

THIRAN ERP User Manual

Supply Management System

User Guide

Version: 1.0

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Audience: All Thiran ERP users

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1. Introduction

1.1 About Thiran ERP

Thiran ERP is an integrated Enterprise Resource Planning (ERP) system that brings all core business processes together in one place. It automates and connects procurement, inventory, dispatch, employee management, and reporting so that information flows smoothly from one step to the next. The goal is efficient, accurate, and well-controlled operations that support better day-to-day decisions.

1.2 About this manual

This manual explains how to use each part of the system, screen by screen and task by task. Every module includes its purpose, the fields you will complete, and numbered steps for common tasks. An image of the relevant screen will also guide you.

How this manual is organized. Modules appear in the order you would normally use them: you set the system up in **Settings**, add your people in **Employees**, build your catalogue and stock in **Inventory**, buy goods through **Procurement**, send goods out through **Order Management**, and review activity in **Reports**.

1.3 Conventions used

- **Bold text** indicates a button, tab, field, or menu item you interact with.
- **Numbered lists** describe steps to perform in sequence.
- **Required** in a field table means the field is mandatory; **Auto** means the system fills it for you.

Note Throughout this guide, "GRN" means Goods Receipt Note, "PR" means Purchase Request, "PO" means Purchase Order, and "UOM" means Unit of Measure. See the Glossary in Section 9 for the full list.

2. Getting Started

2.1 Logging in

Purpose : Sign in to Thiran ERP with your registered company, email address and password.

1. Open your web browser and go to the Thiran ERP URL provided by your administrator. The Welcome page is displayed. URL: <https://scm-admin.thiranerp.com/login>
2. In the **Company** field, enter your registered company ID
3. In the **Email** field, enter your registered email address.
4. In the **Password** field, enter your password. Use the eye icon to show or hide what you type.
5. Optionally select **Remember Me** to stay signed in on this device.
6. Click **Login**. The Dashboard is displayed.

Note: If you have forgotten your password, click Forgot Password? on the login screen and follow the prompts.



Welcome To **THIRAN**

Login Now

Enter Your Credentials To Login

EMAIL*

PASSWORD*

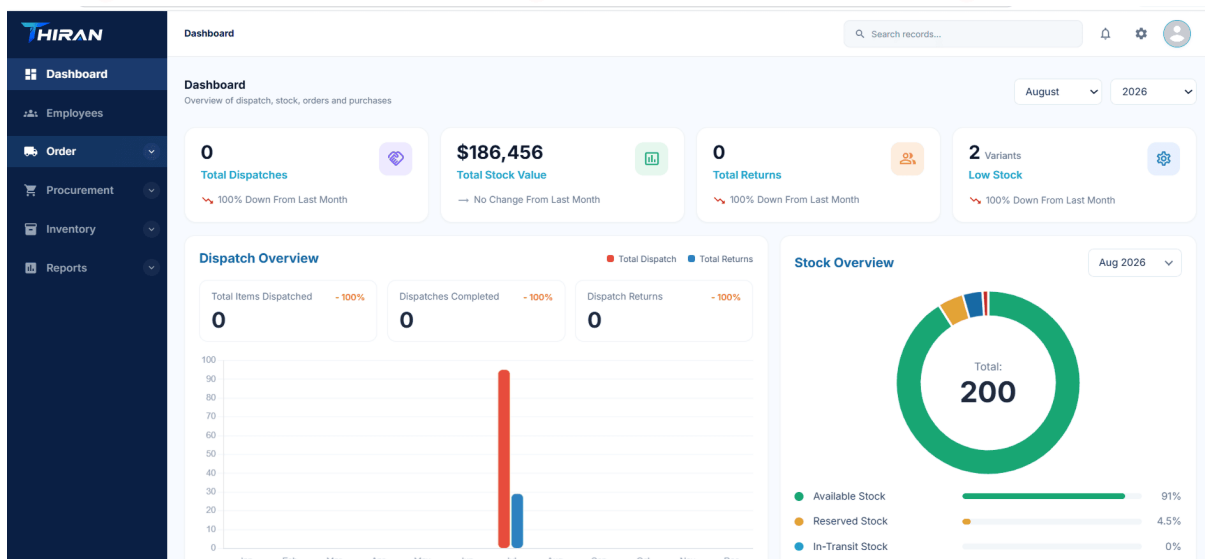
☒ Remember Me [Forgot Password?](#)

Integrated Business Management System

2.2 The Dashboard

After you log in, the Dashboard gives you a quick overview of key business information at a glance. The cards and summaries shown depend on your role and permissions.

Dashboard item	What it shows
Total Dispatches	The total number of dispatched orders.
Total Stock Value	The total value of available inventory.
Total Returns	The total number of returned items or orders.
Low Stock	Items that are running low in stock.
Stock Overview	A summary of current inventory levels.
Dispatch Overview	The overall status of dispatch activity.
Purchase Overview	A summary of purchase transactions.
Order Overview	An overview of order statuses.
Recent Dispatches	The latest dispatch activity for quick tracking.



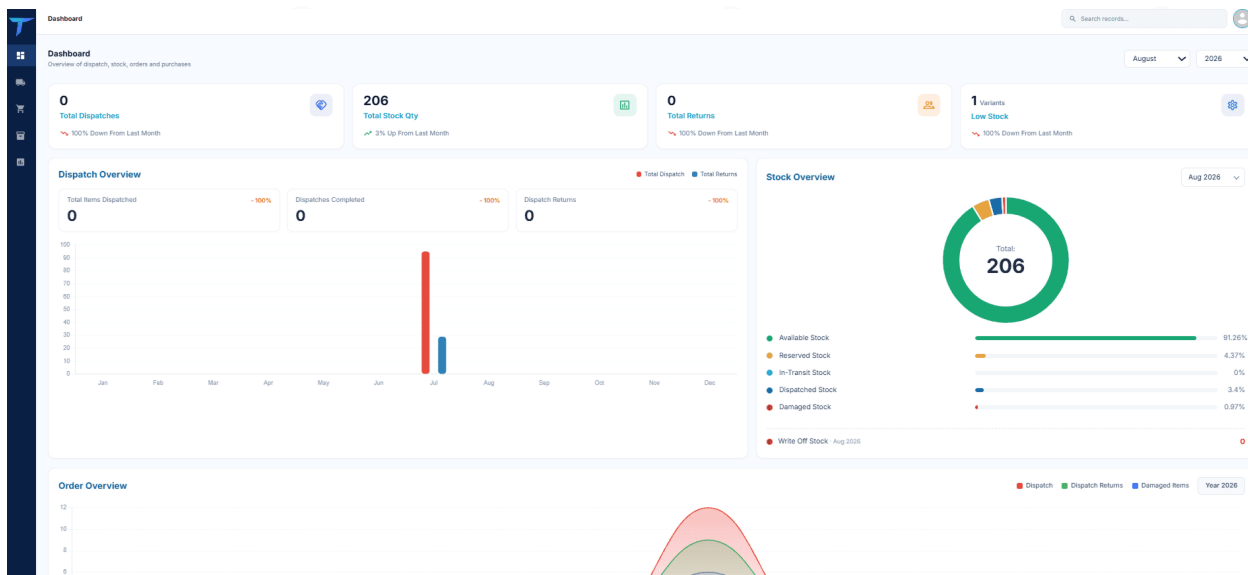
The other dashboard is available under **Settings → Custom Roles**. When you click **Edit** for a particular role, the **Roles & Permissions** page is displayed, where a **Dashboard** option is available.

Settings > Roles > Edit Role

Search records...

	Damage Item	☒	☒	☒	☒	☐	☐
	Item Serial No	☐	☐	☐	☐	☐	☐
REPORTS	Master Reports	☐	☐	☐	☐	☐	☐
	Current Stock Report	☐	☐	☐	☐	☐	☐
	Total Stock Value Report	☐	☐	☐	☐	☐	☐
	Dispatch Return Stock Report	☐	☐	☐	☐	☐	☐
	Damaged Stock Report	☐	☐	☐	☐	☐	☐
	Write-Off Stock Report	☐	☐	☐	☐	☐	☐
	Material Dispatch Report	☐	☐	☐	☐	☐	☐
	Replacement Report	☐	☐	☐	☐	☐	☐
	Annual Overall Stock Report	☐	☐	☐	☐	☐	☐
	Schedule Reports	☐	☐	☐	☐	☐	☐
DASHBOARD	Dashboard	☒	☐	☐	☐	☐	☐

When you select the Price column, pricing details are displayed in the dashboard for that role and if the price column is not selected, pricing details will not be displayed in the dashboard for that role.



3. User Roles and Permissions

Thiran ERP controls what each person can see and do through roles. A role is a named set of permissions across the system's modules. Before using the system day to day, it helps to understand who does what.

Example Roles	Typical responsibilities
Super Admin	Complete access to all modules and features. Can view, create, edit, delete, and manage all records, settings, users, and permissions.
Manager	Broad access across modules; typically reviews and approves transactions and manages team activity.
Site Engineer	Module-level access is appropriate to on-site responsibilities, such as raising requests.
Delivery In-charge	Focused access for dispatch-related activity, such as creating dispatch requests to move materials to a site.

Note: Roles are fully configurable. Administrators can create custom roles and set module-by-module permissions in Settings → General Settings → Custom Roles (see Section 4.1.3).

4. Settings

Settings is where administrators configure the system. It has two areas: General Settings (account, organization, and roles) and Configuration Settings (module-level business rules such as numbering and approvals).

4.1 General Settings

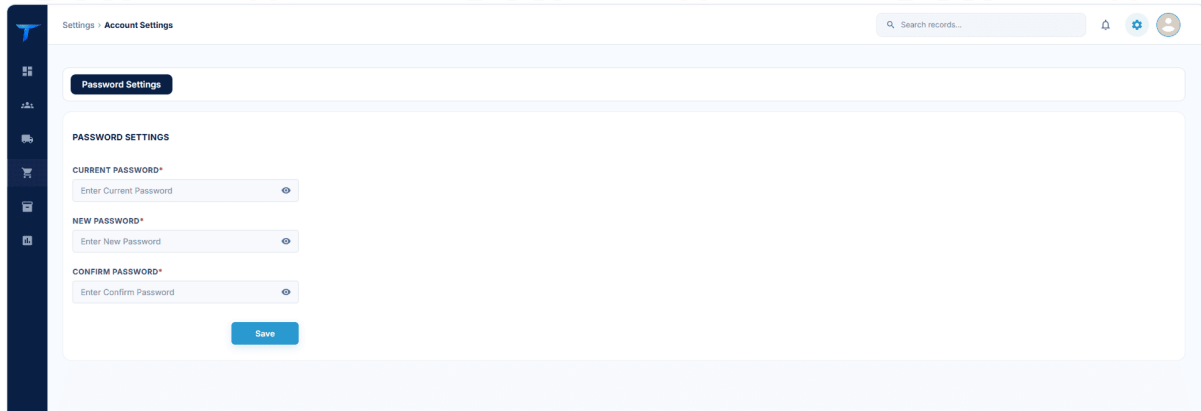
Purpose : Configure basic system settings, organization details, user access, and customization options needed for smooth ERP operation.

4.1.1 Account Settings

Purpose : Update your account password to keep your account secure.

1. Go to **Settings → General Settings → Account Settings**.
2. Enter your **Current Password**.
3. Enter a **New Password** that meets the password requirements.
4. Re-enter it in **Confirm Password**; it must match the new password.
5. Click **Save**.

Field	Description	Required
Current Password	Your existing account password.	Yes
New Password	A new password that meets the password requirements.	Yes
Confirm Password	Re-enter the new password to confirm; must match.	Yes



4.1.2 Organization Settings

Purpose : Maintain company information and configure organization-level settings used across the ERP system.

Approval Settings. Configure the approval workflow by assigning approvers and defining approval rules for transactions and requests.

1. Go to **Settings → General Settings → Organization Settings → Approval Settings**.
2. Click **New Approval Settings**.
3. Select a **Module** and a **Type**, then select a **User** as approver.
4. Click **Create**. The approval settings are created for the selected module.

Field	Description	Required
Module	The module the approval rule applies to.	Yes
Type	The approval type (Single or Multiple).	Yes
User	The user assigned as the approver.	Yes

Approval Type:

Single Approval:

A record requires approval from **one authorized user** before it can proceed to the next stage.

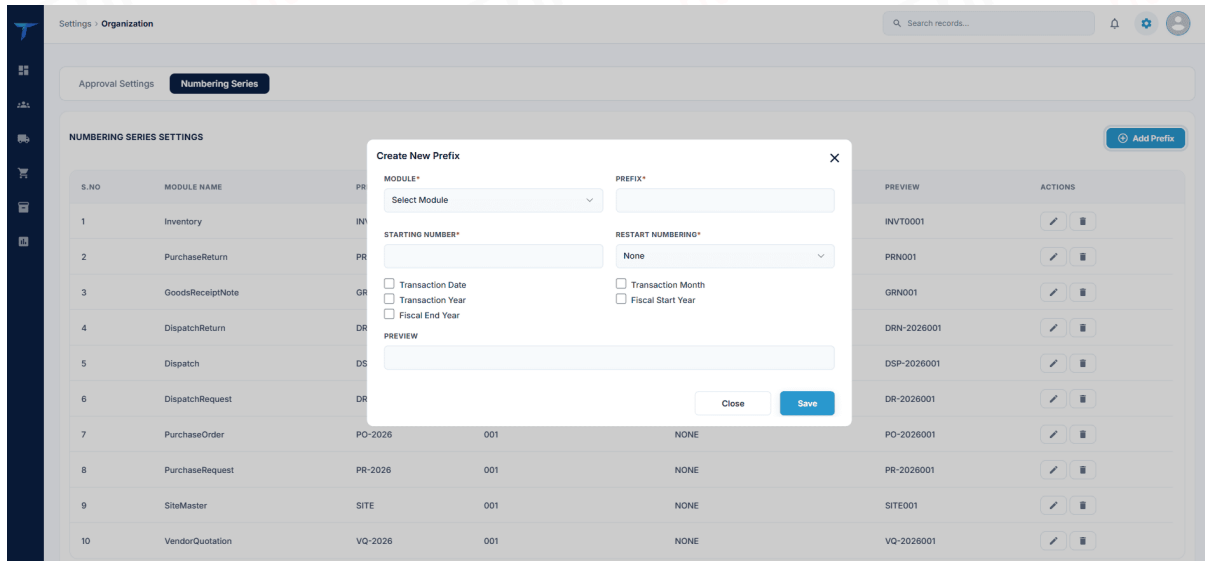
Multiple Approval:

A record requires approval from **multiple authorized users**. The approval can be configured based on the required users or teams, and the record proceeds only after the required approvals are completed. We can also assign a user for overall approval who can bypass the process.

Numbering Series. Configure automatic numbering formats for different modules so that records such as Inventory, Purchase Return, Dispatch Return, and Goods Receipt Note are numbered consistently.

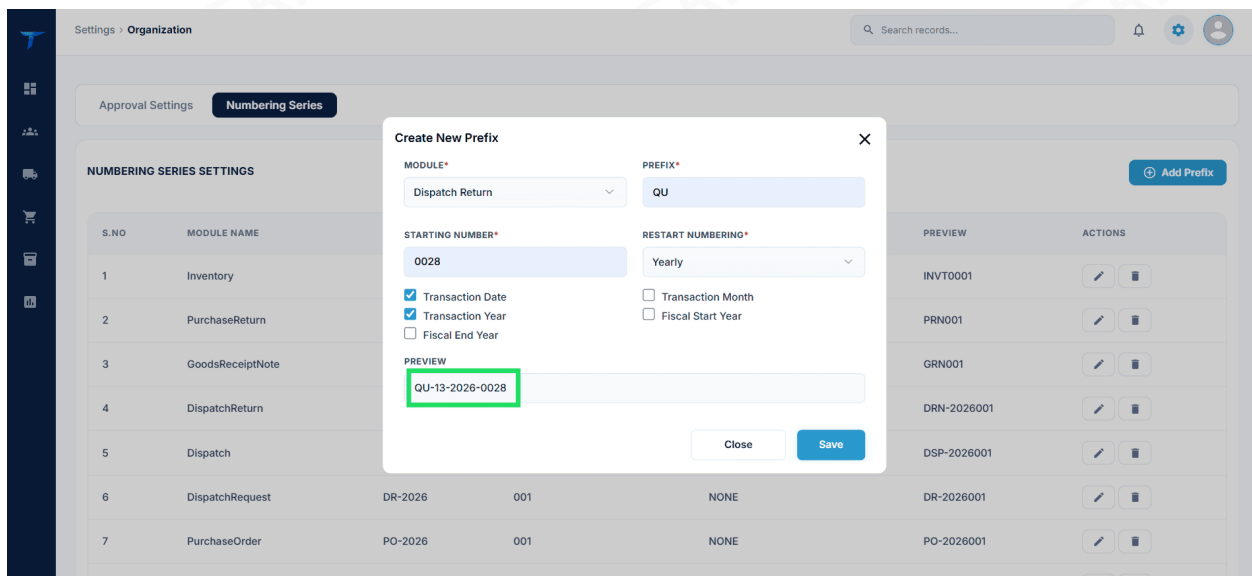
1. Open the **Numbering Series** tab, then click **Add Prefix**.
2. Select a **Module** and enter a **Prefix** and **Starting Number**.
3. Choose a **Restart Numbering** option. The **Preview** updates automatically.
4. Click **Save**. The prefix is applied and used to generate unique document numbers.

Field	Description	Required
Module	The module the numbering series applies to.	Yes
Prefix	The text that begins each generated number.	Yes
Starting Number	The first number in the series.	Yes
Restart Numbering	When the sequence resets (for example, by year).	Yes
Preview	A live example of the resulting number.	Auto



When creating a **Prefix**, these checkboxes are used to include date automatically or financial-year information in the generated transaction number.

1. **Transaction Date** – Adds the transaction date to the prefix/number.
2. **Transaction Year** – Adds the year in which the transaction is created.
3. **Transaction Month** – Adds the month in which the transaction is created.
4. **Fiscal Start Year** – Adds the starting year of the financial year.
5. **Fiscal End Year** – Adds the ending year of the financial year.



4.1.3 Custom Roles

Purpose : View and manage custom roles that define user access and permissions across the different modules in the system.

1. Go to **Settings → General Settings → Custom Roles**. The Role Management list is displayed.
2. Click **New Role** to create a role.
3. Select a **Role Type**, enter a **Role Name**, and set the **Status**.
4. Use the permission checkboxes to grant **View, Create, Edit, Approve, Delete, and Price** rights per module.
5. Click **Save Role**. The new role is saved.

Note : To change an existing role, click the Edit icon next to it, adjust the permission checkboxes, and click Update Role.

Field	Description	Required
Role Type	The category of the role.	Yes
Role Name	A descriptive name for the role.	Yes
Status	Active or Inactive.	Yes
Permissions	Module-by-module rights set with checkboxes.	Yes

THIRAN

Settings > Roles > New Role

Search records...

Create Role

Create a new custom role and define permissions.

