

StockMill

User Manual — Inventory Management for Agri Grain Mills

by **Errormatic Technologies Private Limited**

Version: **1.0**

Platform: **Android**

Audience: **Mill Admin • Supervisor • Staff**

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Introduction

StockMill is a purpose-built inventory management application for agri grain mills. Whether you run a rice mill, dal mill, flour mill, oil mill, or sugarcane mill, StockMill helps you record every inward and outward stock movement, track your godowns, manage your parties, and generate financial reports — all from your Android phone.

The application works seamlessly online and offline. When your internet connection drops, StockMill continues to show you cached data and queues new entries for sync when you reconnect.

About This Manual

This manual covers every screen and feature available to users of the StockMill mobile application. It is organized by role — certain sections are available only to Admins, and those are clearly marked. Read the sections relevant to your role; everything else is for reference.

Three User Roles

Role	What They Do	Typical User
Admin	Full control — entries, materials, godowns, users, reports	Mill Owner / Manager
Supervisor	Read-only access to all entries and reports	Accountant / Auditor
Staff	Records Stock IN / OUT; views own entries only	Gate Operator / Helper

Section 01 — Logging In

Logging In

Open StockMill on your Android phone. The splash screen loads while the app checks for updates and verifies your connection. You are then taken to the Login screen.

1. Enter your Username in the first field. Usernames are case-sensitive and at least 6 characters long.
2. Enter your Password. Tap the eye icon to show or hide it.
3. Tap Login.
4. If your account is linked to more than one mill, a Select Mill screen appears. Tap the mill you want to open.
5. You land on your dashboard for that mill.

Password Requirements

All passwords in StockMill must meet the following criteria:

- Minimum 6 characters
- At least one uppercase letter (A-Z)
- At least one lowercase letter (a-z)
- At least one number (0-9)
- At least one special character (! @ # \$ % ^ & * etc.)

Session & Auto-Logout

StockMill keeps you signed in for 24 hours from your last successful login, even if you close or background the app. After 24 hours you will be asked to sign in again. Tapping Logout on your dashboard ends your session immediately.

Working Offline

If you open StockMill with no internet connection, a red banner — 'No internet — offline mode' — appears at the top of every screen. You can still log in using the same username and password from your most recent successful online login on that device. The app will display your mill's data exactly as it was at your last sync.

New stock entries created while offline are held in a local queue. As soon as your connection returns, they are synced to the server automatically. An orange 'Pending sync' banner shows how many entries are waiting.

 **First Login:** Offline login requires at least one prior successful online login on the same device. If you have never logged in online on this device, connect to the internet first.

Switching Between Mills

If your account is linked to more than one mill, a small mill-name pill appears in the top bar of your dashboard. Tap it at any time to open the Select Mill list and switch to a different mill. Each mill's data is completely separate — switching only changes which mill you are viewing.

Section 02 — Your Dashboard

Admin Dashboard

The Admin dashboard gives you a full picture of your mill at a glance:

- Stats Row — Today's entry count · Total entries · Number of active materials
- Financial Summary — Total purchase amount · Total sale amount · Net profit or loss
- Quick Actions — 8 shortcut tiles: Stock IN, Stock OUT, All Entries, Godowns, Materials, Users, Reports, Party Master
- Current Stock — Running quantity for every material. Items below 10 units show a warning icon
- Recent Entries — The 5 most recent transactions with a 'View All' link to the full list

Supervisor Dashboard

Supervisors see the same Current Stock and Recent Entries as Admins, but Quick Actions are limited to All Entries and Reports. No stock entry, no user management.

Staff Dashboard

Staff see a focused view: today's entry count, their personal total, Stock IN and Stock OUT shortcuts, and their own 5 most recent entries. They do not see the full mill stock or financial summary.

Section 03 — Recording a Stock Entry

Opening the Entry Form

Tap Stock IN or Stock OUT from your dashboard, or tap the green + button in the bottom-right corner of the dashboard. Staff and Admins both have access to this form.

