Bihar State Warehousing Corporation
B2,1st Floor, Mauryalok Complex, Patna-01
Produce : Preserve : Prosper

WAREHOUSE MANAGEMENT SOLUTION

USER MANUAL - KEY MANAGEMENT

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KEY MANAGEMENT

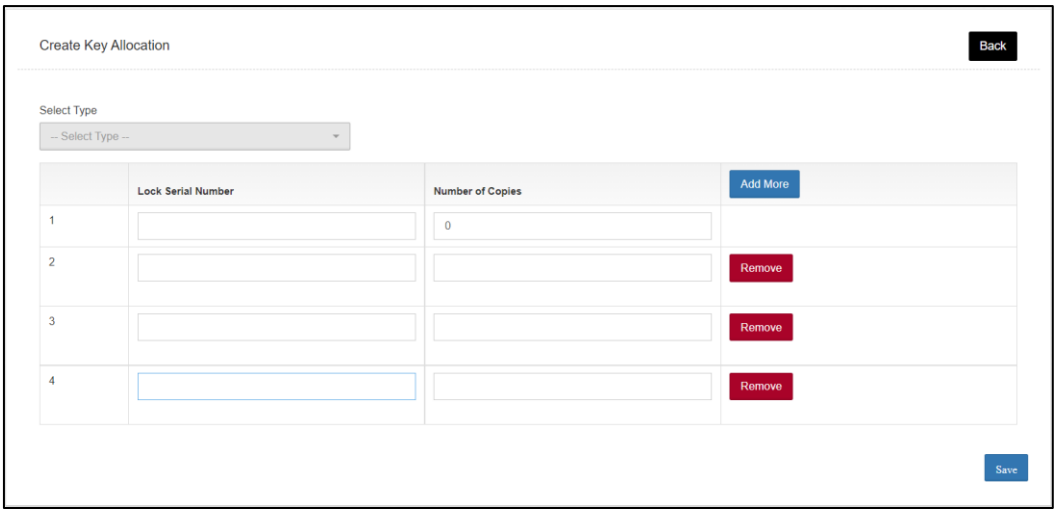
The warehouses open and close the compartments/stacks on a daily basis for various purposes that can include transaction, aeration, fumigation, etc. To record such opening/closing of a compartment/stack, the key management module is utilized.

(User – WHM)

1. Key allocation

a. The very first step in key allocation is to create a bunch by entering the details of the keys in the system. The user can follow the below-mentioned steps to create a bunch:

Key Management >> Key Allocation >> Create Key Allocation



b. The WHM will land on the key allocation screen. Here the user will enter the following information:

i. Select Type (Godown, Gate, Office block, stores, weighbridge, and spare locks)
   1. Clicking on each option will ask for additional information from the user.

