CIRA

CUSTOMS INVENTORY REPORTING & AUDIT

CIRA manual for the warehouse staff

Edition by position: this book holds only the sections of the full user manual that the warehouse staff uses, so its section numbers are the same as in the full manual; where the text refers to a section that is not in this book, see the full manual · Edition of 12 November 2026 · System address: as given by your company's system administrator · Every figure uses **sample data** (Sample Logistics Co., Ltd. · the depositors, items, documents and numbers are fictitious) · Figures have **red boxes numbered** ① ② ③ that mark what to press or fill in, as explained in the caption below each figure

Produced from CIRA, Customs Inventory Reporting & Audit

Contents

0. What everyone must know (5 minutes)

- Main screen
- Notifications
- Language
- Theme (light / dark)
- Shortcut keys (same as ECOUNT)
- Status stamps
- Sign-in page

2. Warehouse staff (WAREHOUSE)

- 2.1 Confirm physical receipt
- 2.2 Goods issue (from an approved withdrawal request)
- 2.3 Transfers
- 2.4 Stock counts and variances
- 2.5 Stock adjustments (damage / loss / data correction)
- 2.6 Using a phone at the warehouse
- 2.7 Taking snapshots (at least every 30 days)
- 2.8 Location map
- 2.9 Viewing stock and the stock ledger

8. CCTV cameras and snapshots (all roles · uploaded by warehouse staff and managers)

9. Production in the Free Zone (depositors who manufacture in the zone · keyed by CS or warehouse · confirmed by warehouse or manager)

- 9.1 Job orders
- 9.2 Requisition (materials into WIP)
- 9.3 Production receipt (output into the warehouse, materials written off from WIP)
- 9.4 Production reports

10. Common messages and what they mean

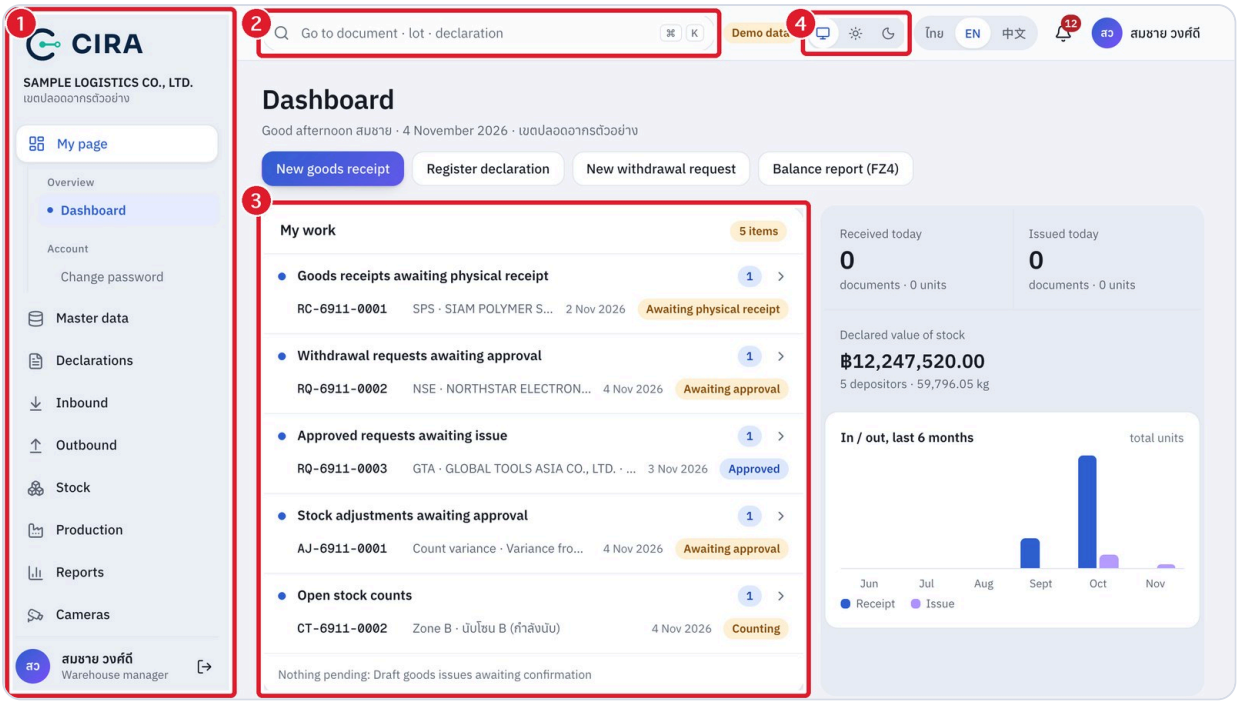
0. What everyone must know (5 minutes)

> **This book contains** Section 0 What everyone must know · Section 2 Warehouse staff · Section 8 CCTV cameras and snapshots · Section 9 Production in the Free Zone · Section 10 Common messages and what they mean

This system is the Free Zone's stock ledger, and customs officers can read it. The system enforces these rules automatically:

1. Every balance is tied to **depositor → inbound declaration → lot (declaration number-line number) → storage location**. There is no floating stock.
2. A **confirmed document cannot be edited**. To fix a mistake, use "Reverse" (manager, with a reason) or a "stock adjustment" (goes through approval).
3. Balances **never go negative**. The system at once refuses any issue, transfer or adjustment that exceeds what is really there.
4. **The approver must not be anyone who created, edited or submitted that document for approval**, and whoever recorded the count results cannot approve the stock adjustment from that count (except an administrator).
5. Every action is recorded in the **Audit log** (who, what, when, which document, values before and after).
6. **A temporary password must be changed before use.** New accounts, and accounts whose password an administrator has set, go straight to the **Account** page after signing in. Enter the password you were given as your Current password, then choose your own (it must differ from the old one and must not be easy to guess). The system then takes you to your start page. Until you change it, you cannot open other pages, export to Excel or view cameras.
7. **10 wrong passwords within 15 minutes lock that account for up to 15 minutes** (30 wrong attempts in total from the same device or network lock sign-in from there too). Even the correct password will not work until the time is up, so wait and try again. The lock is recorded in the audit log.

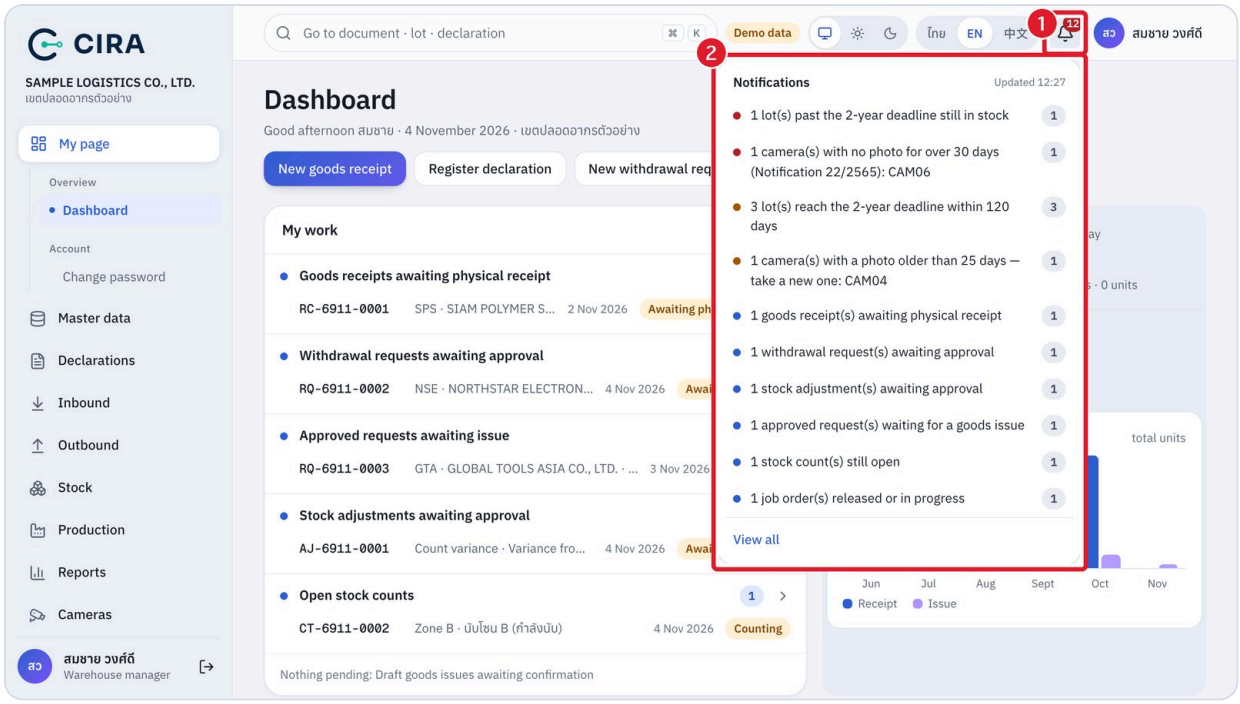
Main screen



① Left menu rail · ② Search box (⌘K) · ③ My work · ④ Theme buttons System / Light / Dark

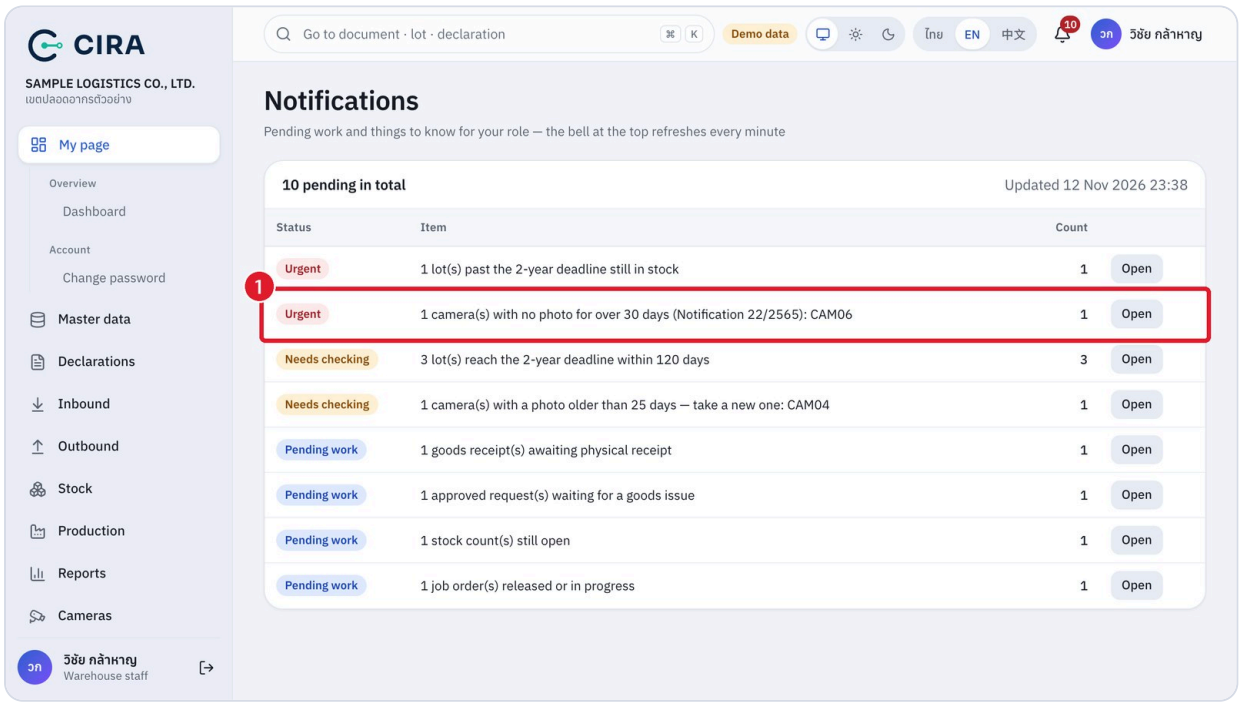
- **Left menu rail** (desktop) / **bottom tab bar + ≡ button** (phone): My page · Master data · Declarations · Inbound · Outbound · Stock · Production · Reports · Cameras · System. You see only the menus your role can use (the Production menu shows only when the production module is on, section 4.3).
- **Search box at the top (⌘K or /)**: type a document number (RC-6910-0004), declaration number (A0010690421150), lot number or item code, then press Enter. You jump straight to that page.
- **My work**: the queue of documents waiting for you, largest count first. Click a document number to open it.
- **Action buttons are always at the top**: every list and report page has a toolbar (Create · Edit · Import · Excel · Print) above the table and below the filter panel, so you do not have to scroll down. On a document page, the save, send and confirm buttons sit in a bar at the bottom of the screen that always stays in view.
- The yellow **"Demo data" badge** means the system is using sample data (an administrator can turn it off at System › Settings).

Notifications



① *Bell on the top bar (the number = work waiting, by your permissions)* · ② *Entries with counts and links — "View all" opens the Notifications page*

The bell gathers the pending work for your role (awaiting physical receipt, awaiting approval, awaiting issue, stock counts still open, job orders in progress) and things to check (lots past the 2-year deadline, lots reaching it within 120 days, storage locations nearly full, **cameras whose latest photo is over 25 days old** and **cameras with no photo for over 30 days** under Notification 22/2565 — these last two show only to people allowed to manage cameras). It refreshes itself every 1 minute, and an entry disappears by itself once the work is dealt with.



① *Cameras with no photo for over 30 days (Urgent) — press "Open" to go to the photo status table of each camera (section 2.7)*

Language

The `ไทย | EN | 中文` buttons on the top bar (also on the sign-in page and in the ≡ menu on a phone) switch every screen to that language at once. The system remembers your choice in that browser. Data that was keyed in (item and depositor names) shows its English name in EN/中文 mode if it has one. Audit log entries already recorded stay in Thai because they are evidence.

Theme (light / dark)

The **System · Light · Dark** icon buttons on the top bar (also on the sign-in page and in the ≡ menu on a phone) change the theme of every page at once. The system remembers the choice in that browser. "System" follows the light or dark setting of your device. Print forms and printed reports are always light.

Shortcut keys (same as ECOUNT)

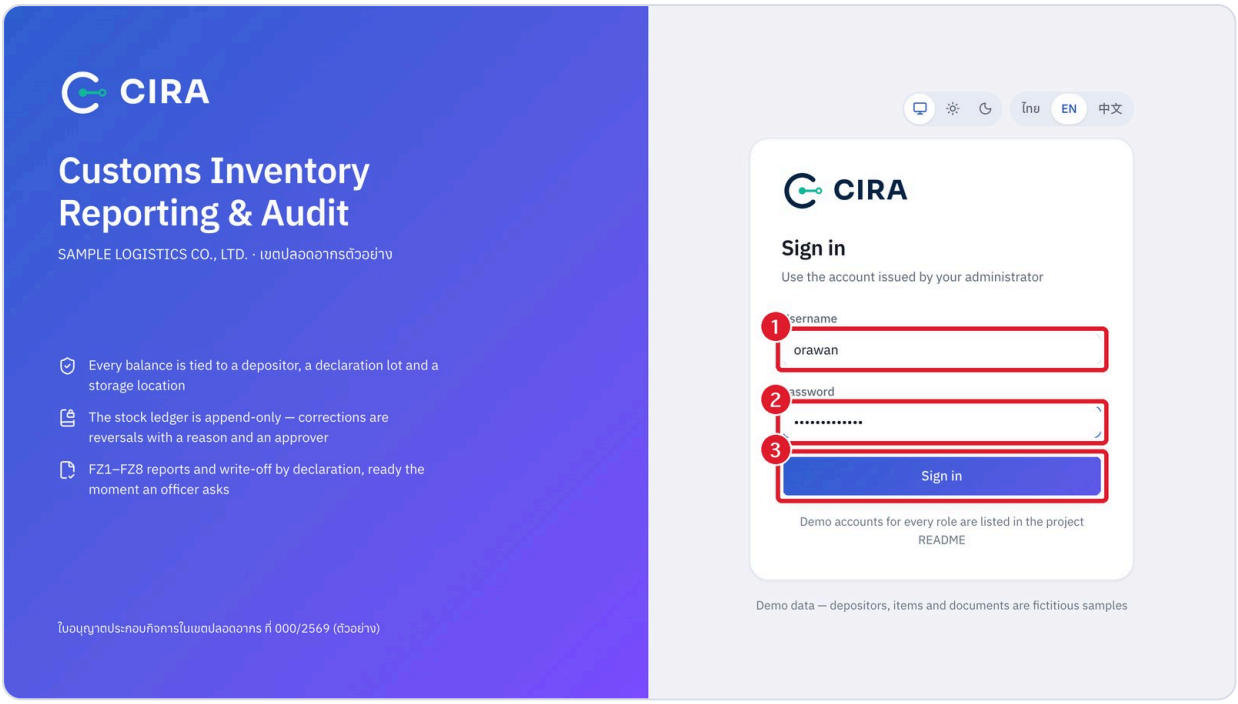
Key	What it does
F2	Create a new document or record on that page
F3	Fold or unfold the filter panel
F7	Pick from actual stock (transfers and adjustments)
F8	Save / Search / Confirm in a dialog
Esc	Close a dialog (if it holds unsaved data, the system asks before discarding it)

Hover a button to see its shortcut in the tooltip.

