

Create And Manage Transfers In RunOnweb

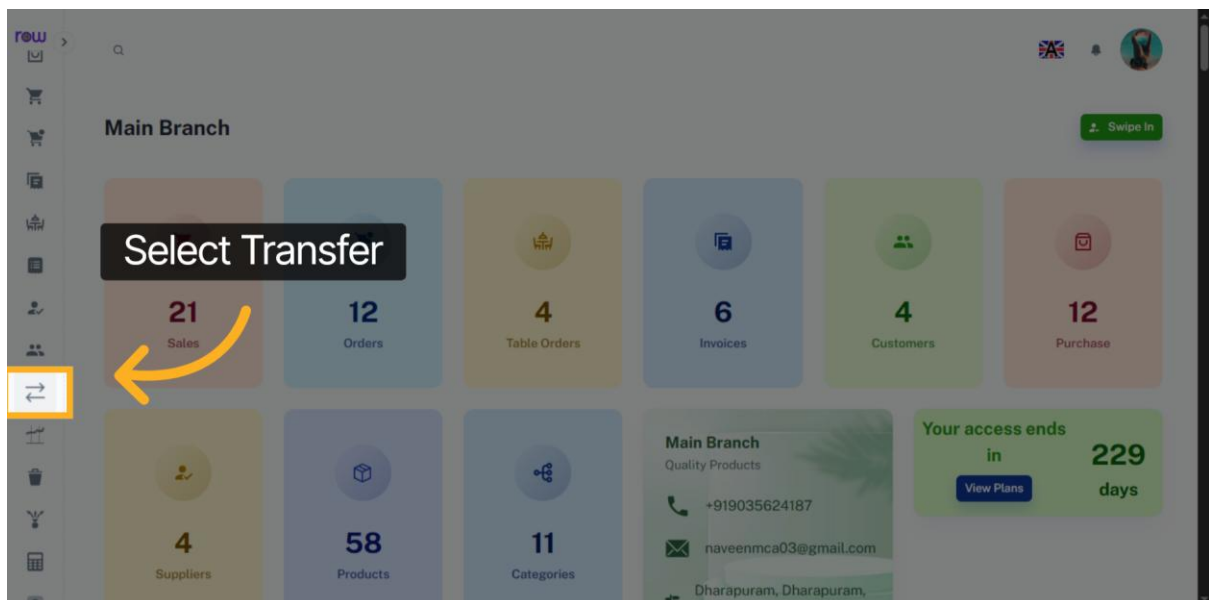
Go to runonweb.com

1. Introduction

In this tutorial, you will learn how to create and manage a transfer.

