TRAINING MANUAL ON QUALITY CHECK MODULE

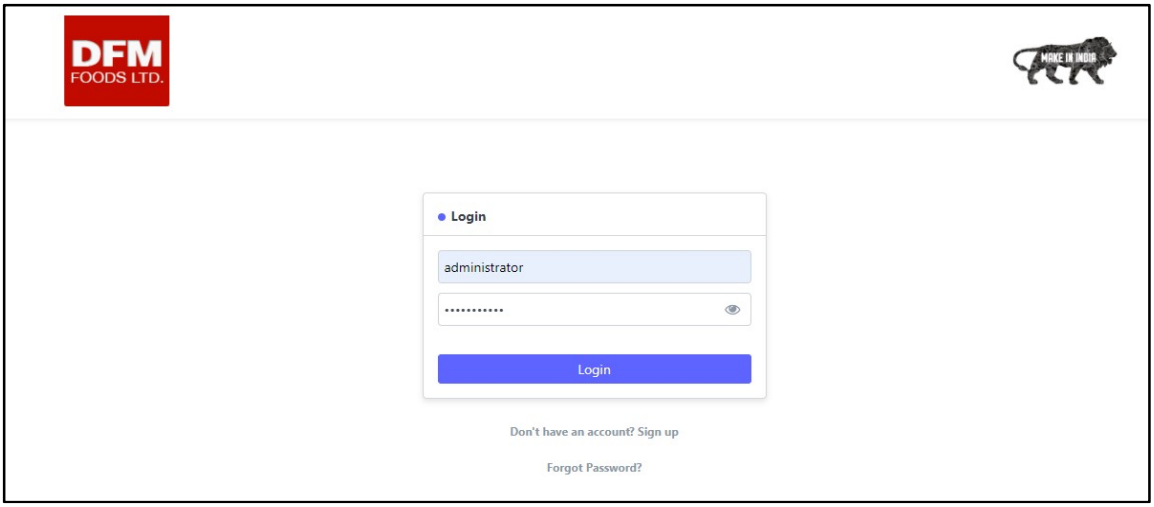
[DATE]

DFM FOODS LTD.

[Company address]

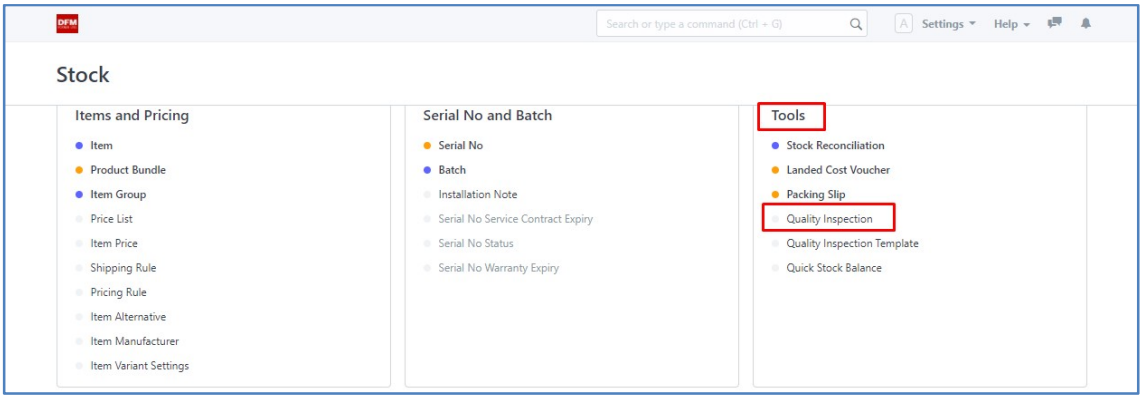
ERPNext System

- Login page of DFM Foods ERP Next system.