Status stamps

Draft → Awaiting physical receipt / Awaiting approval → Confirmed / Approved / Issuing / Completed · Cancelled · Returned · Reversed. The stamp is in the header of the document sheet, and the history line (created by, sent, approved, confirmed: by whom and when) is above the sheet.

Sign-in page



① Username · ② Password · ③ Sign in button (or press Enter)

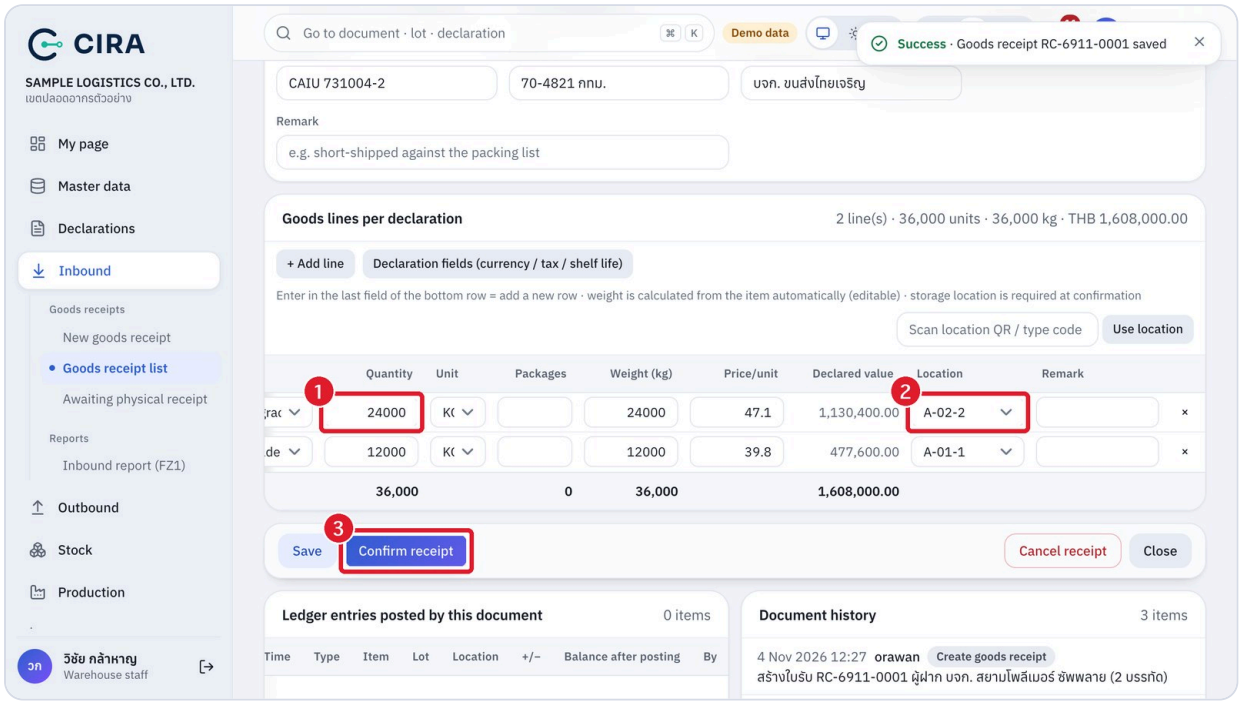
Use the account issued by your administrator. A wrong password shows "Incorrect username or password". Change your password from the avatar menu at the top right › **Account · change password** (at least 8 characters and not easy to guess: not a commonly used password, no username inside it, not repeated or sequential characters such as 12345678). After you change your password, other devices signed in to this account are signed out at once. The device you changed it on stays signed in.

Sign out is in the avatar menu and at the bottom of the menu rail (phone: in the ≡ menu). The session ends at once and that device must sign in again. Each session lasts 10 hours; after that you must sign in again. When an administrator sets a new password for an account or disables it, that account's open sessions end at once.

2. Warehouse staff (WAREHOUSE)

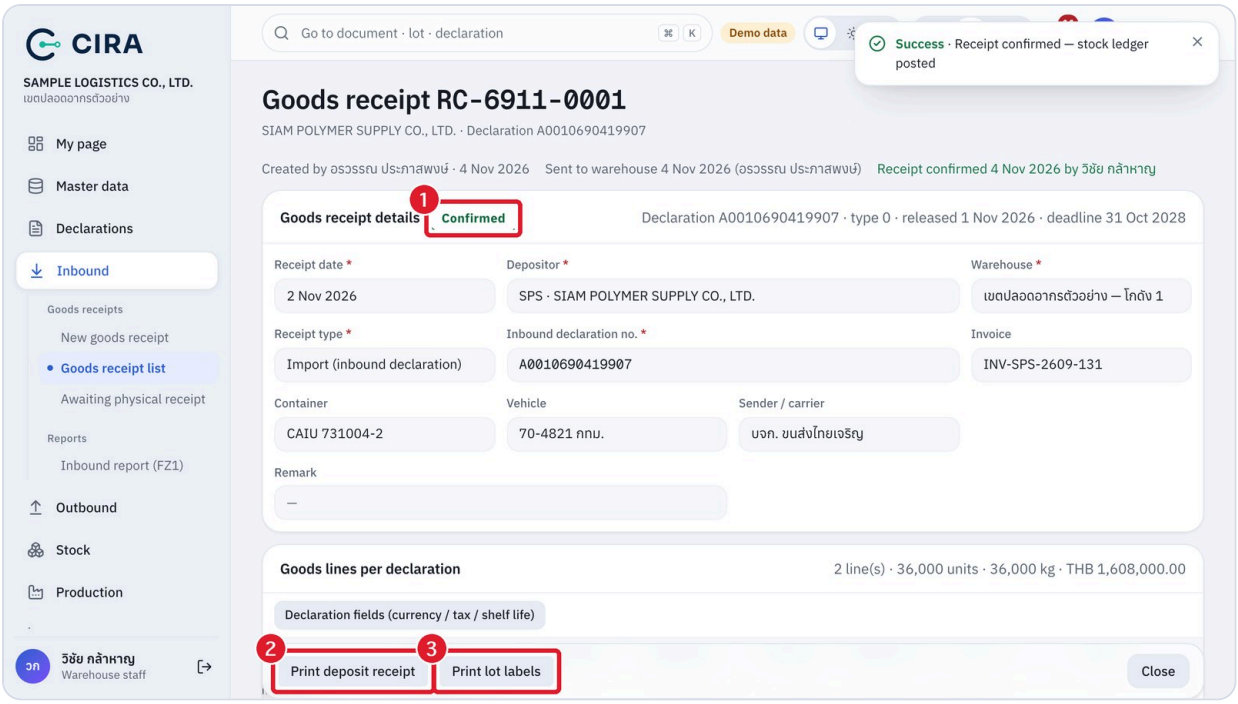
Duties: confirm physical receipt · create and confirm goods issues from approved withdrawal requests · transfer goods between locations · open stock counts · create stock adjustments (awaiting approval) · print deposit receipts, lot labels and goods issue notes **Cannot do**: approve, return or reverse; create withdrawal requests; edit master data; manage users

2.1 Confirm physical receipt

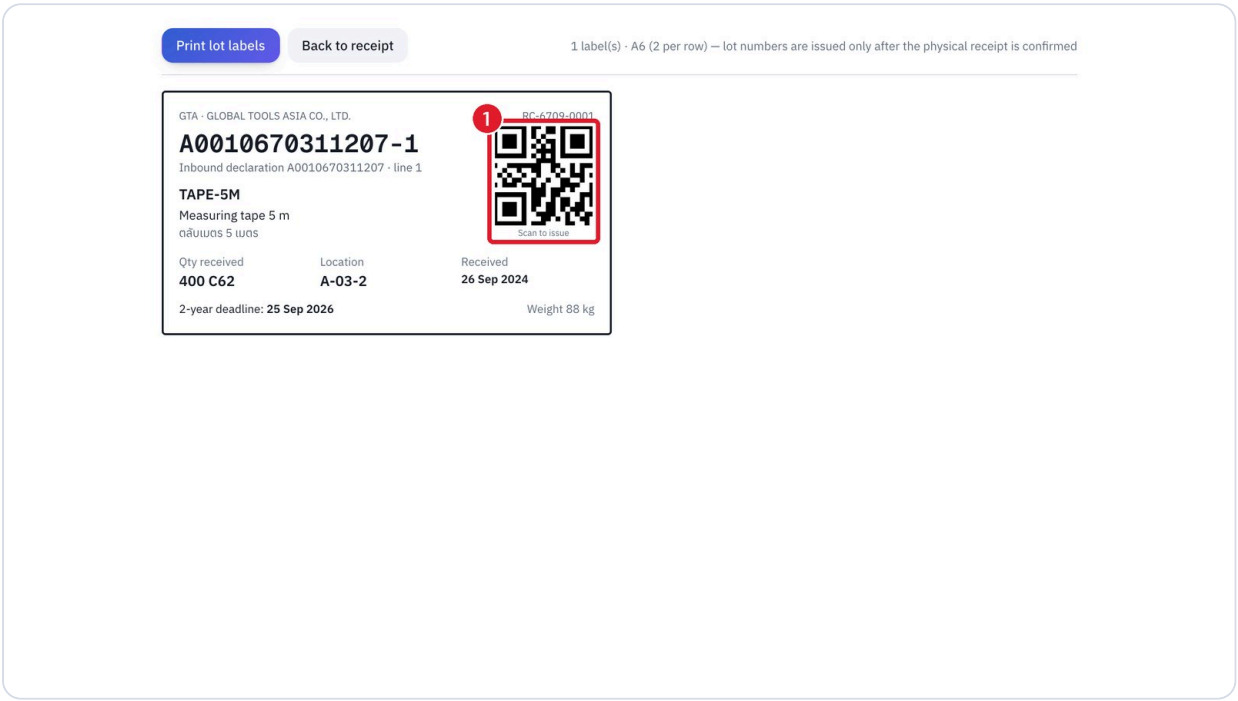


① Actual quantity (the Quantity column) · ② Location (required on every line) · ③ Confirm receipt

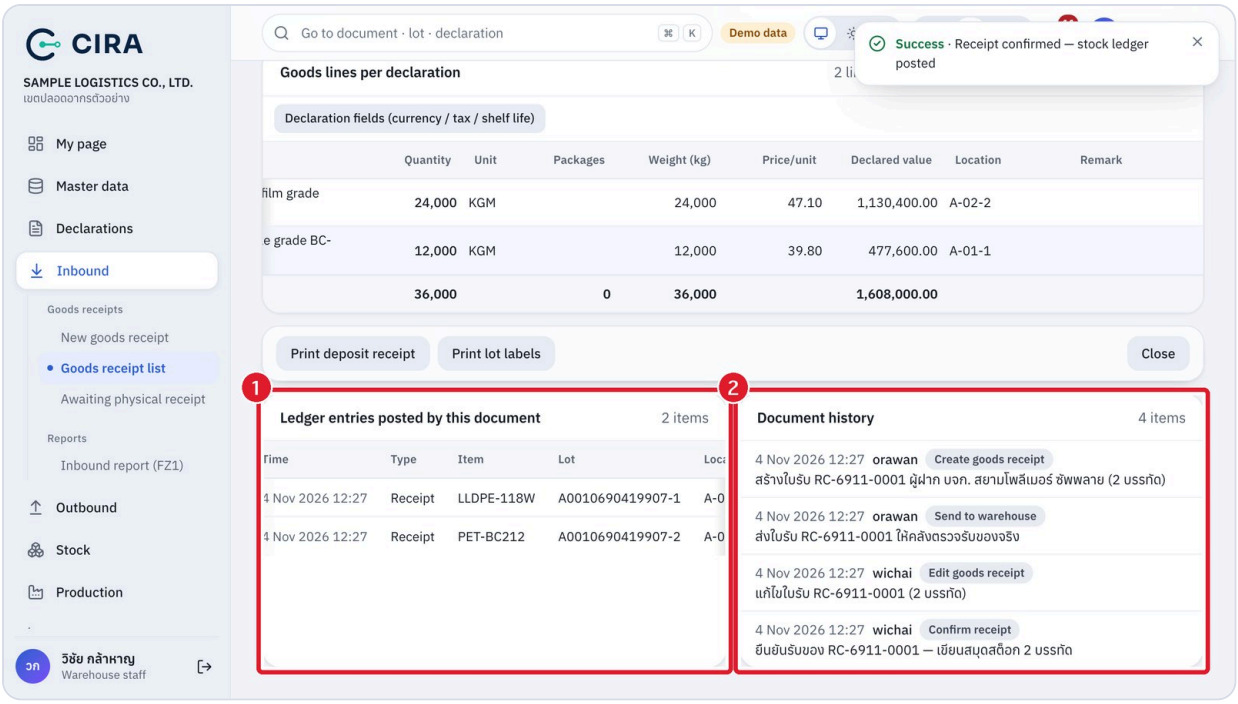
1. Dashboard › **Goods receipts awaiting physical receipt** (or Inbound › Awaiting physical receipt) → open the receipt.
2. Check the goods that arrived: you can correct the **Quantity** to what really arrived, enter a **location on every line** (required) and enter the actual weight. You can **scan the location QR label** in the "Scan location QR / type code" box above the table: the system puts that location on every line that is still empty (if every line already has a location, it changes the last line). If you scan a location of another warehouse or a code that does not exist, the system warns you and changes nothing.
3. **Save (F8)** if you changed anything, then press **Confirm receipt** → read the dialog (the system will create the lot "declaration number-line number" and write to the stock ledger) → F8.
4. Status "Confirmed" → the **Print deposit receipt** and **Print lot labels** buttons (A6, to stick on the pallet).



