Admin Guide for the Job Work App

Welcome to the Admin Guide! As an administrator, you hold the key to unlock the full potential of our app. This guide is designed to equip you with a comprehensive understanding of its features and functionalities, empowering you to efficiently manage your stitching orders and streamline the raw material procurement process. Let's embark on a journey to explore the remaining features that will further enhance your administrative capabilities:

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1. Logging In:

To access the admin panel of the app, navigate to the login page and enter your credentials, including your username and password. Once authenticated, you will gain access to the app's features and functionalities.

2. Management Information Systems (MIS):

2.1 Dashboard:

Upon logging in, you will be presented with the MIS (Management Information System) dashboard. This dashboard serves as your central hub for managing stitching orders and raw material procurement. It provides you with an overview of key metrics, performance indicators, and graphical representations of important information related to stitching and raw material procurement.

The dashboard also provides a comprehensive overview of various activities and modules within the app. It offers a snapshot of the app's various modules and functionalities.

2.2 Portal MIS:

The Portal MIS section allows you to generate detailed reports and gain insights into different aspects of the app. You can access reports related to stitching orders, raw material consumption, procurement analytics, and more. These reports provide valuable information to facilitate decision-making and optimize your operations.

3. Factory:

The Factory section allows you to manage and monitor your stitching operations. Here,

you can add and edit details about your factory, including location, contact information, and production capacities. This section acts as a centralized repository for your stitching-related data and processes.

4. Orders:

4.1 Completed Job Work:

In this section, you can track and manage completed stitching jobs. It provides a detailed view of the job work, including order specifications, completion dates, and associated information. You can also access photoshoot images related to the completed job work for reference and record-keeping purposes.

4.2 Active Orders:

The Active Orders section enables you to oversee and manage orders that are currently in progress. You can view order details, track the progress of each order, and communicate with the stitching team or tailor assigned to handle the specific order. This section ensures efficient order management and timely completion.

4.3 Completed Orders:

View a comprehensive list of completed orders in this section. It displays order details, including specifications, completion dates, and other relevant information. This overview helps you track and maintain records of completed orders for future reference and analysis.

4.4 All Active Orders:

The All Active Orders section provides an aggregated view of all the orders currently in progress. It allows you to manage and prioritize the active orders efficiently. With this overview, you can ensure smooth workflow management and meet customer deadlines effectively.

5. Consumption:

5.1 Consumption Model Report:

Generate consumption model reports to analyze and optimize raw material usage. This report provides insights into the consumption patterns of different materials, helping you make informed decisions regarding procurement and wastage reduction.

5.2 Consumption:

Monitor and manage the consumption of raw materials for stitching orders. This section allows you to track the quantities of materials used for each order and maintain accurate records. You can approve and view the details of consumed materials, such as the type of material, quantity used, and associated orders. This information helps you keep track of material inventory and plan for future procurement requirements.

6. Barcode:

6.1 Barcode Requests:

In this section, you can initiate requests for barcodes associated with stitching orders. When creating a new order or processing an existing one, you may need to generate barcodes for tracking purposes. By submitting a barcode request, you can ensure that each order is assigned a unique barcode for efficient tracking and management.

6.2 Requested Barcodes:

Track and manage the barcode requests in this section. You can view the details of each requested barcode, such as the associated order, date of request, and status. This overview helps you monitor the progress of barcode generation and ensure timely assignment to the respective orders.

6.3 Completed Barcodes:

Once barcodes have been generated, they will appear in the Completed Barcodes section. Here, you can access the details of each barcode, including the associated order and the barcode itself. This section serves as a repository for all completed barcodes, allowing you to reference and assign them as needed.

6.4 All Barcode Requests:

The All Barcode Requests section provides a comprehensive view of all barcode requests, including both pending and completed requests. It allows you to manage and track the overall barcode generation process, ensuring that all orders are adequately assigned unique barcodes.

7. All Items/Finished Goods:

This section provides an overview of all items or finished goods associated with the stitching orders. You can view the details of each item, such as the product name, size, and quantity. This information helps you monitor inventory levels and ensure that the necessary items are available for fulfillment.

8.Bar Reports:

Bar Reports will serve as an invaluable tool for visualizing data through horizontal bar charts. You can leverage them to analyze stitching orders, track raw material consumption, monitor performance metrics, and avoid potential bottlenecks. With the ability to compare data categories, identify trends, and enhance data visualization, Bar Reports empower you to make informed, data-driven decisions and optimize processes within the application.

9. Photoshoot:

The Photoshoot feature allows you to manage and organize photos of designs and fabrics that need to be sent for stitching. In this section, you can upload and store images related to each order, providing a visual reference for the stitching team. By capturing and maintaining photoshoot images, you ensure accurate interpretation of design requirements and facilitate seamless communication between stakeholders.

10. Raw Materials:

The Raw Materials section enables you to manage and track the procurement of raw materials for stitching. Here, you can add, edit, and view details of various raw materials such as fabrics, threads, buttons, and zippers. You can specify the quantity, supplier information, and other relevant details for each raw material. This feature helps you maintain an organized record of your raw material inventory and streamline the

procurement process.

11. Products:

In the Products section, you can manage and categorize the different products offered by your stitching company. You can create product listings, assign specific details such as names, descriptions, and images, and associate them with the appropriate categories. This feature enables you to have a comprehensive overview of your product offerings and simplifies the order management process.

12. Brands:

The Brands feature allows you to maintain a list of brands associated with your stitching and manufacturing operations. You can add and manage different brands that your company collaborates with or manufactures for. This feature helps you categorize orders and raw materials according to the respective brands, facilitating better organization and efficient brand management.

13. Sizes:

In the Sizes section, you can manage and define different size variants for your products. You can add and edit size options, such as small, medium, large, and custom sizes, based on your specific requirements. This feature ensures that accurate size information is available for each product, enabling streamlined order management and production processes.

14. Users:

14.1 Backend Users:

The Backend Users feature allows you to manage and control access for different users who will be using the admin panel of the app. You can create user accounts, assign specific roles and permissions, and manage their authentication credentials. This feature ensures secure access to the app's functionalities and allows you to delegate orders to factories/vendors.

14.2 All Users:

In the All Users section, you can view and manage the complete list of users associated with the app. This includes both backend users with administrative access and other users who may have different roles, such as stitching team members or procurement managers. This overview helps you monitor user accounts and ensure the correct allocation of permissions.

15. Lot Numbers:

15.1 Lot Numbers/Serial Numbers:

The Lot Numbers/Serial Numbers feature allows you to assign unique identification numbers to specific batches of products or materials. You can generate and assign lot numbers or serial numbers to easily track and manage the movement and usage of individual batches. This feature enhances inventory management, quality control, and traceability throughout the production and procurement processes.

15.2 Lot Num Reports:

The Lot Num Reports section enables you to generate reports specifically related to lot numbers or serial numbers. These reports provide insights into the movement, usage, and status of products or materials associated with specific lot numbers. By analyzing these reports, you can effectively monitor inventory levels, track the history of individual batches, and make informed decisions regarding production and procurement.

Congratulations! You now have a thorough understanding of the features and functionalities available to you as the admin of the Job Work Application. Utilize these tools to streamline your stitching operations, effectively manage orders, monitor consumption, and track barcodes for enhanced efficiency and productivity. Enjoy the benefits of optimized processes and improved business operations!