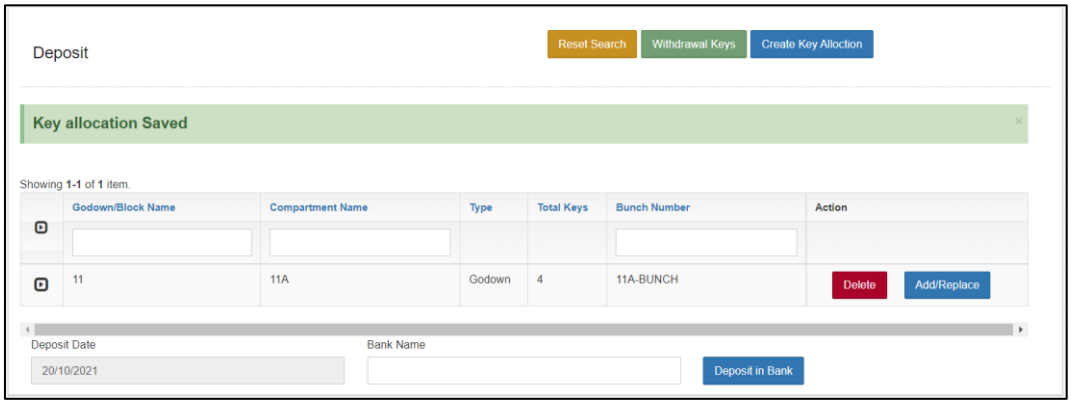
ii. Lock serial number

iii. Number of copies

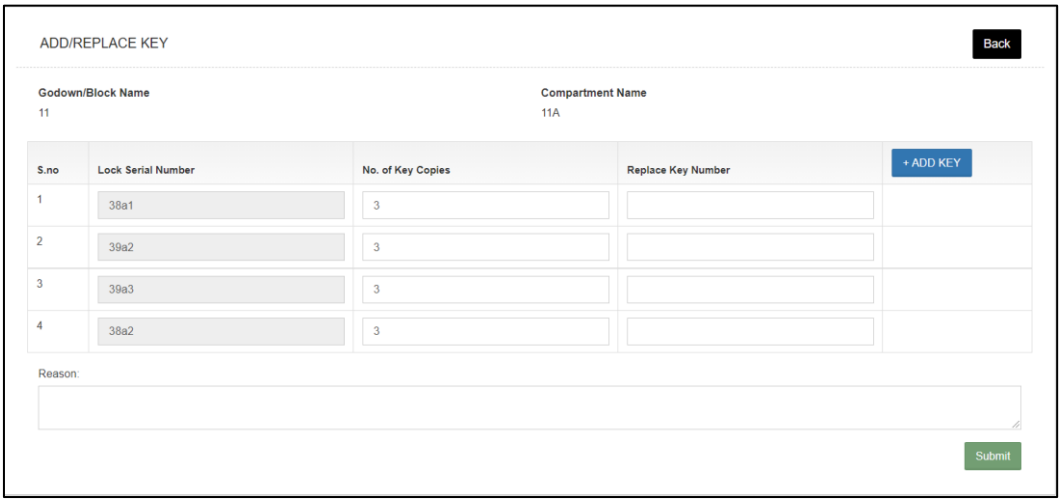
iv. Add more button – To create additional rows for data input. The user can remove the row by clicking on the remove

button also.

c. Once done, the user will click on the save button to create the bunch.

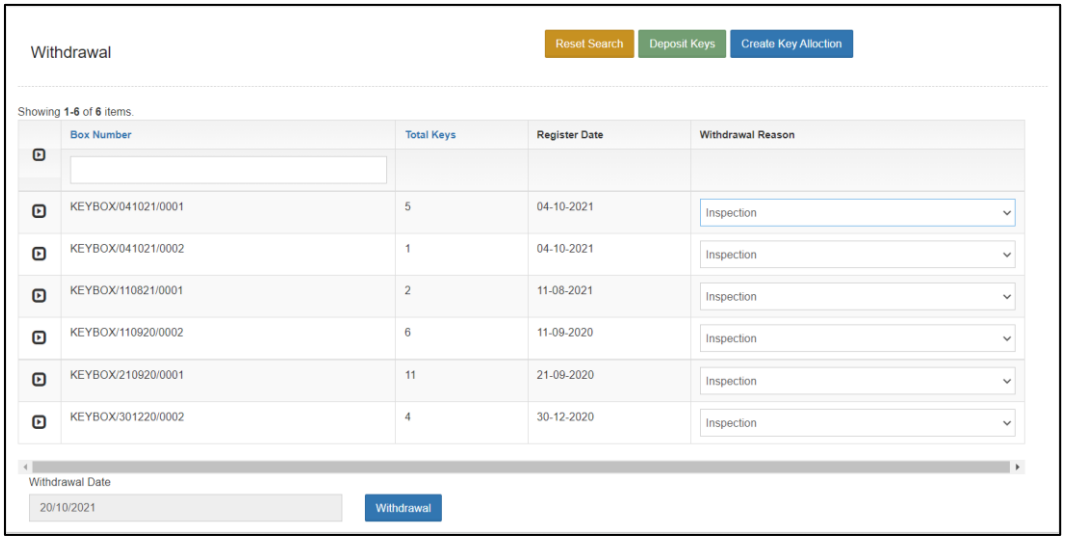


d. The system will redirect the user to the list screen where they can view the list of bunches created in the system.
e. The user can click on the 'Delete' button to delete the bunch. ***Note: The user can only delete the bunch until it is not deposited in the bank.***
f. The user can click on the 'Add/Replace' button to add or replace any details entered in the bunch.