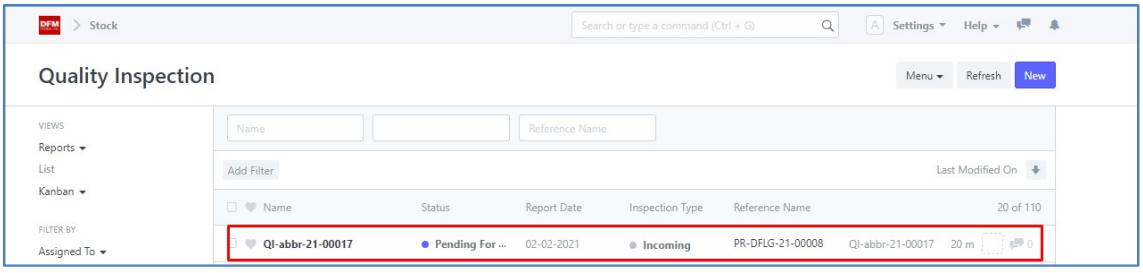


Quality Inspection Process InStock Module

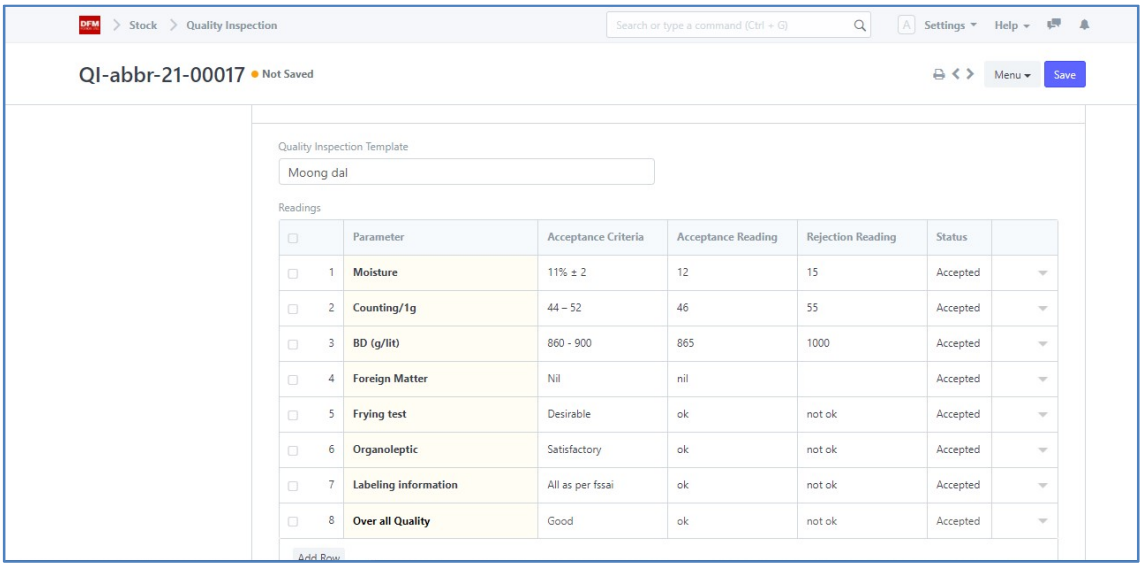
- Quality Department User will navigate to the purchase receipt pending for quality inspection through following process.



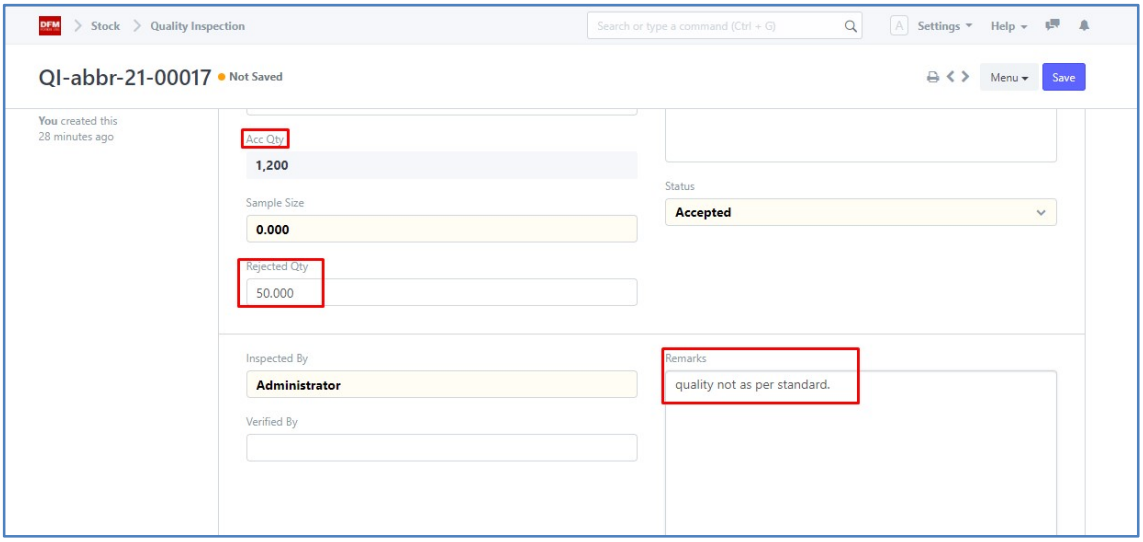
- User can see pending quality request in quality inspection screen.