Cancel

Save Role

ROLE TYPE*

Custom

ROLE NAME*

Enter role name

STATUS*

ACTIVE

INACTIVE

Set Permissions for each Modules

MODULES	VIEW	CREATE	EDIT	APPROVE	DELETE	PRICE
Vendor	☐	☐	☐	—	—	—
Purchase Request	☐	☐	☐	☐	—	☐
Purchase Enquiry	☐	☐	☐	☐	—	☐
Purchase Quotation	☐	☐	☐	☐ A ☐ B	—	☐
Purchase Order	☐	☐	☐	☐	—	☐
Purchase Return	☐	☐	☐	☐	—	☐

4.2 Configuration Settings

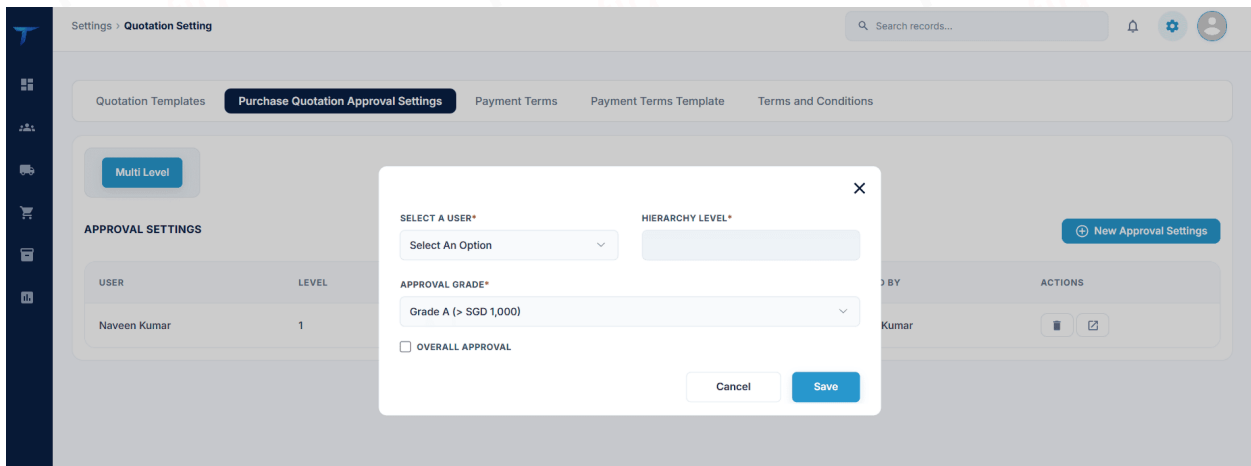
Purpose : Customize and manage system-level settings according to your business requirements. Configuration Settings includes Quotation, Inventory Item, Purchase, Stock, and Site Master settings.

4.2.1 Quotation Settings

Open **Settings** → **Configuration Settings** → **Quotation Settings** to manage the following tabs: **Purchase Quotation Approval Settings**, **Payment Terms**, **Payment Terms Template**, and **Terms & Conditions**.

Create Purchase Quotation Approval Settings : Click on New Approval Settings

1. Select a User
2. Select a Approval Grade & click on save



The screenshot displays the 'Settings > Quotation Setting' interface. The 'Purchase Quotation Approval Settings' tab is active. A modal window titled 'New Approval Settings' is open, containing the following fields:

- SELECT A USER***: A dropdown menu with 'Select An Option'.
- HIERARCHY LEVEL***: An empty input field.
- APPROVAL GRADE***: A dropdown menu with 'Grade A (> SGD 1,000)'.
- OVERALL APPROVAL**: An unchecked checkbox.

At the bottom of the modal are 'Cancel' and 'Save' buttons. In the background, a table with columns 'USER' and 'LEVEL' is visible, showing a row for 'Naveen Kumar' at level '1'. A 'New Approval Settings' button is also present in the top right of the settings area.

Approval Grade

1. **Grade A** – Used for **high-value purchase quotations** where the quotation amount is more than 1000 SGD and requires the approval workflow configured for Grade A.
2. **Grade B** – Used for **lower-value purchase quotations** where the quotation amount is less than 1000 SGD and requires the approval workflow configured for Grade B.

4.2.2 Inventory Item Settings

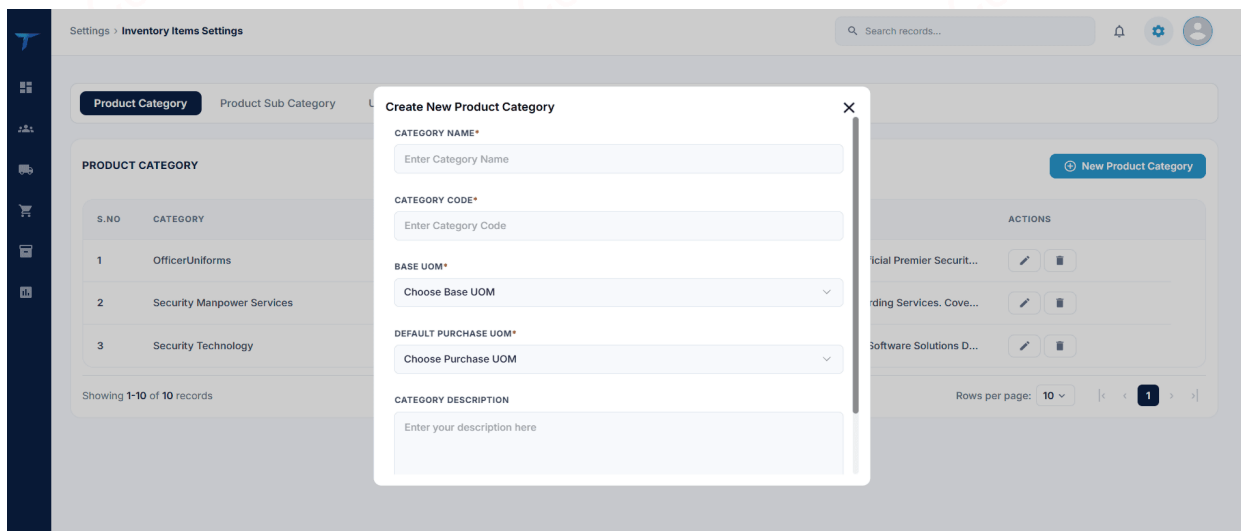
Purpose : Manage item-related settings that control inventory item creation, classification, and tracking. Includes Product Category, Product Sub Category, UOM, Brand, Attribute, Attribute Template, and Damaged Item Approval.

Product Category. Click **New Product Category** and complete the fields below, then click **Save**.

Field	Description	Required
Category Name	The name of the category.	Yes
Category Code	A unique code for the category.	Yes
Category Description	An optional description.	Optional

Product Sub Category. Click **New Sub Category**, choose the parent **Category**, and complete the fields, then click **Save**.

Field	Description	Required
Category	The parent category.	Yes
Sub Category Name	The name of the sub category.	Yes
Sub Category Code	A unique code for the sub category.	Yes
Sub Category Description	An optional description.	Optional



The screenshot displays the THIRAN ERP interface. A modal window titled "Create New Product Category" is open, overlaying the main "Product Category" list. The modal contains the following fields:

- CATEGORY NAME***: A text input field with the placeholder "Enter Category Name".
- CATEGORY CODE***: A text input field with the placeholder "Enter Category Code".
- BASE UOM***: A dropdown menu with the option "Choose Base UOM".
- DEFAULT PURCHASE UOM***: A dropdown menu with the option "Choose Purchase UOM".
- CATEGORY DESCRIPTION**: A text input field with the placeholder "Enter your description here".

In the background, the "Product Category" table is visible, showing columns for S.NO and CATEGORY. It lists three categories: OfficerUniforms, Security Manpower Services, and Security Technology. A "New Product Category" button is located in the top right corner of the table area.

Settings > Inventory Items Settings

Product Category | **Product Sub Category**

PRODUCT SUB CATEGORY

S.NO	CATEGORY
1	OfficerUniforms
2	Security Manpower Services
3	Security Technology

Showing 1-10 of 10 records

Create New Product Sub Category

CATEGORY*
Choose Category

SUB CATEGORY NAME*
Enter Sub Category Name

SUB CATEGORY CODE*
Enter Sub Category Code

SUB CATEGORY DESCRIPTION
Enter your description here

Back Save

Actions: [Edit] [Delete]

Rows per page: 10 | 1 |

UOM (Unit of Measure) → Click New UOM, enter a Short Name and Formal Name, then click Save UOM.

Settings > Inventory Items Settings

Product Category | Product Sub Category | **UOM** | Brand | Attribute | Attribute Template | DamagedItem Approval

UOM

S NO	SHORT NAME	FORMAL NAME	STATUS
1	MTH		
2	HRS		
3	G		
4	KG	Kilograms	ACTIVE
5	NOS	Numbers	ACTIVE
6	PCS	Pieces	ACTIVE

Showing 1-10 of 10 records

Create UOM

SHORT NAME*
Enter Short Name

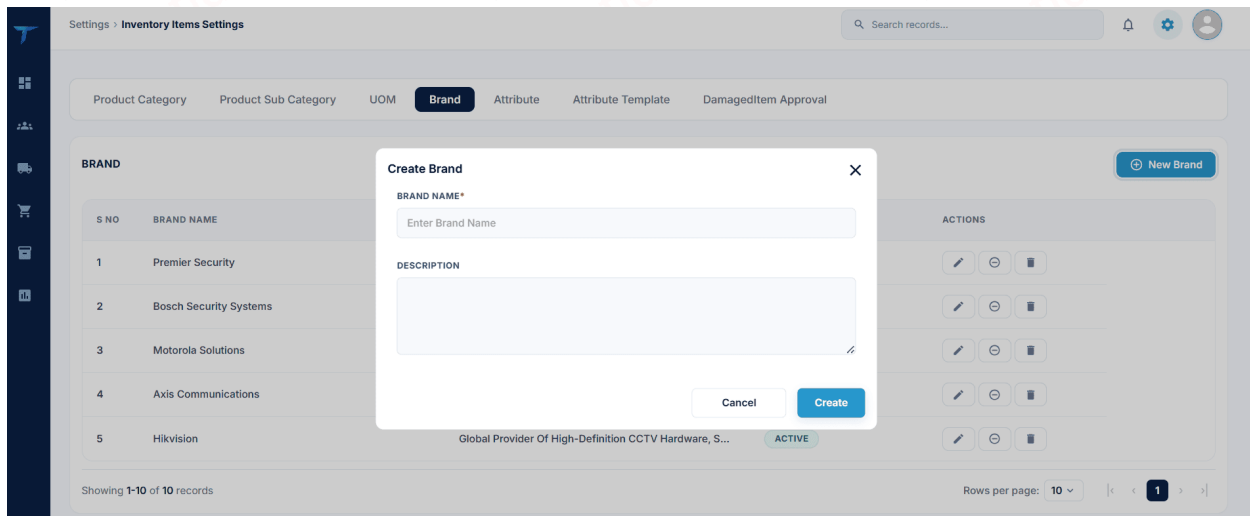
FORMAL NAME*
Enter Formal Name

Cancel Save UOM

Actions: [Edit] [Delete] [New UOM]

Rows per page: 10 | 1 |

Brand → Click **New Brand**, enter a **Brand Name** and optional **Description**, then click **Create**.



Settings > Inventory Items Settings

Product Category Product Sub Category UOM **Brand** Attribute Attribute Template DamagedItem Approval

BRAND

Create Brand

BRAND NAME*
Enter Brand Name

DESCRIPTION

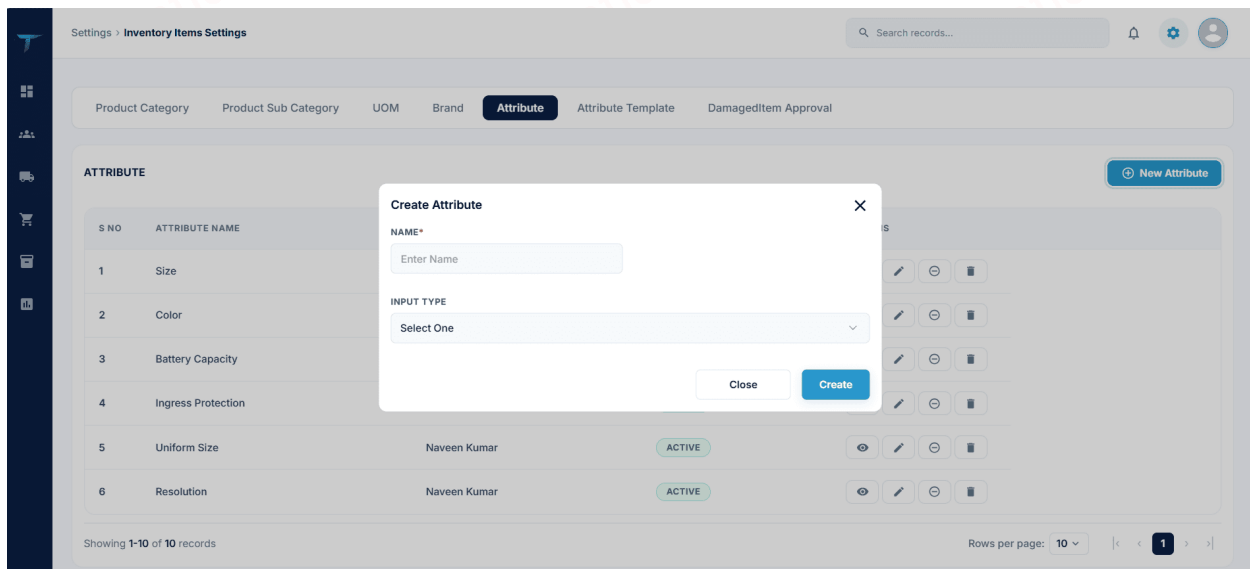
Cancel Create

Global Provider Of High-Definition CCTV Hardware, S... ACTIVE

Showing 1-10 of 10 records

Rows per page: 10 < 1 >

Attribute → Click **New Attribute**, enter a **Name**, select an **Input Type**, and then click **Create**.



Settings > Inventory Items Settings

Product Category Product Sub Category UOM Brand **Attribute** Attribute Template DamagedItem Approval

ATTRIBUTE

Create Attribute

NAME*
Enter Name

INPUT TYPE
Select One

Close Create

Size Color Battery Capacity Ingress Protection Uniform Size Resolution

Naveen Kumar Naveen Kumar

ACTIVE ACTIVE

Showing 1-10 of 10 records

Rows per page: 10 < 1 >

Settings > Inventory Items Settings

Search records...

Product Category Product Sub Category

ATTRIBUTE

S NO	ATTRIBUTE NAME
1	Size
2	Color
3	Battery Capacity
4	Ingress Protection
5	Uniform Size
6	Resolution

Showing 1-10 of 10 records

Rows per page: 10 < 1 >

Create Attribute

NAME*

color

INPUT TYPE

Select

☒ Single Dropdown
☐ Multiple Dropdown

LABEL

Enter label

VALUE

Enter value

Close Create

The **Attribute** tab is used to define the attributes required for creating item variants. It contains two fields:

1. **Name** – Enter the name of the attribute, such as **Color, Size, Material, or Capacity**.
2. **Input Type** – Select how the attribute value should be entered or selected, such as **single Dropdown, Multiple Dropdown**.
3. **Label** - Enter the Label
4. **Value** - Enter the value

Purpose: The Attribute tab helps define the characteristics and input method that will be used when creating item variants.

Attribute Template → Click **New Attribute Template**, enter a **Name**, select the attributes to include, and click **Create**.

Settings > Inventory Items Settings

Search records...

Product Category Product Sub Category

ATTRIBUTE TEMPLATE

S NO	ATTRIBUTE NAME
1	Boots
2	Security Robotics & Comms Template
3	Officer Uniform Template
4	Surveillance Camera Template

Showing 1-10 of 10 records

Rows per page: 10 < 1 >

Create Attribute Template

NAME*

Enter Name

SNO	ATTRIBUTE NAME
1	Size
2	Color
3	Battery Capacity
4	Ingress Protection
5	Uniform Size
6	Resolution

Showing 1-10 of 10 records

Rows per page: 10 < 1 >

Close Create

The **Attribute Template** tab is used to define and identify the attribute template used for creating item variants. It contains one field:

Name – Enter the name of the attribute template.

Purpose: The Template tab helps identify the attribute template and allows users to select the appropriate template when creating **item variants**.

Damaged Item Approval → Click **New Approval**, select a **User** and hierarchy **Level**, then click **Save**.

The screenshot shows the 'Inventory Items Settings' page with the 'DamagedItem Approval' tab selected. A 'Create New Hierarchy' dialog box is open, featuring a 'SELECT A USER*' dropdown menu with 'Ashwin - Imanuvel' selected, a 'HIERARCHY LEVEL*' input field with '3' entered, and an 'OVERALL APPROVAL' checkbox. The dialog also includes 'Cancel' and 'Save' buttons. In the background, the 'APPROVAL SETTINGS' table lists users and their levels, and a 'New Approval' button is visible.

USER	LEVEL
Ramesh Sundar	2
Naveen Kumar	1

4.2.3 Purchase, Stock, and Site Master Settings

Purchase Settings. Manage purchase-related approvals. Open the relevant tab (**Purchase Return**, **Purchase Order**, **Purchase Enquiry**, or **Purchase Request Approval Settings**), click **New Approval Settings**, select a **Type** (the module is selected automatically), and click **Create**.

The screenshot shows the 'Purchase Settings' page with the 'Purchase Return Approval Settings' tab selected. A 'Create Approval Settings' dialog box is open, featuring a 'MODULE*' dropdown menu with 'Purchase Return' selected, a 'TYPE*' dropdown menu with 'Select Type' selected, and 'Close' and 'Create' buttons. In the background, the 'APPROVAL SETTINGS' table lists users, and a 'New Approval Settings' button is visible.

USER	LEVEL
Naveen Kumar	

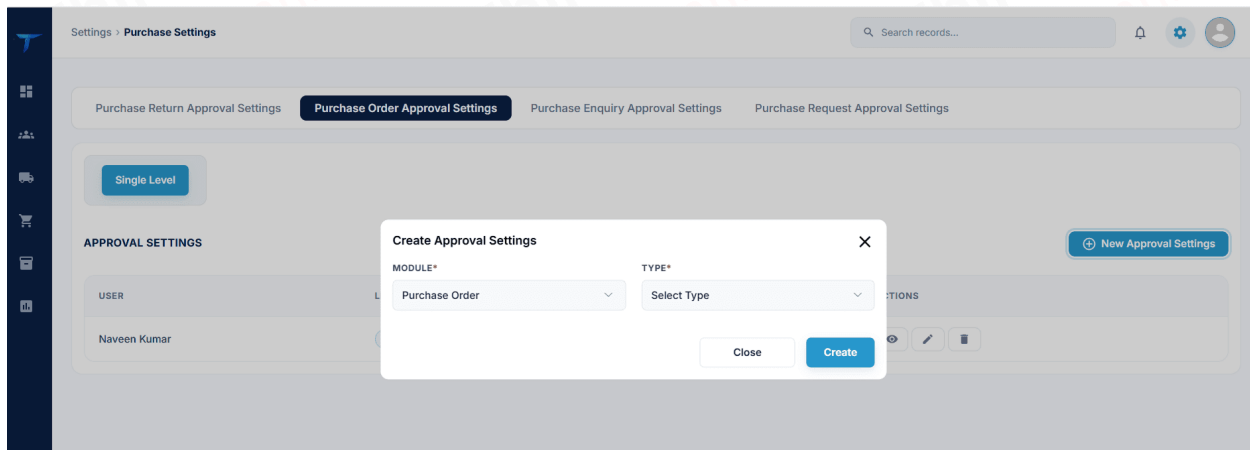
Approval Type

Single Approval:

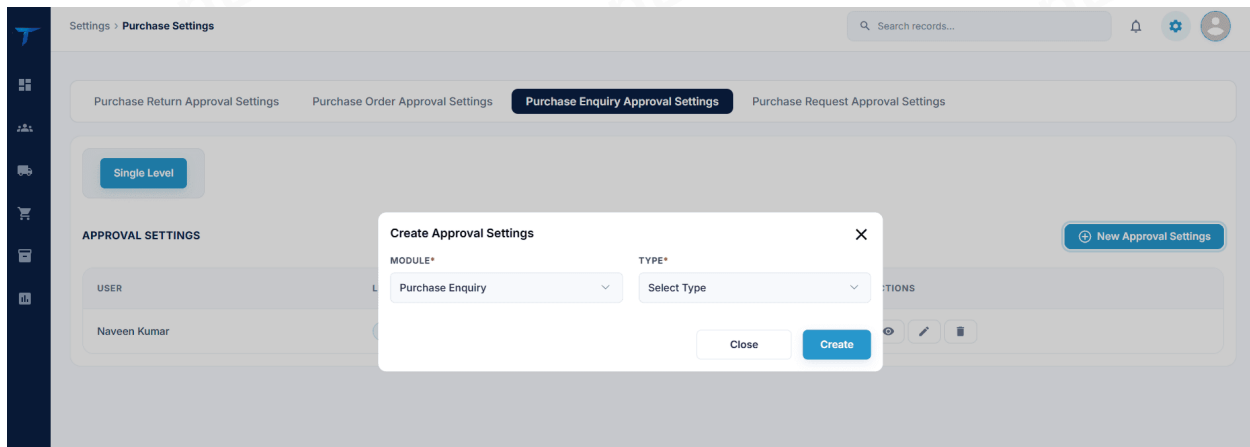
A record requires approval from **one authorized user** before it can proceed to the next stage.

