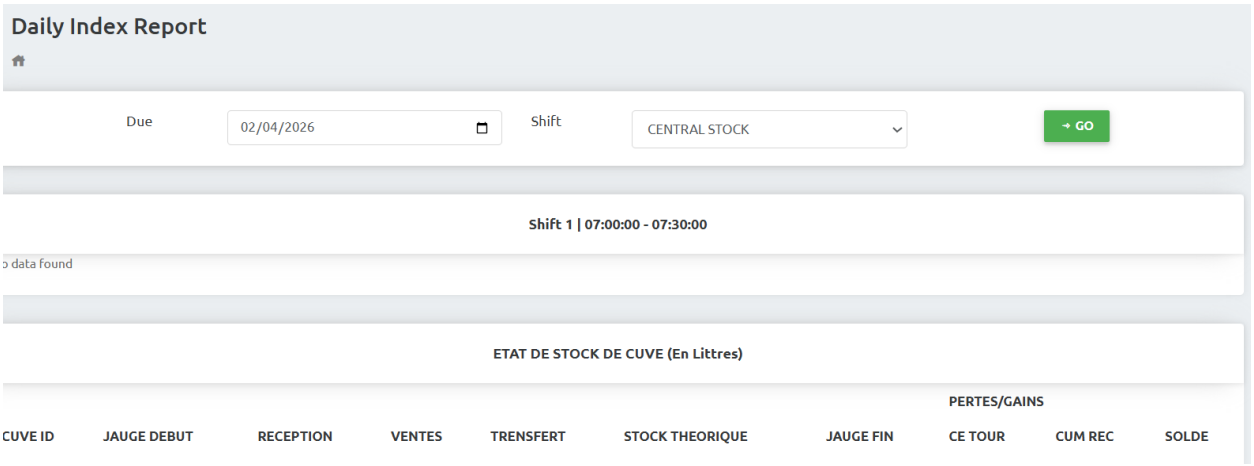
These reports track purchases, payments, and expenses.

Available reports include:

- PO (Order)
- PO (Payment)
- Expense Report

Steps to view financial reports:

1. Click the required financial report.
2. Apply necessary filters.
3. Review or export the report.



3.15.7 Key Notes

- Reports should be reviewed regularly for accuracy and reconciliation.
- Date filters help generate precise and relevant data.
- Reports support auditing, management decisions, and accountability.

---

4. System Tips & Best Practices

To ensure secure, accurate, and efficient use of the system, users are advised to follow these best practices:

- Always log out of the system after use.
- Verify all entries carefully before confirming or saving transactions.
- Report any system errors or unusual behavior immediately.
- Use only the features permitted by your assigned role and access level.

---

5. Support & Assistance

For any system-related support or technical issues, please contact:

- **ITEC Ltd**
- **System Administrator**
- **Helpdesk / Support Team**

Prompt reporting of issues helps ensure system reliability and continuous improvement.