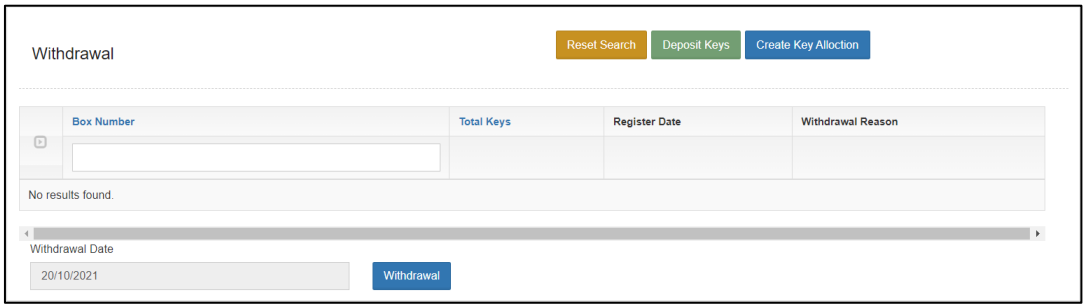


g. The user can either enter the 'Replace key number' or click on the 'Add Key' button to add additional lock information.
h. Clicking on the submit button will update the records entered.
i. The user can deposit the bunch created to a bank by selecting the date, bank name, and click on the 'Deposit in bank' button to complete the action.

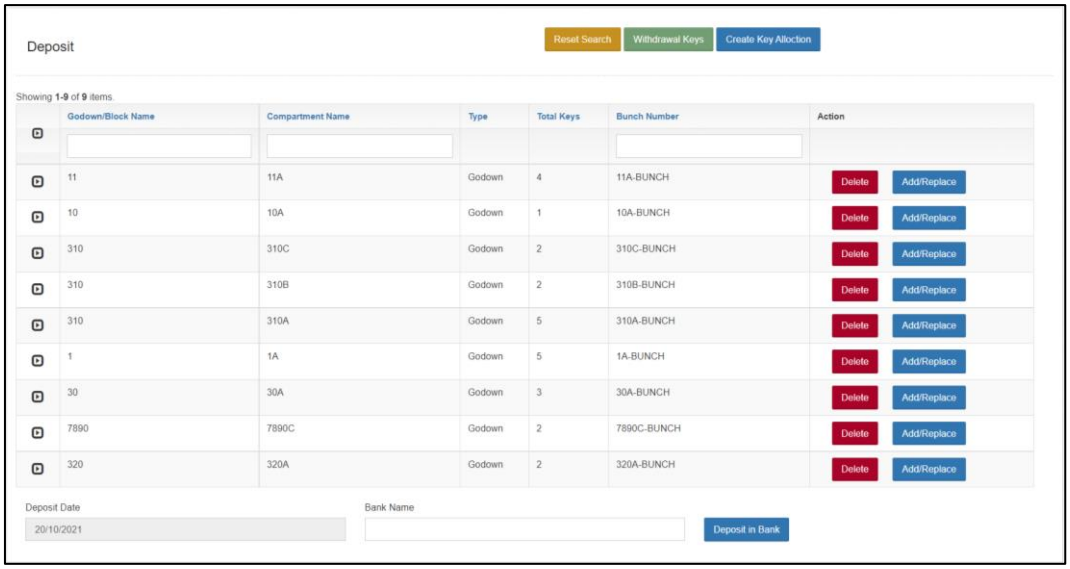
j. The user can also withdraw the keys from the bank incase of lost or breakage by clicking on the ‘Withdraw from Bank’ button.



k. The system will display the list of all the bunches submitted in the bank. The user can select the reason for withdrawal, date of withdrawal and click on the ‘Withdrawal’ button.



l. Once done, the user can deposit the bunches back in the bank by clicking on the ‘Deposit in Bank’ button.