Entry Form Fields

Field	Required	Notes
Entry Date	Yes	Defaults to today. Tap to pick an earlier date for late slips.
Entry Type	Yes	Toggle: ▲ Stock IN or ▼ Stock OUT. Only materials for that direction appear.
Material	Yes	Select from your mill's material list.
Quantity	Yes	Numeric. The unit (Quintal, KG, etc.) is shown automatically.
Number of Bags	No	Whole number. Shown separately in reports and stock totals.
Rate per Unit (₹)	Yes	Total amount updates live as you type. 0 is allowed for free material.
Godown	Yes	Pick from the list or tap + to add a new one on the spot.

Slip No.	Yes	Alphanumeric, hyphens allowed.
Party / Company	Yes	Type to search saved parties. New names are saved automatically.
Contact Person	No	Auto-filled when you pick a saved party.
Mobile Number	No	10-digit number. Auto-filled from saved party.
Address	No	Auto-filled from saved party.
Vehicle Number	Yes	Uppercase alphanumeric, max 15 characters.
Remarks	No	Any additional notes.

Insufficient Stock Warning

On a ▼ Stock OUT entry, if the quantity you enter exceeds the current available stock for that material, StockMill will stop you before saving and show a popup that displays:

- The material name
- Current available quantity
- Quantity you entered
- Shortage amount

Fix the quantity or cancel to go back. You cannot save a Stock OUT that would send a material below zero.

Saving the Entry

Tap Save Stock IN or Save Stock OUT at the bottom of the form. A success message confirms the entry was saved. To edit an existing entry, tap the Edit button on its card — the same form opens with all fields pre-filled.

Section 04 — Viewing & Managing Entries

All Entries / My Entries

Admins and Supervisors tap All Entries to see every transaction in the mill. Staff tap My Entries to see only the transactions they have personally recorded. The list is sorted newest-first.

At the top of the list:

- Search box — Type to filter by material name, party name, or godown name
- Filter button — Switch between All, ▲ Stock IN only, or ▼ Stock OUT only

Entry Card Details

Each card shows:

- Entry type badge (IN / OUT) with color coding
- Material name, quantity and unit
- Total amount (if rate > 0)
- Godown and party name

- Slip number and vehicle number
- Added by (user name) and date/time

Editing and Deleting

Action	Admin	Supervisor	Staff
Edit any entry	✓	—	—
Delete any entry	✓	—	—
Edit own entry	✓	—	✓
Delete own entry	✓	—	✓

If you do not see Edit or Delete buttons on a card, that entry was added by someone else and you are not an Admin.

Section 05 — Materials, Godowns & Parties

Material Types (Admin Only)

Materials are the commodities your mill handles — paddy, rice, dal, flour, oil, bags, and so on. Each material has three attributes:

- Name — What the material is called in your mill
- Unit — Quintal, KG, Litre, Pcs, or Ton
- Applicable For — IN only, OUT only, or Both

StockMill automatically creates a default material list based on your industry type (Rice Mill, Dal Mill, Flour Mill, etc.) when your mill account is first set up. You can add more materials at any time from the Material Types screen.

i Soft Delete: Removing a material hides it from new entries but does not affect existing history. All past entries referencing that material remain intact.

Godowns (Admin Only)

Godowns are the physical storage locations at your mill — Main Godown, Godown No. 2, Cold Storage, and so on. You can:

- Add godowns from the Godowns screen
- Add a godown on the spot while filling a stock entry (tap the + button beside the godown dropdown)
- Edit a godown's name, location, capacity and remarks
- Delete a godown (existing entries are not affected)

Party Master (Admin / Supervisor View)

Every party — buyer, seller, transporter — you deal with is saved automatically the first time their name appears in a stock entry. The Party Master screen lists all parties with their contact person, phone and address. This data auto-fills next time you use that party's name in an entry.

Section 06 — Managing Users (Admin Only)

Adding a New User

1. Open Users Management from the dashboard Quick Actions.
2. Tap the Add User button (bottom-right).
3. Fill in Full Name, Username (min 6 characters), Phone (optional), Password and Role.
4. Tap Add User to save.