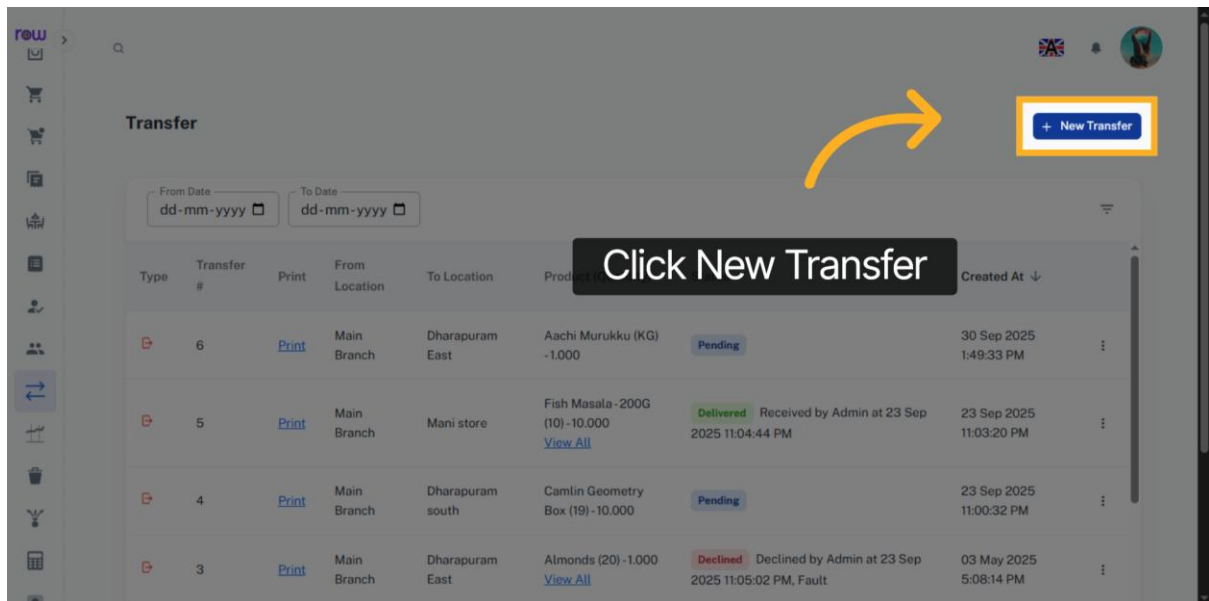
2. Transfer Menu

Select the Transfer menu to open the Transfer List screen.



3. New Transfer Button

Click the "New Transfer" button to begin creating a new transfer.



4. New Transfer

If you're in top level management, you can choose both the From Location and To Location. If you're in a specific branch, the From Location refers to your current branch (which cannot be Changed), and the To Location is the branch you're transferring to.

The screenshot shows the 'New Transfer' form. At the top, there is a search bar and a user profile icon. The form has a 'From Location' dropdown set to 'Main Branch' and a 'To Location' dropdown. Below these are 'Products' and 'Search by category name' sections. The 'Products' section displays five category tiles: Bakery & Sweets, Dairy & Frozen Products, Dry Fruits & Nuts, Fruits & Vegetables, and Hotel Food.

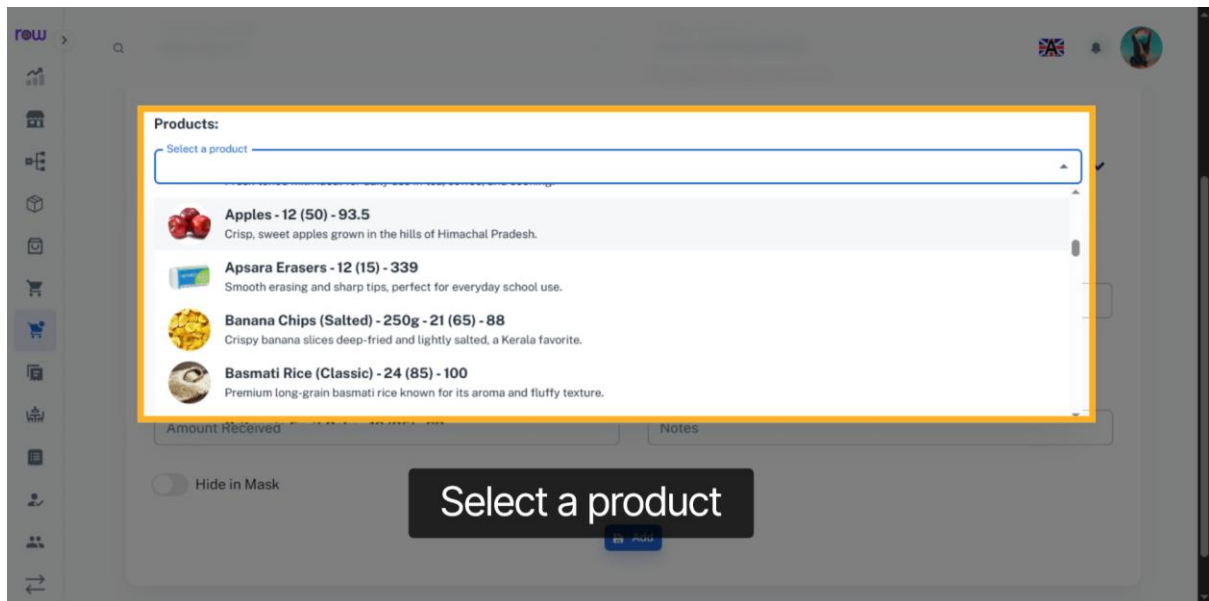
5. Select To Location

Search and select the To Location.