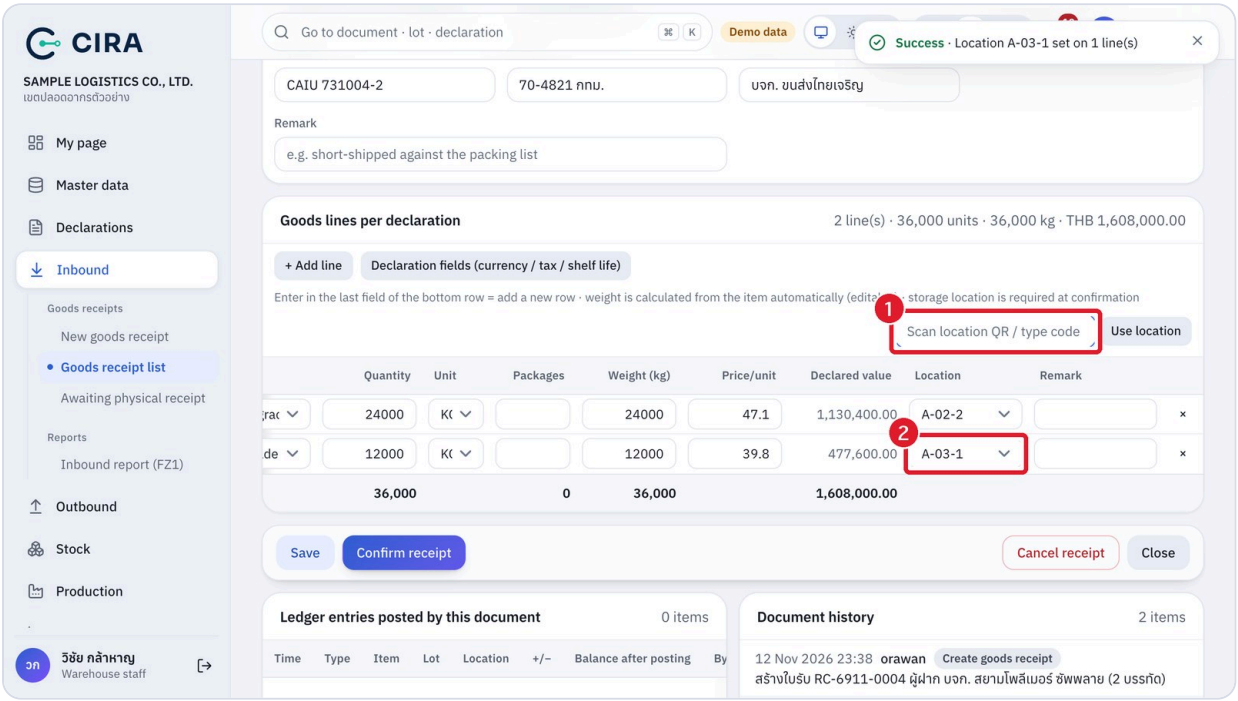
① *"Confirmed" stamp* · ② *Print deposit receipt* · ③ *Print lot labels*



① *QR on the lot label (holds the lot number) — scan it with a QR-capable scanner or an Android phone camera on a goods issue to add a line at once*



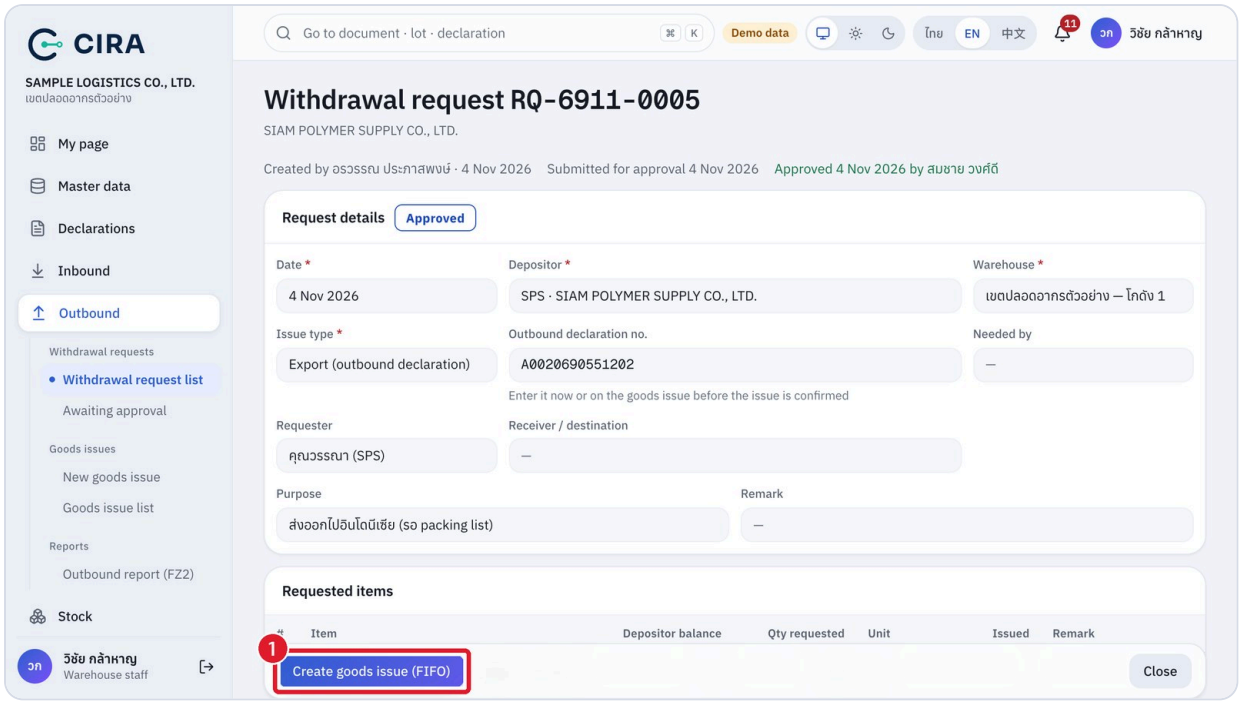
① *Ledger entries posted by this document (lot = declaration number-line number)* · ② *Document history*



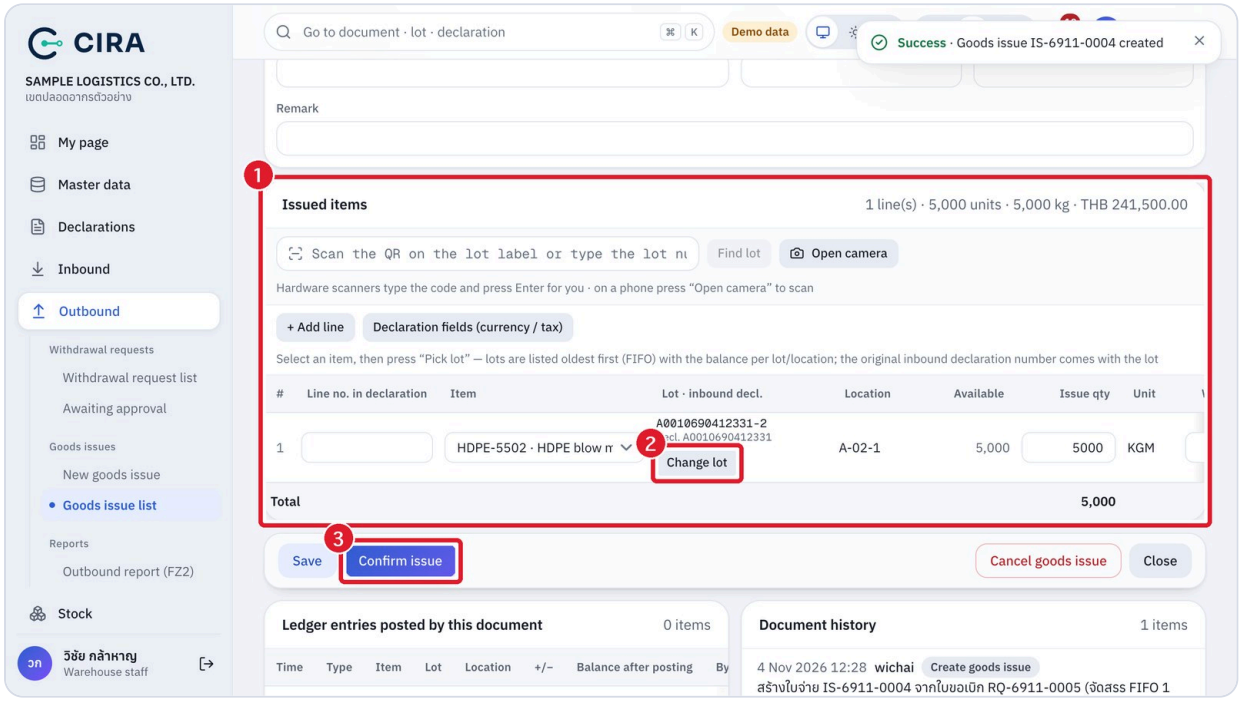
① *Location QR scan box (use a scanner, or type the code and press Enter)* · ② *Lines that got their location from the scan — a confirmation message appears at the top right*

- Goods do not arrive as arranged: **Cancel receipt** (with a reason). If the declaration has been deactivated, the system will not let you confirm: tell CS to check the declaration register.

2.2 Goods issue (from an approved withdrawal request)



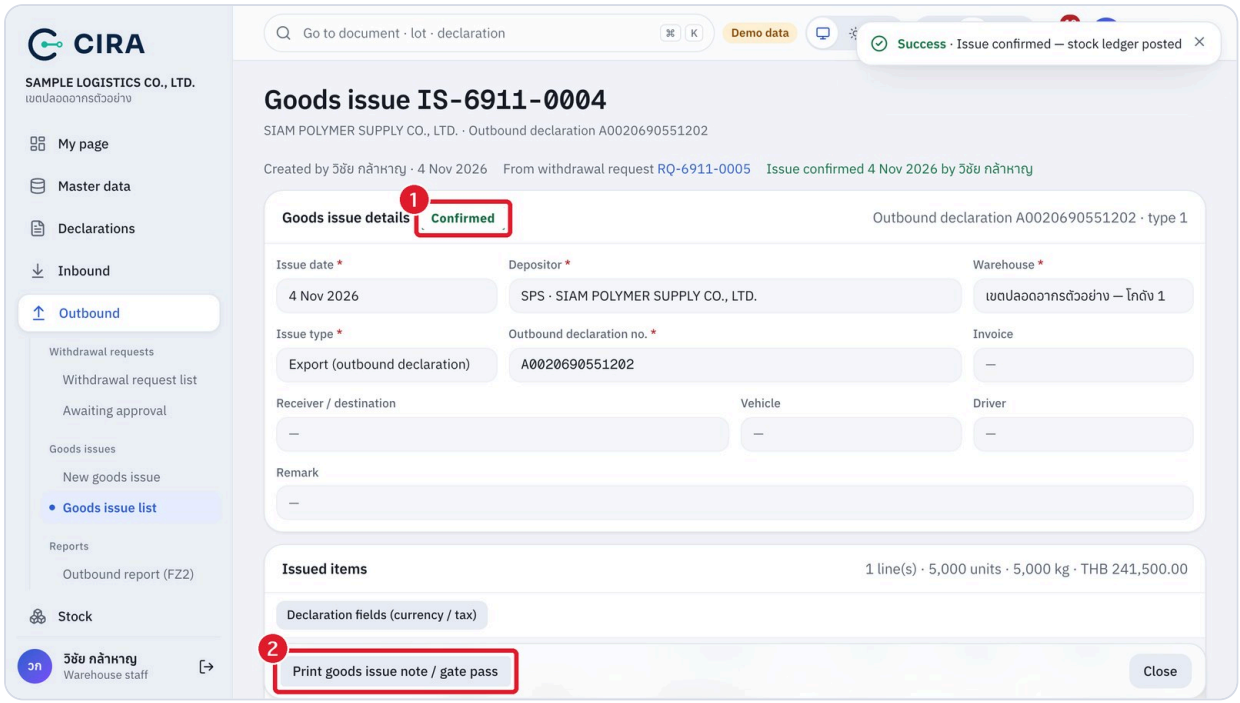
① *Create goods issue (FIFO) on an approved withdrawal request*



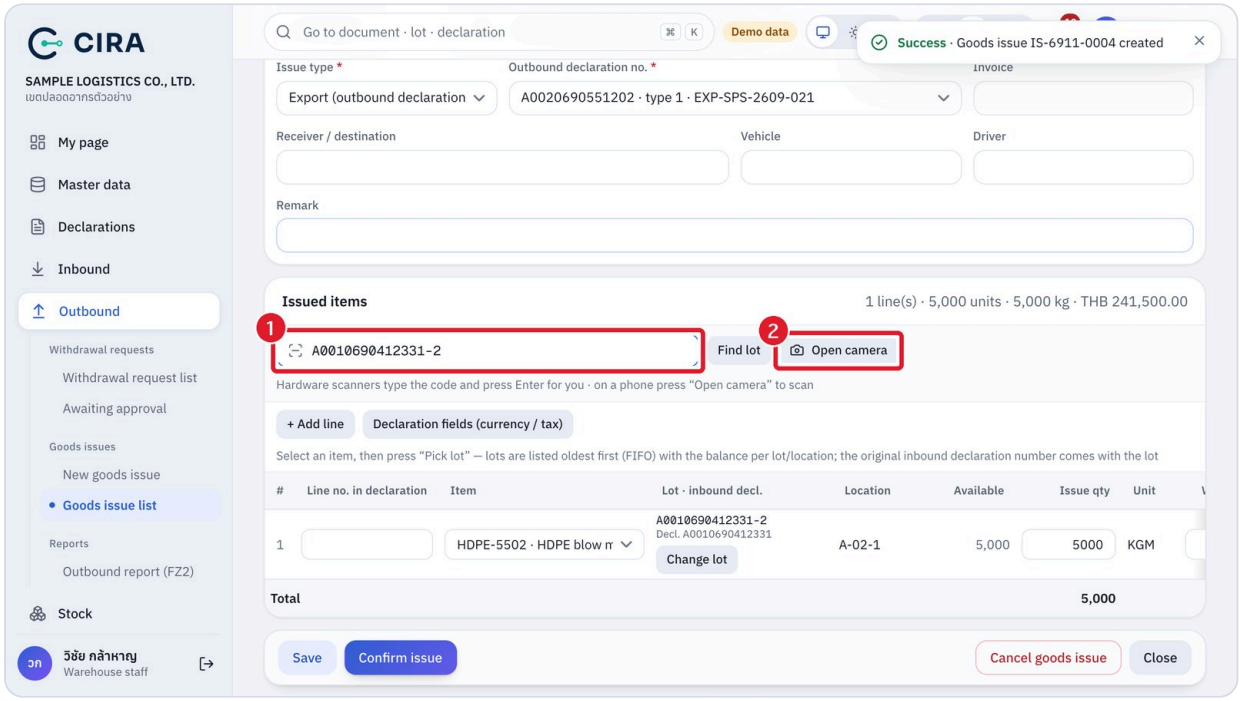
① *Issued items (lots and locations allocated by the system)* · ② *Change lot* · ③ *Confirm issue*

1. Dashboard › **Approved requests awaiting issue** → open the withdrawal request → **Create goods issue (FIFO)** → F8.
2. The system opens a "Draft" goods issue and allocates lots **first-in first-out** for that depositor (the oldest lot that still holds goods). If stock is short it says "insufficient stock for some lines" and you can issue part of the quantity.
3. Check or change the lot and location actually picked (the **Pick lot** button on the line, sorted first-in first-out), and enter the vehicle, driver and Invoice.

4. **Confirm issue**: the system writes to the stock ledger (–) and **writes off against the inbound declaration of each lot**. The withdrawal request becomes "Completed" once fully issued.
5. **Print goods issue note / gate pass** for the truck.



① *"Confirmed" stamp* · ② *Print goods issue note / gate pass*

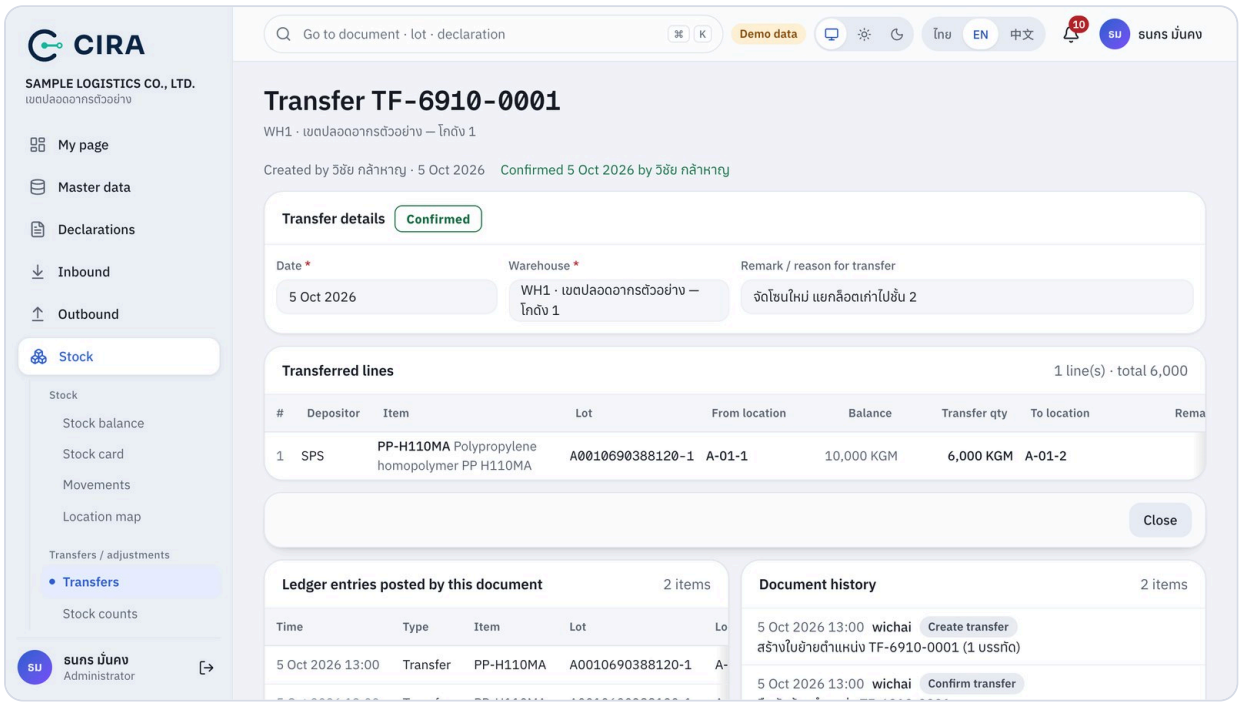


① *The "Scan the QR on the lot label or type the lot number, then press Enter" box — adds a line with the lot, the first location that holds it and the balance, then moves the cursor to the quantity field* · ② *Open camera (on a phone or a browser that supports it) to scan straight away*

- Scanning the same lot again does not add a new line; it takes you to the quantity field of that line. A lot of another depositor, a lot with no goods or a lot past its deadline is reported at once. A line added by scanning still needs its quantity entered and saved as usual.