Multiple Approval:

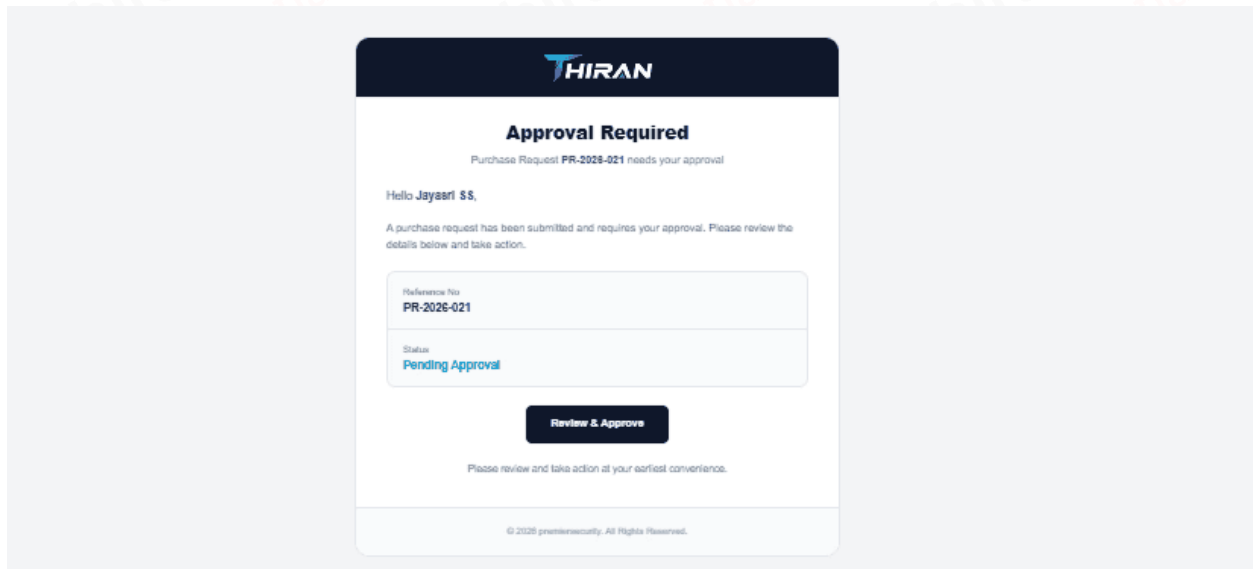
A record requires approval from **multiple authorized users**. The approval can be configured based on the required users or teams, and the record proceeds only after the required approvals are completed.



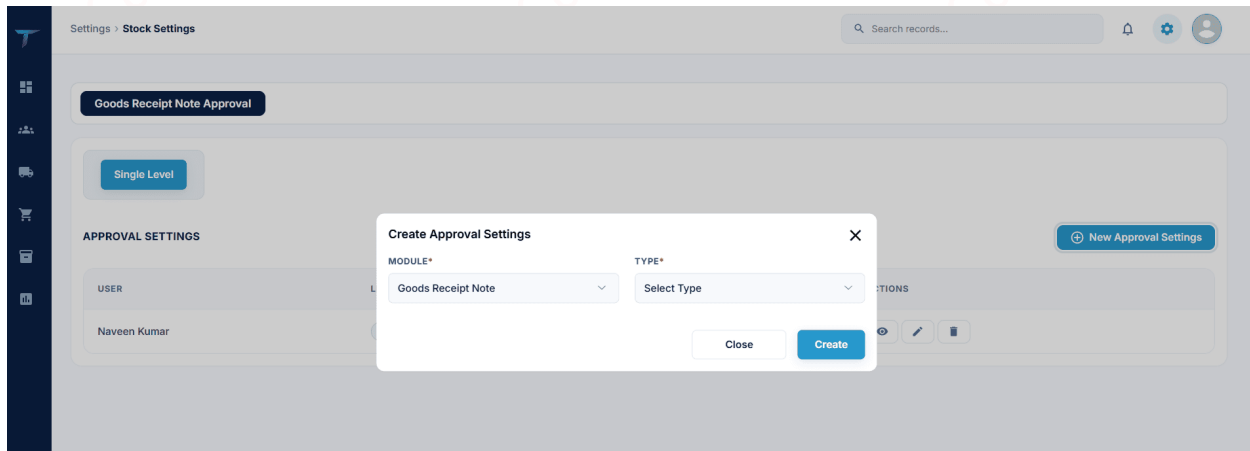
The **Approval Type** displayed would be based on our configuration in Settings -> Organization Settings -> Approval Settings



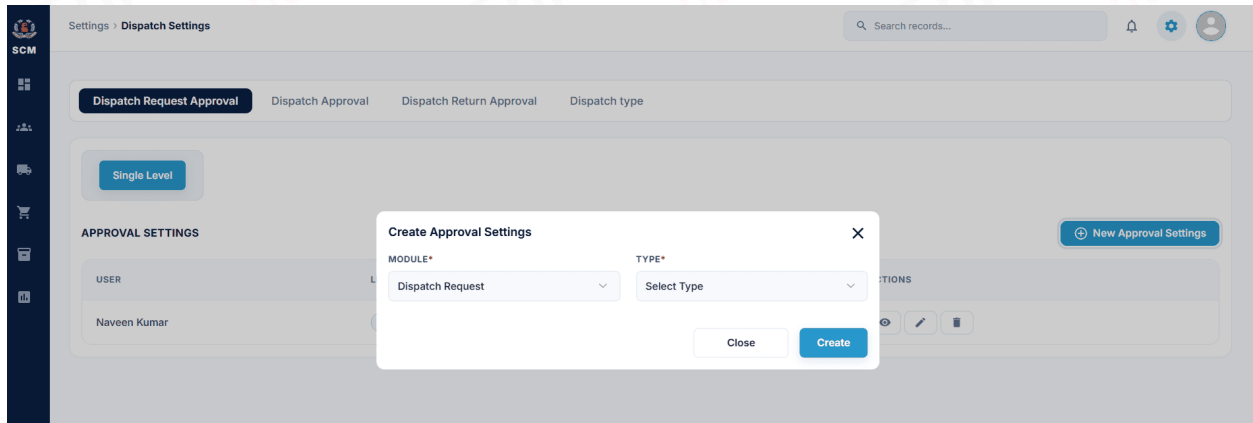
Displayed below is the approval alert mail sent to the user whose approval is required.



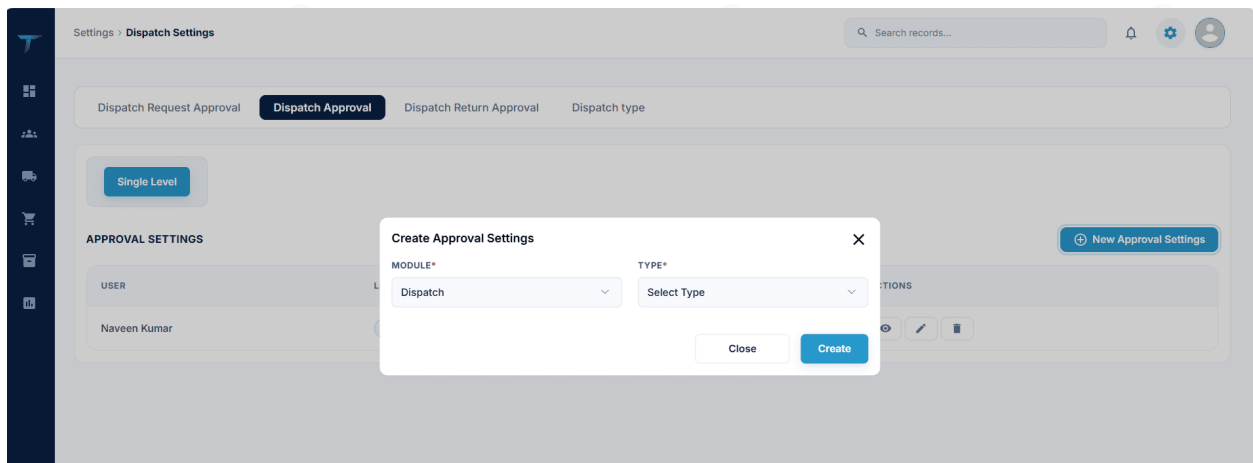
Stock Settings. Manage stock-related approvals, such as **Goods Receipt Note Approval**. Click **New Approval Settings**, select a **Type**, and click **Create**.



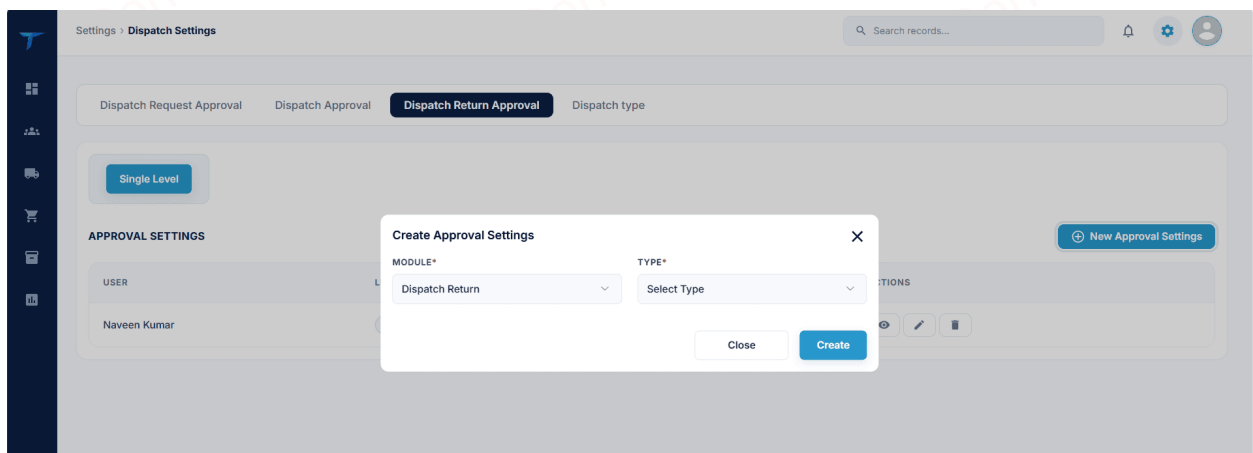
Site Master Settings. Manage dispatch-related approvals (**Dispatch Request**, **Dispatch**, **Dispatch Return**, and **Dispatch Type**). For each, click **New Approval Settings**, select a **Type**, and click **Create**.



Dispatch Approval Configuration:



Dispatch Return Configuration:



To add a dispatch type, open **Dispatch Type** → **Add Type**, enter the **Dispatch Type Name** and **Used For** value, then click **Save**.

Settings > Dispatch Settings

Search records...

Dispatch Request Approval

Dispatch Approval

Dispatch Return Approval

Dispatch type

Dispatch Types

Create And Manage Only Dispatch-Related Type Settings.

SEARCH

Search dispatch type...

S.No	Dispatch Type Name
1	Damage Return
2	Dispatch Return
3	Replacement Dispatch
4	Site Dispatch

DISPATCH TYPE NAME*

Example: Site Dispatch

USED FOR*

Dispatch

DESCRIPTION

Optional description for this dispatch type

Cancel

Save

Add Type

Created Date
30-07-2026
30-07-2026
15-07-2026
15-07-2026

5. Employees

Purpose : Manage employee records, roles, and workforce information. From the Employees module, you can view employee details and add new employees.

Overview cards. The module shows **Total Employees**, **Active Employees**, **Inactive Employees**, and **Total Roles**. Use the **All**, **Active**, and **Inactive** tabs to filter the list.

5.1 Create a new employee

1. In the **Employees** module, click **New Employee**.
2. Complete the employee information fields (see the table below).
3. Set the **Status** to Active or Inactive and, if needed, upload an **Employee Photo**.
4. Click **Save Employee**. A confirmation message is displayed and an **Employee ID** is generated automatically.

Field	Description	Required
Employee ID	A unique identifier for the employee.	Auto
First Name	The employee's first name.	Yes
Last Name	The employee's last name.	Yes
Contact Number	The employee's contact number.	Yes
Mail ID	The employee's email address.	Yes
Designation	The employee's job title.	Yes
Role	The system role and access permissions assigned.	Yes
Status	Whether the employee is Active or Inactive.	Yes

Field	Description	Required
Employee Photo	A profile photo for the employee.	Optional

THIRAN

Dashboard

Employees

Order

Procurement

Inventory

Reports

Employees

Manage employee records, roles, and workforce information.

TOTAL EMPLOYEES

9

ACTIVE EMPLOYEES

8

INACTIVE EMPLOYEES

1

TOTAL ROLES

9

All Active Inactive

Created Date-DESC

More Filters

S.NO	EMPLOYEE ID	EMPLOYEE NAME	DESIGNATION	ROLE	MOBILE NO	STATUS	ACTIONS
1	Premiersecurity009	Abc 34	Inten	Site Engineer	6586778908	ACTIVE	  
2	Premiersecurity008	Abc Ss	Intern	Site Engineer	6533333233	ACTIVE	  
3	Premiersecurity007	Naveen Kumar	Singapore	Driver1	6585858585	INACTIVE	  
4	Premiersecurity006	Rabindranath Ravindran	Driver	Driver	6589231746	ACTIVE	  
5	Premiersecurity005	Ramesh Sundar	Manager	Manager	6580808080	ACTIVE	  
6	Premiersecurity004	Arvin Raj	Singapore	Site Engineer	6592345678	ACTIVE	  
7	Premiersecurity003	K. Subramani	UK	Driver	6587654321	ACTIVE	  

THIRAN

Dashboard

Employees

Order

Procurement

Inventory

Reports

Employees > New Employee

Search records...

New Employee

Create and manage employee records for organizational operations.

Cancel

Save Employee

EMPLOYEE INFORMATION

EMPLOYEE ID

Auto Generated

FIRST NAME*

Enter first name

LAST NAME*

Enter last name

CONTACT NUMBER*

+65 8XXXXXXX

MAIL ID*

employee@company.com

DESIGNATION*

Enter designation

ROLE*

Select Role

STATUS*

ACTIVE INACTIVE

EMPLOYEE PHOTO

Once the employee is successfully created, the system will save the employee details and display the newly created employee record in the employee list.

After creating an employee, the **login credentials are automatically sent to the employee's registered email ID**, along with access to the modules assigned to their respective role.

View Employee:

When viewing the **Employee** page, click the **View** icon against an employee's name to view the employee's complete details.

Employees

10

TOTAL EMPLOYEES

9

ACTIVE EMPLOYEES

1

INACTIVE EMPLOYEES

10

TOTAL ROLES

AllActiveInactive

Created Date-DESCMore Filters

S.NO	EMPLOYEE ID	EMPLOYEE NAME	DESIGNATION	ROLE	MOBILE NO	STATUS	ACTIONS
1	Premiersecurity010	Jayasri SS	Intern	Manager	6567890123	ACTIVE	  
2	Premiersecurity009	Abc 34	Inten	Site Engineer	6586778908	ACTIVE	  
3	Premiersecurity008	Abc Ss	Intern	Site Engineer	653333233	ACTIVE	  
4	Premiersecurity007	Naveen Kumar	Singapore	Driver1	6585858585	INACTIVE	  
5	Premiersecurity006	Rabindranath Ravindran	Driver	Driver	6589231746	ACTIVE	  
6	Premiersecurity005	Ramesh Sundar	Manager	Manager	6580808080	ACTIVE	  
7	Premiersecurity004	Arvin Raj	Singapore	Site Engineer	6592345678	ACTIVE	  
8	Premiersecurity003	K. Subramani	UK	Driver	6587654321	ACTIVE	  
9	Premiersecurity002	Ashwin Imanuvel	Egypt	Manager	+65 9123 4567	ACTIVE	  

Employees > View Employee

Search records...

Premiersecurity005

ACTIVE

Ramesh Sundar - Manager

RS

Ramesh Sundar

Manager

6580808080

Sakthiaravind.Designer@gmail.Com

EMPLOYEE DETAILS

EMPLOYEE ID

Premiersecurity005

NAME

RAMESH SUNDAR

MAIL ID

Sakthiaravind.Designer@gmail.Com

CONTACT NO

6580808080

ROLE & STATUS

DESIGNATION

MANAGER

ROLE

MANAGER

STATUS

ACTIVE

6. Inventory

The Inventory module manages your product catalogue and stock: products and their variants, warehouses, goods receipt, stock levels, and serial numbers.

6.1 Products

Purpose : Manage and maintain product details used across procurement and inventory. Products track information, stock availability, and status.

Overview cards. The Products screen shows **Total Products**, **Low Stock**, **Active Products**, and **Out of Stock**.

1. Go to **Inventory → Products** and click **New Product**.
2. Complete the **Basic Info**: product name, code, description, UOM, category, sub category, and brand.
3. Set **Has Variant** and, if needed, enable **QR Code** and **Barcode Serialization**. Attach **Product Images**.
4. Complete **Inventory & Costing**: storage location, serialization, tracking expiry, purchase cost, and measured type.
5. Enter dimensions (**Length, Width, Height, Net Weight**), the **Weight Unit**, and any **Overall Remarks**.
6. Click **Save**. A confirmation message is displayed.

Field	Description	Required
Product Name	The name of the product.	Yes
Code	A unique product code.	Yes
Description	A description of the product.	Optional
UOM	The unit of measure.	Yes
Category / Sub Category	The product classification.	Yes
Brand	The product brand.	Optional
Has Variant	Whether the product has variants.	Yes
Purchase Cost	The cost used for inventory valuation.	Optional

THIRAN

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- Procurement
- Inventory
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 - Warehouse
 - Inventory
 - Product Variants
 - Item Serial Number
 - Stock Ledger
 - Tax Master
 - Goods Receipt Note
 - Damaged
- Reports

Inventory > Products

Search records...