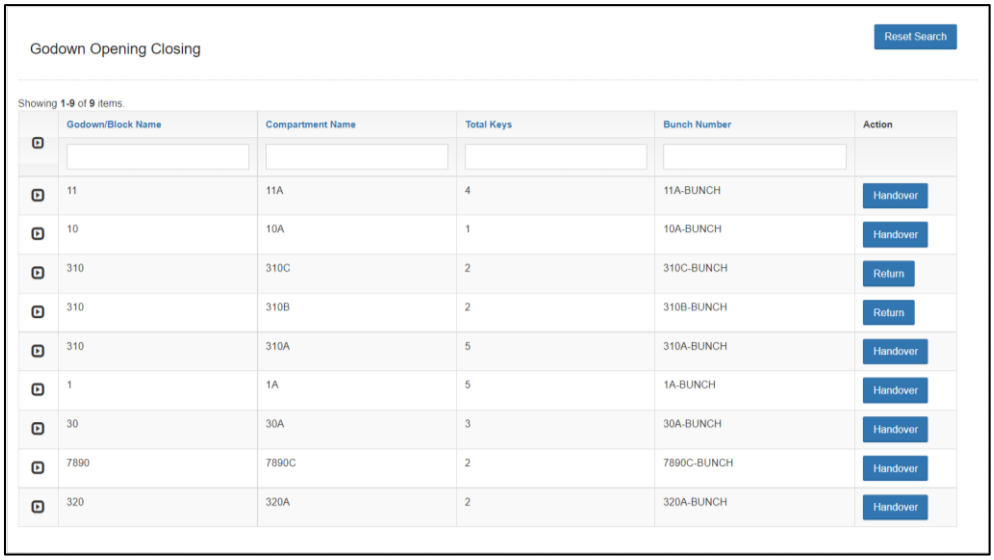


m. The user can perform the following functions on the screen:
    i. Click on the ‘Delete’ button will delete the row.
    ii. Click on the ‘Add/Replace’ button to make changes in the key bunch.
    iii. Enter the deposit date and bank name to deposit the bunches back in the bank.
n. All the entries made in the Key allocation screen are registered in the Key allocation register.

2. Godown Opening/Closing

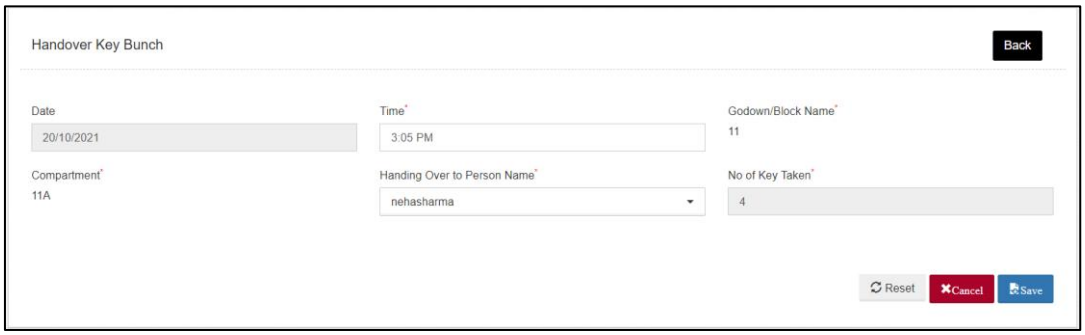
a. The warehouse users opens/closes a compartment/stack on daily basis to carry out various activities in the warehouse. The user can follow the below-mentioned steps to enter the same in the system:

Key Management >> godown Opening/Closing



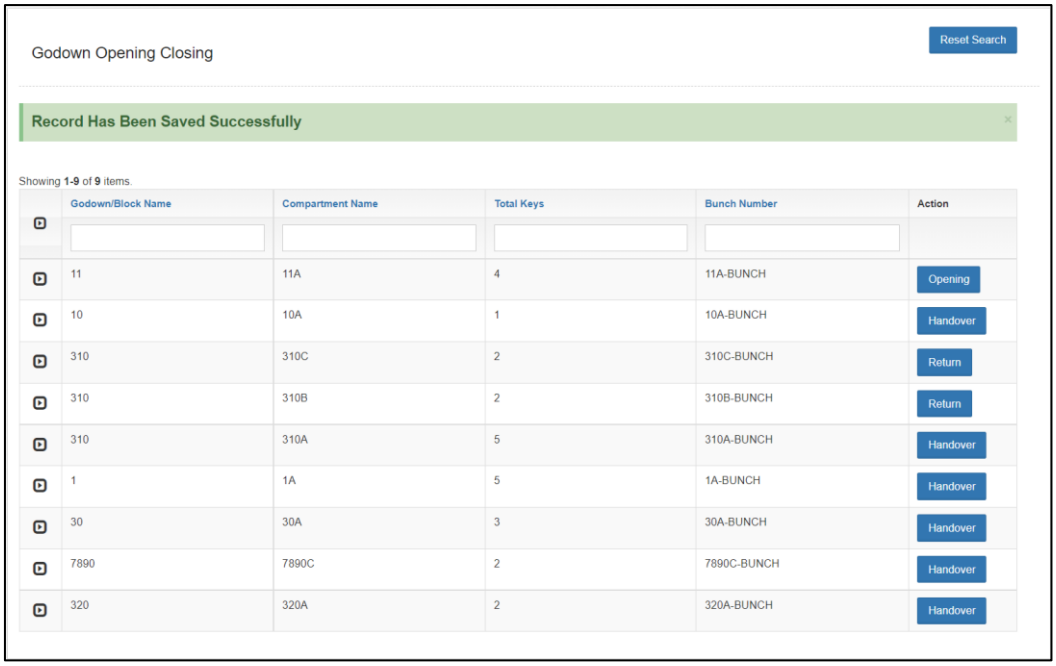
b. The user will be redirected on the above provided screen where the user can view the list of bunches created in the system.

