



PIONEER PILOT STAFF MANUAL

Camel ERP Web App v2.2

For the 14-day or 30-day localhost staff pilot at Camel EV 01



Pilot objective

Learn the system, enter real operational records correctly, report any problems, and prepare Camel ERP for full production deployment.

Prepared for CAMEL MOBILITY

Internal use only - August 2026

1. Before You Start

Read this page before using the system.

Access

Open Camel ERP using the address provided by the System Administrator. On the host computer, the usual address is <http://localhost:8000>. On another device connected to the same office Wi-Fi, use the host computer IP address followed by :8000.

1. Sign in with the username and temporary PIN given to you by the System Administrator.
2. Open My Account and change your temporary PIN before entering live records.
3. Confirm that your name, role and assigned station are correct.
4. Upload your passport photograph if required.
5. Use only your own account. Do not share usernames or PINs.

Important

The host computer must remain switched on while staff are using Camel ERP on the local network.

2. Pilot Rules

These rules protect the quality of the test and the company data.

- Enter only real operational information supported by staff records, POS slips, bank transfers, charging-gun readings or approved source documents.
- Do not invent vehicle-level dispatch, driver remittance or charging-session details for historical dates.
- Check the date carefully before saving any backdated record.
- Do not delete or overwrite evidence. Use notes, source references and the approved correction process.
- Submit feedback whenever a page is confusing, slow, incorrect or missing a useful function.
- Report suspected security problems immediately to the System Administrator.

3. Who Can Do What

Role	Main Pilot Responsibility
System Administrator	All records, users, roles, backups, backend data, reopening and system control
Executive	Executive dashboards, all-time revenue, approved management information and alerts
Station Manager	Dispatch, returns, Daily Update, operations review, maintenance oversight and first Daily Close sign-off

Role	Main Pilot Responsibility
Charging Accountant	Dispatch, remittance, balance collection, Daily Allocation, charging reconciliation and final Daily Close
Charging Attendant	Charging sessions and assigned charging operations only
Technician	Maintenance and parts work; no revenue, remittance or charging-finance access
Finance Approver	Expense review and approval according to the assigned approval level
Security Officer	Permitted security operations only; no revenue, charging-bay or finance access
Access control A page that does not appear in your menu is normally outside your role. Do not attempt to use another person's account.	

4. Daily Pilot Routine

Time/Stage	Required Action
Start of shift	Sign in, check station/date, review notifications, confirm open issues.
Morning dispatch	Use single or Batch Dispatch. Confirm driver, vehicle, battery and odometer.
During operations	Record charging sessions, returns, remittance, maintenance and approved expenses as they happen.
Before noon	Charging Accountant updates remittance and clears balances received.
Throughout the day	Submit Pilot Feedback for problems, improvements, training questions or data corrections.
End of day	Review Daily Update, reconcile charging revenue and complete Daily Close.
Administrator	Review feedback, create a protected backup and confirm database health.

5. Dispatch and Vehicle Return

Single dispatch

6. Open Dispatch & Return and choose Single Dispatch.
7. Select the vehicle. Confirm that the assigned driver is correct.
8. Enter dispatch date/time, battery percentage and opening odometer.
9. Review the information and click Dispatch Vehicle.

Batch dispatch

10. Open Batch Dispatch.
11. Filter by fleet or search for a vehicle/driver.
12. Select the vehicles that actually left at the same time.
13. Enter battery percentage and opening odometer for each selected vehicle.
14. Confirm the common dispatch time and submit the batch.

The system will stop an invalid batch

A batch is blocked if a vehicle is inactive, already dispatched, under maintenance, missing an active driver or has another open dispatch. Correct the issue before retrying.

Return a vehicle

15. Open the vehicle's active dispatch.
16. Enter return time, closing odometer, battery percentage and any condition note.
17. Save the return. Report any fault immediately through Maintenance.

6. Daily Allocation

18. Open Daily Update or Pilot & Backfill and select the exact date.
19. For each fleet, enter the number of cars out and the amount paid.
20. Add the payment reference and notes where available.
21. The system calculates expected amount, outstanding amount and status using the configured fleet rate.
22. Review totals before leaving the page.

Corrected July reference

The system already includes the corrected allocation reference for 1-31 July 2026. Enter later dates one date at a time. Do not replace the imported July data unless management authorizes a correction.

7. Driver Remittance and Clearing Outstanding

23. Open Remittance and select the vehicle/driver and date.
24. Confirm the expected remittance amount.
25. Enter the amount received, payment method and reference.
26. Save the record. The system marks it Paid, Part Paid, Unpaid or Overpaid.

When a driver pays the balance later

27. Open the outstanding remittance record.
28. Click Receive Balance.
29. Enter only the amount now received, the actual payment date/time, method, reference and note.
30. Save. The original record remains, while the outstanding balance reduces automatically.

Do not edit the original payment to hide a late balance

Use Receive Balance so the system keeps the real payment history and updates the status correctly.

8. Charging Sessions

31. Open Charging and choose the correct vehicle or public customer.
32. Select the charging bay used.
33. Enter the true start time, end time and kWh delivered.
34. Confirm the payment method and payment reference.
35. Complete the session and verify that the amount is correct.

Automatic tariff

The rate is locked by the charging start time: ₦400/kWh from first sunlight until before 5:00 PM, and ₦450/kWh from 5:00 PM until the next sunlight.