- The "Declaration fields (currency / tax)" button opens the Foreign currency amount, Sale price and Tax columns for each line (optional).
- Issuing without a withdrawal request (special case): **Outbound › New goods issue** is available, but **a warehouse manager must confirm it** (configurable at System › Settings).
- Lots past their deadline (2 years from customs release, or the extended date, section 1.6): the system warns you, and a manager must confirm and accept.
- A goods issue from a withdrawal request must use the same warehouse, issue type and outbound declaration (if the request names one) as the approved request, and cannot exceed the approved quantity.

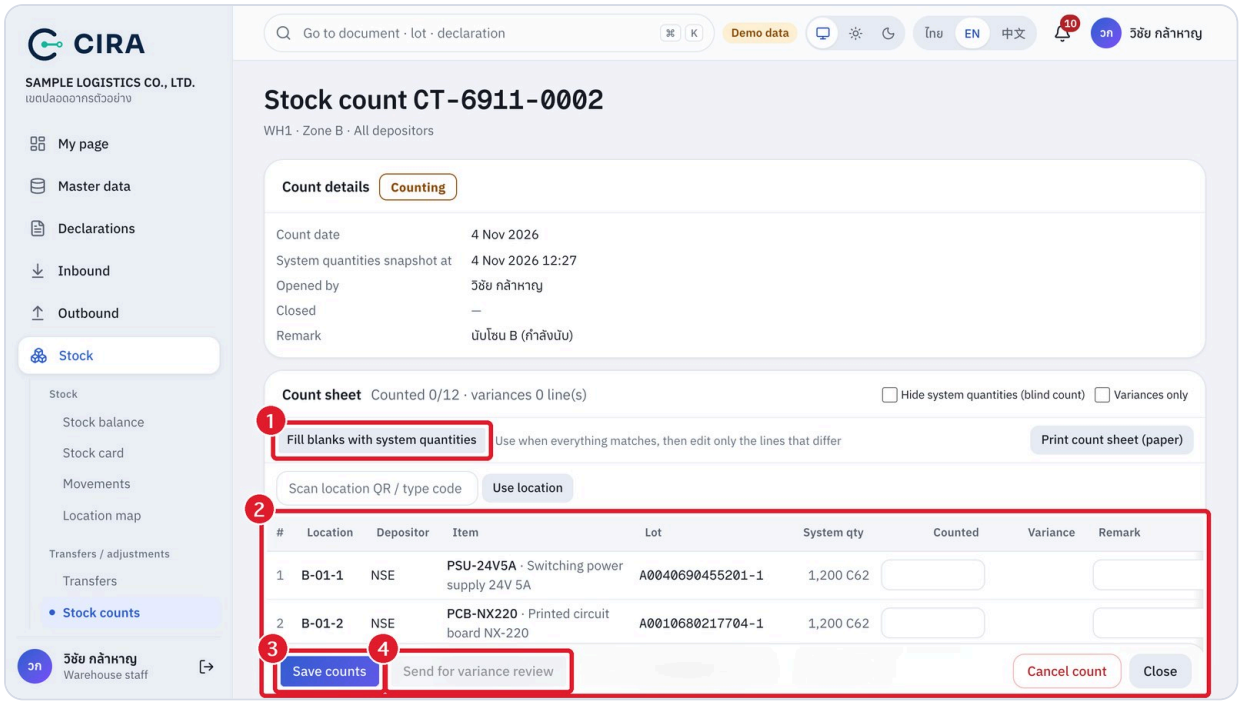
2.3 Transfers



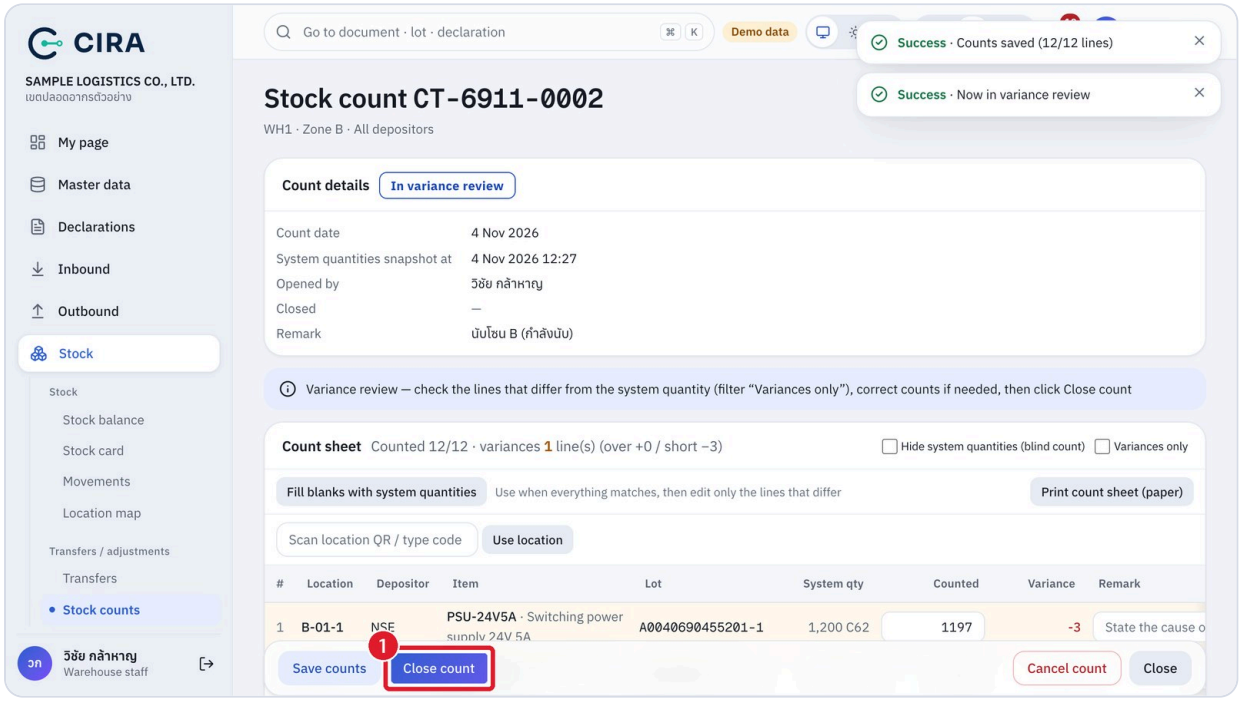
1. **Stock › Transfers › Create** → **+ Pick from stock (F7)** and choose rows (location / lot / actual balance) → enter the **Transfer qty** and **To location**. For the destination you can use **Scan destination QR**: the system fills it in on every line that has no destination yet, and refuses a destination that is the line's current location.
2. **Save (F8)** → **Confirm transfer**. The stock ledger records the move out of the source and into the destination. The lot and the total do not change.

- Transferring more than the balance: the system refuses and states the quantity actually there.

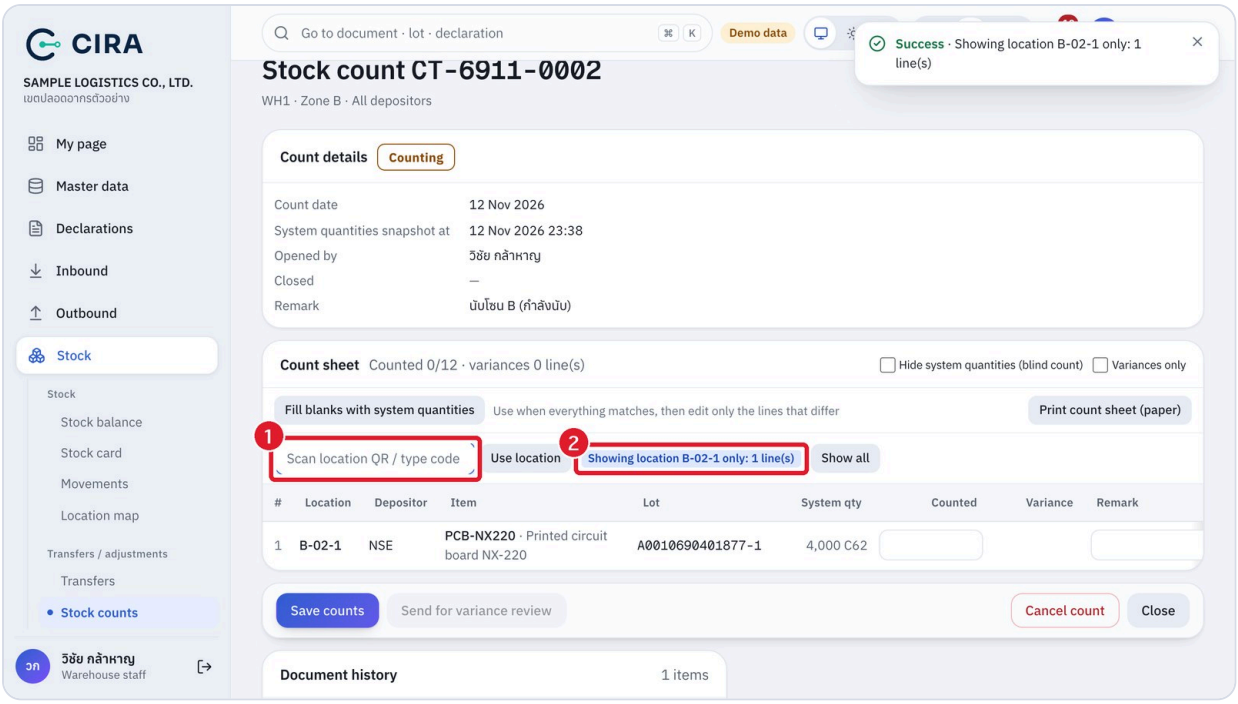
2.4 Stock counts and variances



① *Fill blanks with system quantities* · ② *Count table (key in the "Counted" column)* · ③ *Save counts (F8)* · ④ *Send for variance review*



① *Close count (at the variance review stage)*

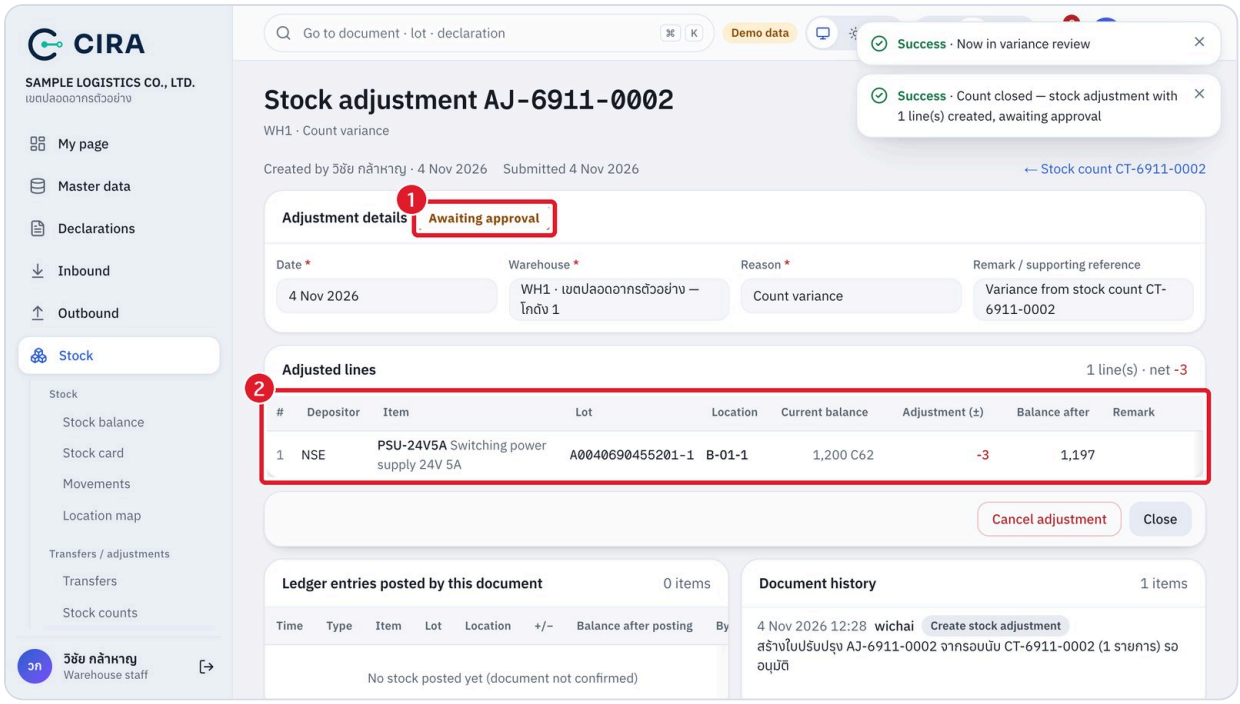


① *Scan location QR* · ② *Only the lines of that location are shown (press Show all to undo)*

1. **Stock › Stock counts › Open count**: choose the warehouse, zone and depositor (blank = all). The system takes a "snapshot of system quantities" for every location holding goods.
2. Key in **Counted** row by row (the **Fill blanks with system quantities** button is for when everything matches and you then edit only the lines that differ). Tick **Hide system quantities (blind count)** to count without seeing the figures. Use **Print count sheet (paper)** to count on the floor.
3. You can **Save counts (F8)** as many times as you need. When every row is counted, press **Send for variance review** (still editable) → **Close count**.
   - Counting on the floor with a phone or tablet: read the **location QR label** on the rack with a scanner connected to the device (for example a Bluetooth scanner), or type the location code into the scan field and press Enter. The table shows only the lines of that location. Key in the quantities, then scan the next location. Press **Show all** to go back to every line.
   - The location scan field has no camera button. The phone camera can scan only lot labels, on a goods issue (section 2.2).
4. If there are variances, the system creates a **stock adjustment "Awaiting approval"** for the manager. **Stock does not change until it is approved**.

- Variance = Counted − the system balance **at the time the count was saved**, so goods received or issued after the count was opened do not become variances. A count can be closed once every row has a result. When you close it, the **Create a stock adjustment from the variances (recommended)** box is already ticked.
- Whoever saved the results of a stock count cannot approve the adjustment from that count. If an adjustment or reversal hit the same balance after the count, the system refuses approval: return the adjustment and count that line again.

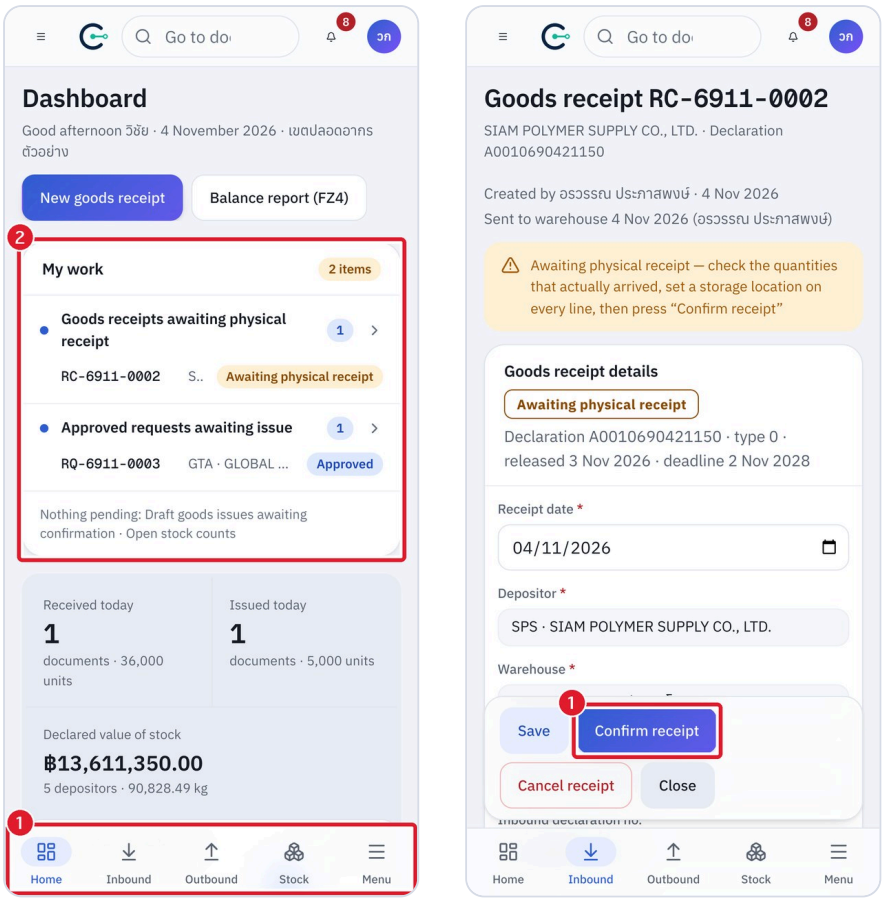
2.5 Stock adjustments (damage / loss / data correction)



① *"Awaiting approval" stamp* · ② *Adjusted lines (+/−); stock has not changed yet*

Stock › Stock adjustments › Create → reason (Damaged goods / Loss / Count variance / Data correction / Other) + supporting reference → **+ Pick from stock** → adjustment quantity (+/−) → **Save** → **Submit for approval**. A negative result is refused by the system.