c. The user can click on the ‘Handover’ button to enter the details of the employee who took the bunch for daily transaction.

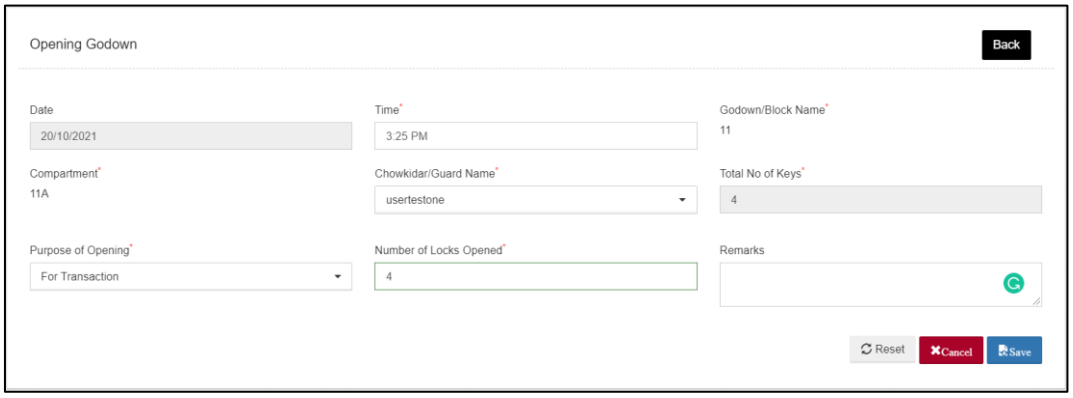


d. The user will select the name of the employee to whom the keys were handed over.

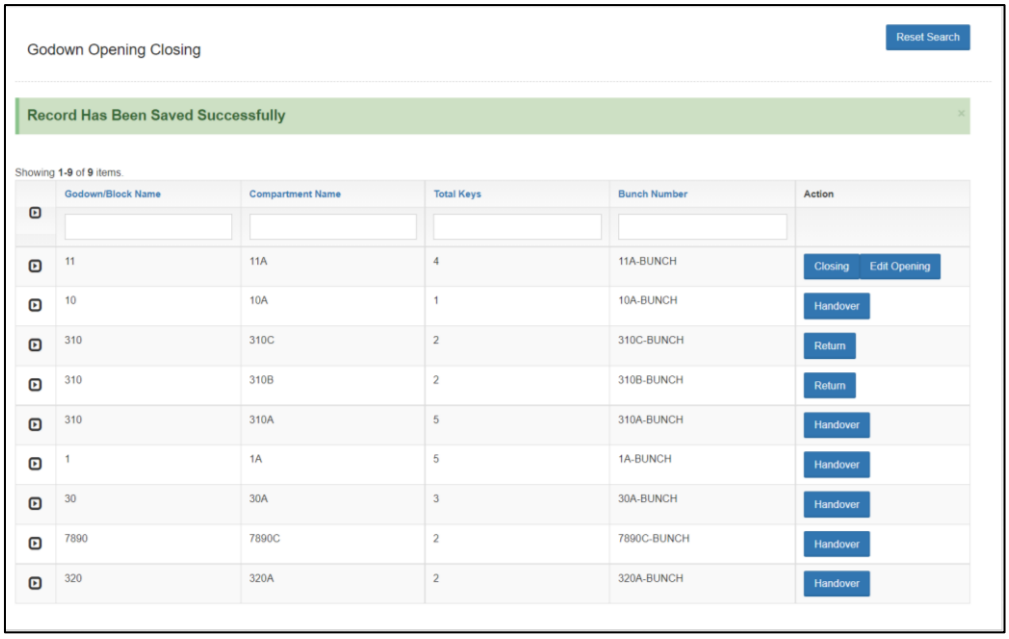
e. Once done, the user can click on the ‘Save’ button to save the entry.