Product

Overview of product lists and the product details

New Product

TOTAL PRODUCTS

8

LOW STOCK

8

ACTIVE PRODUCTS

7

OUT OF STOCK

8

Created Date-DESC

More Filters

S.NO	PRODUCT NAME	ITEM CODE	CATEGORY	BRAND	CREATED AT	UOM	AVAILABILITY	ACTION
1	Mobile	234	OfficerUniforms	Premier Security	31/07/2026	MTH	ACTIVE	
2	Premier Boots	PB-01	OfficerUniforms	Premier Security	21/07/2026	PCS	ACTIVE	
3	AC	AC-23	Security Manpower Services	Premier Security	21/07/2026	PCS	ACTIVE	
4	Premier Glass	PS-23	Security Technology	Premier Security	20/07/2026	PCS	ACTIVE	
5	CCTV-4K	CCTV-23	Security Technology	Hikvision	19/07/2026	PCS	ACTIVE	
6	Short Sleeve Patrol Shirt (N...	UNIF-SHIRT-NVY	OfficerUniforms	Premier Security	15/07/2026	NOS	INACTIVE	
7	Permanent Commercial Gu...	SERV-MAN-PERM	Security Manpower Services	Premier Security	15/07/2026	MTH	ACTIVE	

Inventory > Products > New Product

Search records...

New Product

Fill in the details below to log a new product

Cancel Save

BASIC INFO

PRODUCT NAME*

Enter Product Name

CODE*

Enter Product Code

DESCRIPTION

Enter Description

UOM*

Select UOM

CATEGORY*

Select Category

SUB CATEGORY*

Select Sub Category

BRAND*

Select Brand

HAS VARIANT*

No

QR CODE

Once the product is successfully created, the system will save the product details and display the newly created product in the product list. The product information can be viewed, updated, and used in related transactions such as purchase and inventory management.

6.2 Product Variants

Purpose : Manage different variations of a product based on attributes such as size, color, model, or specification. Variants help track variant-wise stock and availability.

1. Go to **Inventory → Product Variants** and click **Add Variant**.
2. Select the **Product** and enter a **Variant Name**. The **SKU** is generated automatically.

3. Select an **Attribute Template** and add any **Overall Remarks**.
4. Click **Save**. A confirmation message is displayed.

Field	Description	Required
Product	The product this variant belongs to.	Yes
Variant Name	A name for the variant.	Yes
SKU	A unique stock-keeping unit, generated from product and attributes.	Auto
Attribute Template	The set of attributes that define the variant.	Yes
Overall Remarks	Any additional notes.	Optional



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 - Product Variants**
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- Reports

Inventory > Product Variants

Search records...

V2 Product Variants
Manage product variant lists and attributes

[Add Variant](#)

TOTAL VARIANTS
8

ACTIVE VARIANTS
7

LOW STOCK PRODUCTS
0

OUT OF STOCK
0

Created Date-DESC More Filters

S.NO	PRODUCT	SKU	VARIANT NAME	ATTRIBUTE TEMPLATE	STATUS	CREATED BY	CREATED AT	ACTIONS
1	Mobile	PREM-2200-IP66	Mobile - 2200mAh IP66	Security Robotics & Co...	ACTIVE	Naveen Kumar	31/07/2026	View Edit Delete
2	Premier Boots	PREM-8-RED	Premier Boots - 8 Red	Boots	ACTIVE	Naveen Kumar	21/07/2026	View Edit Delete
3	Premier Glass	PREM-4MP-IP67	Premier Glass - 4MP IP67	Surveillance Camera Te...	ACTIVE	Naveen Kumar	20/07/2026	View Edit Delete
4	CCTV-4K	HIKV-2MP-IP66	CCTV-4K - 2MP IP66	Surveillance Camera Te...	ACTIVE	Naveen Kumar	20/07/2026	View Edit Delete
5	CCTV-4K	HIKV-8MP-IP68	CCTV-4K - 8MP IP68	Surveillance Camera Te...	ACTIVE	Naveen Kumar	19/07/2026	View Edit Delete
6	Short Sleeve Patrol Shirt...	PREM-M	Short Sleeve Patrol Shirt...	Officer Uniform Template	INACTIVE	Naveen Kumar	15/07/2026	View Edit Delete
7	Permanent Commercial ...	PREM-5000-IP67	Permanent Commercial ...	Security Robotics & Co...	ACTIVE	Naveen Kumar	15/07/2026	View Edit Delete

Inventory > Product Variants > New Product Variant

Search records...

New

Configure product variant details

Back Save

BASIC DETAILS

PRODUCT*

Select Product...

VARIANT NAME

Enter Variant...

SKU (AUTO - GENERATED)*

Auto-filled from Product + Attributes

ATTRIBUTE TEMPLATE*

Select Attribute Template

OVERALL REMARKS

Enter overall remarks...

Once the product variant is successfully created, the system will save the variant details and display the newly created product variant in the variant list. The variant can be used to manage different versions, attributes, or specifications of the product in inventory and related transactions.

6.3 Warehouses

Purpose : Manage warehouse locations where products are stored, received, transferred, and dispatched. Warehouses help track stock availability by location.

Overview cards. Shows **Total Warehouses**, **Active Warehouses**, **Inactive Warehouses**, and **Default Warehouse**.

1. Go to **Inventory → Warehouse** and click **New Warehouse**.
2. Enter **Basic Details**: name, code, and warehouse type. Mark as default if required.
3. Enter the **Address** (street, city, state, country, ZIP code).
4. Enter the **Contact** details (first name, last name, phone number, email).
5. Click **Save**. A confirmation message is displayed.

Field	Description	Required
Name	The warehouse name.	Yes
Code	A unique warehouse code.	Yes
Warehouse Type	The type of warehouse (for example, Standard).	Yes
Address	Street, city, state, country, and ZIP code.	Yes

Field	Description	Required
Contact	Contact person name, phone number, and email.	Yes

THIRAN

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Inventory > Warehouse

Warehouse

Manage warehouse locations and storage details

TOTAL WAREHOUSES

3

ACTIVE

2

INACTIVE

1

DEFAULT WAREHOUSES

1

Created Date-DESC

More Filters

S.NO	CODE	WAREHOUSE	TYPE	CITY	DEFAULT	STATUS	CONTACT	PHONE	EMAIL	CRI
1	34	W1	STANDARD	Chennai	NON-DEFAULT	ACTIVE	Abc S	7890123456	Abc123@Gmail.Com	31/
2	CC001	Spare Warehouse	STANDARD	Chennai	NON-DEFAULT	INACTIVE	Designers Ravindran	08923174620	Gwaytrainee@Gmail.C...	21/
3	PSHQ-WH01	Premier Security HQ Hub	STANDARD	Singapore	DEFAULT	ACTIVE	Logistics Manager	+65 6291 9866	Interngway10@Gmail...	15/

Inventory > Warehouse > New Warehouse

New

Fill in the warehouse details

Cancel

Save

BASIC DETAILS

NAME*

Enter warehouse name

CODE*

Enter warehouse code

WAREHOUSE TYPE*

Standard

Is Default

ADDRESS

STREET*

Enter street

CITY*

Enter city

STATE*

Enter state

COUNTRY*

Enter country

ZIP CODE*

Enter ZIP code

CONTACT

FIRST NAME*

LAST NAME*

PHONE NUMBER

The **Default** button is used to mark a warehouse as the **default warehouse**. The selected default warehouse will be automatically used when a warehouse is required during relevant inventory transactions.

Once the warehouse is successfully created, the system will save the warehouse details and display the newly created warehouse in the warehouse list. The warehouse can be used for inventory management, stock movements, and other related transactions.

6.4 Goods Receipt Note (GRN)

Purpose : Record and verify goods received from vendors against purchase orders. A GRN confirms receipt of items before inventory is updated.

Overview cards. Shows **Total GRNs**, **Approved GRNs**, and **Pending GRNs**.

1. Go to **Inventory → Goods Receipt Note** and click **New Goods Receipt Note**.
2. Choose the **Purchase Order**. Supplier and item details are filled in automatically.
3. Select the **Warehouse** and add any **Remarks**.
4. Click **Save**. The GRN is created.

Note : Once a GRN is approved, the received items are added to inventory. The system updates stock quantities and assigns warehouse locations and serial numbers (if applicable), making the products available for other transactions.

Field	Description	Required
Reference No	A unique GRN reference.	Auto
Receipt Date	The date of receipt.	Auto
Purchase Order	The purchase order being received against.	Yes
Supplier & Item Details	Filled in automatically from the purchase order.	Auto
Warehouse	The warehouse receiving the goods.	Yes
Remarks	Any additional notes.	Optional

THIRAN

- Dashboard
- Employees
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- Procurement
- Inventory**
 - Products
 - Warehouse
 - Inventory
 - Product Variants
 - Item Serial Number
 - Stock Ledger
 - Tax Master
 - Goods Receipt Note**
 - Damaged
- Reports

Inventory > Goods Receipt Note

Search records...

THIRAN

Inventory > Goods Receipt Note

Goods Receipt Note

Track and manage all received goods against purchase orders.

New Goods Receipt Note

TOTAL GRN

9

PENDING GRN

0

APPROVED GRN

0

RECEIVED QUANTITY

0

All

Draft

Received

Pending

Approved

Stock Updated

Rejected

Created Date-DESC

More Filters

GRN ID	STATUS	ITEM NAME	QTY RECEIVED	SUPPLIER	DATE RECEIVED	REMARKS	REFERENCE ID	RECORDED BY	ACTIONS
GRN-009	DRAFT	Camera: Hikvision 4K ...	1	Praveen	31/07/2026	-	PO-2026-006	Naveen Kumar	View Edit Delete
GRN-008	STOCK UPDATED	Premier Boots	11	Premier Security	30/07/2026	-	PO-2026-010	Naveen Kumar	View
GRN-007	STOCK UPDATED	Premier Boots	5	Premier Security	22/07/2026	-	PO-2026-009	Naveen Kumar	View
GRN-006	STOCK UPDATED	Premier Boots	10	Premier Security	21/07/2026	-	PO-2026-008	Naveen Kumar	View
GRN-005	DRAFT	CCTV-4K	4	Zenith Industrial Suppli...	21/07/2026	-	PO-2026-004	Naveen Kumar	View Edit Delete

THIRAN

- Dashboard
- Employees
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- Inventory**
 - Products
 - Warehouse
 - Inventory
 - Product Variants
 - Item Serial Number
 - Stock Ledger
 - Tax Master
 - Goods Receipt Note**
 - Damaged
- Reports

Inventory > Goods Receipt Note > New Goods Receipt Note

Search records...

Inventory > Goods Receipt Note

New Goods Receipt Note

Record goods receipt note details

Back

Save

BASIC DETAILS

REFERENCE NO

GRN-011

RECEIPT DATE

17-08-2026

PURCHASE ORDER*

PO-2026-004

REMARKS

SUPPLIER DETAILS

SUPPLIER*

Zenith Industrial Supplies

SUPPLIER NOTES

ITEMS DETAILS

ITEM	UOM	WAREHOUSE	PO QTY	RECEIVED QTY	ACCEPTED QTY	REJECTED QTY	RATE	TOTAL
CCTV-4K	PCS	Select Warehouse	4	0	0	0	\$200.00	\$0.00

Once the GRN (Goods Receipt Note) is successfully created, the system will save the GRN details and update the received stock quantity in inventory. The created GRN will be displayed in the GRN list and can be used for further processes such as quality checking, stock management, and purchase tracking.

The rejected quantity specified while creating the GRN record can either be approved through the Damaged Item module or returned through a Purchase Return.

GRN can be viewed and approved by the respective user role in the mobile view.


View GRN


GRN-010
DRAFT

CAMERA: HIKVISION 4K AI DOME





Created
Pending
Approved

GRN INFORMATION

ID	GRN-010
Purchase Order	PO-2026-006
Supplier	Praveen
Receipt Date	13/08/2026

PRODUCT DETAIL

Product	QTY	Received	Total
Camera: Hikvision 4K AI Dome	5	4	₹7,840
Total Amount			₹7,840

6.5 Inventory and adding stock

Purpose : Manage and monitor product stock across all warehouses. Inventory tracks stock availability, warehouse-wise quantities, and low-stock levels for efficient management.

Overview cards. Shows **Total Items**, **In Stock**, **Low Stock**, and **Out of Stock**. The **All** tab shows every warehouse; each warehouse also has its own tab.

1. Go to **Inventory → Inventory** and click **Add Stock**.
2. Select the **Product**, **Variant**, and **Warehouse**.
3. Enter the **Quantity**. The **Unit of Measure** and **Transaction Type** are set automatically.
4. Optionally select **Auto-Generate Serial Numbers**, then set the **Min Stock Level** and **Max Stock Level**.
5. Click **Save**. A confirmation message is displayed and an **Inventory No** is generated.

Field	Description	Required
Product	The product to add stock for.	Yes
Variant	The product variant, if applicable.	Optional
Warehouse	The receiving warehouse.	Yes
Quantity	The quantity being added.	Yes
Transaction Type	The reason for the entry (for example, Opening, Adjustment, Return).	Auto
Reference Number	A unique reference for the entry.	Auto
Min / Max Stock Level	Reorder thresholds for the item.	Yes

Note : Low Stock Alerts display products at or below their minimum stock level, helping you replenish stock on time and prevent shortages.

THIRAN

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Item Serial Number

Stock Ledger

Tax Master

Goods Receipt Note

Damaged

Reports

Inventory > Inventory

Search records...

Low Stock Alert

Add Stock

Inventory

Overview of inventory lists and the inventory details

TOTAL ITEMS

8

IN STOCK

8

LOW STOCK

3

OUT OF STOCK

0

All

W1

Spare Warehouse

Premier Security HQ Hub

Created Date-DESC

More Filters

S.NO	INVENTORY NO	PRODUCT	VARIANT	WAREHOUSE	UOM	PHYSICAL	RESERVED	AVAILABLE	DAMAGED	TRANSIT	DISP
1	INVTY-0008	Mobile 234	Mobile - 2200mAh IP66	W1	MTH	3	0	3	0	0	0
2	INVTY-0007	Premier Boots PB-01	Premier Boots - 8 Red	Spare Warehouse	-	20	0	20	0	0	0
3	INVTY-0006	Premier Boots PB-01	Premier Boots - 8 Red	Premier Security HQ Hub	PCS	10	0	8	0	0	2
4	INVTY-0005	AC AC-23	-	Premier Security HQ Hub	PCS	5	2	3	0	0	0
5	INVTY-0004	Premier Glass PS-23	Premier Glass - 4MP IP...	Premier Security HQ Hub	-	5	2	3	0	0	0
6	INVTY-0003	CCTV-4K CCTV-23	CCTV-4K - 8MP IP68	Premier Security HQ Hub	-	10	0	6	0	0	4
7	INVTY-0002	Short Sleeve Patrol Shirt (Na 18MF-SHIRT-NVY	Short Sleeve Patrol Shi...	Premier Security HQ Hub	NOS	110	0	110	0	0	0

Inventory > Inventory > New Inventory

Search records...

Cancel

Save

New

Enter inventory item details

STOCK ENTRY

PRODUCT*

234 - Mobile

VARIANT*

PREM-2200-IP66 - Mobile - 2200mAh IP66

WAREHOUSE*

Premier Security HQ Hub

UNIT OF MEASURE

MTH

QUANTITY (QTY)*

1

Transaction Type Indicates The Reason For Adding Stock: OPENING For Initial Stock, ADJUSTMENT_IN For Corrections, RETURN_IN For Returned Items.

Unit Cost Is The Cost Per Unit Of The Product. This Will Be Used For Inventory Valuation.

TRANSACTION TYPE*

OPENING

LAYER TYPE (OPTIONAL)

FIFO

Layer Type Determines Cost Calculation Method: FIFO (First In, First Out) Or LIFO (Last In, First Out) For Inventory Costing Layers.

REFERENCE NUMBER

INVT-0009

NOTES (OPTIONAL)

Enter notes

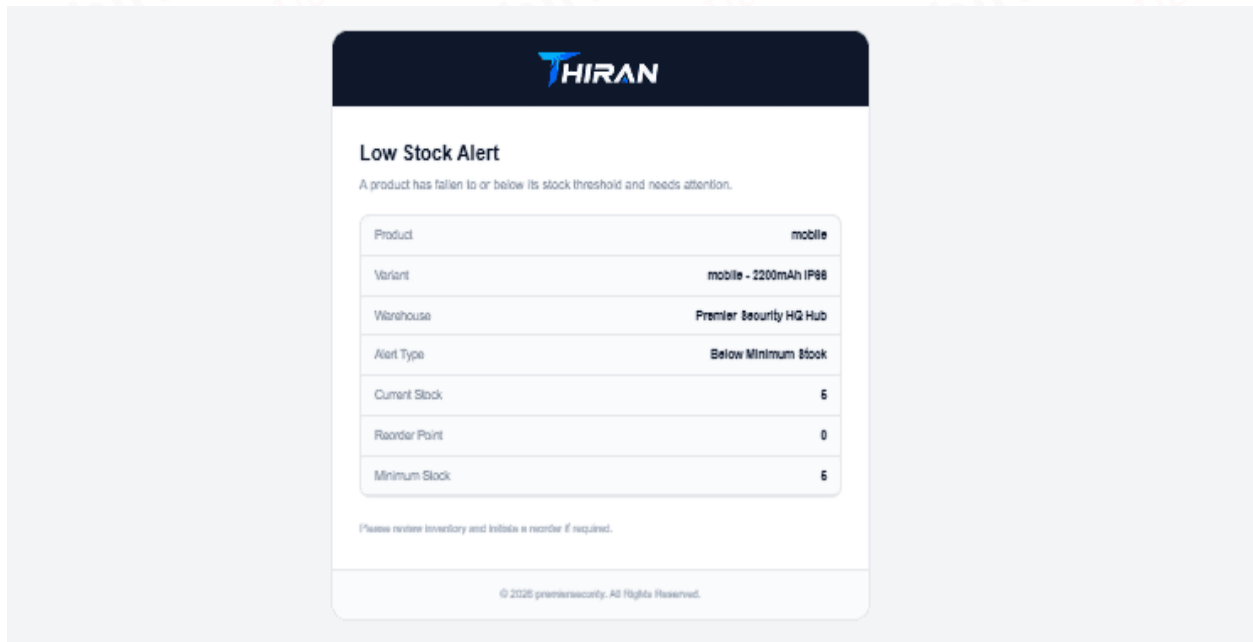
Auto-Generate Serial Numbers — 1 Records Will Be Created

REORDER SETTINGS

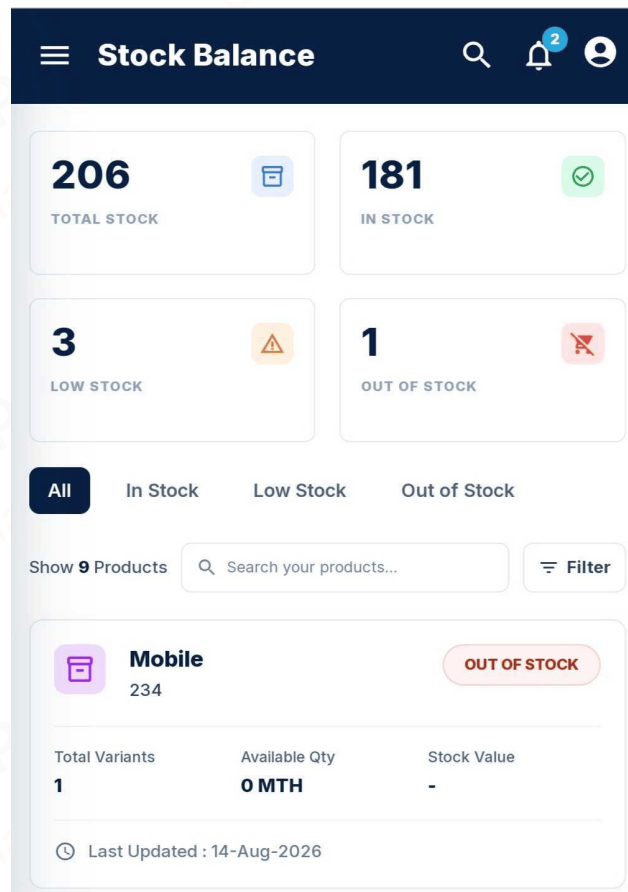
Once the stock is successfully added, the system will save the stock details and update the available inventory quantity. The added stock will be reflected in the stock list and can be used for inventory tracking, stock movements, and related transactions.

