

IKWIM TAB SYSTEM – USER GUIDE

Developed by: ITEC Ltd

System Type: Web Application & Mobile App

Document Type: 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**
-

2. System Access & Login

2.1 System Access

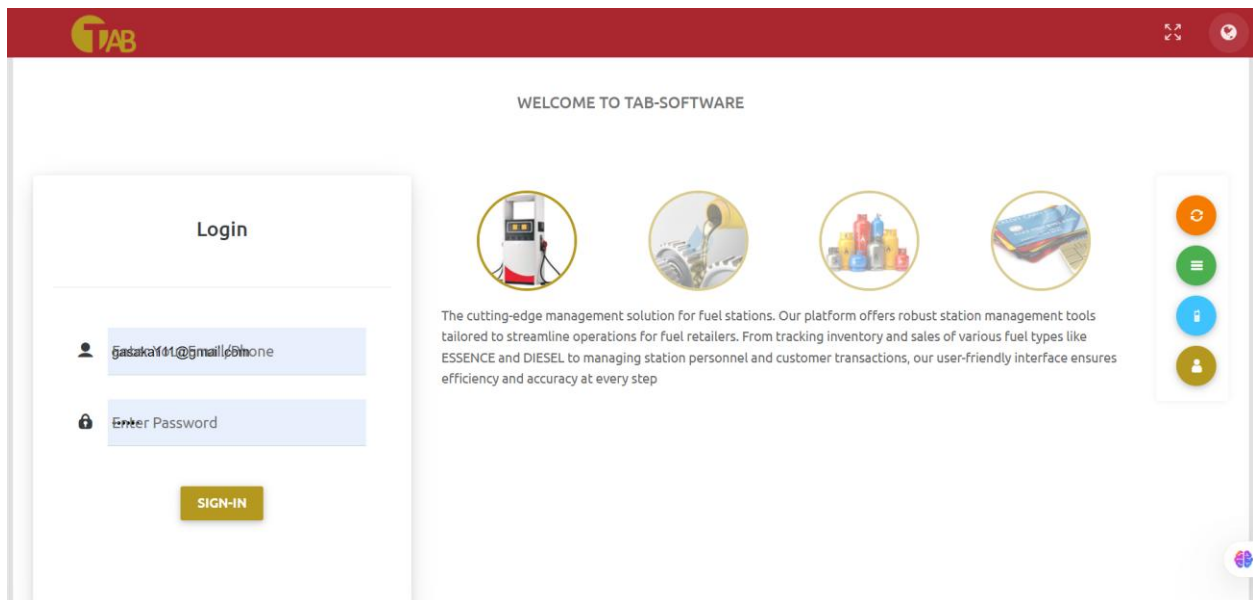
- Web System: Accessed through a browser (Chrome recommended)
 - Mobile App: Installed on Android devices (Client use)
-

2.2 Logging into the System

Applies to all users

Steps:

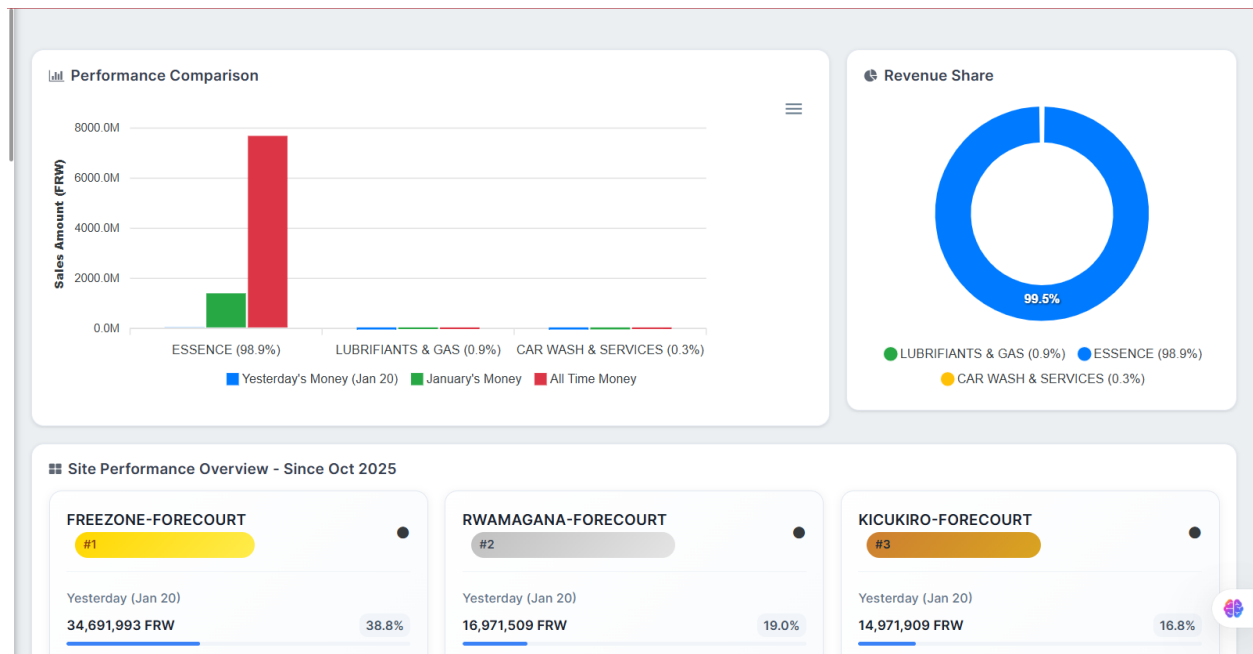
1. Open the system login page
2. Enter your username and password
3. Click **Login**



⚠ Access to menus depends on your assigned role.

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

Company Departments

[Home](#) / [Departments](#)

Add New Department

[Download Structure PDF](#)

Department Name:

Department Code:

Description:

Status:

Active

ADD DEPARTMENT

RESET

Departments List

Show 10 Entries

Search:

ID	Department Name	Department Code	Description	Status	Actions
3	Strategic Management; Research and Development Department	ST		Active	<div>EDIT</div> <div>DELETE</div>
4	Sales And Marketing Department	SAM		Active	<div>EDIT</div> <div>DELETE</div>
5	Finance Department	FAD		Active	<div>EDIT</div>

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

Company Offices

[Home](#) / [Offices](#)

Add New Office

Office Name:	<input type="text"/>	Office Code:	<input type="text"/>
Department:	<input type="text" value="Select Department"/>	Status:	<input type="text" value="Active"/>
Description:	<input type="text"/>		
<input type="button" value="ADD OFFICE"/> <input type="button" value="RESET"/>			

Offices List

Show Entries

Search:

ID	Office Name	Office Code	Department	Description	Status	Actions
2	STRATEGIC MANAGEMENT	ST	Strategic Management; Research and Development Department		Active	<input type="button" value="EDIT"/> <input type="button" value="DELETE"/>
3	COORDINATOR	CD	COORDINATOR		Active	<input type="button" value="EDIT"/> <input type="button" value="DELETE"/>

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

Privilege Categories

[Home](#) / [Privilege Categories](#)

Add New Privilege Category

Category Name:	<input type="text"/>	Status:	<input type="text" value="Active"/>
Description:	<input type="text"/>		
<input type="button" value="ADD CATEGORY"/> <input type="button" value="RESET"/>			

Privilege Categories List

Show Entries

Search:

ID	Category Name	Description	Status	Actions
4	High privilege access		Active	<input type="button" value="EDIT"/> <input type="button" value="DELETE"/>
5	Middle privilege access		Active	<input type="button" value="EDIT"/> <input type="button" value="DELETE"/>
6	Low privilege access		Active	<input type="button" value="EDIT"/> <input type="button" value="DELETE"/>

Showing 1 to 3 of 3 entries

Previous Next

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

System Actions

[Home](#) / [Actions](#)

Add New Action

Action Name:

Action Code:

Parent Action (Optional):

Select Parent Action

Status:

Active

Description:

ADD ACTION

RESET

Actions List

Show

10

 Entries

Search:

ID	Action Name	Action Code	Parent Action	Description	Status	Actions
9	Card Management & Approval Procedures	CMAP	-		Active	<div>EDIT</div> <div>DELETE</div>
10	Primary Approval	PA	Card Management & Approval Procedures		Active	<div>EDIT</div>

3.2.6 Privilege Actions

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

Key Actions

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

Privilege Category Actions

[Home](#) / [Privilege Actions](#)

Assign Actions to Privilege Category

Privilege Category:

Select Privilege Category

Select Actions:

Card Management & Approval Procedures
-- Final Approval
-- Primary Approval
-- Secondary Approval
Invoice Approval Procedures
-- Approve Invoice
-- Verify Invoice

Hold Ctrl/Cmd to select multiple actions

ASSIGN ACTIONS RESET

Privilege Category Action Assignments

Show 10 Entries

Search:

ID	Privilege Category	Assigned Actions	Actions
8	Low privilege access	Approve Invoice Verify Invoice	EDIT DELETE
9	Middle privilege access	Secondary Approval Verify Invoice	EDIT DELETE
10	High privilege access	Final Approval	EDIT DELETE

Showing 1 to 3 of 3 entries

Previous 1 Next

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

Office Privilege Assignment

[Home](#) / [Office Privileges](#)

Assign Privileges to Office

Department:

Select Department

Office:

Select Office

Select Privileges:

Low privilege access
Middle privilege access
High privilege access

Hold Ctrl/Cmd to select multiple privileges

ASSIGN PRIVILEGES RESET

Office Privilege Assignments

Show 10 Entries

Search:

ID	Department	Office	Assigned Privileges	Actions
6	Sales And Marketing Department	Director Of Sales and Marketing Department	Middle privilege access	EDIT DELETE
7	Strategic Management; Research and Development Department	Officer in Charge of Internal Audit	Middle privilege access	EDIT DELETE

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

System Features

[Home](#) / [Features](#)

Add New Feature

Feature Name:

Status:

Active

▼

Description:

ADD FEATURE

RESET

Features List

⬇️ DOWNLOAD FEATURES PDF

Show

10

 Entries

Search:

ID	Feature Name	Category	Description	Status	Actions
3	GENERAL SETTING	No category	1. Company Suppliers 2. Items 3. Item Categories 4. Discounts	Active	<div>EDIT</div> <div>DELETE</div>
4	PO MANAGEMNT	No category	1. Order Pricing 2. Orders 3. O Payment List 4. Order Dispatch Management	Active	<div>EDIT</div> <div>DELETE</div>
5	SITE MANAGEMENT	No category	1. Sites Management 2. Piste System Users 3. Product Prices	Active	<div>EDIT</div> <div>DELETE</div>

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

Office Feature Assignment

[Home](#) / Office Features

Assign Features to Office

Department:

Select Department

Office:

Select Office

Select Features:

mainstockreporting
mainstocksetting
po_mainstock
changing_price
Out of System
Card Statement
PO_Managementsite
Site_transactio
service_percentage
Receive_transfer_request
main_stock

Hold Ctrl/Cmd to select multiple features. Use scroll to see all options.

ASSIGN FEATURES RESET

Office Feature Assignments

Show 10 Entries

Search:

ID	Department	Office	Assigned Features	Actions
4	Information and Communication Technology	IN CHARGE ICT	Station User Management	EDIT DELETE

3.2.10 User Account

This module manages system users.

Key Actions

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

User Account

[Home](#) / User Account

+ Add New User Account

Personal Information

Identifier *

Enter identifier

Username *

Enter username

Gender *

Select Gender

First Name *

Enter first name

Last Name *

Enter last name

Contact Information

Email Address *

Enter email address

Mobile Number *

Enter mobile number

Role & Assignment

Role *

Select Role

Site *

Select Site

Department *

Select Department

Office *

Select Office

Account Settings

Account Status

Active

SAVE USER ACCOUNT RESET FORM

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


Client Management

[Home](#) / [Client Management](#)


Add New Client


Personal Information

 Client Name *


 ID/Tin *

Contact Information

 Phone Number *


 Email Address *

Location Information

 Province *


Select Province

▼

 District *

Select District


▼

 Sector *

Select Sector


▼

User Account Assignment

 Role *


Select Role

▼

 Department *

Select Department


▼

 Office *


Select Office

▼

Additional Information

 Comments

Enter any comments

 Status

Active

▼

CREATE CLIENT & USER ACCOUNT

RESET FORM

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

Account Transaction Types

[Home](#) / Transaction Types

Add New Transaction Type

Type Name:

Type Code:

Status:

Active

▼

Description:

ADD TRANSACTION TYPE

RESET

Transaction Types List

[Download Transaction Types PDF](#)

Show

10

 Entries

Search:

ID	Type Name	Type Code	Description	Status	Created At	Actions
1	Deposit	DEP	Money added to client account	active	2025-11-08 15:37:05	<div>EDIT</div> <div>DELETE</div>
2	Withdrawal	WDL	Money taken from client account	active	2025-11-10 11:10:05	<div>EDIT</div> <div>DELETE</div>

Showing 1 to 2 of 2 entries

Previous

1

Next

3.2.13 Account Transactions

This module records all account-based transactions.

Key Actions

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

Recent Transactions

Select Client Account:	Transaction Type:	Amount:	Reference No:
<input type="text" value="Select Client Account"/>	<input type="text" value="Select Transaction Type"/>	<input type="text"/>	<div>Auto-generated</div> <div>Will be auto-generated (e.g., TXN-20241108-001)</div>
Current Balance:		New Balance (Preview):	
<div></div>		<div></div>	
Remarks:			
<div>Optional remarks</div>			
Supporting Document (Optional):			
<div><div>Choose File</div><div>No file chosen</div><div>Allowed formats: PDF, JPG, PNG, DOC, DOCX (Max size: 5MB)</div></div>			
<div>RECORD TRANSACTION</div>		<div>RESET</div>	

Recent Transactions

All Accounts

Show

10

Entries

Search:

			Account	Transaction		Balance	Balance	Reference				
--	--	--	---------	-------------	--	---------	---------	-----------	--	--	--	--

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

Withdraw Money

Select Account

Select Your Account: Available Balance:

Itec Ltd (IKWIL4-00001) - 1589992.00 RWF ▼

1589992.00
RWF

Withdrawal Service

Select Service:	Transaction Type:
<div>Choose Service</div>	<div>Select Transaction Type</div>
Amount To Distribute:	
<div>Enter amount to distribute</div>	
RWF	
This amount will be distributed among the selected coupons/Cards	
Remarks:	
<div>Optional remarks</div>	

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

The screenshot shows a web interface titled "Client Statement". Below the title is a breadcrumb trail: "Home / Client Statement". The main section is titled "Select Client Account". It contains three input fields: "Select Client:" with a dropdown menu showing "Select Client Account", "From Date:" with a date picker showing "12/23/2025", and "To Date:" with a date picker showing "01/22/2026". To the right of these fields is a yellow button with a magnifying glass icon and the text "GENERATE".