This screenshot shows the 'New Transfer' form with the 'To Location' dropdown menu open. A yellow arrow points to the dropdown. The dropdown menu lists four locations: Dharapuram East (+919655173768), Dharapuram south (+919655173768), Mani store (+919655193768), and Dharapuram branch. The background of the form is dimmed.

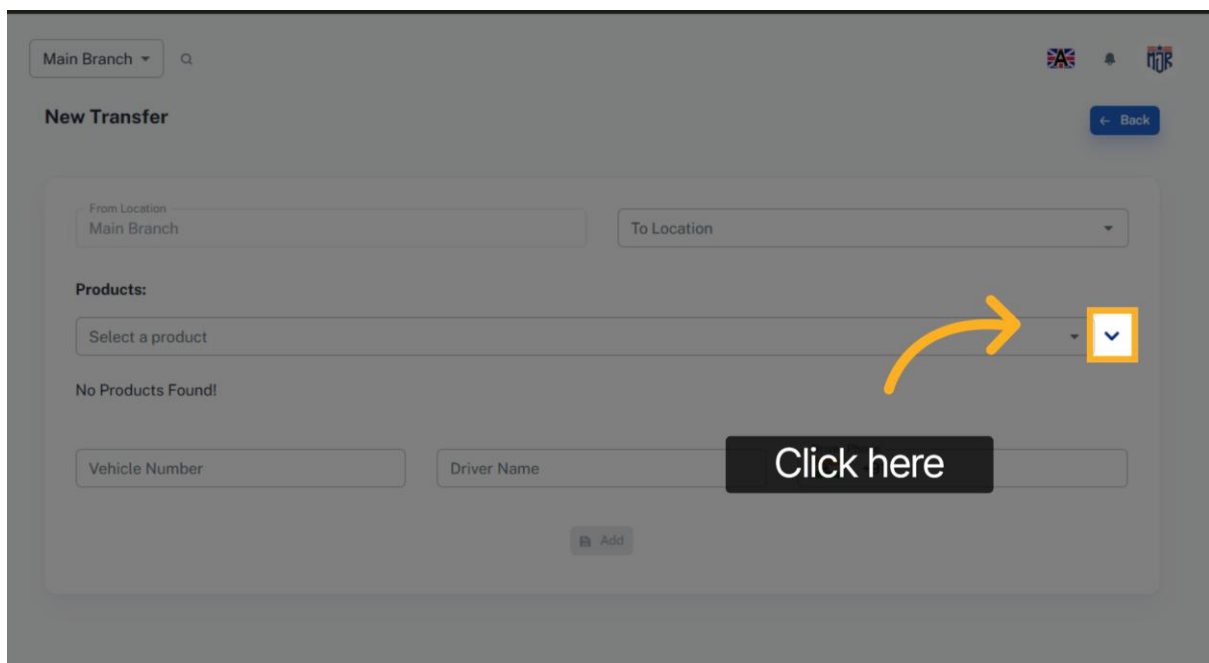
6. Select a product

Select a product from the dropdown. You can search by product name or code.