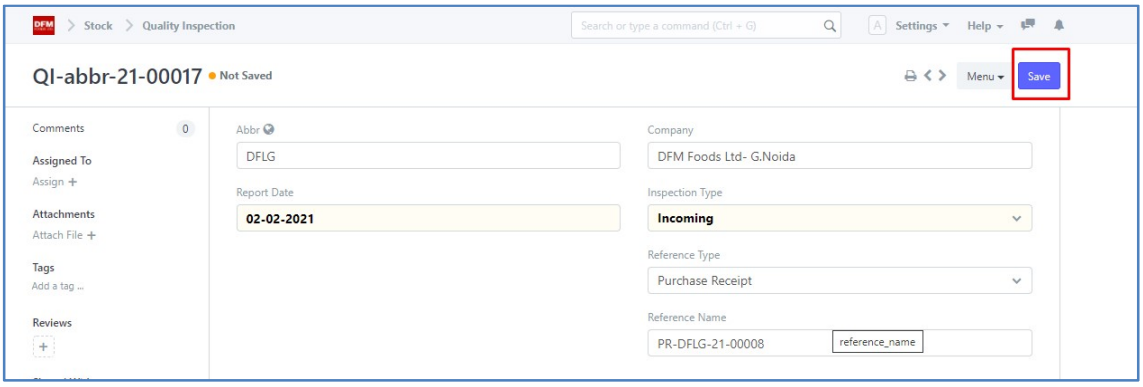
- User will enter the details based on the criteria pre-defined.



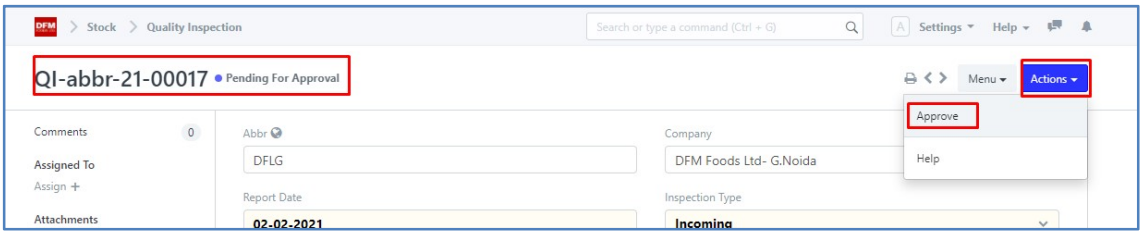
- Quality inspector will reject the quantity if not found satisfactory and can add remarks as required.



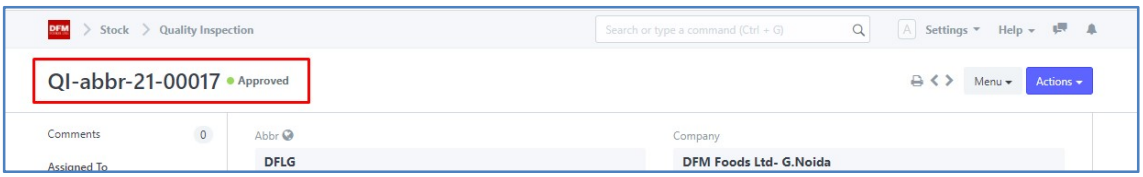
- User will click on Save button.

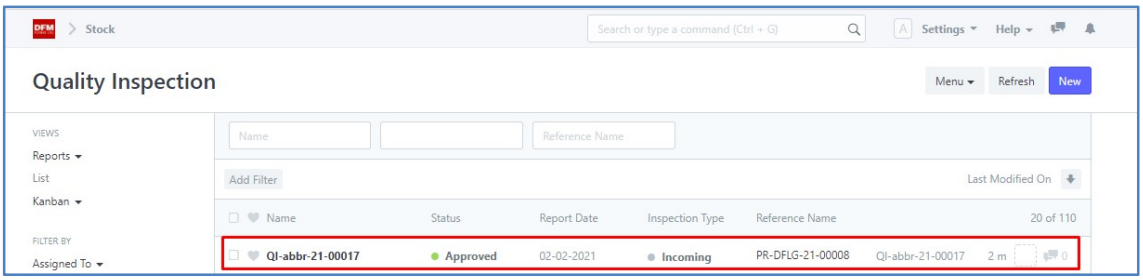


- When the document is saved status will change to pending for approval and user will click on actions button to approve the document.

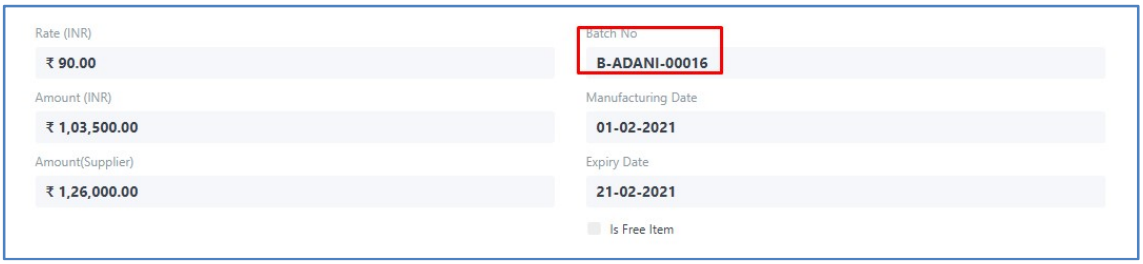


- The status will change to approved from pending for approval.





- When the quality request gets approved batch number is automatically generated.



- Upon quality approval, stock would be affected in stores ledge