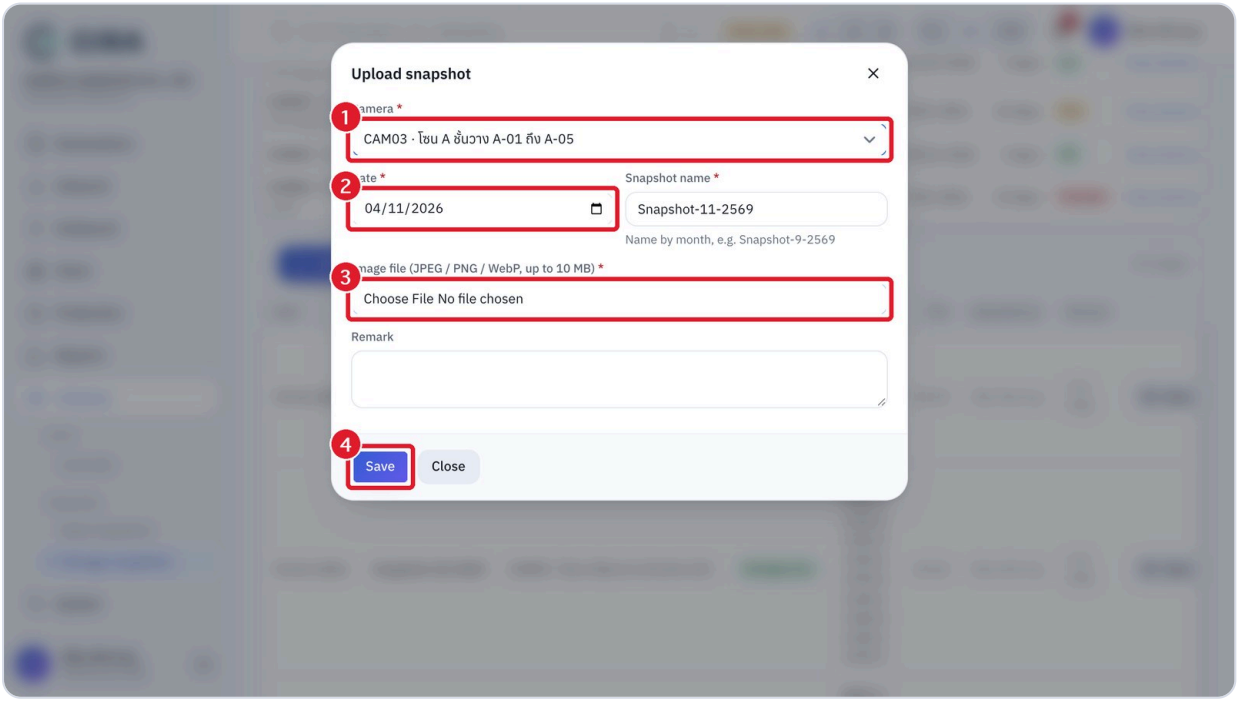
2.6 Using a phone at the warehouse



Left: ① Bottom tab bar · ② My work — Right: ① Confirm receipt button in the floating bar at the bottom

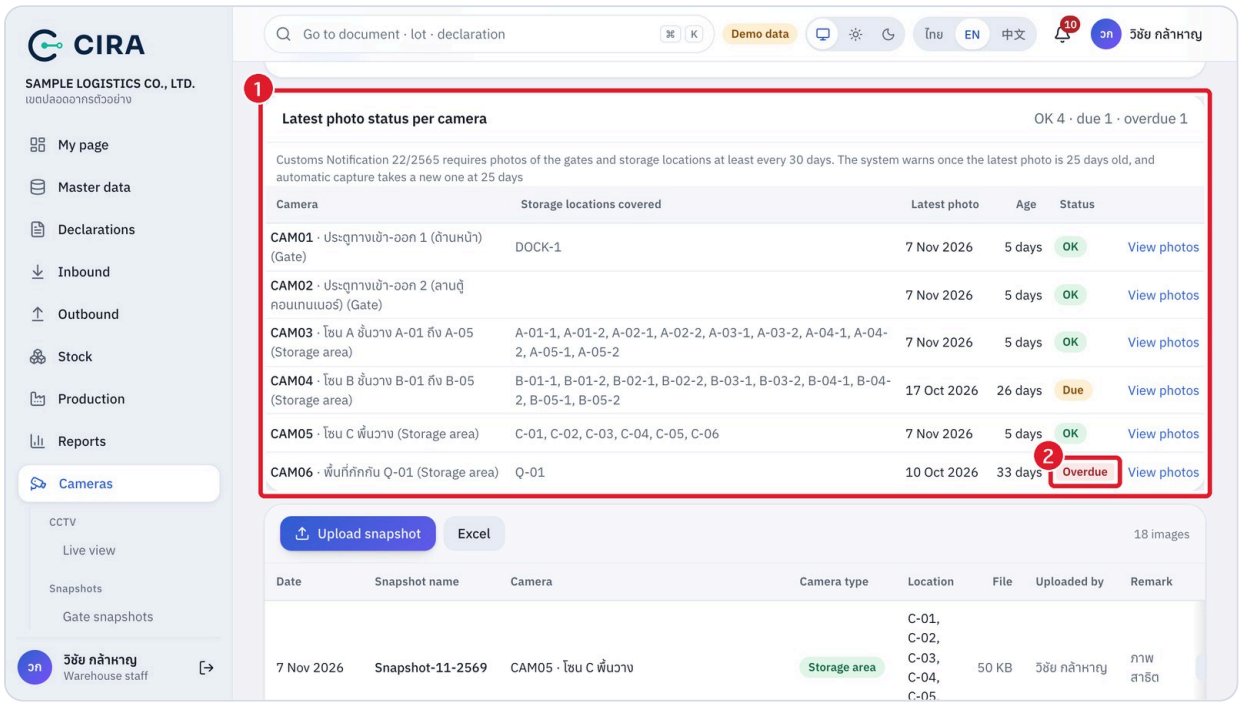
Bottom tab bar: Home · Inbound · Outbound · Stock · Menu. You can confirm receipts, count stock and transfer goods from a phone, and the action buttons are always in the floating bar at the bottom.

2.7 Taking snapshots (at least every 30 days)



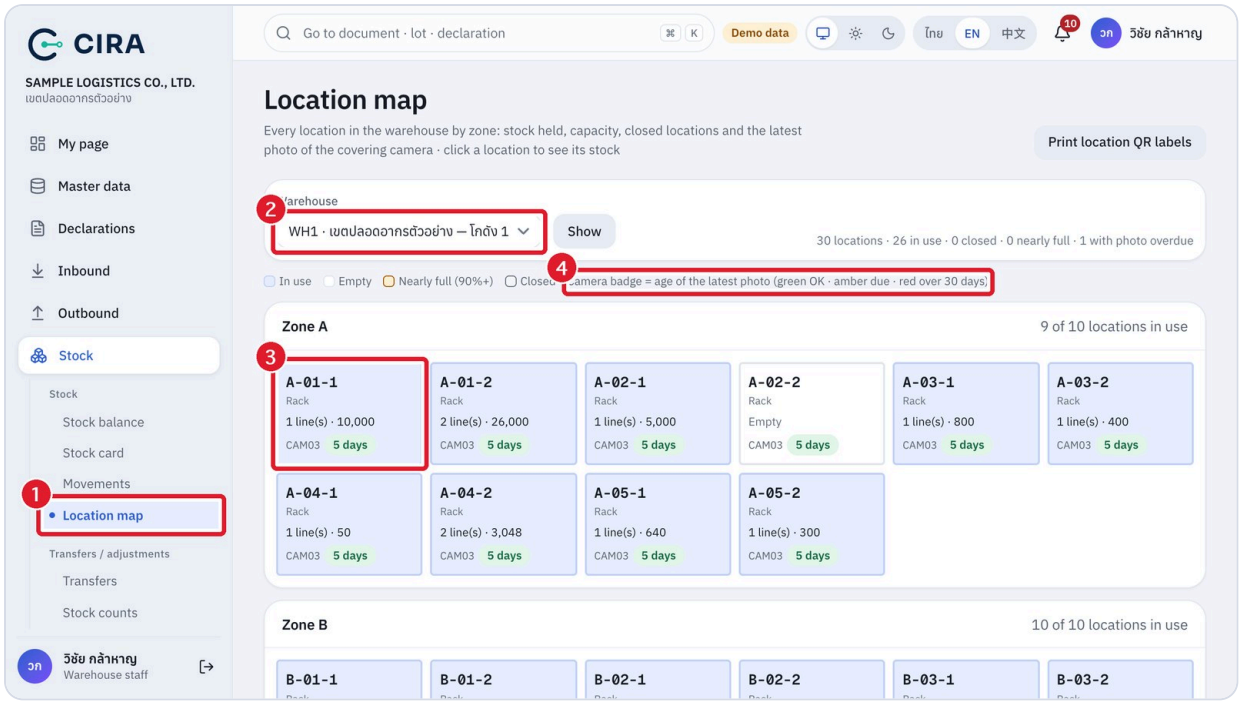
① Camera · ② Date (the date taken) · ③ Image file (JPEG / PNG / WebP, up to 10 MB) · ④ Save (F8)

1. **Cameras › Storage snapshots** (or Gate snapshots) → **Upload snapshot** (F2).
2. Select the camera, date and image file. The name is filled in automatically as Snapshot-month-Buddhist year (for example Snapshot-10-2569, the same form officers are used to), and you can edit it. The system checks the real content of the file, and a file that is not an image is refused.
3. Uploaded images can be seen from the list page, the single-camera page and the "View snapshot" button in the balance report. Only warehouse staff, managers and administrators can delete them, and each deletion is recorded in the audit log.
4. **See which cameras need a new photo**: the **Latest photo status per camera** table at the top of the snapshot page shows the latest photo of every camera, the days since it was taken and its status: **OK** · **Due** (latest photo 25–30 days old) · **Overdue** (over 30 days) · **No photo yet**. Customs Notification 22/2565 requires photos of the gates and storage locations at least every 30 days, and the photos must link to the stock report. The bell warns you when a camera is due or overdue.



① Latest photo status per camera (counts of OK / due / overdue at the top right) · ② A camera with no photo yet — press "View photos" to filter the list to that camera

2.8 Location map



① *Menu Stock › Location map* · ② *Select a warehouse* · ③ *One tile per location: code, type, number of lines and quantity held, covering camera with the age of its latest photo* · ④ *Colour legend*

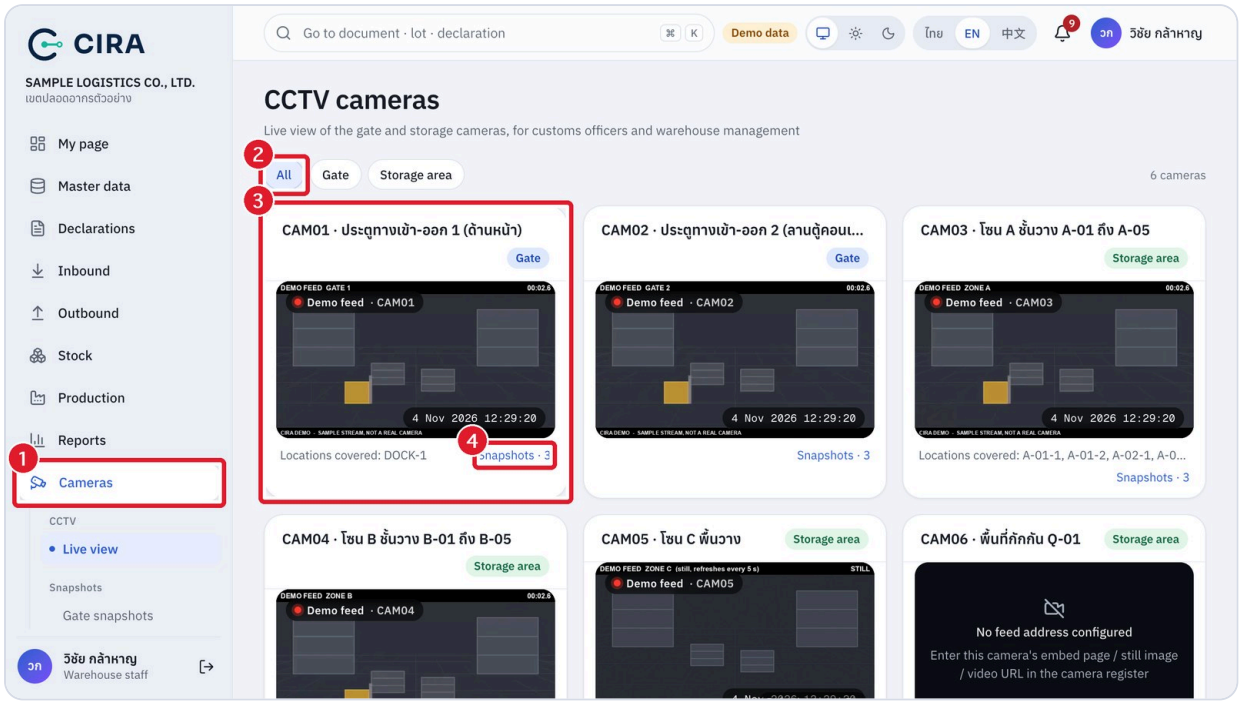
- See every location of a warehouse by zone: **Blue** In use · **Plain background** Empty · **Yellow** Nearly full (90% of capacity or more, with a capacity bar) · **Grey** Closed. The coloured camera badge shows the age of the latest photo (green OK · amber due · red over 30 days or no photo yet).
- The summary line at the top gives the number of locations and how many are in use, closed, nearly full or with photo overdue.
- **Press a location** to open the Stock balance page for that location only. The **Print location QR labels** button at the top right prints the labels of the selected warehouse.

2.9 Viewing stock and the stock ledger

Every role allowed to view stock can open these from the **Stock** menu (the figure of the Stock balance page is in section 7).