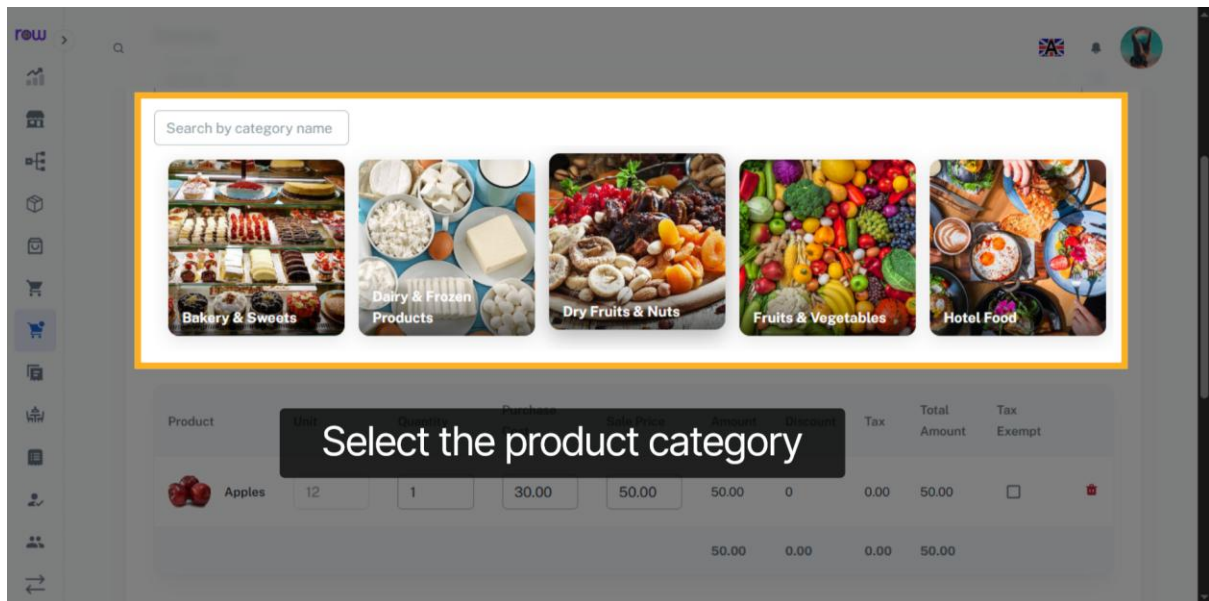
7. Product Selection Dropdown

Or click the arrow to find a product by its category.