When adding stock to the **Inventory**, an **Auto Generate Serial Number** option is available to automatically generate unique serial numbers for the added items.

When the **stock level is low**, a notification will be sent through the **app**, and an **email** alert will also be sent.



The stock overview can be viewed in the mobile view.



6.6 Item Serial Numbers

Purpose : Manage and track individual products using unique serial numbers after stock is updated. Serial numbers help monitor product status, warranty details, dispatch history, and movement throughout the product lifecycle.

Overview cards. Shows **Total Serial Numbers**, **Active Items**, **Under Warranty**, and **Expiring Soon**. Tabs filter by **All**, **Available**, **Reserved**, and **Sold**.

1. Go to **Inventory** → **Item Serial Number** and click **Add Serial Number**.
2. Select the **Product** and **Variant**. The **Serial Number** is generated automatically.
3. Set the **Expiry Date**, **Expiry Period**, and **Expiry Status**, and add a **Description** if needed.
4. Click **Save**. A confirmation message is displayed.

Field	Description	Required
Serial Number	A unique serial number for the item.	Auto
Product	The product is being serialized.	Yes
Variant	The product variant, if applicable.	Optional
Expiry Date / Period / Status	Warranty or expiry tracking details.	Optional
Description	Any additional notes.	Optional

THIRAN

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Warehouse

Inventory

Product Variants

Item Serial Number

Stock Ledger

Tax Master

Goods Receipt Note

Damaged

Reports

Inventory > Item Serial Number

Search records...

Scan QR / Barcode

Add Serial Number

TOTAL SERIAL NUMBERS

264

ACTIVE ITEMS

10

UNDER WARRANTY

2

EXPIRING SOON

0

All

Available

Reserved

Sold

Created Date - Newest

More Filters

S.NO	SERIAL NUMBER	ITEM NAME	VARIANT NAME	STATUS	CREATED AT	ACTIONS
1	QYV587VWZHQQ	Mobile	Mobile - 2200mAh IP66	AVAILABLE	31/07/2026	   
2	SZPC01010IK8	Premier Boots	Premier Boots - 8 Red	AVAILABLE	31/07/2026	   
3	2540MQ78BY81	Premier Boots	Premier Boots - 8 Red	AVAILABLE	30/07/2026	   
4	YNGDFIIGFRHK	Premier Boots	Premier Boots - 8 Red	AVAILABLE	30/07/2026	   
5	JHKSFPVQU4GZH	Premier Boots	Premier Boots - 8 Red	AVAILABLE	30/07/2026	   
6	NB39TABG5RL7	Premier Boots	Premier Boots - 8 Red	AVAILABLE	30/07/2026	   
7	HW5GBVQ3K372	Premier Boots	Premier Boots - 8 Red	AVAILABLE	30/07/2026	   

Inventory > Item Serial Number > New Item Serial Number

Search records...

Back

Save

New Item Serial Number

Fill in the details below to generate a new item serial number.

BASIC DETAILS

SERIAL NUMBER

Leave blank to auto - generate

PRODUCT*

Select Product

VARIANT

Select Variant

EXPIRY DETAILS

EXPIRY DATE

dd-mm-yyyy

EXPIRY PERIOD

dd-mm-yyyy

DESCRIPTION

Enter Description

EXPIRY STATUS

Active

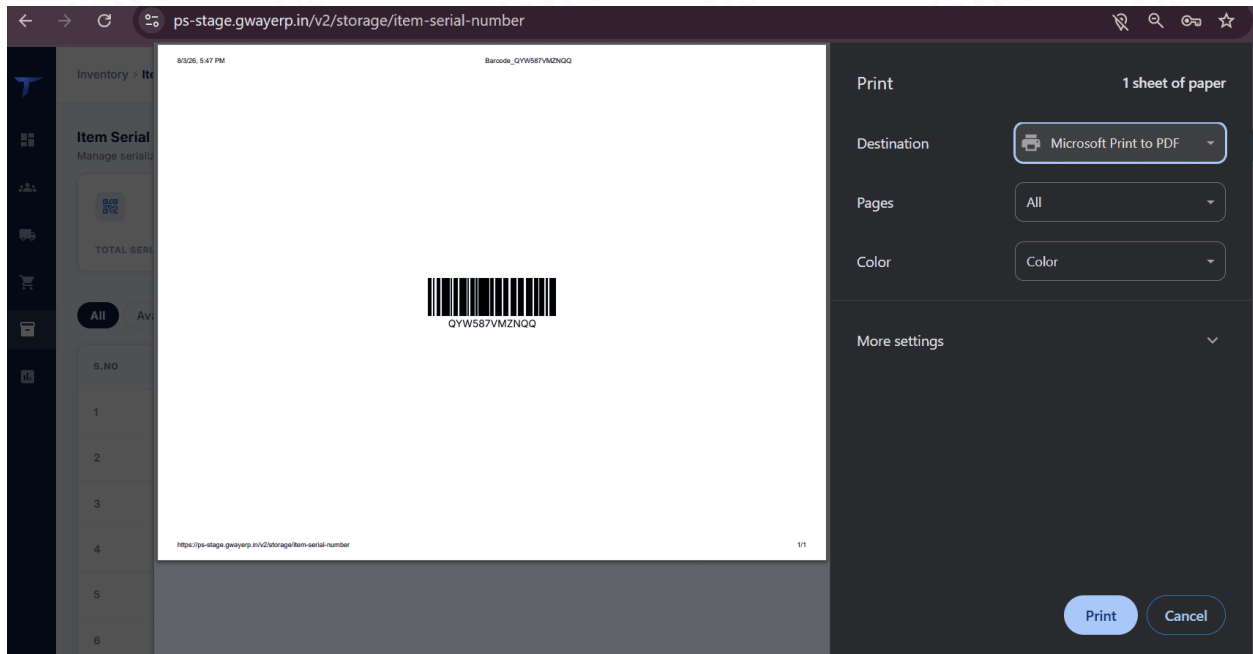
To print a QR code for a specific item serial number, click the **QR Code** icon against the required item. The system will generate and display the QR code, which can then be printed for identification and tracking purposes

The screenshot shows the 'Item Serial Number' management page. A modal titled 'Print Label' is open, displaying a QR code for item QYH587VHZNQ. The modal includes settings for 'FORMAT' (QR Code), 'COPIES' (1), and 'LABEL SIZE' (62mm X 100mm). The background interface shows a table of item serial numbers and a sidebar with navigation icons.

S.NO	SERIAL NUMBER	ITEM NAME
1	QYH587VHZNQ	Mobile
2	SZPC010101KB	Premier Boots
3	Z540NQ78BY01	Premier Boots
4	YNGDF11GFRHK	Premier Boots
5	PHKSPVQ4GZH	Premier Boots
6	N039TA0C5RL7	Premier Boots
7	INSGBVQ3K372	Premier Boots - 8 Red

The screenshot shows the print preview interface for the item label. The main area displays the QR code and item details. The right sidebar contains print settings: 'Destination' (Microsoft Print to PDF), 'Pages' (All), and 'Color' (Color). The bottom of the sidebar has 'Print' and 'Cancel' buttons.

To print a label for a specific item serial number, click the **Barcode** icon against the corresponding **Item Name**. The system will generate and print the label containing the item's details, such as the serial number and other configured information



Click the **View** icon against a particular serial number to view the **Item Serial Number** details, including the **QR Code** and **Barcode** options.

Inventory > Item Serial Number > View Item Serial Number

Search records...

QYW587VMZNQQ

View Item Serial Identity, Product Linkage, Warranty Dates, And Current Status.

Tracking Info

Warranty

TRACKING INFORMATION

Complete Tracking Details For This Serialized Item Including Allocation History And Current Location.

SERIAL NUMBER

QYW587VMZNQQ

CURRENT STATUS

AVAILABLE

PRODUCT

Mobile

VARIANT

Mobile - 2200mAh IP66

WAREHOUSE

—

CREATED DATE

31 Jul 2026

LAST UPDATED

31 Jul 2026

DESCRIPTION

—

QR CODE

QYW587VMZNQQ

AVAILABLE

BARCODE

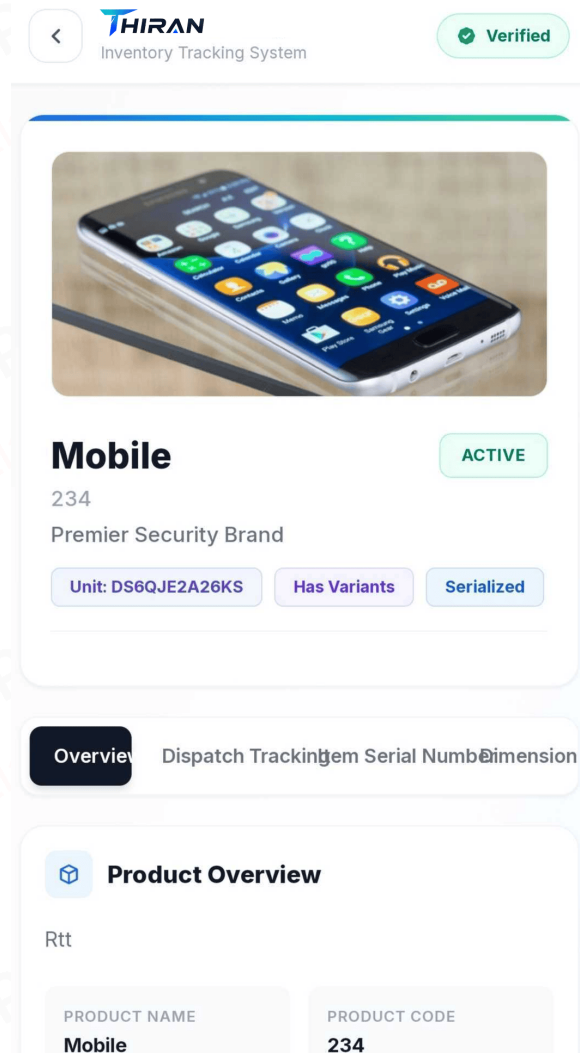
QYW587VMZNQQ

RECORD INFO

Created

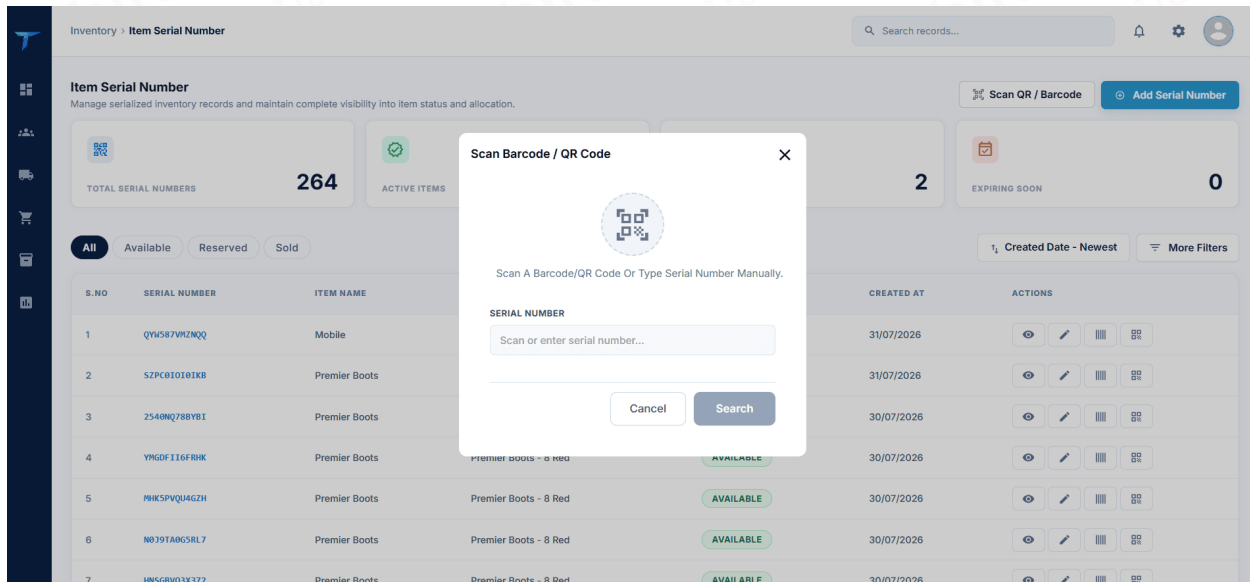
31 Jul 2026

When you scan the **QR code of a product**, it opens the **product page**, where you can view details such as the product name, price, description, availability, and other relevant information.



Search by Serial Number:

Use the **Serial Number** search field to search for an item by entering its serial number. The system will display the matching item details based on the entered serial number.



Once the item serial number is successfully added, the system will save the serial number details and link them with the respective item. The created serial number will be displayed in the item serial number list and can be used for item tracking, inventory management, and future transactions.

6.7 Stock Ledger:

The **Stock Ledger** is used to track the complete **movement and quantity changes of items** in inventory.

It helps users:

- Track **stock received, issued, transferred, or returned**.
- View the **opening, incoming, outgoing, and closing stock**.
- Maintain a clear history of all **stock transactions**.
- Monitor the current stock balance for each item.

Clicking the **Stock Ledger** tab displays the following stock summary and transaction tabs:

- **Total Stock In** – Displays the total quantity of stock received into the inventory.
- **Total Stock Out** – Displays the total quantity of stock issued or moved out of the inventory.
- **Total Transactions** – Displays the total number of stock-in and stock-out transactions.
- **Closing Stock Balance** – Displays the remaining stock quantity after all stock movements.
- **All** – Displays all stock-in and stock-out transactions.
- **In** – Displays only stock-in transactions.
- **Out** – Displays only stock-out transactions.

THIRAN

Dashboard

Employees

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Procurement

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Products

Warehouse

Inventory

Product Variants

Item Serial Number

Stock Ledger

Tax Master

Goods Receipt Note

Damaged

Reports

Inventory > Stock Ledger

Search records...

Stock Ledger

Overview of Stock Ledger lists and details

TOTAL STOCK IN

262

STOCK OUT

82

TOTAL TRANSACTIONS

54

CLOSING STOCK BALANCE

200

All IN OUT

Transaction Date-DESC

More Filters

S.NO	DATE	ITEM	VARIANT	LOCATION	TYPE	DIRECTION	QTY	BALANCE QTY	CREATED BY
1	31-07-2026	Mobile	Mobile - 2200mAh IP66	W1	OPENING	IN	3	3	Naveen Kumar
2	30-07-2026	Premier Boots	Premier Boots - 8 Red	Premier Security HQ Hub	Dispatch Return	IN	4	8	Naveen Kumar
3	30-07-2026	Premier Boots	Premier Boots - 8 Red	Premier Security HQ Hub	Dispatch	OUT	4	4	K. Subramani
4	30-07-2026	Premier Boots	Premier Boots - 8 Red	Spare Warehouse	GRN	IN	11	20	Naveen Kumar
5	22-07-2026	Premier Boots	Premier Boots - 8 Red	Premier Security HQ Hub	GRN	IN	1	8	Naveen Kumar
6	22-07-2026	Premier Boots	Premier Boots - 8 Red	Premier Security HQ Hub	GRN	IN	4	7	Naveen Kumar
7	21-07-2026	Premier Boots	Premier Boots - 8 Red	Premier Security HQ Hub	Dispatch Return	IN	2	3	Naveen Kumar

6.8 Tax Master:

The **Tax Master** is used to create and manage tax details that are applied to transactions such as purchases.

Clicking the **Tax Master** tab displays the following:

- **Total Tax Entries** – Displays the total number of tax entries created.
- **Active** – Displays the tax entries that are currently active and available for use.
- **Inactive** – Displays the tax entries that are currently inactive and unavailable for use.
- **Create New Tax** – Allows users to create and configure a new tax entry.

THIRAN

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Employees

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Procurement

Inventory

Products

Warehouse

Inventory

Product Variants

Item Serial Number

Stock Ledger

Tax Master

Goods Receipt Note

Damaged

Reports

Inventory > Tax Master

Search records...

V2 Tax Master

Configure tax rates and tax categories

TOTAL TAX ENTRIES

1

ACTIVE

1

INACTIVE

0

Created Date-DESC

More Filters

S.NO	TAX NAME	TAX CODE	TAX TYPE	GST TREATMENT	APPLICABLE FOR	TAX RATE (%)	EFFECTIVE FROM	EFFECTIVE TO	STATUS	CREATED
1	GST 9% Output Tax (purcha	GST_SR_9	GST	Standard Rated	Purchase	9	01/01/2024 05:30:00	31/07/2026 05:30:00	ACTIVE	15/07/2026

Showing 1-10 of 10 records

Rows per page: 10 < 1 >

Creating a New Tax, click on the New Tax Button

Inventory > Tax Master > New Tax Master

Search records...

Cancel Save

New

Set up tax configuration

BASIC DETAILS

TAX NAME*
e.g. GST 9% Purchase

TAX CODE*
e.g. GST_PUR_9

TAX TYPE
GST

APPLICABLE FOR
Purchase

GST TREATMENT
Standard Rated

DESCRIPTION
Optional notes

RATES

TAX RATE (%)*
0

EFFECTIVE FROM
dd-mm-yyyy

EFFECTIVE TO
dd-mm-yyyy

SETTINGS

STATUS
Active

Field	Description	Required
Tax Name	Enter the Tax name	Yes
Tax code	Enter the Tax Code	Yes
Tax Type	Select the Tax Type	Yes
GST Treatment	Select the GST Treatment	Yes
Applicable for	Used to specify where the newly created master data will be applicable	Yes
Tax Rate	Enter the Tax Rate	Yes
Effective From	Select the Effective From Date	Yes
Effective To	Select the Effective To Date	Yes
Status	Select the Status	Yes

6.9 Damaged:

Click the **Damaged** icon to view and manage all damaged items. The page displays **Total Damaged Items**, **Pending Inspection**, **Approved for Disposal**, and **Damaged Value** summary tabs.

Status tabs:

- **All** – View all damaged reports.
- **Draft** – Reports saved but not yet submitted.
- **Pending** – Reports awaiting inspection or approval.
- **Approved** – Reports approved for disposal.
- **Confirmed** – Reports confirmed for disposal.

Inventory > Damaged

Search records...

Damaged Items
Record and manage damaged inventory items

[New Damage Report](#)

TOTAL DAMAGED ITEMS: 15

PENDING INSPECTION: 0

APPROVED FOR DISPOSAL: 0

DAMAGE VALUE: \$0

Status tabs: All, Draft, Pending, Approved, Confirmed, Disposed

1, Created Date - Newest | More Filters

S.NO	DMG NO	DAMAGE DATE	WAREHOUSE	TOTAL LINES	TOTAL DAMAGED QTY	STATUS	ACTIONS
1	DMG-20260015	10/08/2026	Premier Security HQ Hub	1	9	CANCELLED	
2	DMG-20260014	30/07/2026	Premier Security HQ Hub	1	1	PENDING	
3	DMG-20260013	22/07/2026	Premier Security HQ Hub	1	1	PENDING	
4	DMG-20260012	22/07/2026	Premier Security HQ Hub	1	1	CANCELLED	
5	DMG-20260011	22/07/2026	Premier Security HQ Hub	1	1	CANCELLED	
6	DMG-20260010	22/07/2026	Spare Warehouse	1	1	CANCELLED	
7	DMG-20260009	21/07/2026	Premier Security HQ Hub	1	1	CANCELLED	

Click **New Damaged Report** to create and submit a new damaged item report.