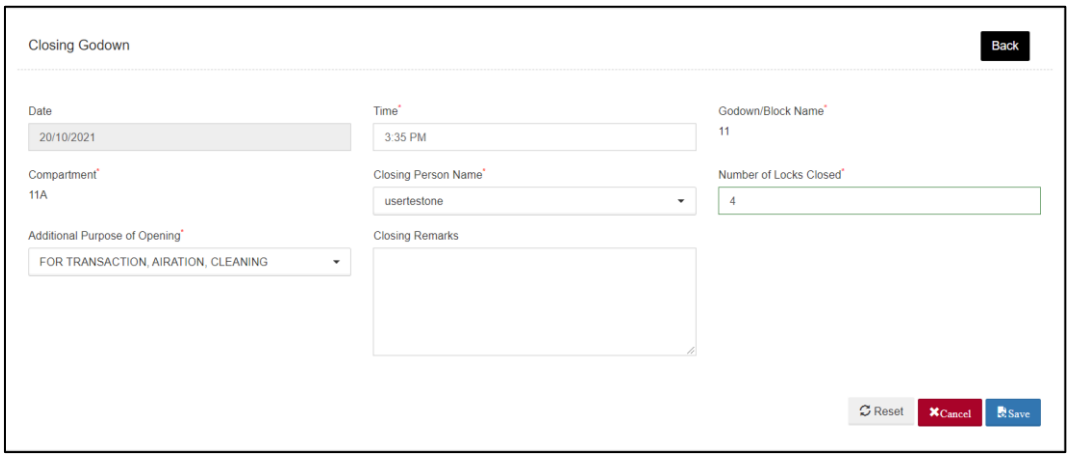
f. Once the handover is complete, the user can click on the ‘Opening’ button to make an opening entry in the system.



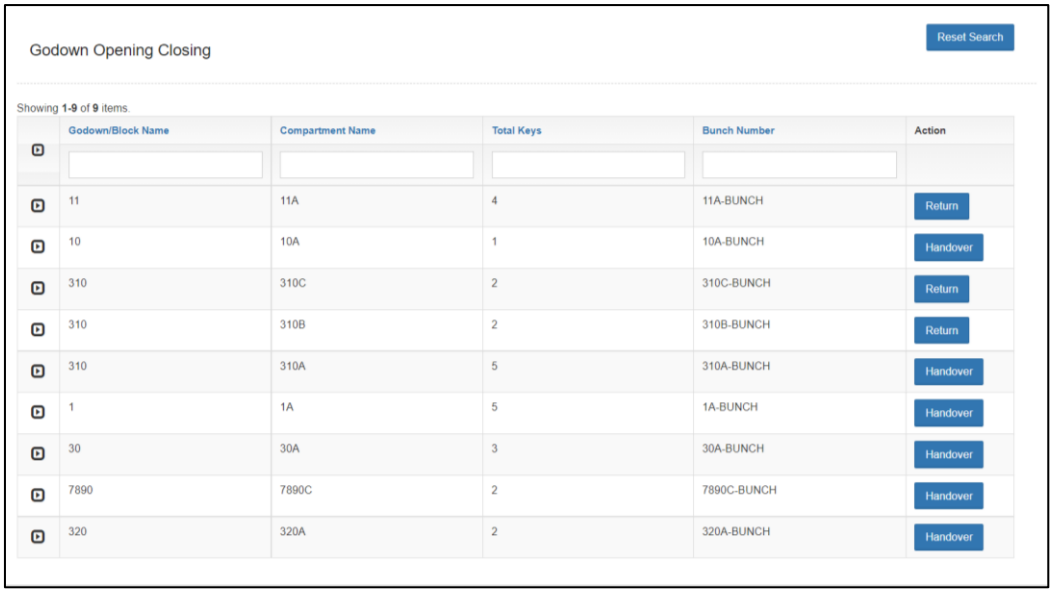
g. In the ‘Opening godown’ screen the user will enter the appropriate details to complete the godown opening entry and save the same by clicking on the ‘Save’ button.