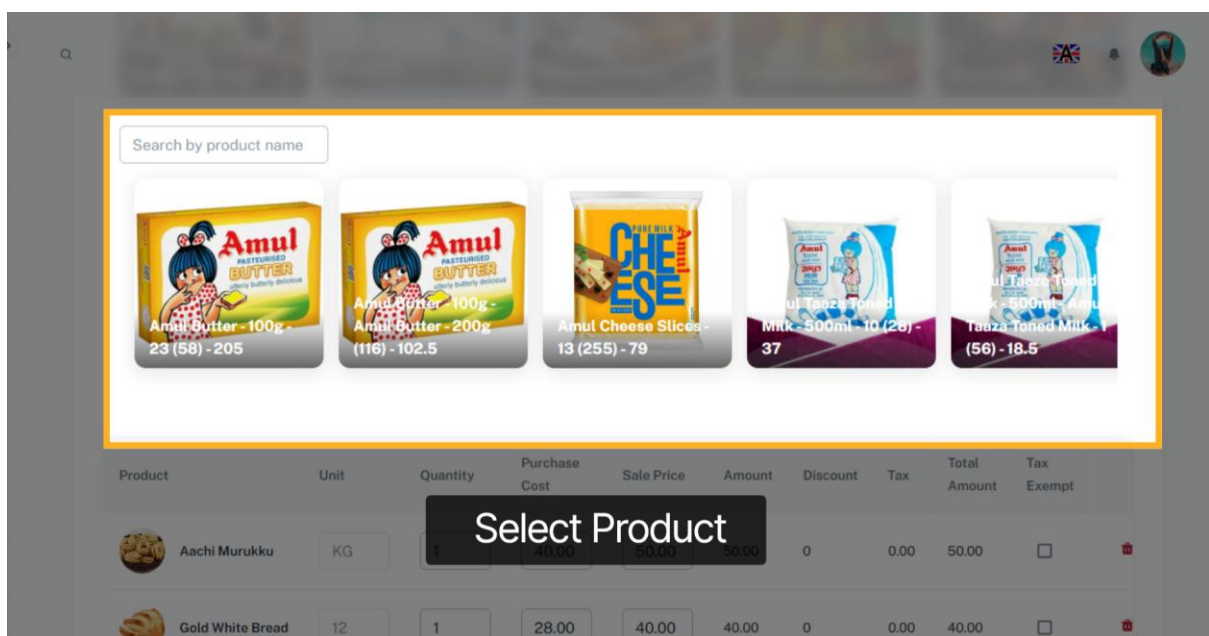
8. Select the product category

select the product by its category



9. Select Product

Select Product



10. Product

You can view the unit and also update quantity of each product.

The screenshot shows a product selection interface. At the top, there are category tiles: Bakery & Sweets, Dairy & Frozen Products, Dry Fruits & Nuts, Fruits & Vegetables, and Hotel Food. Below these is a table with a yellow border. The table has three columns: Product, Unit, and Quantity. It contains two rows of products. Below the table are input fields for Vehicle Number, Driver Name, and Driver Phone (with a dropdown for country code). An 'Add' button is at the bottom.

Product	Unit	Quantity
Achi Murukku	KG	1
Achi Sambar Powder	KG	1

Vehicle Number: Driver Name: Driver Phone: +91

[Add](#)

11. Fields

Enter the vehicle number, driver's name, and driver's phone number.

The screenshot shows a product selection interface. At the top, there are category tiles: Bakery & Sweets, Dairy & Frozen Products, Dry Fruits & Nuts, Fruits & Vegetables, and Hotel Food. Below these is a message 'No Products Found!'. At the bottom, there is a form with a yellow border containing input fields for Vehicle Number, Driver Name, and Driver Phone (with a dropdown for country code). An 'Add' button is at the bottom.

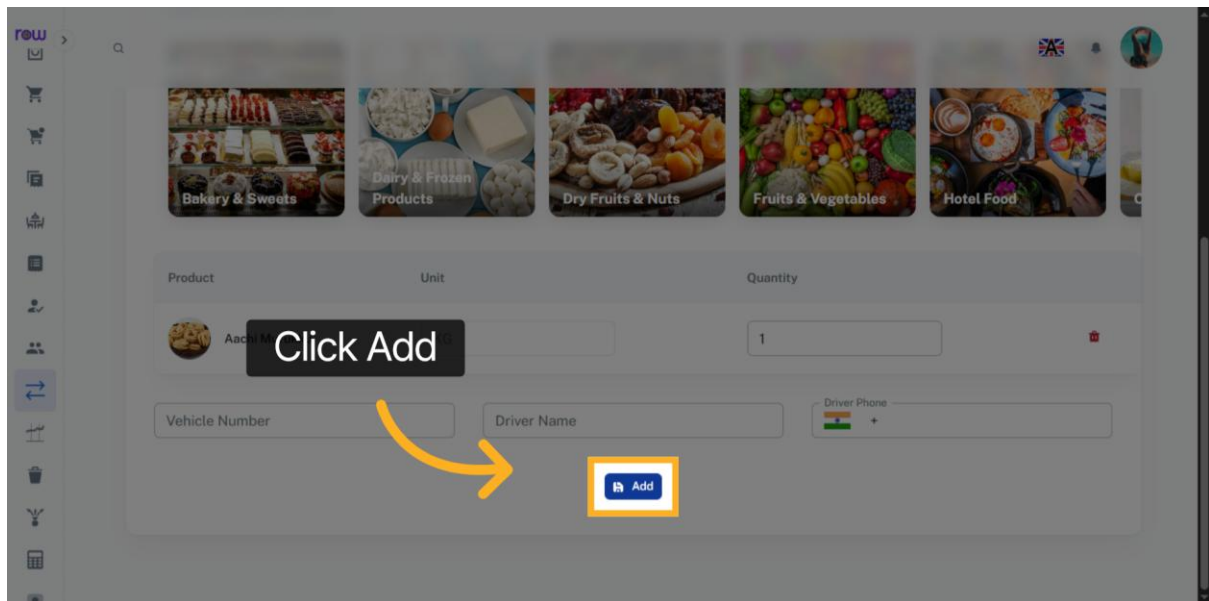
No Products Found!