Field	Description	Required
Damage Number	A unique number used to identify and track a damaged item record.	Auto
Damage Date	The date on which the item was identified or recorded as damaged.	Yes
Notes	Enter the Notes	Optional
Reference Type	Enter the Reference	Optional
Item	Select the item for which the damage record is being created.	Yes
Variant	Specifies the specific version of an item based on attributes such as size, color, or model.	Yes
Warehouse	Select the warehouse where the item is stored or where the damage occurred	Yes
Damaged QTY	Enter the Damaged QTY	Yes
Serial Nos	Select the Serial Nos	Yes

Field	Description	Required
Damage Type	Select the Damage Type	Optional
Disposition	Select the Disposition	Optional
Damaged By	Enter the Damaged Person	Optional

Damage Type

The **Damage Type** section comprises four types:

1. **GRN Damage** – Used to record goods identified as damaged or defective while receiving a purchase. The damaged quantity is recorded as the rejected quantity in the GRN for further action.
2. **Dispatch Damage** – Used to record items that are damaged during delivery. The damage is recorded when the goods are delivered, based on the condition of the items at the time of delivery.
3. **Dispatch Return Damage** – Used to record items that are found to be damaged at the site and subsequently returned through the Dispatch Return process.
4. **In-Store Damage** – Used to record items that become damaged while stored in the warehouse or store, for inspection and further action.

The damaged item stock will be updated across the system once the respective approver approves the record.

7. Procurement

Procurement manages the full purchasing cycle. The normal flow is: create a Purchase Request, send a Purchase Enquiry to vendors, record Purchase Quotations, raise a Purchase Order, and — if needed — process a Purchase Return.

7.1 Vendors

Purpose : Manage vendor and supplier information. The Vendor screen shows Total Vendors, Total Orders, Active Vendors, and Inactive Vendors, with All, Active, and Inactive filter tabs.

1. Go to **Procurement → Vendor** and click **New Vendor**.
2. Complete the vendor details (see the table below).
3. Click **Save**. A confirmation message is displayed.

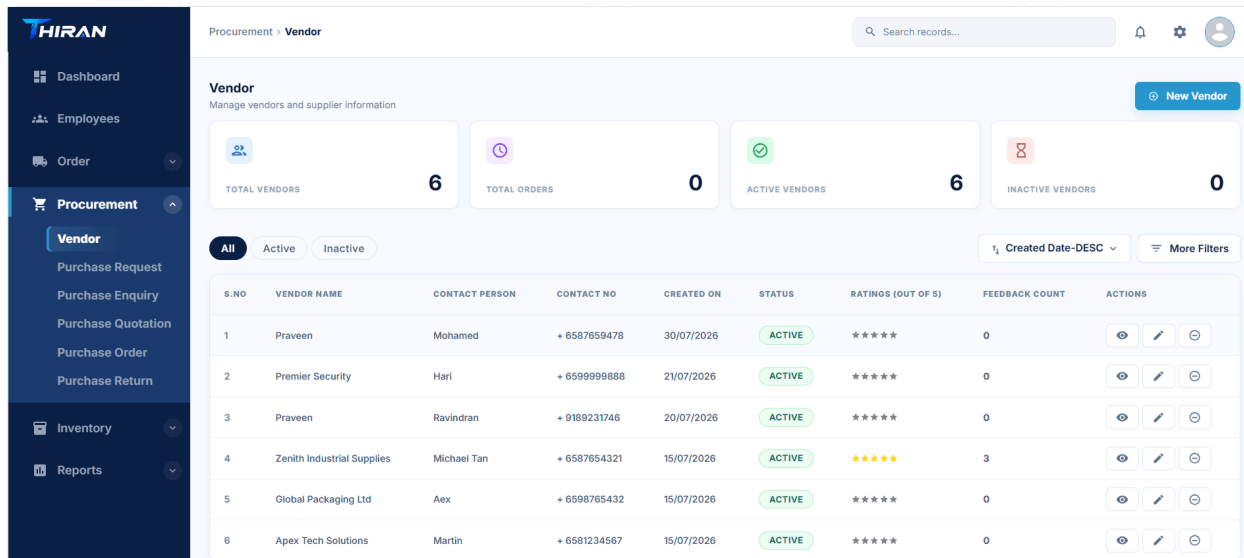
Note : To edit a vendor, click the Edit icon, change the details (such as contact email or number), and click Save.

Field	Description	Required
Vendor Name	The vendor's name.	Yes
Contact Person	The main contact at the vendor.	Yes
Contact Mail	The vendor's email address.	Yes
Contact Number	The vendor's phone number.	Yes
Address	The vendor's address.	Optional

The **Vendor** module is used to create, manage, and monitor vendor details and their purchase-related activities.

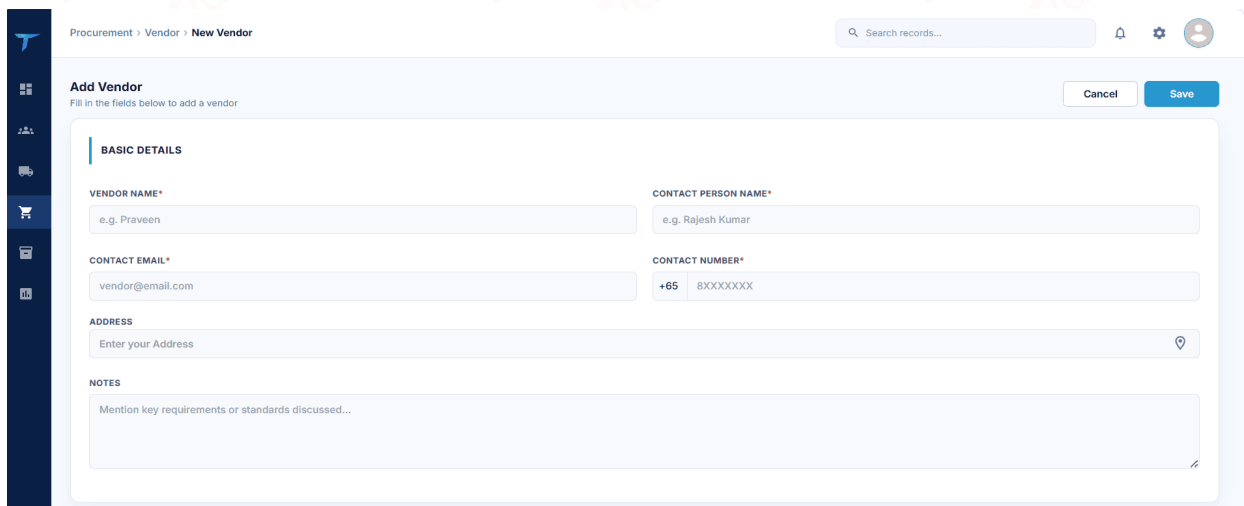
Clicking the **Vendor** tab displays the following:

- **Total Vendors** – Displays the total number of vendors available in the system.
- **Total Orders** – Displays the total number of orders associated with vendors.
- **Active Vendors** – Displays the total number of vendors currently active.
- **Inactive Vendors** – Displays the total number of vendors currently inactive.
- **All** – Displays all vendor records.
- **Active** – Displays only active vendor records.
- **Inactive** – Displays only inactive vendor records.
- **New Vendor** – Allows users to create and add a new vendor to the system.



The screenshot shows the 'Vendor' management page in the THIRAN system. The left sidebar contains navigation links: Dashboard, Employees, Order, Procurement (selected), Vendor (selected), Purchase Request, Purchase Enquiry, Purchase Quotation, Purchase Order, Purchase Return, Inventory, and Reports. The main content area is titled 'Vendor' and includes a search bar, a 'New Vendor' button, and four summary cards: TOTAL VENDORS (6), TOTAL ORDERS (0), ACTIVE VENDORS (6), and INACTIVE VENDORS (0). Below these are tabs for 'All', 'Active', and 'Inactive'. A table lists the active vendors with columns for S.NO, VENDOR NAME, CONTACT PERSON, CONTACT NO, CREATED ON, STATUS, RATINGS (OUT OF 5), FEEDBACK COUNT, and ACTIONS.

S.NO	VENDOR NAME	CONTACT PERSON	CONTACT NO	CREATED ON	STATUS	RATINGS (OUT OF 5)	FEEDBACK COUNT	ACTIONS
1	Praveen	Mohamed	+ 6587659478	30/07/2026	ACTIVE	*****	0	[Eye] [Edit] [Delete]
2	Premier Security	Hari	+ 6599999888	21/07/2026	ACTIVE	*****	0	[Eye] [Edit] [Delete]
3	Praveen	Ravindran	+ 9189231746	20/07/2026	ACTIVE	*****	0	[Eye] [Edit] [Delete]
4	Zenith Industrial Supplies	Michael Tan	+ 6587654321	15/07/2026	ACTIVE	*****	3	[Eye] [Edit] [Delete]
5	Global Packaging Ltd	Aex	+ 6598765432	15/07/2026	ACTIVE	*****	0	[Eye] [Edit] [Delete]
6	Apex Tech Solutions	Martin	+ 6581234567	15/07/2026	ACTIVE	*****	0	[Eye] [Edit] [Delete]



The screenshot shows the 'Add Vendor' form in the THIRAN system. The form is titled 'Add Vendor' and includes a 'Cancel' button and a 'Save' button. The form is divided into sections: 'BASIC DETAILS', 'VENDOR NAME*', 'CONTACT PERSON NAME*', 'CONTACT EMAIL*', 'CONTACT NUMBER*', 'ADDRESS', and 'NOTES'. The 'VENDOR NAME*' field contains 'e.g. Praveen'. The 'CONTACT PERSON NAME*' field contains 'e.g. Rajesh Kumar'. The 'CONTACT EMAIL*' field contains 'vendor@email.com'. The 'CONTACT NUMBER*' field contains '+65 8XXXXXXX'. The 'ADDRESS' field contains 'Enter your Address'. The 'NOTES' field contains 'Mention key requirements or standards discussed...'.

Once the vendor is successfully created, the system will save the vendor details and display the newly created vendor in the vendor list. The vendor information can be used for purchase transactions, quotations, purchase orders, and other related processes.

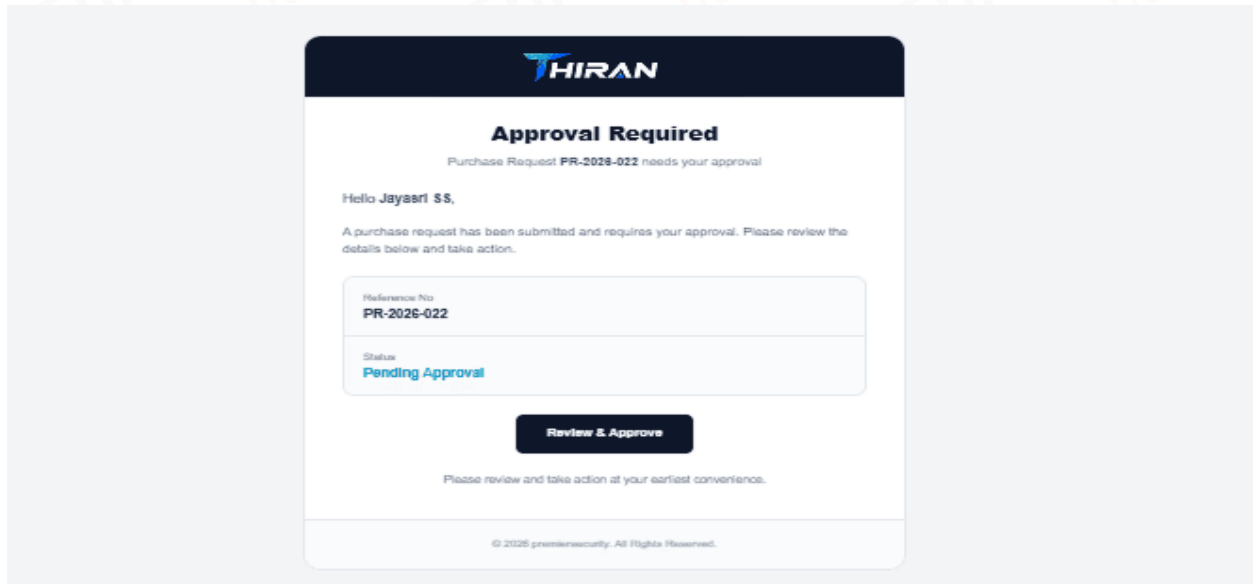
7.2 Purchase Request

Purpose : Request approval to purchase required items. The Purchase Request screen summarizes Total Requests, Pending, Approved, and Rejected requests, and filters by All, Draft, Submitted, Pending, Approved, Rejected, and Completed.

1. Go to **Procurement → Purchase Request** and click **New Purchase Request**.
2. Enter the **Requested Date**, **Request Type**, and **Priority**, and a **Reason** if needed.
3. Click **Add Item** and, for each line, choose the **Item** and **Variant**, and enter the **Quantity** and **Expected Rate**. The **Total** is calculated automatically.
4. Click **Save Request**. A confirmation message is displayed. The request is then submitted for approval.

Field	Description	Required
Requested Date	The date of the request.	Yes
Request Type	The type of request.	Yes
Priority	Low, Medium, or High.	Yes
Item / Variant	The item and variant requested.	Yes
Quantity	The quantity required.	Yes
Expected Rate	The expected unit rate.	Yes
Total	Calculated from quantity × rate.	Auto

Note : After a Purchase Request is approved, a Purchase Enquiry can be sent to vendors.



Once the **Purchase Request** is successfully created, the system will save the request details and send them to the assigned approver based on the configured **Purchase Request Approval Settings**. The approver can be a specific user, employee, manager, or role assigned by the administrator. The approver reviews the request and can approve or reject it. Once approved, the request can proceed to the next purchase process, such as **Purchase Enquiry** or **Purchase Order**, based on the configured workflow

7.3 Purchase Enquiry

Purpose : Request pricing and availability from one or more vendors. The screen shows Total Enquiries, Draft, Sent, and Closed, with tabs for All, Draft, Sending, Approved, Sent, and Rejected.

1. Go to **Procurement → Purchase Enquiry** and click **New Purchase Enquiry**.
2. Enter the **Enquiry Date**, **Enquiry By**, **Required Date**, **Enquiry Type**, and **Priority**.
3. Under **Vendor Information**, select one or more **Vendors** and an **Expected Response Date**.
4. Click **Add Item** and, for each line, choose the **Item** and **Variant**, and enter the **Quantity** and **Required Date**.
5. Click **Send Enquiry**. A confirmation message is displayed.

Field	Description	Required
Enquiry No	A unique enquiry reference.	Auto
Enquiry Date / Required Date	The enquiry and required-by dates.	Yes

Once the **Purchase Enquiry** is created, it will be saved and sent to the selected vendors through mail for quotation. The received vendor quotations can be reviewed and used for further purchase processing.

7.4 Purchase Quotation

Purpose : Create, manage, and track vendor quotations for requested items. Compare vendor prices and select the best quotation for purchase. Status tabs: All, Draft, Pending, Approved, Rejected, Sent PQ, and Completed.

1. Go to **Procurement → Purchase Quotation** and click **New Quotation**.
2. Select the **Enquiry Reference**, **Vendor Name**, **Quotation Template**, and **Type**.
3. Enter the **Billing** and **Shipping** addresses and contact details.
4. Click **Add Item** and enter **Product**, **Variant**, **Quantity**, and **Rate**. The **Total** is calculated automatically.
5. Enter any **Discount**, choose the **GST Breakdown**, **Payment Terms Template**, and **Terms & Conditions**.
6. Review the **Preview**, then click **Save**. A confirmation message is displayed.

Field	Description	Required
Quotation ID	A unique quotation reference.	Auto
Enquiry Reference	The enquiry this quotation responds to.	Yes
Vendor Name	The quoting vendor.	Yes
Quotation Template	The template is used for layout.	Yes
Product / Variant / Quantity / Rate	The quoted line items.	Yes
Payment Terms Template	The applicable payment terms.	Optional
Terms & Conditions	The applicable terms and conditions.	Optional

THIRAN

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Purchase Enquiry

Purchase Quotation

Purchase Order

Purchase Return

Inventory

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Procurement > Purchase Quotation

Search records...

Purchase Quotation

Create, review, and manage supplier quotations for procurement decisions.

New Quotation

TOTAL QUOTATION

13

PENDING

0

APPROVED

0

REJECTED

1

All

Draft

Pending

Approved

Rejected

Send PQ

Completed

Created Date-DESC

More Filters

QUOTATION ID	VENDOR NAME	REFERENCE ID	QUOTE TOTAL	STATUS	ITEM QTY	DATE	ACTIONS
VQ-2026-013	Premier Security	PE-2026-008	\$1,065.2	DRAFT	10	31/07/2026	
VQ-2026-012	Premier Security	PE-2026-009	\$1,078	COMPLETED	11	30/07/2026	
VQ-2026-011	Premier Security	-	\$490	COMPLETED	5	22/07/2026	
VQ-2026-010	Premier Security	PE-2026-007	\$1,000	COMPLETED	10	21/07/2026	
VQ-2026-009	Praveen	PE-2026-006	\$1,000	COMPLETED	10	20/07/2026	
VQ-2026-008	Zenith Industrial Supplies	PE-2026-005	\$54,000	COMPLETED	30	20/07/2026	
VQ-2026-007	Praveen	-	\$23,000	SENT PQ	10	20/07/2026	

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Purchase Request

Purchase Enquiry

Purchase Quotation

Purchase Order

Purchase Return

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Procurement > Purchase Quotation > New Purchase Quotation

Search records...