Bay energy source

Bay 1-Bay 14 are mapped to Grid, Solar, Inverter or Generator. Select the actual bay so Energy Control and revenue reports remain accurate.

Historical daily charging revenue summary

36. Use this only when detailed historical charging sessions are unavailable.
37. Select the historical date and enter total revenue, total kWh and the known Grid/Solar/Inverter/Generator mix.
38. Enter POS and Bank Transfer totals, source reference and notes.
39. Save one summary for that date.

No double counting

If detailed paid charging sessions are later entered for the same date, Camel ERP excludes the daily summary from verified revenue.

9. Energy Control

- Charging-gun sessions are the main source of operational energy consumption.
- Authorized users can compare Bay energy with Solis or station-meter readings.
- Record Grid, Solar, Inverter and Generator readings only from reliable sources.
- Add the Solis reference, reading date/time and notes.
- Differences may represent auxiliary load, conversion loss or missing charging records and must be reviewed.

10. Maintenance and Parts

40. Open Maintenance and create a work order for the correct vehicle.
41. Describe the fault clearly and select the priority.
42. Assign the technician and enter estimated cost where known.
43. If parts are unavailable, mark Waiting for Parts and create a parts request.
44. Update the work order as diagnosis, repair, testing and release are completed.

Vehicle control

A vehicle under maintenance must not be dispatched until it has been released through the approved workflow.

11. Expenses, Approvals and Notifications

- Submit expenses with the correct category, amount, description and supporting evidence.
- Large expenses require two independent approvals according to system settings.
- The creator cannot approve their own expense.
- The same user cannot provide both approvals.
- Approvers should use the notification bell and Approvals page to review pending items.
- Rejection requires a reason and all actions are logged.

12. Daily Update and Daily Close

45. Open Daily Update and select the date being closed.
46. Review Daily Allocation, individual remittance, charging revenue, dispatch/returns, expenses and open exceptions.
47. Resolve errors or enter an approved exception note.
48. Station Manager signs first.
49. Charging Accountant completes the final financial close.
50. Administrator creates a protected backup.

Closed days are protected

After final close, the system blocks changes for that date. Only the System Administrator can reopen it, and a reason is compulsory.

13. Pilot & Historical Backfill

51. Open Pilot & Backfill and select one date at a time.
52. Complete Daily Allocation first.
53. Add dispatch only where the actual vehicle-level information is known.
54. Add driver remittance only where the individual payment is known.
55. Add detailed charging sessions where Bay, time and kWh are known; otherwise use one daily charging summary.
56. Add source references and notes for backdated entries.

Evidence rule

The corrected source supports fleet-level allocation by date, but it does not prove every individual dispatch, driver payment or charging session. Enter only what can be supported.

14. My Account

- Review your name, role and assigned station.
- Change your temporary PIN immediately.
- Upload a clear passport photograph in JPG, PNG or WEBP format, maximum 5 MB.
- Review active sessions and revoke any device you do not recognize.
- Check your recent activity and report anything unfamiliar.

15. Submit Pilot Feedback

57. Open My Account and select Send Feedback.
58. Choose Problem, Improvement, Training Question or Data Correction.
59. Describe what happened, what you expected and the page you were using.
60. Submit the feedback once. The Station Manager and Administrator will review it.

Good feedback example

“On 5 August, Batch Dispatch did not show MOB 18 after I selected Calvin. I expected the vehicle to appear. Screenshot available.”

16. Security Rules for All Staff

- Use only your own account and keep your PIN private.
- Do not write passwords on the workstation or share them in WhatsApp groups.
- Lock or sign out when leaving the device.
- Do not copy the database file, backups or uploaded documents without approval.
- Do not install unknown software on the host computer.
- Report repeated login failures, unexpected account changes or unfamiliar sessions immediately.
- Never expose the localhost pilot directly to the public internet.

17. Where the Pilot Data Is Stored

Administrator reference - ordinary staff should not edit these files directly.

Data	Local folder
Operational database	data/camel_erp.db
Documents and passport photographs	uploads/
Protected backups	backups/

Never edit the database directly

All corrections must be made through the correct Camel ERP page so validations and the audit trail are preserved.

18. Troubleshooting

Problem	What to do
Page will not open	Confirm the host computer is on, Camel ERP is running and your device is on the same Wi-Fi.
Cannot sign in	Check username/PIN carefully. Contact the Administrator if the account is locked.
A page is missing	Your role may not have permission. Ask the Administrator to confirm your role.
Record will not save	Check required fields, date, duplicate/open records and any error message shown.
Wrong date selected	Stop and correct the date before saving. For saved records, report a Data Correction.
Charging amount looks wrong	Check start time, kWh and selected Bay. Do not manually force the tariff.

Problem	What to do
System is slow	Avoid repeated clicks. Record the time and page, then submit feedback.
Device lost connection	Reconnect to office Wi-Fi and reload. Do not create the same transaction twice without checking the register.

19. Daily Staff Checklist

Done	Checklist item
☐	Signed in with my own account
☐	Confirmed station and date
☐	Entered records as events occurred
☐	Used source references for backdated records
☐	Reviewed outstanding remittance
☐	Confirmed charging sessions and payments
☐	Submitted feedback for any issue
☐	Signed out or locked my session
Pilot success standard By the end of the pilot, staff should be able to complete their assigned tasks confidently, management should trust the reports, and every correction should be traceable through feedback or the audit trail.	

CAMEL ERP

Excellence in Motion. Intelligence in Every Decision.