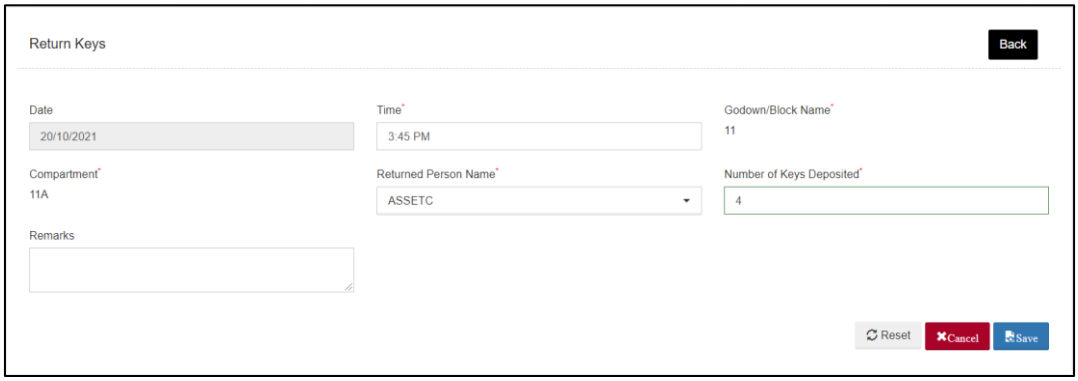
h. After the opening entry is complete, the user can either make a closing entry or edit the opening entry (update the number of locks opened).
i. The user will click on the ‘Closing’ button to enter a closing entry in the system.



j. Here the user will enter the closing details like the closing person name, number of locks closed and any additional purposes for opening the godown.
k. Once the user clicks on the ‘Save’ button, the system will redirect the user to the list screen.



l. The user will click on the ‘Return’ button, and enter the details requested. This step is mandatory to complete the opening closing as the keys are to be returned to the warehouse manager at the end of the day.

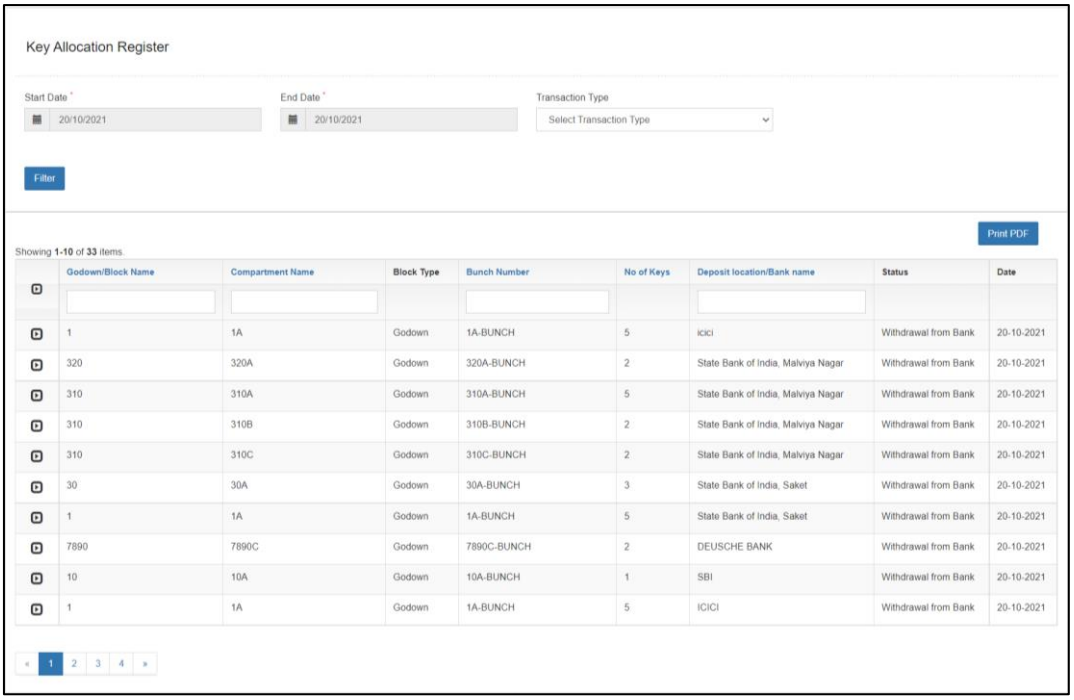


m. Once the user saves the data entered, the opening and closing entry is complete and same is reflected in the godown opening/closing register.