The new user can log in immediately with the credentials you set.

Editing a User

Tap the Edit button on a user card to change their Full Name, Phone or Role. Username cannot be changed after creation.

Resetting a Password

Tap the key icon on a user card to open the Reset Password dialog. Enter and confirm the new password. The user can log in with the new password immediately.

Deleting a User

Tap the Delete button on a user card. Confirm in the dialog. You cannot delete your own account while logged in. Deleting a user does not delete their entries — all historical data is preserved.

Section 07 — Reports & Export

Opening Reports

Tap Reports from the dashboard Quick Actions. Available to Admins and Supervisors.

Selecting a Period

Choose one of three modes:

- Monthly — Pick a month and year from the dropdowns
- Daily — Pick a single date
- Date Range — Pick a From date and a To date

The summary card updates instantly as you change the period.

Summary Card

Metric	Description
Total IN (Qty)	Sum of all inward quantities in the selected period
Total OUT (Qty)	Sum of all outward quantities in the selected period
Purchase Amount	Total value of all Stock IN entries
Sale Amount	Total value of all Stock OUT entries
Profit / Loss	Sale Amount minus Purchase Amount

Exporting

Export Excel

Generates a .xlsx spreadsheet with every matching entry plus a summary row. Columns include Date, Time, Type, Material, Quantity, Unit, Rate, Amount, Slip No., Godown, Party, Person, Mobile, Address, Vehicle, Added By, and Remarks.

- Tap Export Excel
- Wait for the file to generate
- Tap Open to view immediately or Share to send via WhatsApp, email, or any other app

Export PDF / Print

Generates a formatted PDF with your mill name, the selected period, a summary card row, and a full entry table. Tap Export PDF / Print to open the system print dialog — you can print or save as PDF.

 **Filters Apply:** Both exports include only the entries matching your current period and entry-type filter.

Roles & Permissions Reference

Capability	Admin	Supervisor	Staff
View all entries	✓	✓	Own only
View financial summary	✓	✓	—
Add Stock IN / OUT	✓	—	✓
Edit any entry	✓	—	—
Delete any entry	✓	—	—

Edit / delete own entry	✓	—	✓
Manage materials	✓	—	—
Manage godowns	✓	—	—
View Party Master	✓	✓	—
Manage users	✓	—	—
Export Excel / PDF	✓	✓	—
Switch between mills	If linked	—	—

Troubleshooting

"No entries found" but I know they exist

Check your IN / OUT filter at the top of the list — an active filter is the most common cause. Clear the search box too. If entries still do not appear, pull down to refresh. Check that you have an internet connection or that your offline cache is from a recent sync.

I am signed out unexpectedly

Sessions last 24 hours from your last login, not 24 hours of active use. If more than a day has passed, or someone tapped Logout on your device, you will need to sign in again.

I cannot edit or delete an entry

Only Admins can act on entries added by someone else. If you added the entry yourself and still cannot edit it, confirm you are signed in with the correct account.

I forgot my password

There is no self-service password reset. Ask your mill Admin to tap the key icon next to your name in Users Management and set a new password for you.

Offline login is not working

Offline login requires at least one prior successful online login on the same device. If you have never logged in online on this device, connect to the internet and log in once before going offline.

The app is stuck on the splash screen

This usually happens when the app cannot reach the server. Check your internet connection and restart the app. If the problem persists, contact support.

Stock OUT says 'Insufficient Stock' but I know stock is available

The system calculates available stock from all recorded entries. If a previous Stock IN was not entered, the system will not know about that stock. Ask your Admin to check the entry history and add any missing inward entries.

Contact & Support

StockMill Support

For any queries regarding the application, your account, billing, or technical issues, please reach out through any of the following channels:

 **Phone / WhatsApp:** +91 84688 98596

 **Email:** info@stockmill.in

 **Website:** stockmill.in

 **Support Hours:** Monday – Saturday, 9:00 AM – 6:00 PM IST

Developer & Owner

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