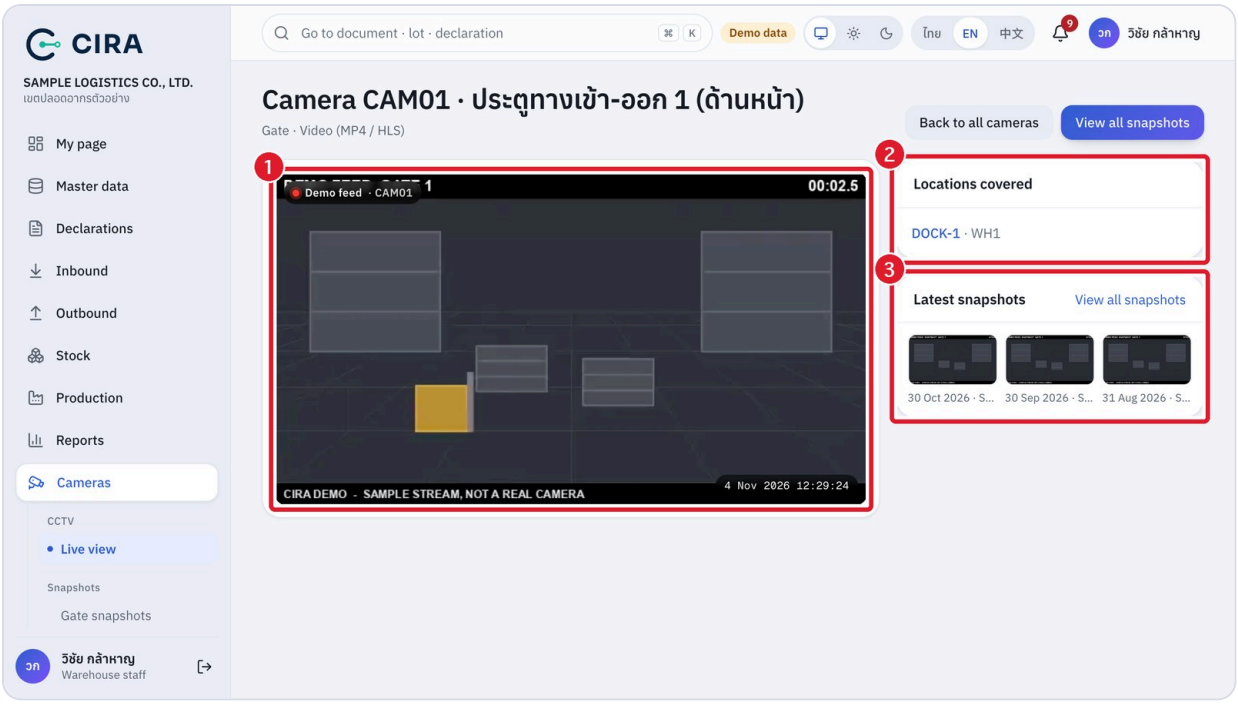
- **Stock balance**: the current balance by depositor × item × lot (inbound declaration) × location. Filter by Item / lot / declaration / location, depositor, warehouse, zone, item category or item type, or tick **Only lots near or past the 2-year deadline (≤120 days)**. Click a lot number to open the stock card. The **FZ4 report (as of any date)** button opens the balance as of a chosen date. You can export to Excel.
- **Stock card**: every movement of an item or lot with its running balance. Enter a lot number or select an item or depositor, then choose a date range (blank = everything from the start). Use the **Open as FZ3 report (print)** button. You can export to Excel.
- **Movements**: every line written to the stock ledger across the system, latest first; it cannot be edited or deleted. Filter by Document / item / lot / location, type, depositor and posting date. You can export to Excel.

8. CCTV cameras and snapshots (all roles · uploaded by warehouse staff and managers)

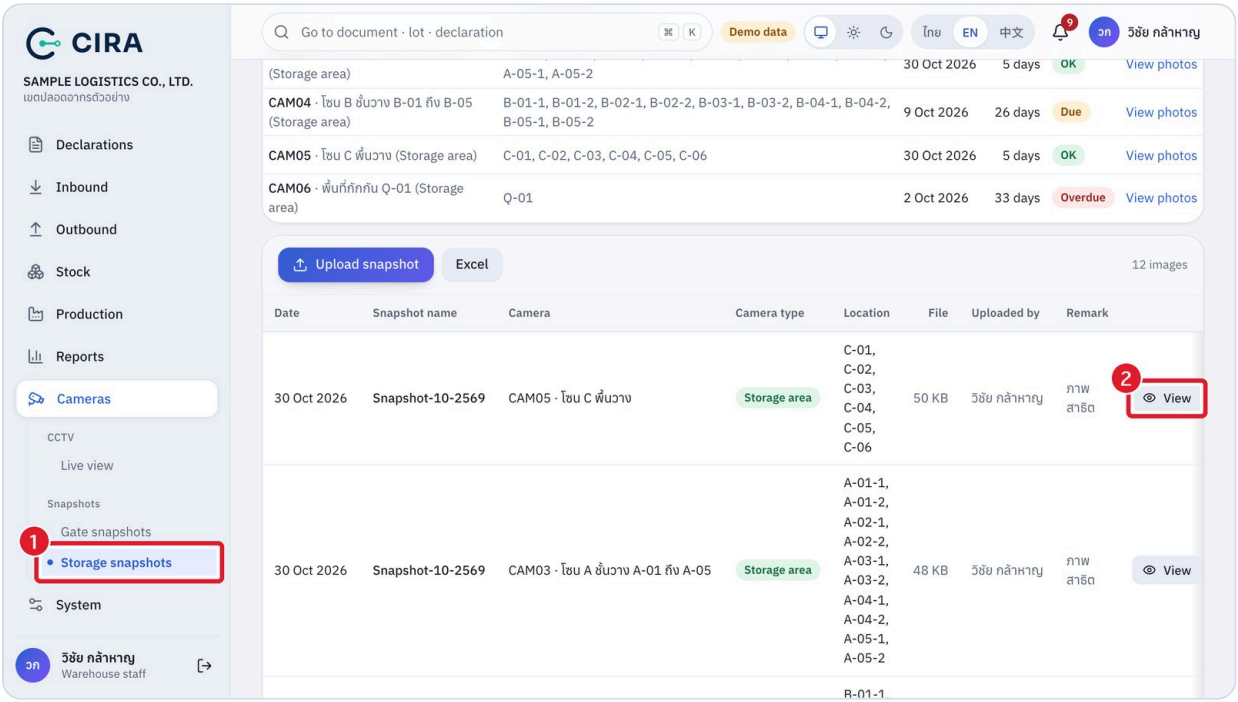


① *Menu Cameras › Live view* · ② *Type filter (Gate / Storage area)* · ③ *Live picture of each camera (press it to open the camera page)* · ④ *Snapshot link of that camera*

- **Live view**: every camera in the register shows as a tile with its code, the current time and the storage locations it covers. Press a picture to open the **single-camera page** (large picture, locations covered → press to see the stock at that location, latest snapshots, backup link).
- A camera with no feed address yet shows "No feed address configured". People allowed to edit master data (Administrator, Warehouse manager, CS) can enter it at Master data › Camera register (feed types: embedded page, JPEG still refreshed every 5 seconds, or MP4/HLS video; the address must be HTTPS or a `/cam/…` address of the system's camera gateway).
- **The warehouse's real cameras** (such as Dahua WizSense) connect through a go2rtc gateway on site. The picture passes through the CIRA server and can be opened only by people who are signed in and allowed to view cameras (including customs officer accounts). Nobody can open a camera directly from the internet. In the camera register, enter the address `/cam/stream.html?src=cam01&mode=mse` (live picture, embedded page type) or `/cam/api/frame.jpeg?src=cam01` (still picture), where `cam01` is the camera code in lower case.
- In the demo system, the pictures you see are **generated sample clips** (with the text "SAMPLE STREAM, NOT A REAL CAMERA" on the picture), not pictures of a real site.



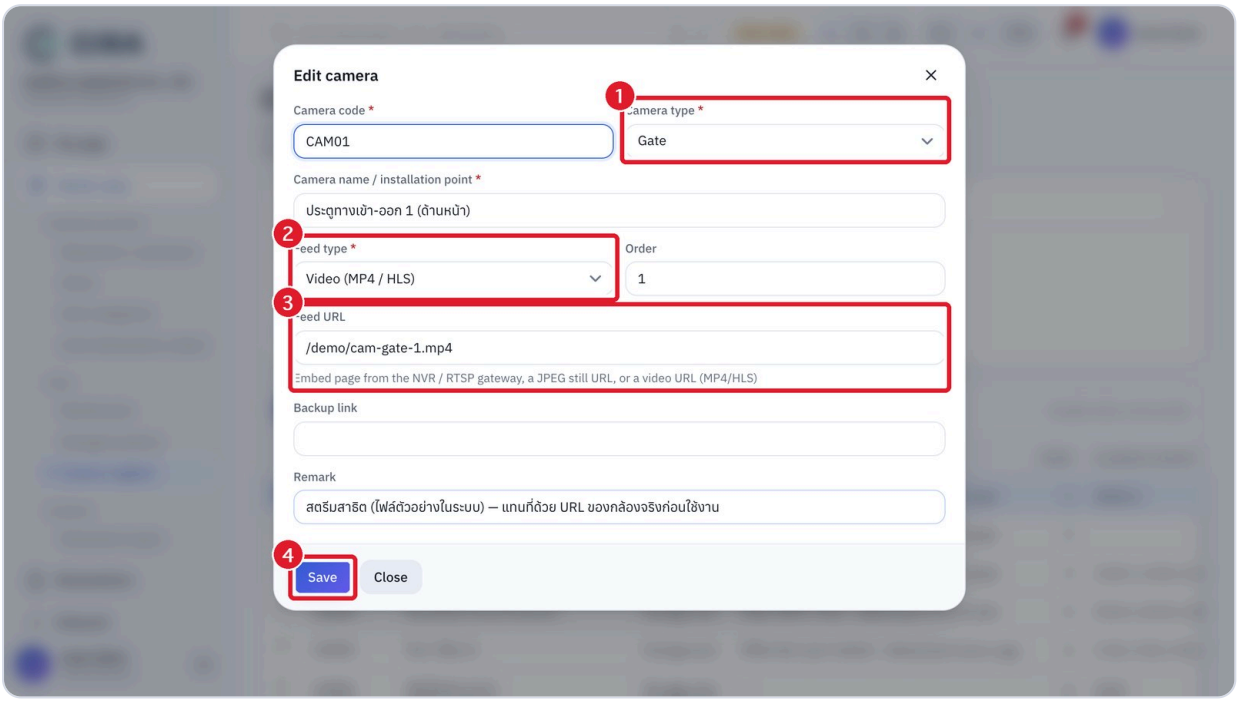
① *Live picture* · ② *Storage locations covered by the camera* · ③ *Latest snapshots*



① *Storage snapshots menu* · ② *View (or click the row)* · *Download* · *Delete — the Upload snapshot button (F2, for people with permission only) is in the toolbar above the table*

- **Snapshots** = dated photos of the premises (gates and storage areas), kept as evidence for officers to look back at, and named by month, such as Snapshot-10-2569. Filter by camera or date range. Export the list to Excel.
- From the balance report (FZ4), press **View camera / View snapshot** on the row of a storage location to go straight there.
- **Taking a snapshot directly from a camera** (warehouse staff, managers, administrators): the **Take a snapshot now** button on the single-camera page and **Snapshot all cameras now** on the snapshot page. The system pulls a still picture from the camera and saves it as that month's snapshot at once. A camera that does not respond is reported individually, and no broken file is left in the system.

- **Scheduled automatic snapshots**: every day at 10:00 the system checks and takes a picture from any camera whose latest photo (uploaded or automatic) has reached 25 days, so the photos of each camera are never more than 30 days apart, as Notification 22/2565 requires. Such a picture shows as taken by "System (automatic)", with the note "Taken automatically by the camera (on schedule)". On a day when a camera is not yet due, the system does not take another. Every capture is recorded in the audit log.
- The capture buttons and the scheduled capture start working only after IT has connected the real cameras. Until then, use the **Upload snapshot** button and watch the **Latest photo status per camera** table (section 2.7) so that no camera goes over 30 days.

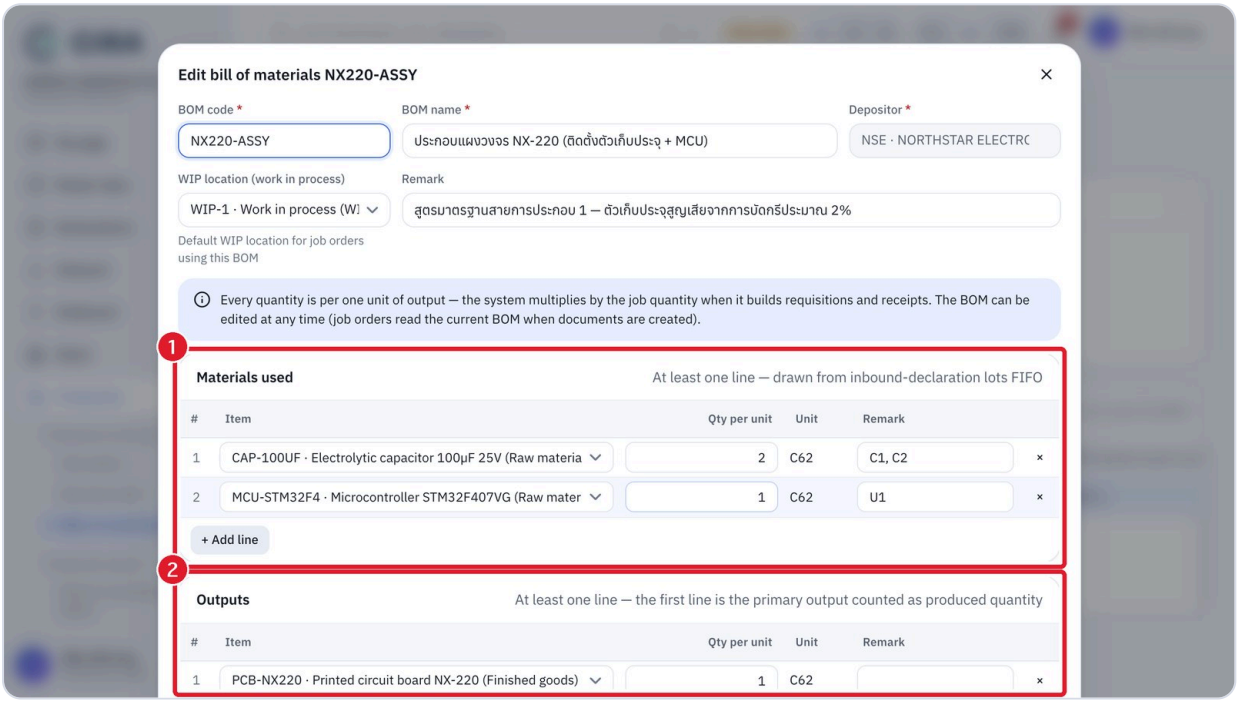


Master data › Camera register: ① Camera type · ② Feed type · ③ Feed URL · ④ Save (F8)

9. Production in the Free Zone (depositors who manufacture in the zone · keyed by CS or warehouse · confirmed by warehouse or manager)

Use this when the **Production module** is on (section 4.3), for operators that manufacture in the zone. Operators that do not, such as commercial-type operators, turn this module off, so they see neither the Production menu nor the production reports group, and they can skip this section.

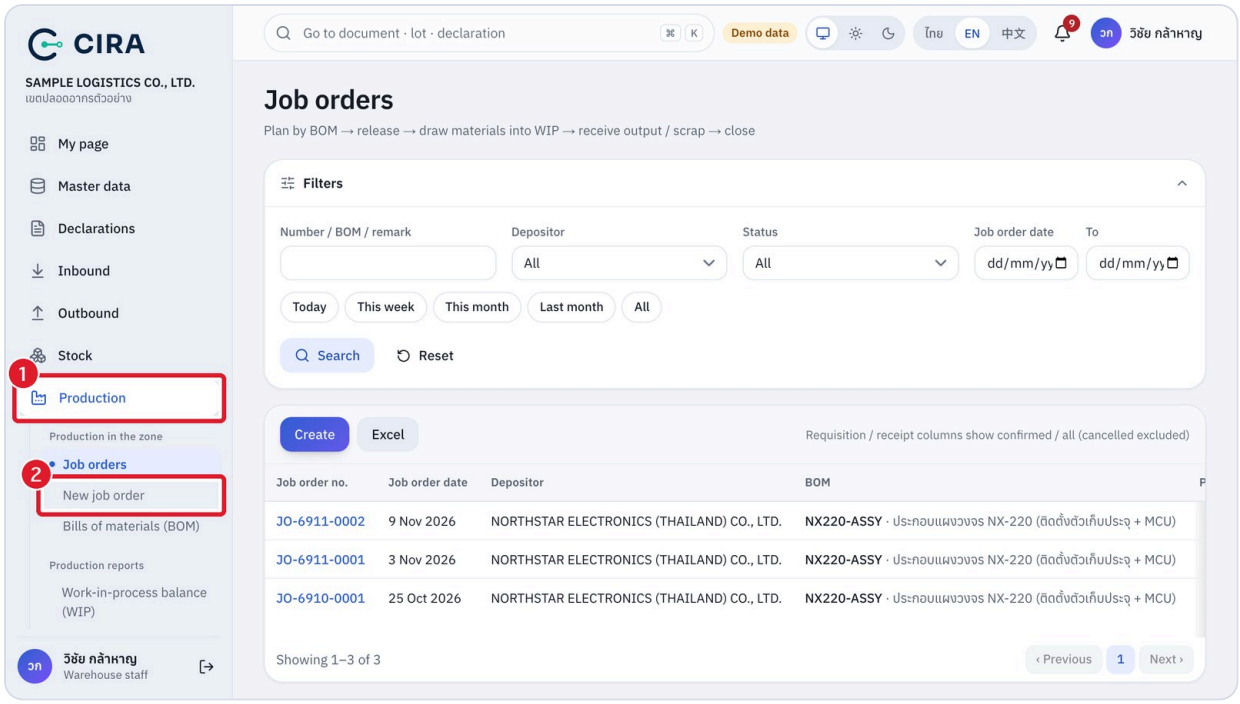
This matches the production module of the CTL system (BOM → job order → requisition → production receipt → WIP → RM/FG reports), and every movement still goes through the stock ledger and the system's usual rules (no negative balances, no edits after confirmation, full history).