3. Key Allocation Register

The warehouse users can view the key allocation register by following the below-mentioned steps:

Key Management >> Key allocation register



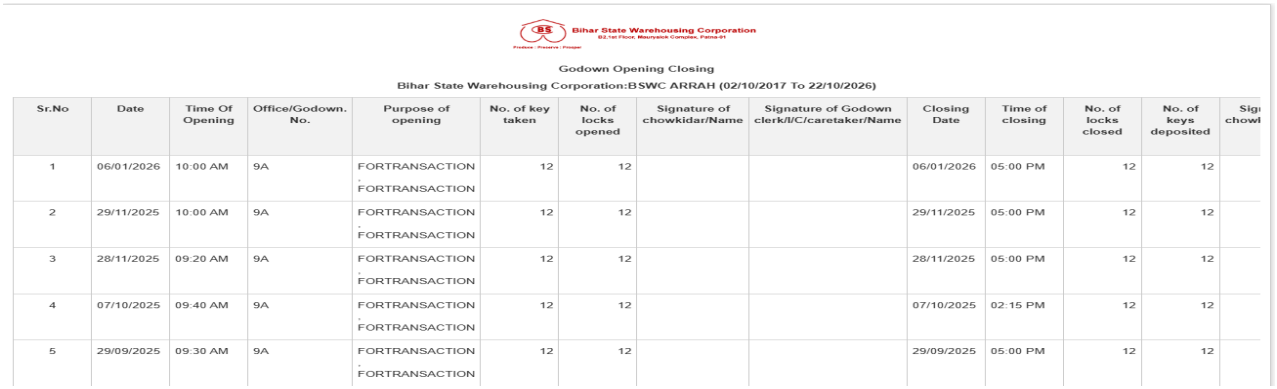
Godown/Block Name	Compartment Name	Block Type	Bunch Number	No of Keys	Deposit location/Bank name	Status	Date
1	1A	Godown	1A-BUNCH	5	icici	Withdrawal from Bank	20-10-2021
320	320A	Godown	320A-BUNCH	2	State Bank of India, Malviya Nagar	Withdrawal from Bank	20-10-2021
310	310A	Godown	310A-BUNCH	5	State Bank of India, Malviya Nagar	Withdrawal from Bank	20-10-2021
310	310B	Godown	310B-BUNCH	2	State Bank of India, Malviya Nagar	Withdrawal from Bank	20-10-2021
310	310C	Godown	310C-BUNCH	2	State Bank of India, Malviya Nagar	Withdrawal from Bank	20-10-2021
30	30A	Godown	30A-BUNCH	3	State Bank of India, Saket	Withdrawal from Bank	20-10-2021
1	1A	Godown	1A-BUNCH	5	State Bank of India, Saket	Withdrawal from Bank	20-10-2021
7890	7890C	Godown	7890C-BUNCH	2	DEUSCHE BANK	Withdrawal from Bank	20-10-2021
10	10A	Godown	10A-BUNCH	1	SBI	Withdrawal from Bank	20-10-2021
1	1A	Godown	1A-BUNCH	5	ICICI	Withdrawal from Bank	20-10-2021

a. The user can perform a specific search by entering the start date, end date, and the transaction type.
b. The user can also print the report in PDF format.

4. Godown Opening/Closing Register

The warehouse user can access the godown opening/closing register by taking the below-mentioned steps:

Key Management >> Godown Opening/closing register



Sr.No	Date	Time Of Opening	Office/Godown. No.	Purpose of opening	No. of key taken	No. of locks opened	Signature of chowkidar/Name	Signature of Godown clerk/I/C/caretaker/Name	Closing Date	Time of closing	No. of locks closed	No. of keys deposited	Sig chowl
1	06/01/2026	10:00 AM	9A	FORTRANSACTION . FORTRANSACTION	12	12			06/01/2026	05:00 PM	12	12	
2	29/11/2025	10:00 AM	9A	FORTRANSACTION . FORTRANSACTION	12	12			29/11/2025	05:00 PM	12	12	
3	28/11/2025	09:20 AM	9A	FORTRANSACTION . FORTRANSACTION	12	12			28/11/2025	05:00 PM	12	12	
4	07/10/2025	09:40 AM	9A	FORTRANSACTION . FORTRANSACTION	12	12			07/10/2025	02:15 PM	12	12	
5	29/09/2025	09:30 AM	9A	FORTRANSACTION . FORTRANSACTION	12	12			29/09/2025	05:00 PM	12	12	

a. The user can perform a specific search selecting the date, i.e., this month, this year, specific date, and today.
b. The user can also print the report in PDF format.