Add Purchase Quotation

Fill in purchase quotation details

Back

Save

PURCHASE QUOTATION DETAILS

QUOTATION ID

VQ-2026-014

QUOTATION DATE*

dd-mm-yyyy

ENQUIRY REFERENCE

Choose Enquiry Reference

VENDOR NAME*

Choose Enquiry Reference First

QUOTATION TEMPLATE

Choose Quotation Template

TYPE*

Choose Type

ADDRESS DETAILS

BILLING ADDRESS

Enter Billing Address

SHIPPING ADDRESS

Enter Shipping Address

CONTACT PERSON

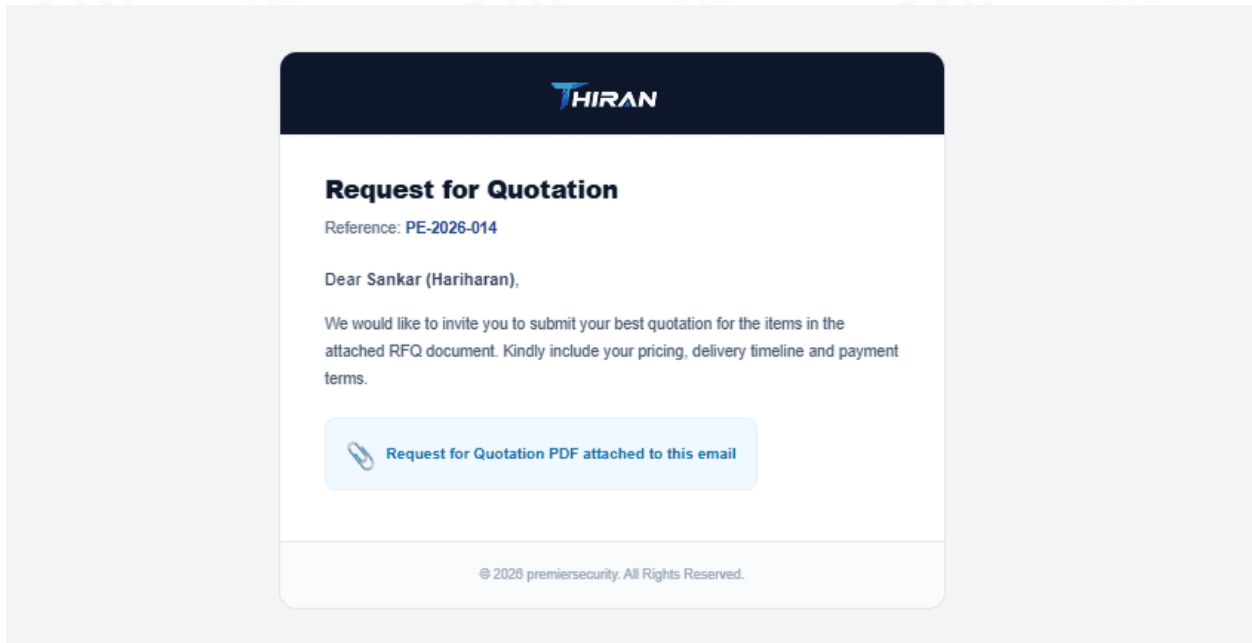
Enter Contact Person

CONTACT NUMBER

Enter Contact Number

Once the **Purchase Quotation** is created, it will be saved and sent to the assigned approver configured in the **Purchase Quotation Approval Settings**. The approver can be a specific user, manager, employee, or role assigned by the administrator.

After creating the quotation, the quotation mail will be sent to the vendor.



7.5 Purchase Order

Purpose : Place the official order with the selected vendor. Create, manage, and track purchase orders issued for approved quotations. Status tabs: All, Draft, Pending, Approved, Sent to Vendor, and Rejected.

1. Go to **Procurement → Purchase Order** and click **New Purchase Order**.
2. Select the **Purchase Quotation**. Supplier, item, variant, and quantity are selected automatically.
3. Select the **Type**, **Order Date**, and **Delivery Date**.
4. In **Item Requirements**, select the **Assignment Site**. The amount is generated automatically.
5. Click **Save**. A confirmation message is displayed.

Field	Description	Required
PO Number	A unique purchase-order number.	Auto
Linked PR Number	Selected from the linked Purchase Request.	Auto
Purchase Quotation	The approved quotation is being ordered.	Yes
Supplier	The vendor receiving the order.	Yes

Field	Description	Required
Order Date / Delivery Date	The order and expected delivery dates.	Yes
Assignment Site	The site the items are assigned to.	Yes

Note : Approval grade is applied automatically based on amount: orders over 1,000 are graded "A"; orders of 1,000 or less are graded "B". The approver for the grades are configured in custom roles setting.

Note : After a purchase order is created, receive the goods against it using a Goods Receipt Note (see Section 6.4).

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Dashboard

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Purchase Request

Purchase Enquiry

Purchase Quotation

Purchase Order

Purchase Return

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Reports

Procurement > Purchase Order

Search records...

Purchase Order

Track and manage purchase orders

New Purchase Order

TOTAL ORDER

11

DRAFT

1

PENDING

0

APPROVED

0

All

Draft

Pending

Approved

Sent to Vendor

Rejected

Created Date-DESC

More Filters

PO. NO	VENDOR NAME	PO DATE	DELIVERY DATE	REQUESTED BY	TOTAL ITEMS	TOTAL AMOUNT	PRIORITY	STATUS	ACTIONS
PO-2026-011	Premier Security	31-07-2026	08-08-2026	Naveen Kumar	1	\$1,176.00	MEDIUM	DRAFT	View Edit Delete
PO-2026-010	Premier Security	30-07-2026	31-07-2026	Naveen Kumar	1	\$1,078.00	MEDIUM	SENT TO VENDOR	View
PO-2026-009	Premier Security	22-07-2026	25-07-2026	Naveen Kumar	1	\$490.00	MEDIUM	SENT TO VENDOR	View
PO-2026-008	Premier Security	21-07-2026	23-07-2026	Naveen Kumar	1	\$1,000.00	MEDIUM	SENT TO VENDOR	View
PO-2026-007	Praveen	20-07-2026	21-07-2026	Naveen Kumar	1	\$1,000.00	MEDIUM	SENT TO VENDOR	View
PO-2026-006	Praveen	20-07-2026	21-07-2026	Naveen Kumar	1	\$8,800.00	MEDIUM	SENT TO VENDOR	View

Procurement > Purchase Order > **New Purchase Order**
Search records...

THIRAN

Add Purchase Order
Configure purchase order details

Back Save

PURCHASE ORDER DETAILS

Order Details

PO NUMBER

PO-2026-012

LINKED PR NUMBER

Choose Purchase Request

PURCHASE QUOTATION

Choose Purchase Quotation

SUPPLIER*

Choose Supplier

TYPE

Choose Type

ORDER DATE*

dd-mm-yyyy

DELIVERY DATE*

dd-mm-yyyy

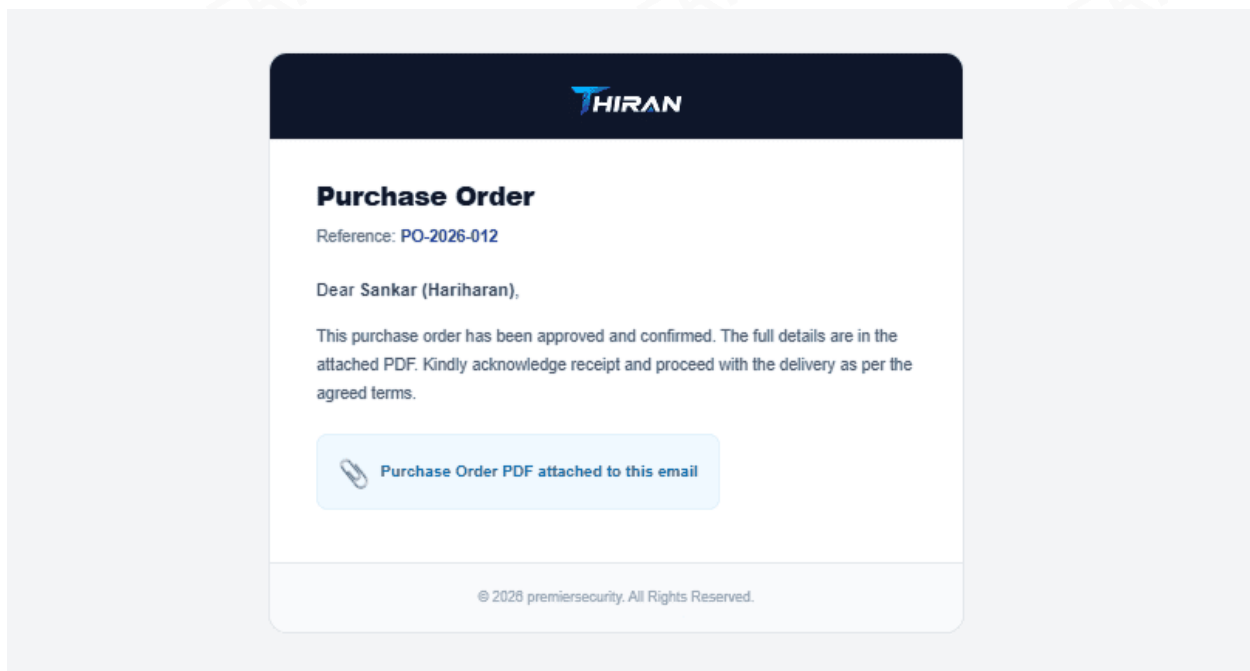
OVERALL REMARKS

Enter description...

ITEM REQUIREMENTS

Once the **Purchase Order** is created, it will be saved and sent to the assigned approver based on the configured **Purchase Order Approval Settings**. The approver can review and approve or reject the purchase order. After approval, the order can proceed for goods receipt and further inventory processes.

After creating the Purchase Order and obtaining approval, the Purchase Order will be sent to the vendor via email.



7.6 Purchase Return

Purpose : Return purchased items to the vendor due to damage, defects, incorrect items, excess quantity, or quality issues. Status tabs: All, Draft, Submitted, Pending, Approved, Rejected, and Completed.

1. Go to **Procurement → Purchase Return** and click **New Purchase Return**.
2. Choose the **Purchase Receipt Ref** (GRN). The **Vendor Name** is filled in automatically.
3. Select the **Return Date**, enter the **Return Reason**, and choose the items and quantities to return.
4. Click **Submit Return**. A confirmation message is displayed. Once approved, inventory and vendor records are updated automatically.

Field	Description	Required
Purchase Return No	A unique return reference.	Auto
Purchase Receipt Ref	The GRN the return is based on.	Yes
Vendor Name	Filled in automatically from the GRN.	Auto
Return Date	The date of the return.	Yes
Return Reason	Why the items are being returned.	Yes

THIRAN

- Dashboard
- Employees
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- Procurement**
 - Vendor
 - Purchase Request
 - Purchase Enquiry
 - Purchase Quotation
 - Purchase Order
 - Purchase Return**
- Inventory
- Reports

Procurement > Purchase Return

Search records...

THIRAN

TOTAL RETURNS

5

PENDING RETURNS

0

APPROVED RETURNS

0

REJECTED RETURNS

0

New Purchase Return

All

Draft

Submitted

Pending

Approved

Rejected

Completed

1 Created Date-DESC

More Filters

PURCHASE RETURN ID	PURCHASE RECEIPT REF	RETURN REASON	CREATED BY	CREATED ON	STATUS	ACTIONS
PRN-005	GRN-002	Damage	Naveen Kumar	31/07/2026	DRAFT	View Edit
PRN-004	GRN-006	One Qty Is Damaged	Naveen Kumar	21/07/2026	COMPLETED	View
PRN-003	GRN-004	Two Qty Is Damaged	Naveen Kumar	20/07/2026	COMPLETED	View
PRN-002	GRN-004	Two Qty Is Damaged	Naveen Kumar	20/07/2026	COMPLETED	View
PRN-001	GRN-003	Defect	Naveen Kumar	20/07/2026	COMPLETED	View

Showing 1-10 of 10 records

Rows per page: 10 < 1 >

THIRAN

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 - Vendor
 - Purchase Request
 - Purchase Enquiry
 - Purchase Quotation
 - Purchase Order
 - Purchase Return**
- Inventory
- Reports

Procurement > Purchase Return > Purchase Return Form

Search records...

THIRAN

ADD PURCHASE RETURN

Process purchase return details

Back

Submit Return

RETURN DETAILS

PURCHASE RETURN ID

PRN-006

PURCHASE RECEIPT REF*

Choose GRN

VENDOR NAME

Auto-filled from Purchase Receipt Ref

RETURN DATE*

03-08-2026

RETURN REASON*

Enter reason ...

RETURN STATUS*

Draft

ITEM REQUIREMENTS

ITEM	VARIANT	UOM	PURCHASED QTY	RETURN QTY	SERIAL NUMBER	REASON	RATE	TOTAL	ACTIONS
No Items. Select A Purchase Receipt To Load Items.									

OVERALL REMARKS

Once the **Purchase Return** is created, it will be saved and sent to the assigned approver based on the configured **Purchase Return Approval Settings**. The approver can review and approve or reject the return request. After approval, the return process will proceed accordingly.

After the **Purchase Return** is approved, the system will update the return status and process the stock adjustment based on the returned items. The completed return details will be available for tracking in the Purchase Return list.

8. Order Management

Order Management handles moving goods out of inventory to sites. The normal flow is: maintain your sites in Site Master, raise a Dispatch Request, process the Dispatch, and record a Dispatch Return.

8.1 Site Master

Purpose : Manage and maintain all delivery sites, project locations, or destinations used for dispatch operations. Site Master helps organize site information and enables accurate delivery tracking.

Overview cards. Shows **Total Sites**, **Active Sites**, **Inactive Sites**, and **This Month Added**. Tabs filter by **All Sites**, **Active Sites**, and **Inactive Sites**.

1. Go to **Order → Site Master** and click **New Site**.
2. Enter the **Site Name** and **Site Address**, and set the **Status**.
3. Select the **Site in Charge Role** and **In Charge Name**.
4. Click **Save Site**. A confirmation message is displayed and a **Site ID** is generated.

Field	Description	Required
Site Code	A unique site code.	Auto
Site Name	The name of the site.	Yes
Site Address	The address of the site.	Yes
Status	Active or Inactive.	Yes
Site in Charge Role	The role responsible for the site.	Yes
In Charge Name	The person responsible for the site.	Yes
Contact Number & Mail ID	Contact details for the site in charge.	Auto

THIRAN

Dashboard

Employees

Order

Site Master

Dispatch Request

Dispatch

Dispatch Return

Procurement

Inventory

Reports

Order Management > Site Master

Search records...

Site Master

Manage security sites for dispatch and return traceability

New Site

TOTAL SITES

8

ACTIVE SITES

8

INACTIVE SITES

0

THIS MONTH ADDED

0

All Sites

Active Sites

Inactive Sites

1 Created Date-DESC

SITE ID	SITE NAME	SITE ADDRESS	CONTACT PERSON	CONTACT NUMBER	CREATED BY	CREATED DATE	STATUS	ACTIONS
SITE-008	Adc	Adc23@gmail.Com	Arvin Raj Site Engineer	6592345678	Naveen Kumar	31/07/2026	ACTIVE	
SITE-007	Adc	Adc23@gmail.Com	Abc Ss Site Engineer	653333233	Naveen Kumar	30/07/2026	ACTIVE	
SITE-006	18cross	18cross/Street	Arvin Raj Site Engineer	6592345678	Naveen Kumar	21/07/2026	ACTIVE	
SITE-005	China Town	No 12, 4th Main Road, Ne...	Arvin Raj Site Engineer	6592345678	Naveen Kumar	21/07/2026	ACTIVE	
SITE-004	Site 002	No 12, 4th Main Road, Ne...	Arvin Raj Site Engineer	6592345678	Naveen Kumar	20/07/2026	ACTIVE	
SITE-003	Singapore Town	No 12, 4th Main Road, Ne...	Ashwin Imanuvel Manager	6591234567	Naveen Kumar	20/07/2026	ACTIVE	

THIRAN

Dashboard

Employees

Order

Site Master

Dispatch Request

Dispatch

Dispatch Return

Procurement

Inventory

Reports

Order Management > Site Master > New Site Master

Search records...

New Site Master

Maintain dispatch site details

Cancel

Save Site

SITE DETAILS

SITE CODE

SITE NAME*

SITE ADDRESS*

SITE-009

Enter site name

Enter site address

STATUS*

SITE IN-CHARGE ROLE

IN-CHARGE NAME

Active

Inactive

Select Role (E.G. Manager, SE, Driver)

Select Role First

CONTACT NUMBER

IN-CHARGE MAIL ID

OVERALL REMARKS

+65 8XXXXXXX

Enter in-charge mail ID

Enter remarks

Once the **Site Master** is created, the site details will be saved and available for use in related modules such as warehouse setup, inventory management, and other site-based transactions.

8.2 Dispatch Request

Purpose : Manage and track requests, created by users, to move products from inventory to a specific site or destination. A dispatch request ensures proper approval before dispatch.

Overview cards. Shows **Total Requests**, **Pending Requests**, **Approved**, and **Rejected**. Tabs: **All**, **Pending**, **Approved**, **Completed**, **Rejected**, and **Canceled**.

- Go to **Order** → **Dispatch Request** and click **New Dispatch Request**.
- Select the **Dispatch Date**, **Requested By**, **Destination Site**, **Dispatch Type**, **Source Warehouse**, and **Priority**.

- Click **Add Item** and enter the **Item**, **Variant**, **Quantity**, and **UOM**.
- Add the **Purpose of Dispatch**, then click **Save Request**. A confirmation message is displayed.

Field	Description	Required
DR Number	A unique dispatch-request reference.	Auto
Dispatch Date	The requested dispatch date.	Yes
Requested By	The user raising the request.	Yes
Destination Site	The site the items are going to.	Yes
Dispatch Type	The type of dispatch.	Yes
Source Warehouse	The warehouse the items ship from.	Yes
Item / Variant / Quantity	The items to dispatch.	Yes

THIRAN

Dashboard

Employees

Order

Site Master

Dispatch Request

Dispatch

Dispatch Return

Procurement

Inventory

Reports

Order Management > Dispatch Request

Search records...

Dispatch Request

Overview of dispatches and pending approvals.

New Dispatch Request

TOTAL REQUESTS

16

PENDING REQUESTS

0

APPROVED

3

REJECTED

0

All

Pending

Approved

Completed

Rejected

Cancelled

Created Date-DESC

More Filters

DISPATCH NO	ITEM COUNT	DISPATCHED QTY	UOM	DISPATCH DATE	RAISED BY	DESTINATION	PRIORITY	CREATED DATE	STATUS
DR-2026-016	1	4	MTH	31-Jul-2026	Abc Ss	18crross	MEDIUM	31-Jul-2026	DRAFT
DR-2026-015	1	4	PCS	30-Jul-2026	Abc Ss	Singapore Town	HIGH	30-Jul-2026	COMPLETED
DR-2026-014	1	2	PCS	21-Jul-2026	Ramesh Sundar	18crross	MEDIUM	21-Jul-2026	COMPLETED
DR-2026-013	1	2	PCS	22-Jul-2026	Rabindranath Ravi...	18crross	MEDIUM	21-Jul-2026	COMPLETED
DR-2026-012	1	2	PCS	24-Jul-2026	Ramesh Sundar	18crross	MEDIUM	21-Jul-2026	RESERVED
DR-2026-011	1	2	PCS	21-Jul-2026	Ramesh Sundar	Changi Airfreigh...	MEDIUM	21-Jul-2026	RESERVED

Field	Description	Required
Delivery In charge	The delivery In charge assigned.	Yes
Vehicle Number	The vehicle used.	Optional
Expected Return Date	When items are expected back, if applicable.	Optional



- Dashboard
- Employees
- Order
 - Site Master
 - Dispatch Request
 - Dispatch**
 - Dispatch Return
- Procurement
- Inventory
- Reports

Order Management > Dispatch

Search records...



TOTAL DISPATCH

13



PENDING

1



IN-TRANSIT

0



DELIVERED

3

All

Pending

Approved

In-Transit

Partially Delivered

Delivered

Returned

Created Date-DESC

More Filters

DISPATCH NO	DISPATCH DATE	SITE NAME	ITEM COUNT	DRIVER NAME	STATUS	DELIVERED DATE	CREATED BY	ACTIONS
DSP-2026-013	21-Jul-2026	Changi Airfreight Ca...	1	Rabindranath Ravin...	DRAFT	-	Naveen Kumar	 
DSP-2026-012	30-Jul-2026	Singapore Town	1	K. Subramani	RETURNED	30-Jul-2026	Naveen Kumar	
DSP-2026-011	21-Jul-2026	18ccross	1	K. Subramani	RETURNED	21-Jul-2026	Naveen Kumar	
DSP-2026-010	22-Jul-2026	18ccross	1	K. Subramani	DELIVERED	21-Jul-2026	Naveen Kumar	
DSP-2026-009	20-Jul-2026	Singapore Town	1	K. Subramani	RETURNED	20-Jul-2026	Naveen Kumar	



- Dashboard
- Employees
- Order
 - Site Master
 - Dispatch Request
 - Dispatch**
 - Dispatch Return
- Procurement
- Inventory
- Reports

Order Management > Dispatch > Dispatch Form

Search records...