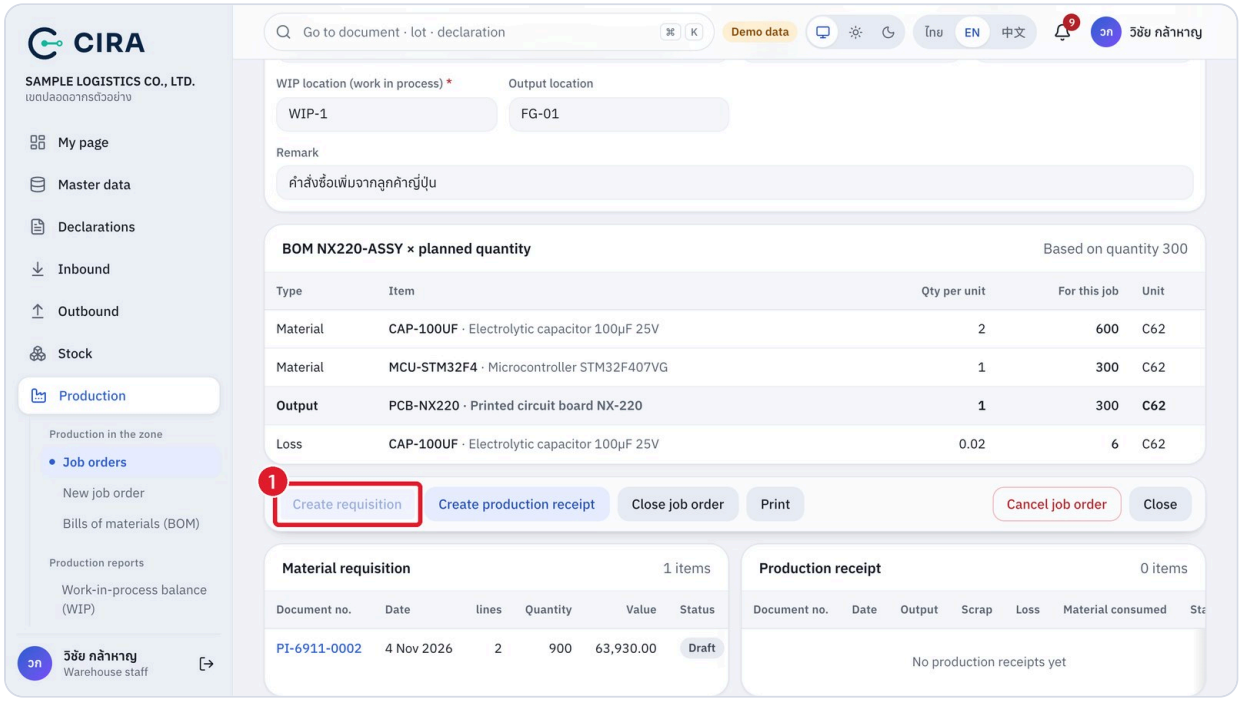
Bill of materials (BOM) — ① Materials used per 1 unit of output · ② Outputs (first line = main output) and Loss per BOM — the Save (F8) button is at the bottom of the window

Prepare the master data: set the "Item type" of raw materials, finished goods and goods for destruction (Master data › Items), and create at least 1 storage location of type **Work in process (WIP)** (demo data: WIP-1) and an output location (FG-01). Create a BOM at **Production › Bills of materials (BOM)** by pressing **Create** (F2).

9.1 Job orders



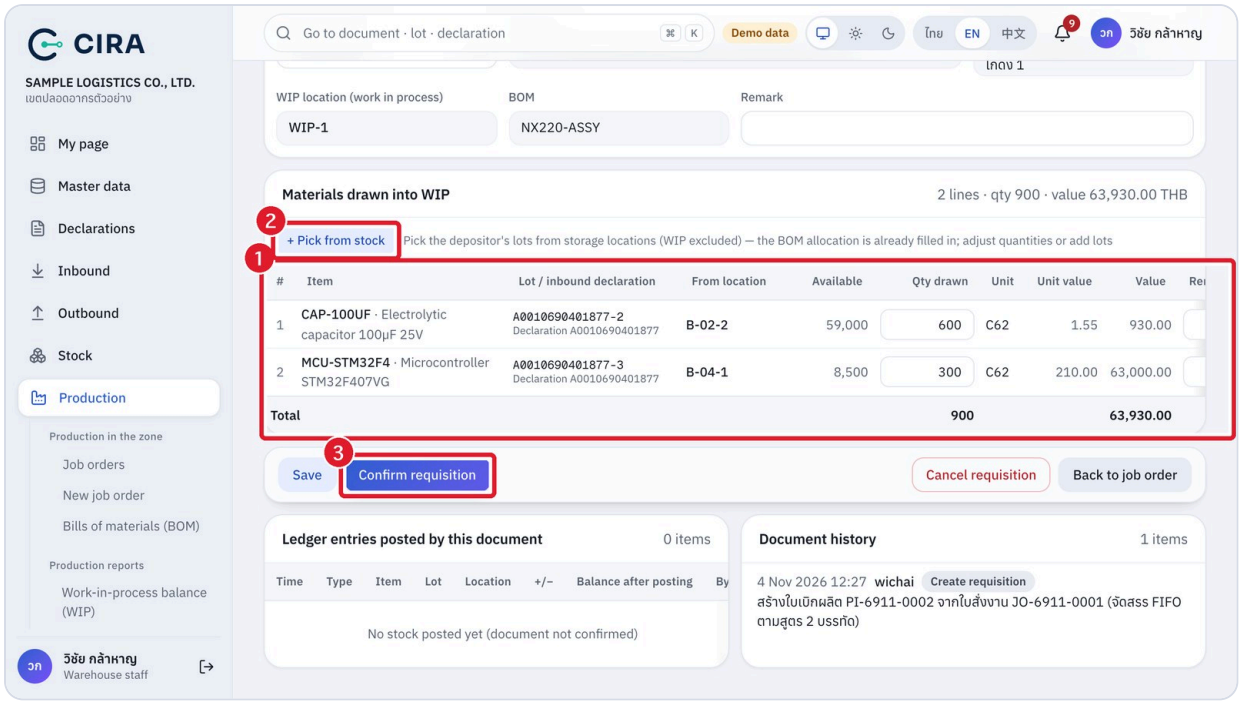
① *Menu Production › Job orders* · ② *New job order*



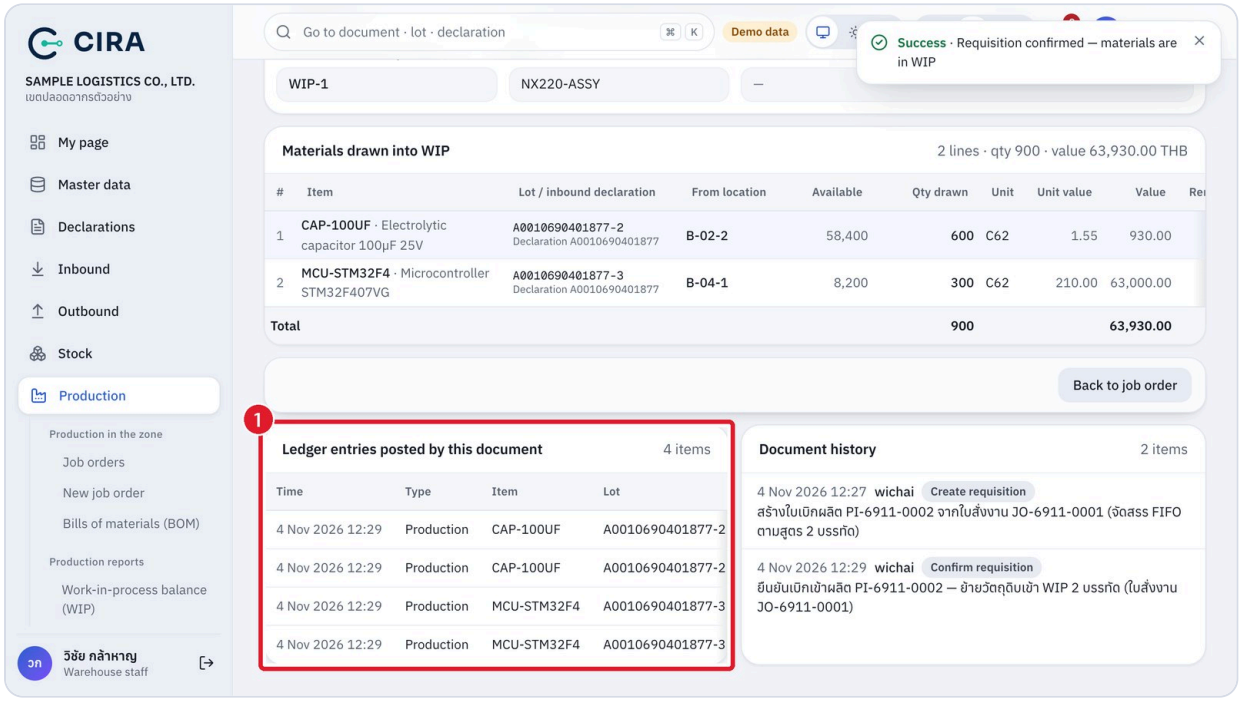
① *Create requisition (toolbar button, available after release) — the status stamp is at the head of the document (Draft → Released → In progress → Completed), the BOM × planned quantity table is above the toolbar, and the requisition / production receipt panels + Materials in WIP right now are at the bottom of the page*

1. **Production › New job order** → date, depositor, warehouse, BOM (or "produce without a BOM"), WIP location, output location, planned quantity → Save (F8). The system shows a "BOM × planned quantity" table for you to check.
2. Press **Release**. The document header locks, and you can then create the requisition.

9.2 Requisition (materials into WIP)



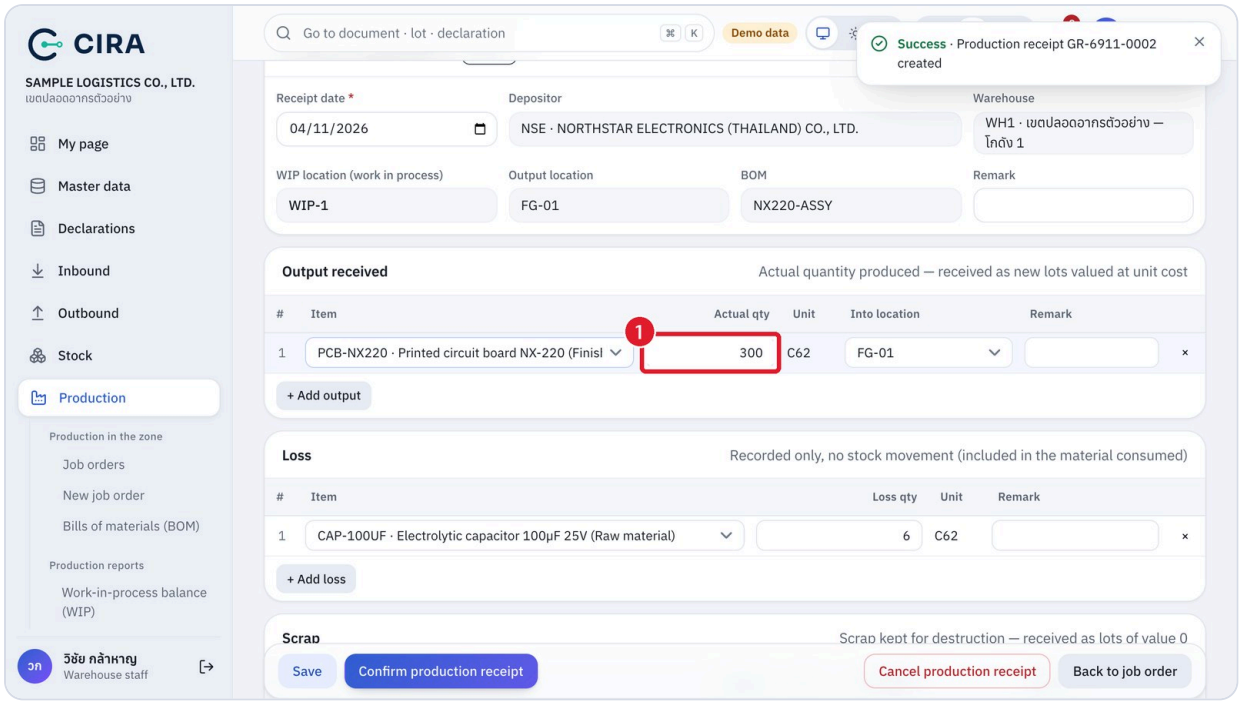
① *Lots allocated by the system by FIFO (oldest lot first, lots past the 2-year deadline skipped)* · ② *Pick from stock (F7) adds a lot or a material outside the BOM* · ③ *Confirm requisition*



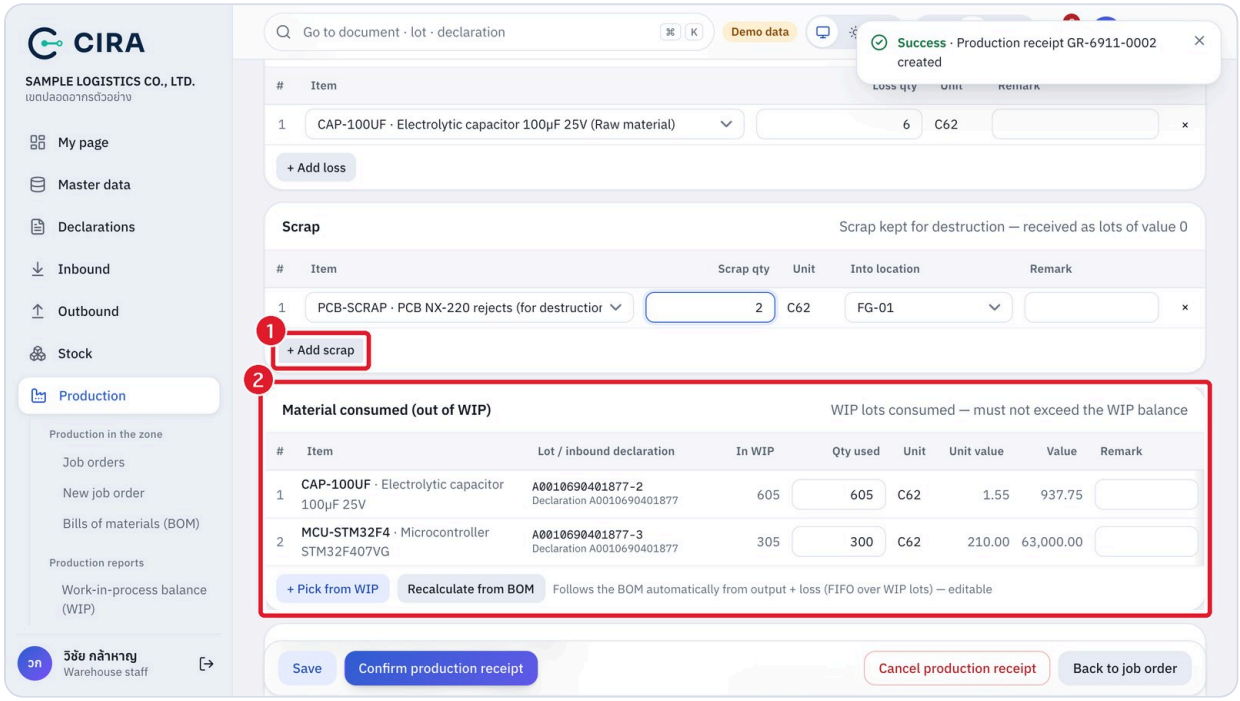
① *Ledger entries posted by this document: out of the storage location (−) into WIP (+), same lot, same inbound declaration — the goods are still the depositor's stock in the zone (the document shows the "Confirmed" stamp)*

- On the job order page, press **Create requisition** → choose *From the BOM (FIFO, oldest lots first)* or *Pick materials by hand (empty requisition)*. From the BOM = material × planned quantity + the BOM's loss (the production receipt also writes the loss off from WIP, so it is drawn at the same time). If stock is short, the system writes "Insufficient stock for some lines" in the remark.
- Only warehouse staff, managers and administrators can confirm (permission production.confirm). The job order changes to "In progress".