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**.

The screenshot shows a web application interface with a sidebar on the left titled 'Company Suppliers' containing a link to 'Suppliers / New'. The main area features a 'New Supplier' modal form. The form has three input fields: 'Name', 'Phone', and 'Address'. At the bottom right of the modal are 'CLOSE' and 'SAVE' buttons. In the background, a table lists suppliers with columns for '#', 'Name', and 'Action'.

#	Name	Action
1	VIVO energy rwanda lts	/
2	ORYX Energies	/
3	ENGEN PETROLEUM	/

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.

The screenshot shows the 'Update supplier' modal form. The 'Name' field is pre-filled with 'ORYX Energies', the 'Phone' field with '788261153', and the 'Address' field with 'Kabuye'. 'CLOSE' and 'SAVE' buttons are at the bottom right. The background table is the same as in the previous screenshot.

#	Name	Action
1	VIVO energy rwanda lts	/
2	ORYX Energies	/
3	ENGEN PETROLEUM	/

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**.

Supplier Type Assignment

[Home](#) / [Suppliers](#)

Assign Supplier Type

Select Supplier *

-- Select Supplier --

Supplier Type *

-- Select Type --

ASSIGN TYPE

Suppliers with Assigned Types

Show10Entries

Search:

ID	Supplier Name	Phone	Email	Current Type	Actions
2	ORYX Energies	788261153	N/A	Local	REMOVE
3	ENGEN PETROLEUM	788588528	N/A	Local	REMOVE

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**.

Stock Tank Management

[Home](#) / [Stock Tanks](#)

Add New Stock Tank

Tank Name *

Tank Location *

ADD TANK

Stock Tanks List

how10Entries

Search:

Tank ID	Tank Name	Location	Status	Actions
4	YYUSSA DEPOT	KABUYE	Active	EDIT TOGGLE DELETE
3	OILCOM DEPOT	JABANA	Active	EDIT TOGGLE DELETE

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**.

Items
Items / New

#	Name
1	DIESEL
2	ESSENCE

New Item X

Class: choose one

Name:

Description:

CLOSE SAVE

FUEL

Action

/

/

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.

Item Categories
New

Class: FUEL

Item: DIESEL

#	Name & Description
1	AGO
2	ESSENCE

Action

/

/

Adding a New Item Category

1. Click **New**.

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

The screenshot shows a web application interface for managing item categories. A modal window titled "New Category" is open, featuring a "Class" dropdown menu (currently showing "choose one"), an "Items" dropdown menu (showing "choose item"), and a "Name" text input field. "CLOSE" and "SAVE" buttons are at the bottom right of the modal. In the background, a sidebar on the left titled "Item Categories" includes a "New" button and a table with one entry: "1" under the "#" column and "AGO" under the "Name & Description" column. Another sidebar on the right shows an "Item" dropdown menu with "DIESEL" selected and an "Action" section with edit and delete icons.

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**.

Product setup

Class

LUBRICANT

Item

choose item

Category

select item first

Material Code

Material code for lubricate

Unit

choose unit

N° Of Pieces

CLOSE

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**.

discounts

Settings

Assign

Registered Discounts Per Site

Search:

Product	Range	Rate
AGO	0 - 10	0
AGO	10 - 100	0
AGO	100 - 200	0
AGO	200 - 500	0
AGO	500 - 1000	0

previous

1

2

3

4

5

...

15

Next

Assign Discounts

Product

DIESEL-AGO

Range

0 - 10

Site / Branch

#	Site	Discount rate
<input type="checkbox"/>	CENTRAL STOCK	
<input type="checkbox"/>	FREEZONE LUB-BAY	
<input type="checkbox"/>	FREEZONE CARWASH	
<input type="checkbox"/>	NYAMATA LUB-BAY	
<input type="checkbox"/>	RWAMAGANA LUB-BAY	
<input type="checkbox"/>	NYARUTARAMA-FORECOURT	

CLOSE

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**.

The screenshot displays the 'Order Pricing' module interface. On the left, a sidebar shows a breadcrumb trail: 'Pricing / Orders / New'. Below this is a table with columns '#', 'Category & Description', and 'Action'. The table contains two rows: one for 'DIESEL' with a '1' in the first column and 'AGO' in the second, and another for 'ESSENCE' with a '1' in the first column and 'PMS' in the second. A modal window titled 'Add Price' is open in the center. It contains four dropdown menus labeled 'Class', 'Items', and 'Category', each with 'choose one' as the selected option. Below these is a text input field labeled 'Order Price' with the placeholder 'Order price amount'. At the bottom right of the modal are 'CLOSE' and 'SAVE' buttons. In the background, another part of the interface is visible, showing a dropdown menu with 'FUEL' selected and an 'Action' column with a blue icon.

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**.

Orders

🏠 / New

new order

PO-230126-1105 Preparing

Site* - choose site -

Class* FUEL

Item* choose one

Last 5 P.O.

#	Vender(s)	(Date)
1	IKWIM ENERGY	22/01/2026
2	ORYX Energies	22/01/2026
3	IKWIM ENERGY	22/01/2026
4	IKWIM ENERGY	22/01/2026
5	IKWIM ENERGY	31/12/2025

PO Details(Items,category & Description)	Qty	U.P	T.P
			0

CLEAR SEND

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.

[Home](#) / Foreign Orders

Order Information

Order #: Select supplier type first

Supplier Type *
-- Select Type --

Select Supplier *
-- Select Supplier --
Select type first to see suppliers

Order Date *
01/23/2026 02:15 PM

Select Class *
-- Select Class --

Proforma Reference N° *

Select Item *
-- Select Item --

Select Category *
-- Select Category --

Quantity *

Currency *
-- Select Currency --

+ -

Price Per Unit *

Total Price (In RWF)
RWF

Total Price (In Selected Currency)
RWF

ADD TO CART

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).

Order Management
[Home](#) / Orders

Filter Orders

Order Status
In Progress

Supplier Type
All Types

From Date
mm/dd/yyyy

To Date
mm/dd/yyyy

Orders List

REFRESH

Show 10 Entries

Search:

Order #	Proforma Reference N°	Supplier	Type	Order Date	Items Count	Status	Actions
FO251117104192		ENGEN PETROLEUM	Foreign	2025-11-17 09:41	1	In Progress	VIEW

Showing 1 to 1 of 1 entries

Previous1Next

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.

In-Stock Orders
[Home](#) / [Orders](#) / In-Stock Orders

Search In-Stock Orders
Search By Order Number
 Supplier Type
 [X CLEAR SEARCH](#)

In-Stock Orders List
[REFRESH](#)
Show Entries Search:

Order #	Supplier	Type	Order Date	Total Amount	Total Qty	Loaded Qty	Loss Qty	Tank Location	Actions
FO260105133861	ENGEN PETROLEUM	Foreign	2026-01-05	437,100,000 RWF	5,000.00	4,946.00	54.00	OILCOM DEPOT (JABANA), ORYX DEPOT (KABUYE)	VIEW
LOC251021085461	ASHARAMI ENERGY RWANDA LTD	Local	2025-10-21	240,000 RWF	2,000.00	2,000.00	0.00	ORYX DEPOT (KABUYE)	VIEW
LOC251017210900	ASHARAMI ENERGY RWANDA LTD	Local	2025-10-17	112,013,568 RWF	102,016.00	306,048.00	-204,032.00	OILCOM DEPOT (JABANA)	VIEW

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.