Cancel

Submit Dispatch

DISPATCH INFORMATION

DISPATCH NO*

DSP-2026-014

DISPATCH DATE*

dd-mm-yyyy

REFERENCE ID

Select Reference ID

TYPE*

Select Dispatch Type

DRIVER*

Choose Driver

VEHICLE NUMBER

Enter vehicle number

PRIORITY

LOW

MEDIUM

HIGH

EXPECTED RETURN DATE

dd-mm-yyyy

SITE INFORMATION

SITE*

Select Site

SITE ADDRESS

Enter address

Dispatch Flow

1. **Create Dispatch** – Create the dispatch with the required order and delivery details.

2. **Approve Dispatch** – The dispatch is reviewed and approved.
3. **Assign Delivery In charge** – Once approved, the dispatch request is sent to the assigned Delivery In charge.
4. **Delivery In charge Acceptance** – The Delivery In Charge can view and accept the dispatch record from the Delivery In charge role through mobile login.
5. **In Transit** – The Delivery In charge updates the dispatch status to **In Transit** once the delivery is started.
6. **Delivered** – Upon successful delivery, the Delivery In Charge confirms that the goods have been delivered in good condition, obtains the e-signature of the person receiving the goods at the site, and updates the status to Delivered, completing the dispatch process.
7. In case of any **damage** to the goods during delivery, the Delivery In Charge selects the serial numbers of the damaged items and enters the reason for the damage. The damaged items can then be processed for approval through the Damaged Item module after the dispatch return.

The Delivery In charge can access the system through the mobile view to manage and update dispatch details.

DSP-2026-016
18cross

APPROVED MEDIUM PRIORITY

Created — Approved — In-Transit — Delivered

Estimated Arrival Today 05:30 AM

DISPATCH INFORMATION

VEHICLE NO TN-5765765	DRIVER K. Subramani	DISPATCH DATE 14-Aug-2026
CREATED BY Naveen Kumar		

SITE INFORMATION

SITE NAME 18cross	SITE CODE SITE-006
ADDRESS 18cross/Street	
INCHARGE Arvin Raj	CONTACT 6592345678

ITEMS & SERIAL NUMBERS

1 Mobile × 1 HRS

SERIAL NUMBERS (1)

TF9GMB4SFUYO

Start Dispatch

DSP-2026-016
18cross

APPROVED MEDIUM PRIORITY

Created — Approved — In-Transit — Delivered

Estimated Arrival Today 05:30 AM

DISPATCH INFORMATION

VEHICLE NO TN-5765765	DRIVER K. Subramani	DISPATCH DATE 14-Aug-2026
CREATED BY Naveen Kumar		

SITE INFORMATION

SITE NAME 18cross
ADDRESS 18cross/Street
INCHARGE Arvin Raj

ITEMS & SERIAL NUMBERS

1 Mobile × 1 HRS

SERIAL NUMBERS (1)

TF9GMB4SFUYO

Start Delivery

This Will Move The Dispatch To IN-TRANSIT. Are You Sure You Want To Proceed?

Cancel Yes, Start

Start Dispatch

DSP-2026-015
18cross

IN-TRANSIT **MEDIUM PRIORITY**

Created — Approved — In-Transit — Delivered

Estimated Arrival **Today 05:30 AM**

DISPATCH INFORMATION

VEHICLE NO: **TN-5765765** DRIVER: **K. Subramani** DISPATCH DATE: **14-Aug-2026**

CREATED BY: **Naveen Kumar**

SITE INFORMATION

SITE NAME: **18cross** SITE CODE: **SITE-006**

ADDRESS: **18cross/Street**

INCHARGE: **Arvin Raj** CONTACT: **6592345678**

ITEMS & SERIAL NUMBERS

1 Mobile × 1MTH

SERIAL NUMBERS (1)

• SYZNRP8CCVP9

E - Signature

DAMAGED ITEM ☒

CREATED BY: **Naveen Kumar**

SITE INFORMATION

SITE NAME: **18cross**

ADDRESS: **18cross/Street**

INCHARGE: **Arvin Raj**

Customer Signature

Item Collector Name *

Sankar

14 Aug 26, 06:41 PM

Clear

DRAW HERE

☒ I Confirm Receipt Of All Items In DSP-2026-015 in Good Condition.

Cancel **Confirm**

Enter Damage Details

Enter Damaged Items Details...

0/200

View Dispatch

DSP-2026-014
18cross

DELIVERED **MEDIUM PRIORITY**

Created — Approved — In-Transit — Delivered

Estimated Arrival **Today 05:30 AM**

DISPATCH INFORMATION

VEHICLE NO: **TN-5765765** DRIVER: **K. Subramani**

DISPATCH DATE: **14-Aug-2026** CREATED BY: **Naveen Kumar**

SITE INFORMATION

SITE NAME: **18cross** SITE CODE: **SITE-006**

ADDRESS: **18cross/Street**

INCHARGE: **Arvin Raj** CONTACT: **6592345678**

SITE INFORMATION

SITE NAME: **18cross** SITE CODE: **SITE-006**

ADDRESS: **18cross/Street**

INCHARGE: **Arvin Raj** CONTACT: **6592345678**

ITEMS & SERIAL NUMBERS

1 Mobile × 1 HRS

SERIAL NUMBERS (1)

• TF9GMB4SFUYO

E - Signature

DAMAGED ITEM ☒

Total 1 **Damaged 0**

Mobile
Dispatched 1 - Damaged 0

• TF9GMB4SFUYO

Enter Damage Details

Enter Damaged Items Details...

0/200

DSP-2026-014
18crrcross

DELIVERED **MEDIUM PRIORITY**

Created — Approved — In Transit — **Delivered**

Estimated Arrival Today 05:30 AM

DISPATCH INFORMATION

VEHICLE NO TN-5765765	DRIVER K. Subramani	DISPATCH DATE 14-Aug-2026
CREATED BY Naveen Kumar		

SITE INFORMATION

SITE NAME 18crrcross	SITE CODE SITE-006
ADDRESS 18crrcross/Street	
INCHARGE Arvin Raj	CONTACT 6592345678

ITEMS & SERIAL NUMBERS

1 Mobile	≈ 1 MTH
----------	---------

SERIAL NUMBERS (1)

DS8QJE2A28KS

View Receipt

The **View Receipt** option will be available after completing the delivery. Click on **View Receipt** to open the **Delivery Receipt** page. The delivery receipt can be viewed and downloaded in **PDF** for reference.

Once the **Dispatch** is created, the system will save the dispatch details and assign the required items, vehicle, and Delivery In charge for delivery. The assigned Delivery In charge can view the dispatch details and complete the delivery process. After a successful delivery, the dispatch status will be updated accordingly.

8.4 Dispatch Return

Purpose : Manage and track products that are expected to be returned from a dispatched site or due to damage, excess quantity, incorrect items, and other reasons. Dispatch Return helps update inventory and maintain return history. Tabs: All, Draft, Pending, Approved, Returned, Rejected, and Canceled.

1. Go to **Order → Dispatch Return** and click **New Dispatch Return**.
2. Select the **Dispatch Ref**. The **Site Name** is filled in automatically.
3. Select the **Return Date**, **Return Type**, and **Collected By**, and add **Remarks** if needed.
4. For each item, enter the **Return Quantity**, **Condition**, and **Responsible Person**.
5. Click **Submit Return**. A confirmation message is displayed. Once approved, returned items are updated back into inventory based on their condition.

Field	Description	Required
Dispatch Return ID	A unique return reference.	Auto
Dispatch Ref	The dispatch this return is based on.	Yes
Return Date	The date of the return.	Yes
Return Type	The type of return.	Yes
Collected By	The employee who collected the items.	Yes
Quantity / Condition	The quantity returned and its condition.	Yes
Responsible Person	The person accountable for the return.	Yes

THIRAN

Dashboard

Employees

Order

Site Master

Dispatch Request

Dispatch

Dispatch Return

Procurement

Inventory

Reports

Order Management > Dispatch Return

Search records...

Dispatch Return

Manage returned items and dispatch return requests.

+

TOTAL RETURNS

10

+

PENDING

0

✓

APPROVED

9

⚠

DAMAGED ITEMS

6

All

Draft

Pending

Approved

Returned

Rejected

Cancelled

Created Date-DESC

More Filters

DISPATCH RETURN ID	SITE NAME	DISPATCH REF	RETURN DATE	STATUS	CREATED BY	CONDITION	ACTIONS
DRN-2026-010	18cross	DSP-2026-010	31-Jul-2026	DRAFT	Naveen Kumar	GOOD	👁 ✎ 🗑
DRN-2026-009	Singapore Town	DSP-2026-012	23-Jul-2026	RETURNED	Naveen Kumar	PARTLY DAMAGED	👁
DRN-2026-008	18cross	DSP-2026-011	21-Jul-2026	RETURNED	Naveen Kumar	PARTLY DAMAGED	👁
DRN-2026-007	Singapore Town	DSP-2026-009	20-Jul-2026	RETURNED	Naveen Kumar	PARTLY DAMAGED	👁
DRN-2026-006	Marina Boulevard Towers	DSP-2026-007	20-Jul-2026	RETURNED	Naveen Kumar	GOOD	👁
DRN-2026-005	Marina Boulevard Towers	DSP-2026-006	21-Jul-2026	RETURNED	Naveen Kumar	DAMAGED	👁

New Dispatch Return

Order Management > Dispatch Return > Dispatch Return Form

Search records...

New Dispatch Return

Create and submit a new dispatch return request.

Cancel

Submit Return

RETURN DETAILS

DISPATCH RETURN ID

DRN-2026-011

DISPATCH REF*

Select Dispatch

SITE NAME

Auto-filled from dispatch

RETURN DATE*

dd-mm-yyyy

RETURN TYPE

Choose Return Type

COLLECTED BY

Choose Employee

REMARKS

Additional notes...

ITEM DETAILS

Once the **Dispatch Return** is created, the system will save the return details and send it for approval based on the configured workflow. After approval, the returned items will be updated in inventory, and the return status will be tracked in the Dispatch Return list.

Return Type

The **Return Type** section comprises two types:

1. **Damage Return** – Used to record materials returned because they are damaged or defective for inspection and further action, such as repair, replacement, or disposal.
2. **Dispatch Return** – Used to record materials that are returned after being dispatched, such as unused, excess, or incorrectly issued items, and to update the available stock accordingly.

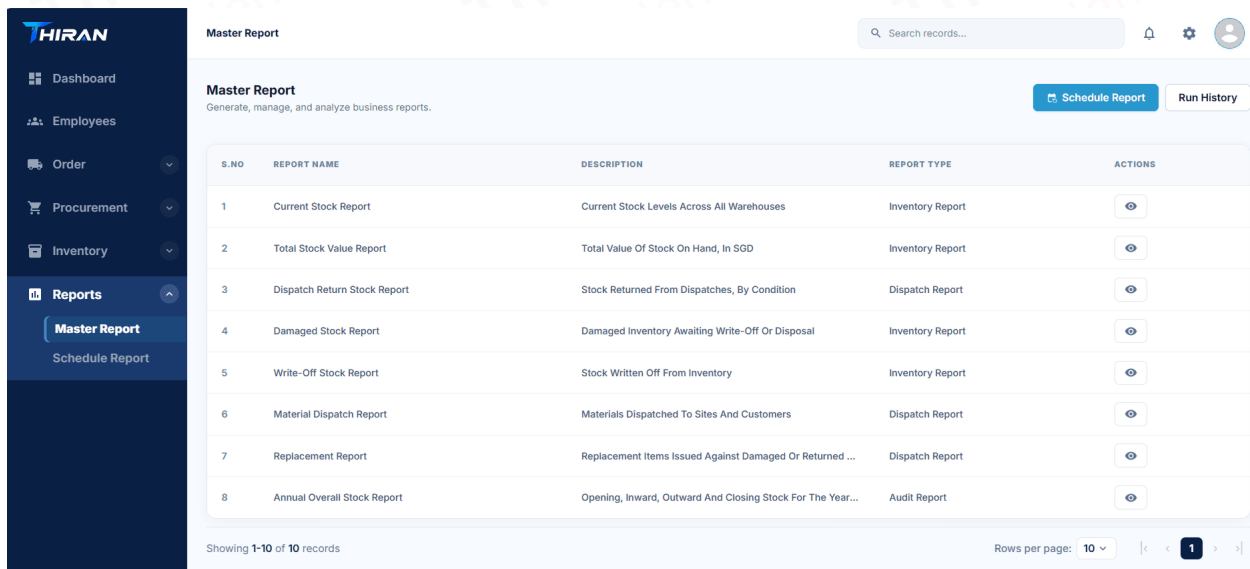
9. Reports

The Reports module lets you view and analyze business information. It provides a Master Report for on-demand analysis and a Schedule Report for automated, recurring delivery.

9.1 Master Report

Purpose : View and analyze all master data in the system in one consolidated place — for example, Current Stock, Total Stock Value, Dispatch Return Stock, Damaged Stock, and Write-Off Stock reports.

1. Go to **Reports → Master Report**.
2. Click the **View** icon next to the report you want (for example, Current Stock Report).
3. Select the **Period**, **Product**, and **Date Range**, then click **Apply**.
4. Review the results. Use **Export** to download in Excel or PDF.



The screenshot shows the THIRAN Master Report interface. On the left is a dark blue sidebar with navigation links: Dashboard, Employees, Order, Procurement, Inventory, Reports (highlighted), Master Report (sub-highlighted), and Schedule Report. The main content area has a header with 'Master Report' and a search bar. Below the header is a table with 8 reports. At the bottom, it says 'Showing 1-10 of 10 records' and 'Rows per page: 10'.

S.NO	REPORT NAME	DESCRIPTION	REPORT TYPE	ACTIONS
1	Current Stock Report	Current Stock Levels Across All Warehouses	Inventory Report	
2	Total Stock Value Report	Total Value Of Stock On Hand, In SGD	Inventory Report	
3	Dispatch Return Stock Report	Stock Returned From Dispatches, By Condition	Dispatch Report	
4	Damaged Stock Report	Damaged Inventory Awaiting Write-Off Or Disposal	Inventory Report	
5	Write-Off Stock Report	Stock Written Off From Inventory	Inventory Report	
6	Material Dispatch Report	Materials Dispatched To Sites And Customers	Dispatch Report	
7	Replacement Report	Replacement Items Issued Against Damaged Or Returned ...	Dispatch Report	
8	Annual Overall Stock Report	Opening, Inward, Outward And Closing Stock For The Year...	Audit Report	

The **Master Reports** section contains **8 reports** for monitoring, tracking, and analyzing overall stock and material activities:

1. **Current Stock Report** – Provides details of the current stock available, including item quantities and stock status.
2. **Total Stock Value Report** – Displays the total monetary value of the available stock.
3. **Dispatch Return Stock Report** – Provides details of materials returned after dispatch, including return quantities and status.
4. **Damaged Stock Report** – Displays details of damaged stock, including damaged quantities, inspection status, and disposal status.

5. **Write-Off Stock Report** – Provides details of stock that has been approved and recorded for write-off.
6. **Material Dispatch Report** – Displays details of materials dispatched, including dispatch quantities, dates, and destinations.
7. **Replacement Report** – Provides details of items/materials replaced, including replacement quantities and status.
8. **Annual overall Stock Report** – provides the opening stock, inward stock, outward stock, and closing stock for the year, helping with stock tracking and audit purposes.

Master Report > Current Stock

Search records...

Current Stock Report

Overview of current stock with stock-in and stock-out

Excel

Export

PERIOD

PRODUCT

DATE RANGE

Custom Range

Search product...

27/07/2026 To 31/07/2026

Apply

Reset

ITEM CODE	ITEM NAME	VARIANT	CATEGORY	DESTINATION	UNIT	TYPE	DIRECTION	QTY	DATE	BALANCE QTY
PB-01	Premier Boots	Premier Boots - 8 Red	OfficerUniforms	Premier Security HQ Hub	-	Dispatch Return	IN	4	30/07/26	8
PB-01	Premier Boots	Premier Boots - 8 Red	OfficerUniforms	Premier Security HQ Hub	-	Dispatch	OUT	4	30/07/26	4
PB-01	Premier Boots	Premier Boots - 8 Red	OfficerUniforms	Spare Warehouse	-	GRN	IN	11	30/07/26	20

Showing 1-10 of 10 records

Rows per page: 10 < 1 >

9.2 Schedule Report

Purpose : Automatically generate and send reports at a predefined time or frequency without creating the report manually each time.

1. Go to **Reports → Schedule Report** and click **New Schedule**.
2. Enter a **Schedule Report Name** and select the **Report Module, Report**, and **Frequency**.
3. Set the **Date** and **Send At** time, and choose the **Export Format**. Optionally attach the generated file to the email.
4. Under **Email Configuration**, enter the recipients in **Send To** and an **Email Subject**.
5. Click **Create**. A confirmation message is displayed, and the report is sent automatically at the scheduled time.

Field	Description	Required
Schedule Report Name	A name for the schedule.	Yes
Report Module / Report	The module and specific report to send.	Yes

Field	Description	Required
Frequency	How often the report is sent.	Yes
Date / Send At	The start date and time of day to send.	Yes
Export Format	Excel or PDF.	Optional
Send To / Email Subject	Recipients and subject line.	Yes

Schedule Report

Search records...

16

SENT REPORTS

Schedule Reports

Automated, recurring delivery of reports by email

TOTAL SCHEDULES

S.NO

SCHEDULE NAME

SCHEDULE

1

Testing

DAILY AT

2

Premier Security

DAILY AT

Showing 1-10 of 10 records

CREATE NEW SCHEDULE REPORT

SCHEDULE REPORT NAME*

Enter report name

REPORT*

Choose Report

SET DATE*

DD/MM/YYYY

EXPORT FORMAT

Excel

REPORT MODULE*

Choose Module

SET FREQUENCY*

Choose Frequency

SEND AT*

--:--

ATTACH GENERATED REPORT FILE (EXCEL) TO THE EMAIL

☒

EMAIL CONFIGURATION

SEND TO*

EMAIL SUBJECT*

Cancel

Create

STATUS

ACTIONS

ACTIVE

⊖

✎

🗑

ACTIVE

⊖

✎

🗑

Rows per page:

10

<

1

>

10. Glossary

Common terms and abbreviations used in Thiran ERP.

Term	Meaning
Attribute	A product characteristic, such as size or color, is used to define variants.
Dispatch	The movement of products from inventory to a requested site or destination.
Dispatch Return	Items returned from a site back into inventory.
GRN (Goods Receipt Note)	A record confirming goods received from a vendor against a purchase order.
PO (Purchase Order)	An official order placed with a vendor for goods.
PR (Purchase Request)	An internal request seeking approval to purchase items.
Purchase Enquiry	A request to vendors for pricing and availability.
Purchase Quotation	A vendor's priced response to an enquiry.
Purchase Return	Items returned to a vendor after receipt.
SKU	Stock-Keeping Unit — a unique code identifying a product variant.
Site Master	The list of delivery sites and destinations used for dispatch.
UOM (Unit of Measure)	The unit in which an item is counted or measured.
Variant	A specific version of a product based on its attributes.
Warehouse	A location where stock is stored, received, and dispatched.