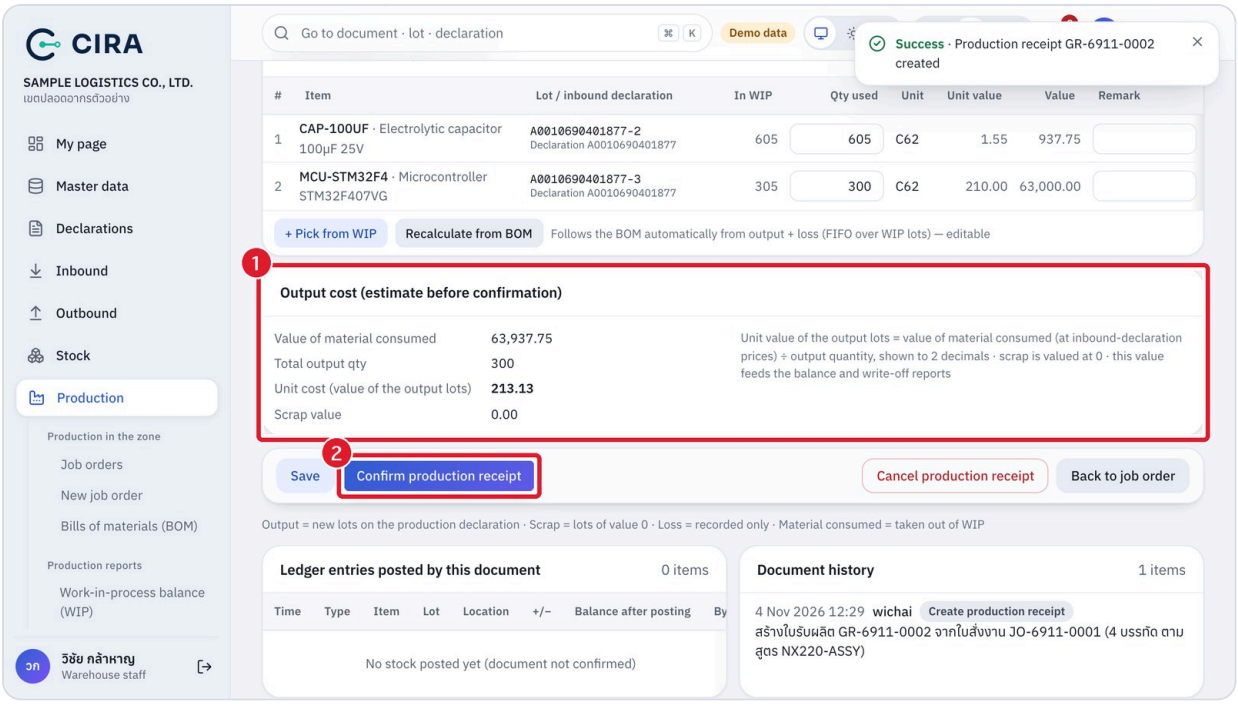
9.3 Production receipt (output into the warehouse, materials written off from WIP)



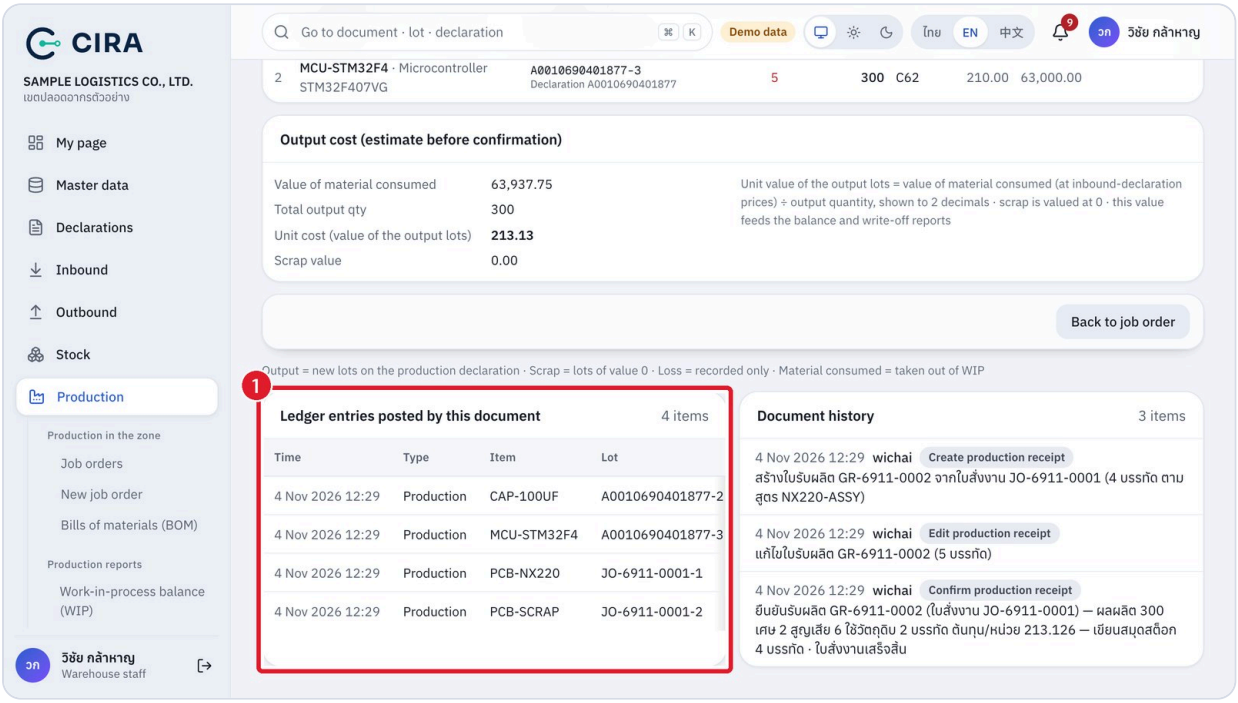
① *Actual qty (the main output per the BOM) — the Loss panel, per the BOM, is further down*



① *+ Add scrap (an item of type For destruction, received as a lot of value 0)* · ② *Material consumed = BOM × output + loss, written off from the lots in WIP (editable, but not above the balance in WIP)*



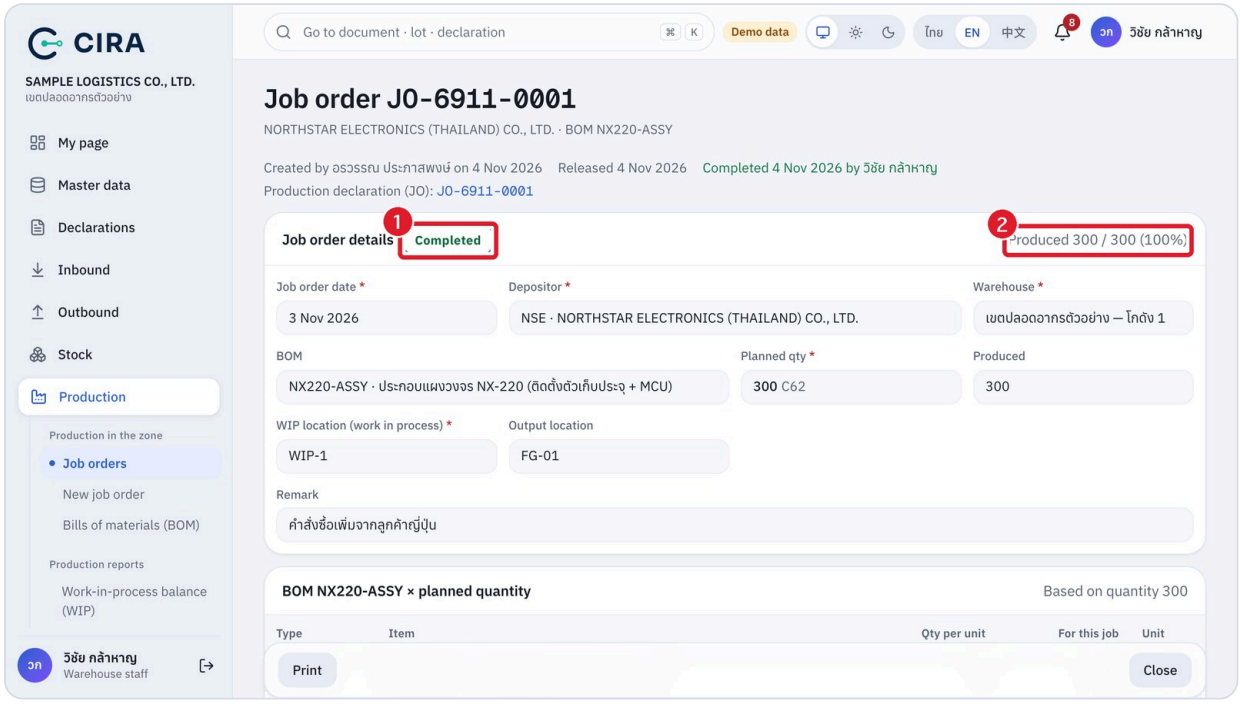
① *Unit cost = value of material consumed ÷ output quantity (an estimate before confirmation)* · ② *Confirm production receipt*



① *Ledger entries posted by this document: materials out of WIP (−), output and scrap in as new lots (+) — the document shows the "Confirmed" stamp and can no longer be edited*

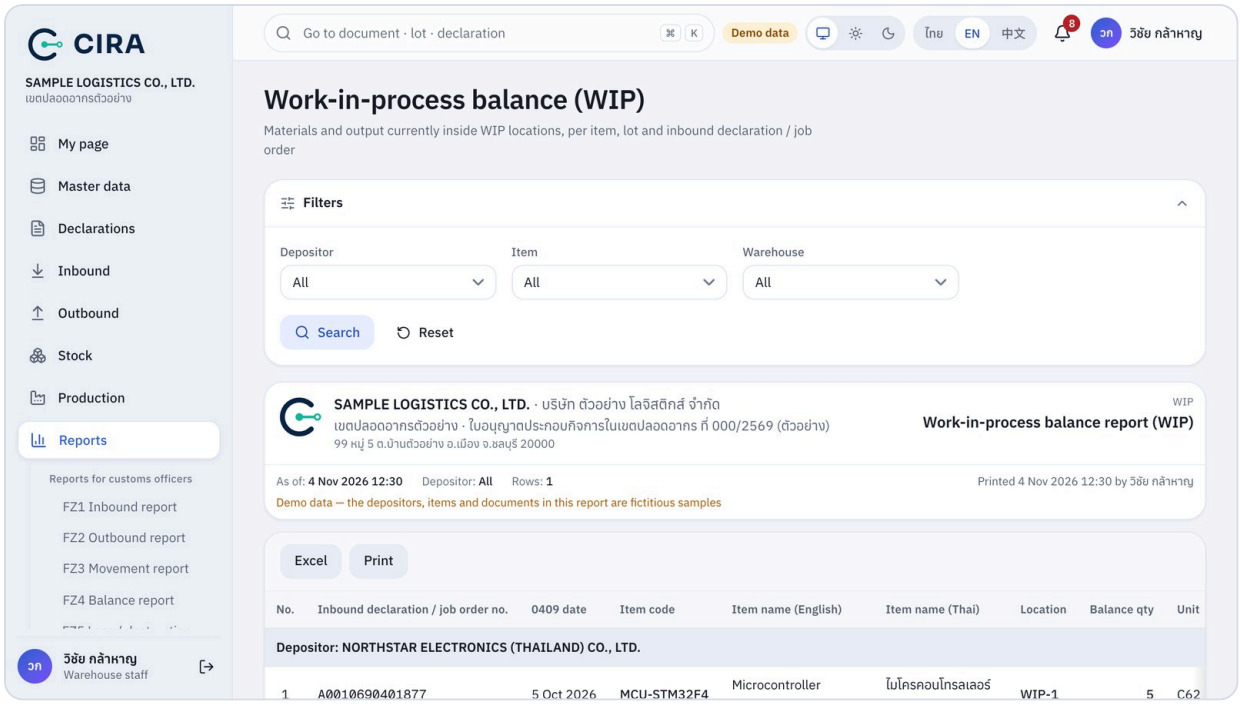
- Goods made in the zone have no inbound declaration, so the system creates a **production declaration of type JO** (number = job order number, 0409 date = production receipt date, 2-year deadline under the rule), the first time only. Output lots are named `JO-YYMM-####-n` and work on goods issues, outbound declarations, reports FZ2–FZ6 and the stock card just like imported lots.
- Loss (LOSS) records a quantity and does not move stock by itself. The missing material is already included in "Material consumed", so stock always matches what is really there. Scrap is received as a lot of value 0 awaiting destruction (it appears in FZ5).

- If WIP holds less material than the BOM needs (BOM × output + loss), only what is in WIP can be written off, and an orange warning above the material-consumed table says which items are short and by how much. Draw the rest with a material requisition before confirming, or correct the output / loss to what really happened.
- A job order completes automatically when the full plan has been produced, or press **Close job order** when the job ends short of the plan (at least 1 confirmed production receipt is needed, and no draft may be open). Requisitions and production receipts can be cancelled only while they are drafts. **Cancel job order** is possible while there is no confirmed requisition or production receipt (confirmed production documents cannot be reversed in this version: correct them with a new requisition or production receipt, or a stock adjustment).



① Completed (the full plan produced) · ② Produced / plan — the list of production receipts and requisitions of this job order is at the bottom of the page

9.4 Production reports



Work-in-process balance report: the Excel and Print buttons are above the table, and a total row per item ends each group — the same format as the CTL balance report (menu Reports › Production reports › Work-in-process balance (WIP))

Report	Use it for
Work-in-process balance (WIP)	Materials and output now in WIP locations, by item, lot and inbound declaration or job order
Raw material movement (RM)	Opening balance + in − out = balance for items of type raw material or sub-material, with declaration and document numbers (requisition, production receipt)
Finished goods movement (FG/Scrap)	Output and scrap from job orders (referring to the job order number instead of an inbound declaration) and goods taken out under outbound declarations

Every report has Excel and A4 landscape printing. A job order can be printed with the **Print** button on the job order (signature boxes for Planner, Warehouse staff, Production supervisor and Customs officer).

10. Common messages and what they mean

Message	What it means / what to do
"Incomplete or invalid data: ..."	Fix the fields underlined in red (the text below each field says what is wrong)
"This document was changed by someone else. Reload the page and try again."	Someone else saved before you. The system reloads the page for you. Key your changes again on the latest version
"Line 1: item lot Y at X has N units; cannot issue M" · "Line 1: location X lot Y has N; cannot transfer M"	More than is really there. Reduce the quantity or choose another lot
"The creator of a document cannot approve it"	Have another manager approve it
"Whoever created, edited or submitted this document cannot approve it (another approver must)"	You edited or submitted this document. Have another manager approve it
"Whoever recorded the counts of ... cannot approve the adjustment it produced"	Have a manager who did not record the counts approve it
"The stock of lot ... at ... was adjusted or reversed after it was counted in ..., so this variance may be applied twice — return this adjustment and count the line again"	Return the adjustment, then count that line again
"This goods issue was not created from an approved withdrawal request — a warehouse manager must confirm it (setting: issues without a request require manager confirmation)"	Send it to a manager to confirm, or make a withdrawal request first
"Declaration ... has been deactivated; the receipt cannot be confirmed"	Ask CS to check the declaration register (reactivate the declaration or choose the correct one)
"Duplicate: this code already exists. Use another value."	Use another code or number, or edit the existing record
"You do not have permission for that page (...) — you have been brought back to your start page"	That page is not part of your role. Contact the administrator if you need it
"Too many failed sign-in attempts. Try again in ... min."	The account or network is temporarily locked. Wait for the time shown (section 0)
"This password is too easy to guess (a common password, contains the username, or repeated/sequential characters) — choose another one"	Choose a new password that does not fall into these cases
"Please change your password first (your name › Account)"	The account still has a temporary password. Change it first, then repeat the action
"Your session has expired. Please sign in again."	10 hours have passed, you have signed out, or the password was changed. Sign in again and repeat the action
"This account has been deactivated. Please contact the administrator." · "This account has expired. Please contact the administrator."	Have an administrator enable the account or extend its expiry date (section 4.1)

Message	What it means / what to do
"Whoever recorded the request cannot record its approval — another user or a manager must"	Have another user or a manager record the answer (section 1.6)
"Recording a request together with its approval needs a manager or administrator (or record the request first and let another user record the answer)"	Leave the Customs' answer section blank and record the request first (section 1.6)
"The approved extension date cannot be later than the requested one (…)"	Check the date against the customs letter again
"Declaration … already has a request awaiting Customs; record its answer or withdraw it first"	Finish the existing request before recording a new one