PO

🏠 / Po Payment

Filter By PO Code

Filter By PO Date/day

Search

Write your PO code

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.

Dispatch Management

🏠 / Items

Order
Date*

mm/dd/yyyy



Supplier*

To*

- choose site -



Due
Date*

mm/dd/yyyy



➕ ADD TO LIST

Last 8 P.O

#	Vender(s)	(Date)
1	TOTAL ENERGIES	30/07/2025

#

Item(s)&Description

Qty

Transmit

CLEAR

PROCEED

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.

Awaiting PO
🏠 / Delivered Items 2
PO-100625-1447

#	Date	PO Details	Order/Received Qty	Delivered Qty		Cuve	Received Qty
1	30/04/2025	DIESEL AGO (Opening Stock as vendor)	4,420.00	<input type="text" value="0"/>	<input type="checkbox"/>	TANK 2 [DIESEL]	
2	30/04/2025	DIESEL AGO (Opening Stock as vendor)	3,460.00	<input type="text" value="0"/>	<input type="checkbox"/>	TANK 2 [DIESEL]	
3	30/04/2025	ESSENCE PMS (Opening Stock as vendor)	10,098.00	<input type="text" value="-52"/>	<input type="checkbox"/>	TANK 1 [ESSENCE]	
4	30/04/2025	DIESEL AGO (Opening Stock as vendor)	10,000.00	<input type="text" value="0"/>	<input type="checkbox"/>	TANK 2 [DIESEL]	

01/23/2026

📅

John

▼

+

RAC299Y

▼

+

⬇

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**.

Cash Deposit

RECORDED ON
mm/dd/yyyy

PAYMENT DATE
01/23/2026

BANK NAME
Choose Bank

AMOUNT
0.00

SLIP N°
Slip number

DOCUMENT

Upload slip/receipt
PDF, JPG, PNG accepted

Save Deposit

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.

Awaiting PO

/ Delivered Items 2

PO-100625-1513

#	Date	PO Details	Order/Received Qty	Delivered Qty		Cuve	Received Qty
1	02/05/2025	DIESEL AGO (Opening Stock as vendor)	3,989.00	0	<input type="checkbox"/>	TANK 2 [DIESEL]	
2	02/05/2025	DIESEL AGO (Opening Stock as vendor)	7,011.00	0	<input type="checkbox"/>	TANK 2 [DIESEL]	
3	02/05/2025	ESSENCE PMS (Opening Stock as vendor)	8,000.00	0	<input type="checkbox"/>	TANK 1 [ESSENCE]	

01/23/2026

John

+

RAC299Y

+

↓

#	Cuve	Qty
<div> PRINT RECEPTION </div> <div> APPROVE </div>		

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.

Stock Evaluation
🏠 / Evaluate Stock

Stock Evaluation

Evaluation Date*

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.

Stock Evaluation Report
🏠 / Report / Stock Evaluation

STOCK EVALUATION REPORT

Evaluation Date*

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.

Reporting duplicate product(s)

Item*

Available Categories

Category	Unit	Piece No
----------	------	----------

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**

The screenshot shows a web application interface for managing sites. A modal window titled 'New Site' is open, allowing users to add a new site. The modal contains three input fields: 'Name', 'Phone', and 'Address'. At the bottom right of the modal are two buttons: 'CLOSE' and 'SAVE'. In the background, a table titled 'Sites' is visible, showing a list of existing sites with columns for '#', 'Name', and 'Action'. The table contains five rows of data.

#	Name	Action
1	CENTRAL STOCK	/
2	FREEZONE-FORECOURT	/
3	FREEZONE LUB-BAY	/
4	NYABUGOGO-FORECOURT	/
5	NYABUGOGO LUB-BAY	/

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**

System Users

/ Users / New

Show

50

 Entries

#	Name
1	KAYIRANGA
2	
3	bizimana jean perre
4	hamidu niyonkuru
5	jean francois ishimwe
6	lambert rugema
7	Ng.christophe cyubahiro
8	3rag company

New User

First Name

Family Name

Phone

E-Mail

Gender

choose one

Site

choose one

Office

choose one

Role

choose one

CLOSE

SAVE

Search:

Role	Status	Action
Washer	Inactive	<div></div> <div></div> <div></div>
CLIENT	Active	<div></div> <div></div> <div></div>
CLIENT	Active	<div></div> <div></div> <div></div>
PUMP ATTENDANT	Inactive	<div></div> <div></div> <div></div>
PUMP ATTENDANT	Active	<div></div> <div></div> <div></div>
Operation Manager	Active	<div></div> <div></div> <div></div>
CEO	Active	<div></div> <div></div> <div></div>
CLIENT	Active	<div></div> <div></div> <div></div>

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**

Product Prices

/ prices / New

Site

CENTRAL STOCK

+ Add New Price

Class

choose one

Item

choose one

Category

choose one

Wholesale

Wholesale price amount

Reatil

Reatil price amount

Site

CLOSE

SAVE

→ GO

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**

CLIENT DISCOUNTS

NEW client Discount Registry

Client: ALYOS SUPPLY CO .LTD

Product: AGO

Discount Type: Fixed

Site / Branch:

CLOSE SAVE

Search:

Discount	Action
33	

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

Site Budget Management									
Home / Site Budget									
Site Budget Management									
Download Template Upload CSV Add Budget									
Show <input type="text" value="10"/> Entries <div>Search: <input type="text"/></div>									
#	Site Name	Budget Amount	Used Amount	Remaining Amount	Budget Period	Status	Created Date	Actions	

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 Category Management									
Home / Expense Categories									
Expense Categories									
Download Template Download Structure Upload CSV Add Category									
Show <input type="text" value="10"/> Entries <div>Search: <input type="text"/></div>									
#	Category Name	Status	Created Date	Actions					
1	E1.1 Cost of goods sold Fuels	Active	2025-06-18 18:36:47	<div> <div>Edit</div> <div>Locked</div> </div>					
2	E1.2 Cost of goods sold -Lubricants	Active	2025-06-18 18:36:47	<div> <div>Edit</div> <div>Locked</div> </div>					

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

Add Expense Items
[Home](#) / Add Expense Items

Create New Expense Items

DOWNLOAD TEMPLATE

UPLOAD CSV

Select Category *

Select Category

Expense Items

+ ADD ITEM

Expense Name	Description	Site Allowed	Action	
<input type="text" value="Enter expense name"/>	<input type="text" value="Enter description"/>	<input type="text" value="Amount limit (optional)"/>	<div>Select</div>	<div></div>

SAVE EXPENSE ITEMS

RESET

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**

Manage Site Expense Limitations
[Home](#) / Site Expense Limitations

Add Site-Specific Expense Limitation

DOWNLOAD CSV TEMPLATE

UPLOAD CSV

Select Site *

Select Expense Item *

Amount Limitation (RWF) *

SAVE LIMITATION

RESET

Filter Limitations

Filter By Site

FILTER

CLEAR

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**

Record Payments
🏠 Home / Record Payments

Approved Expenses Pending Payment

Show Entries Search:

#	Voucher No	Site	Beneficiary	Category	Expense Item	Amount	Payment Mod
---	------------	------	-------------	----------	--------------	--------	-------------

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**

Product cuves

🏠 / Cuves / New

#	Names	Actions
1	TANK 2	
2	TANK 3	
3	TANK 1	
4	TANK 2	
5	TANK 3	
6	TANK 1	
7	TANK 2	

New Cuve

Cuve Name

--Select Product--

Ex:100 liters

--Select site--

Comments

CLOSE 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**

Pumps

🏠 / Pumps / New

#	Pump Name	Actions
1	PUMP 1	
2	PUMP 2	

New Pump

Pump Name

--Select site--

CLOSE SAVE

Displays

Used to configure pump displays.

Steps

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

The screenshot shows the 'New Display' modal form. The background is a dark red header with a hamburger menu icon on the left and refresh and share icons on the right. Below the header, the page title 'Pump Displays' is visible, followed by a breadcrumb trail: 'Home / Displays / New / Print QR'. A table with the following data is partially visible:

#	Display Name
1	Display 1 (P1)
2	Display 2 (P1)
3	Display 1

The modal form itself has a title 'New Display'. It contains a text input field for 'Display Name' and a dropdown menu for '--Select site--'. At the bottom right of the modal are two buttons: 'CLOSE' (green) and 'SAVE' (yellow). The footer of the page shows 'MAYANGE-FORECOURT'.

Nozzles

Used to register pump nozzles.

Steps

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

The screenshot shows the 'New Nozzle' modal form. The background is a dark red header with a hamburger menu icon on the left and refresh and share icons on the right. Below the header, the page title 'Pump Nozzles' is visible, followed by a breadcrumb trail: 'Home / Nozzles / New'. A form field for 'Site/Station*' is partially visible with a dropdown menu. The modal form has a title 'New Nozzle' and contains five input fields: 'Nozzle Name' (text), '--Select site name--' (dropdown), '--Select Cuve--' (dropdown), '--Select Pump--' (dropdown), and '--Select display--' (dropdown). At the bottom right of the modal are two buttons: 'CLOSE' (green) and 'SAVE' (yellow).

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**

Selling

🏠 / Items

Class* choose one

Served By - stock waiter -

Client* - select client -

Date* 01/24/2026

Memo* Write here...
characters remaining:

+ ADD TO LIST

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**

Index Record

🏠 / Recording

Date*

Days	Shift 1 [07:00:00_07:30:00]	Shift 2 [13:00:00_19:00:00]	Shift 3 [19:00:00_07:00:00]
Saturday 2026-01-24	✎ PUMP 1 Nozzle 1[ESSENCE] 114.39	✎ PUMP 1 Nozzle 1[ESSENCE] 0.00	✎ PUMP 1 Nozzle 1[ESSENCE] 0.00

Tanks Gauge

Used to record fuel levels.

Steps

1. Go to **Tanks Gauge**

2. Select tank

3. Enter gauge reading

4. Click **Save**

☰

Cuve Gauge

🏠 / New

Show
5
Entries

#	Due Date
1	2026-01-23
2	2026-01-23
3	2026-01-23
4	2026-01-22
5	2026-01-22

Showing 1 to 5 of 10 entries

New Cuve guage

Cuve

--Select Cuve--

Product

Shift

Shift 1

Gauge

Date

01/24/2026

📅

Comments

CLOSE

SAVE

Search:

Gauge	Actions
9,392	-
12,184	-
10,621	-
12,548	-
9,579	-

Previous

1

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

Site Sales

🏠 / Loans | payment

Client

Ikvim Energies Ltd

Item Class

FUEL

Modes

TPE

From

01/17/2026

To

01/24/2026

LOAD

Search:

#	INITIATED AT	CLOSED AT	PAY MODE	CLIENT	VEHICLE ID	PRODUCT	QUANTITY	P.U	AMOUNT
No data available in table									
TOTAL:								0.00	0.00

Showing 0 to 0 of 0 entries

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

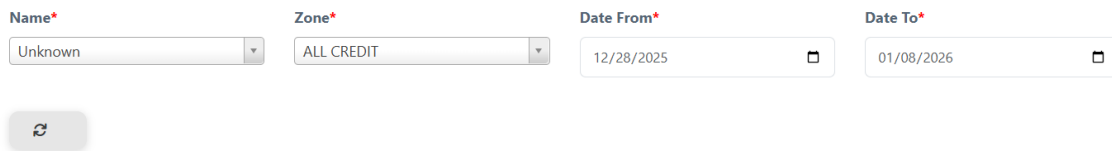
1. Go to **PSS General Report**
2. Select report category
3. Choose date range
4. Click **Generate**

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**.



A screenshot of a web form for generating an invoice. The form is contained within a light gray border. It features four input fields in a row: 'Name*' with a dropdown menu showing 'Unknown'; 'Zone*' with a dropdown menu showing 'ALL CREDIT'; 'Date From*' with a text input showing '12/28/2025' and a calendar icon; and 'Date To*' with a text input showing '01/08/2026' and a calendar icon. Below these fields is a gray button with a circular arrow icon, likely for refreshing the data.

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**

Tracking Invoices

[Home](#) / [Tracking](#) / Invoices

Filter Invoices

From Date

01/29/2026



To Date

01/29/2026



GENERATE REPORT

Please select a date range and click "Generate".

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**.

Loan History

[Home](#) / [View Loan \(s\)](#)

Client *

Unknown



Invoice Payment Management


#	INVOICE DATE	INVOICE CODE	GROSS AMOUNT	DISCOUNT	NET AMOUNT	PAID AMOUNT	REMAINING	ACTION
---	--------------	--------------	--------------	----------	------------	-------------	-----------	--------



No Outstanding Invoices
All invoices have been paid.

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.

 **Invoice Approval Paid**

Review, approve or reject pending vendor invoices with this streamlined workflow

12
PENDING

84
APPROVED


5
REJECTED

INVOICE #	CLIENT NAME	DUE DATE	AMOUNT	STATUS	ACTIONS
-----------	-------------	----------	--------	--------	---------

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**.

reporting loan statements

 / Transactions


From

01/27/2026



To

02/03/2026



LOAD

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**.

The screenshot displays a web application interface. On the left, a sidebar contains the text 'Other Income Partners' and a breadcrumb trail 'Clients / New'. A modal window titled 'New Other Income Client' is centered on the screen. The modal contains the following fields: 'First Name', 'Last Name', 'Phone', 'Email', 'Gender' (a dropdown menu with 'Choose one' selected), 'Customer Type' (a dropdown menu with 'Choose type' selected), 'Company Name', 'TIN Number', and 'Address'. At the bottom right of the modal, there are two buttons: 'CLOSE' and '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.

Other Income Manager

+ Add New

Invoice Income

Income List

Partner/ Client

Monthly Amount

Category

Select an option

Enter amount

Select an option

Description

Due Date

Income description


02/03/2026

Add Income

3.7.3 Payment

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

Loan History

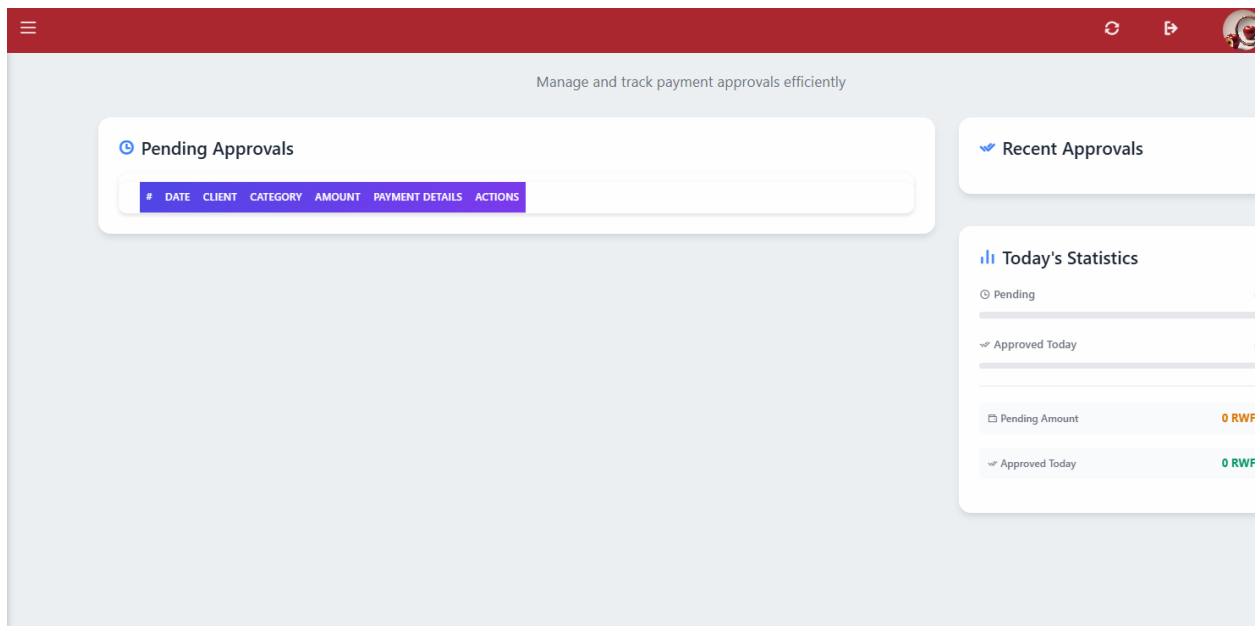
 / View Loan (s)

Client *

choose client

3.7.4 Other Income Report

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

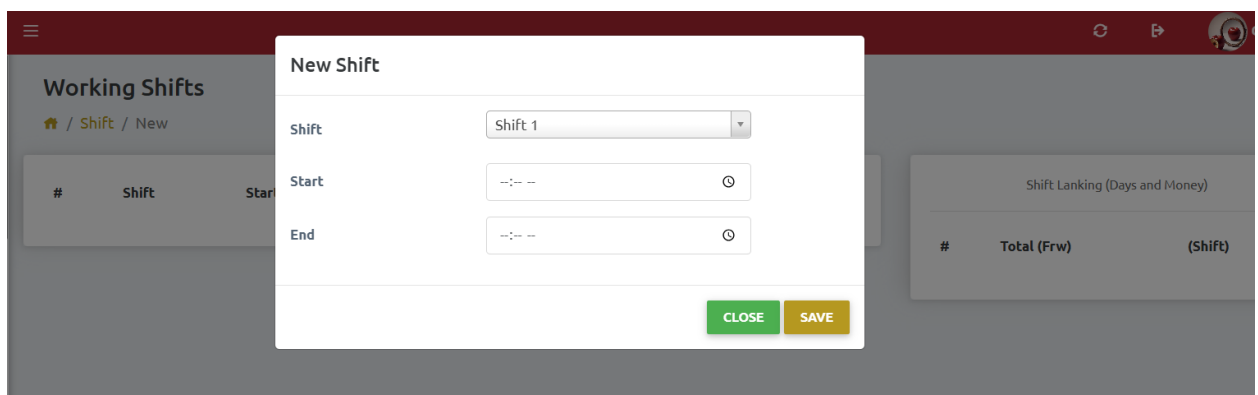


3.8 Time Table

This section explains how shifts and staff schedules are managed.

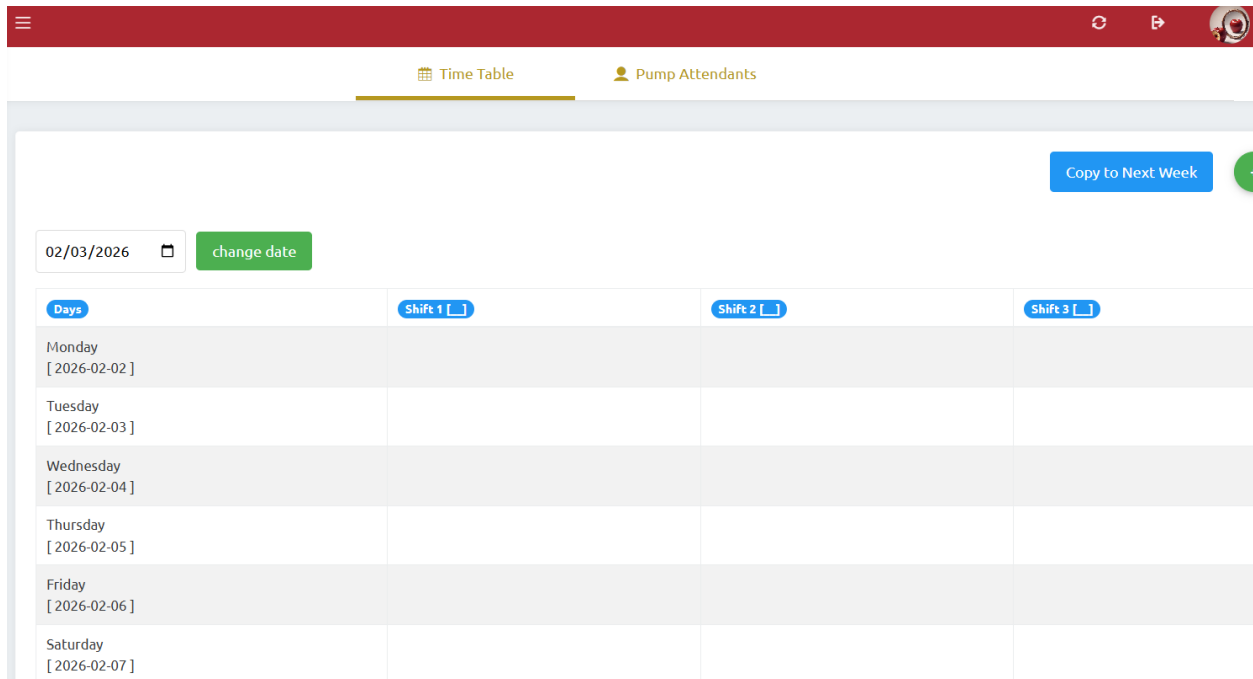
3.8.1 Create Shifts

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.



The screenshot shows a web application interface for managing a time table. At the top, there is a red navigation bar with a hamburger menu icon on the left and a user profile icon on the right. Below the navigation bar, there are two tabs: 'Time Table' (active) and 'Pump Attendants'. The main content area has a date selector showing '02/03/2026' with a calendar icon and a 'change date' button. To the right of the date selector is a 'Copy to Next Week' button. Below these elements is a table with four columns: 'Days', 'Shift 1', 'Shift 2', and 'Shift 3'. The rows represent the days of the week from Monday to Saturday, each with a date in brackets. The table is currently empty, indicating no shifts have been assigned yet.

Days	Shift 1	Shift 2	Shift 3
Monday [2026-02-02]			
Tuesday [2026-02-03]			
Wednesday [2026-02-04]			
Thursday [2026-02-05]			
Friday [2026-02-06]			
Saturday [2026-02-07]			

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.

Stock Status
 / Stock

Option
By Transactions

Siteg
CENTRAL STOCK

Class
FUEL

Date
02/03/2026

CENTRAL STOCK | Stock: 2026-02-03 | By Transactions

#	Category & Description	Opening stock	In	Out	Balance
1. DIESEL		no data			
2. ESSENCE		no data			

EXPORT EXCEL

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.

Manage Stock

🏠 / Our stock Balance

STOCK

Search

search by item name From NYAMATA-FORECOURT

DIESEL

GAS-REFILING

ESSENCE

0 0 0 0

#	Product name (Category)	Opening	IN	Out	Balance
---	-------------------------	---------	----	-----	---------

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.

CARD DELIVERY RECEIVING

🕒 Pending Deliveries

📄 Delivery History

#	Delivery ID	Date	From	Cards	Status	Received Date	Actions
No delivery history found							

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.

Selling

🏠 / Items

Class* choose one ▼

Served By* - stock waiter - ▼

Client* - select client - ▼

Date* 02/03/2026 📅

Memo* Write here...
characters remaining:

+ ADD TO LIST

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.

Feuille de Tour - Bay Draft

Due

02/03/2026

Shift

NYAMATA-FORECOURT

+ GO

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.

Expenses



🏠 / Daily Expenses

Expense*

- choose expense -

Due*

02/03/2026

	Payment mode/account(s)	Expense Amount	
1	 (CASH)	<div>Paid on CASH</div>	<input type="checkbox"/>
2	 (MoMo)	<div>Paid on MoMo</div>	<input type="checkbox"/>

Description*

Shift Name*

+ SAVE EXPENSE

Last 4 expenses (Dates)

Remaining Funds: 0 FRW

#	Total (Frw)	(Days)
1	800	03/05/2025

From

02/03/2026

Upto

02/03/2026


+ GO

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.

 **Cash Deposit**


RECORDED ON

mm/dd/yyyy 

PAYMENT DATE

02/03/2026 

BANK NAME

Choose Bank 


AMOUNT

0.00

SLIP N°

Slip number

DOCUMENT

 Upload slip/receipt

PDF, JPG, PNG accepted

✓ Save 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.

Record Traction

Get Transaction Form ↑↓

Due

02/03/2026

→ GO

PENDING

#	Product	Client	Driver/Vehicle	Qty	Amount(Frw)	Mode
---	---------	--------	----------------	-----	-------------	------

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.

Index Transaction

Due

02/03/2026

Shift

All Shift

→ GO

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.

Remaining Vouchers				
🏠 / Vouchers				
Show	10	Entries	Search: <input type="text"/>	
#	Voucher code	Amount	Issue Date	
No data available in table				
Showing 0 to 0 of 0 entries				Previous Next

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.

Used Vouchers

 / Vouchers

Show

10

 Entries

Search:

#	Date	Plate	Amount	Balance
No data available in table				

Showing 0 to 0 of 0 entries

Previous

Next

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

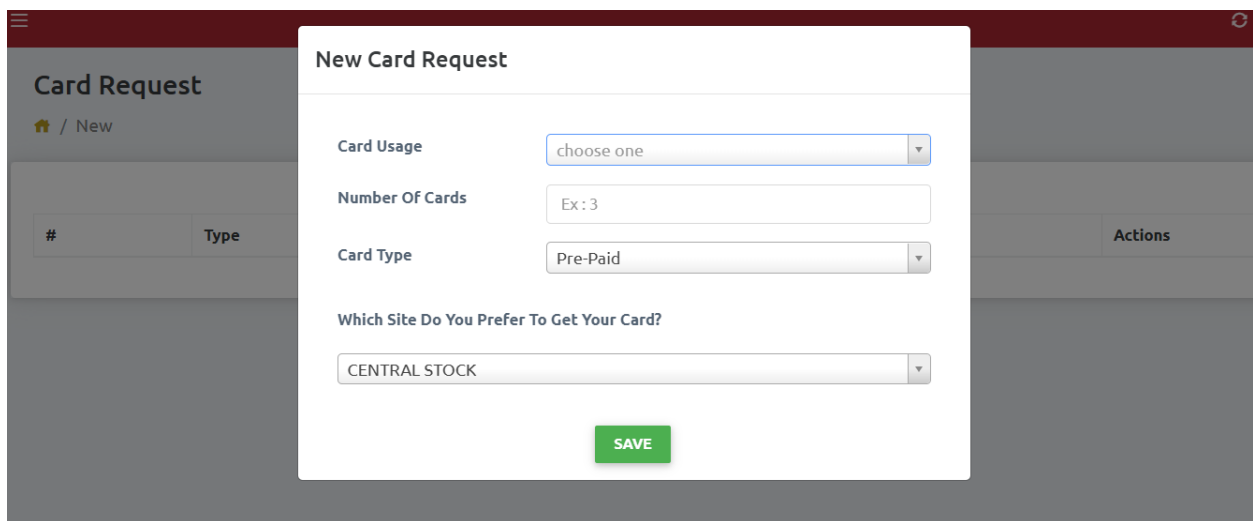
3.13.1 Client Card

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.



The screenshot shows a web application interface with a dark red header and a grey sidebar. The main content area displays a 'New Card Request' form. The form has a title 'New Card Request' and a 'SAVE' button at the bottom. The form fields are:

- Card Usage:** A dropdown menu with 'choose one' selected.
- Number Of Cards:** A text input field with 'Ex : 3' as a placeholder.
- Card Type:** A dropdown menu with 'Pre-Paid' selected.
- Which Site Do You Prefer To Get Your Card?:** A dropdown menu with 'CENTRAL STOCK' selected.

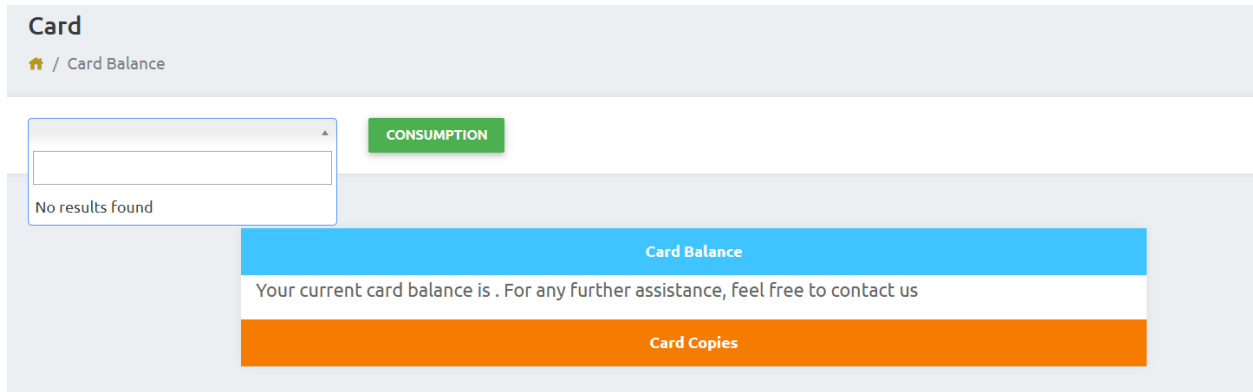
The sidebar on the left contains a 'Card Request' section with a 'New' button and a table with columns '#', 'Type', and 'Actions'.

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

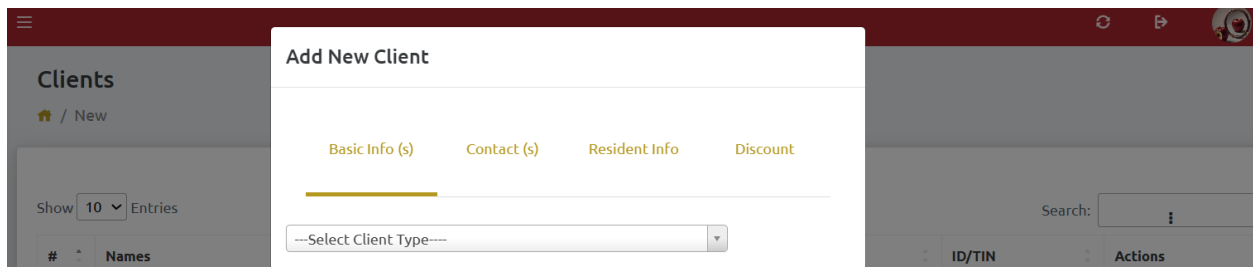
This module manages clients who use **e-cards through the mobile application**.

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.

CLIENT (S) REQUEST

#	Names	Phone	Email	ID/TIN	Province	District	Sector	Actions	
---	-------	-------	-------	--------	----------	----------	--------	---------	--

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.

CARD LOGS

Client

Card

Statistics

Provides summarized insights about e-card usage.

Steps:

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

CLIENT DETAILS

 Personal Info

 Consumption logs

 Payments logs

 Discounts

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.

Client Statement: Client Details

Card Type

Pre-Paid

Pre-Paid

Post-Paid

Master

Loyalty

DIRECT PAY

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.

Custom Date Range Client Statement

Select client and date range to generate custom statement

Select Client:

- Client/Customer -
 ▼

From Date:

01/31/2026
📅

To Date:

02/04/2026
📅

GENERATE CUSTOM REPORT

Balancing Client Statement

Displays balance reconciliation reports for clients.

Steps:

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

Client Balancing Report - First Topup Information

🏠 / Report / Balancing Report

All Clients - First Topup Information
LOAD REPORT

#	Client Name	Card Code	Card Type	First Topup Date	First Topup Amount (Frw)	Nº Of Transaction before	Transaction Amount before (Frw)	Action
Click "Load Report" to generate the report								

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 INVENTORY

 Inventory

 Card Delivery

Select Cards for Delivery

Search by last 4 digits...

Q SEARCH

C RESET

Show

10

 Entries

Search:

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.

CARD DELIVERY

Filter Options

 Site

 Start Date


 End Date

Q LOAD DATA

Select an option

01/05/2026

02/04/2026

 No delivery records found for the selected criteria.

Client & Cards

Links cards to specific client accounts.

Steps:

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

NEW CARD CLIENT ASSIGN

Cards List

Search by last 4 digits...

SEARCH

RESET

Enter the last 4 digits of the card code to search

Show 10 Entries

Search:

Card Code

Selected Cards & Client Search

Selected Cards 0

No cards selected. Please select cards from the list.

Client Search

Search client by name, phone, email or code...

SEARCH

Search for a client to link with selected cards

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.

CARD COPY MANAGEMENT

Select Client

Search Client

Search by name, email, or phone

Q SEARCH

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 CARD BLOCK

Block Card(s)

Blocked Cards

Reset PIN

QSearch Client

Search by name, email, or phone

Q SEARCH

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.

Card balance

[Home](#) / [New](#)

Showing 0 to 0 of 0 entries

Add Balance

Client

Card

Paid Mode

Payment Date

---Select client---

---Select pay mode---

02/04/2026

CLOSE

SAVE

Search:

By

Payment Date

Action

Previous

Next

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.

Recharging Payment List

From Date:

To Date:

Card Type:

02/01/2026

02/04/2026

All Types

Q FILTER

RESET

Show

25

Entries

Card Limitation

Sets usage limits for cards.

Steps:

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

Post Payed Limitation
[Home](#) / [Limitation](#)

Set Client Limitation

Select Client

Select Card Copy

Limitation Amount

SET LIMITATION

Existing Client Limitations

Show Entries

Search:

Client Name	Client Code	Card Number	Limitation Amount	Current Month	Remaining	Actions
-------------	-------------	-------------	-------------------	---------------	-----------	---------

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.

Card Re-register
[Home](#) / [Transactions](#)

Client()

Client Card()

DOWNLOAD EXCEL

UPLOAD EXCEL

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

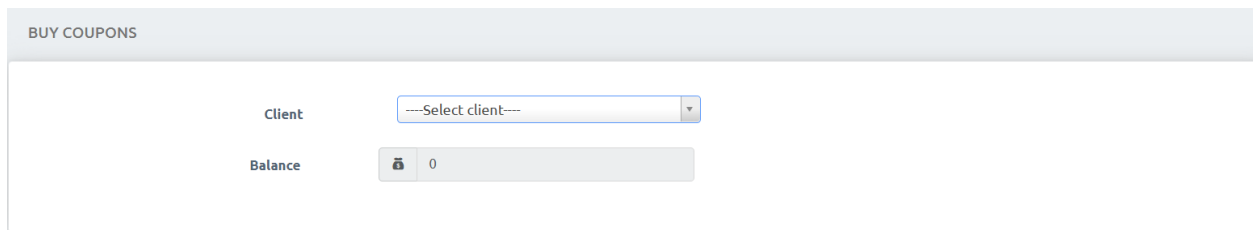
1. Log in to the system.
 2. From the left-side menu, click **Coupons**.
 3. Select one of the following options:
 - Sell Coupons
 - Generate Coupons
 - Print Coupons
 - Lock Coupons
-

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.



The screenshot shows a web interface for 'BUY COUPONS'. It features a light blue header bar with the text 'BUY COUPONS'. Below the header, there is a form with two main sections. The first section is labeled 'Client' and contains a dropdown menu with the text '---Select client---'. The second section is labeled 'Balance' and contains a currency icon (a dollar sign inside a circle) followed by a text input field containing the number '0'.

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.

GENERATE COUPONS

Client

----Select client----

#	Plan Price	Volume	
---	------------	--------	--

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.

PRINT COUPONS

Client *

UMC JV LTD

Plan *

50000

Volume *

200

PRINT OUT

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.

Client

---Select client---

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.

Selling Reports



Due

02/04/2026

→ GO

Selling Daily Report

PDF

#	Product	Qty	Amount
Total			0

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.

General transaction

/ Transactions

From

01/28/2026

To

02/04/2026

LOAD

EXPORT TO EXCEL

#	SITE-NAME	CLIENT-NAME	INITIATED AT	CLOSED AT	PAY MODE	NOZZLE	VEHICLE ID	PRODUCT	QUANTITY	P.U	AMOUNT	SERVED-BY
---	-----------	-------------	--------------	-----------	----------	--------	------------	---------	----------	-----	--------	-----------

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.

Feuille de Tour - Bay

Due

02/04/2026

Site

CENTRAL STOCK

+ GO

RESUME DES VENTES (EN FRW)

EXPORT TO PDF

PRODUCTS

LUBRIFIANTS

0

MOUVEMENT DES STOCK/CUMULS MENSUELS

PRODUCTS

CUMUL(T-1)

VETE-JOUR

CUMUL

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.

Daily Index Report

Due

02/04/2026

Shift

CENTRAL STOCK

+ GO

Shift 1 | 07:00:00 - 07:30:00

> data found

ETAT DE STOCK DE CUVE (En Litres)

CUVE ID	JAUGE DEBUT	RECEPTION	VENTES	TRENSFERT	STOCK THEORIQUE	JAUGE FIN	PERTES/GAINS		
							CE TOUR	CUM REC	SOLDE

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.