Vehicle Number: Driver Name: Driver Phone: +91

[Add](#)

12. Add

Click Add to create a Transfer



13. Transfer List Screen

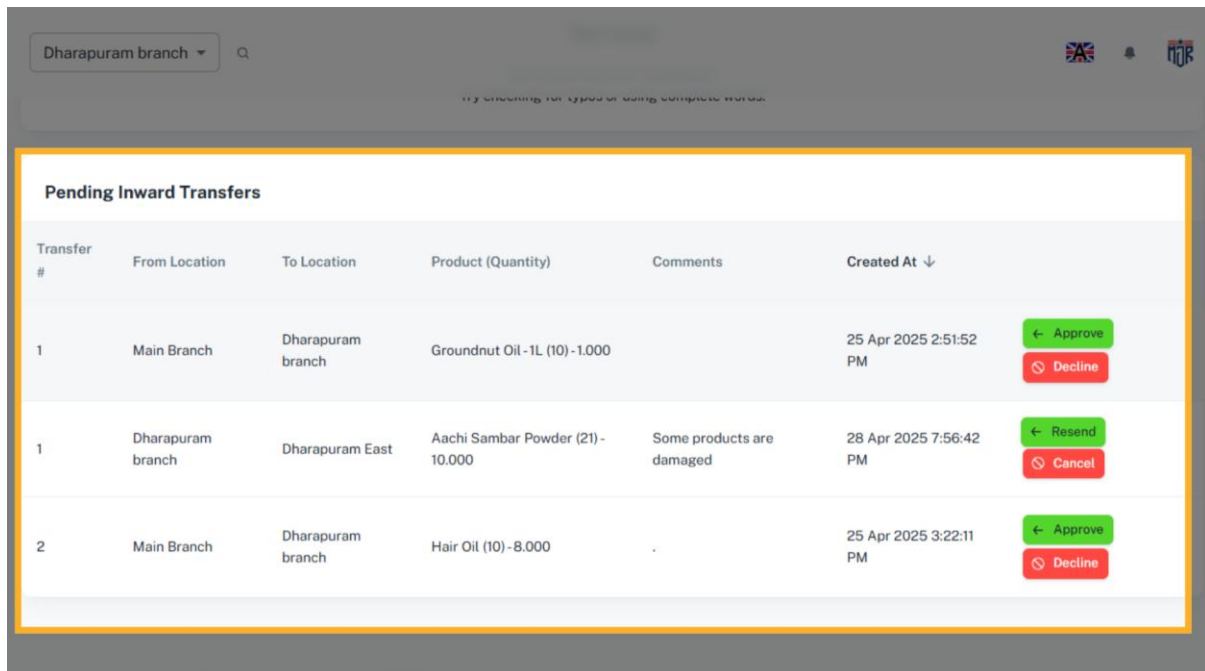
You will be redirected to the Transfer List screen after the transfer is successfully created. The created transfer will be listed under the Pending Inward Transfers list and will be waiting for approval in the To Location dashboard.

The screenshot shows the 'Transfer List' screen in the ROW system. The screen displays a table of transfers with the following columns: Type, Transfer #, Print, From Location, To Location, Product (Quantity), Status, and Created At. The table lists four transfers:

Type	Transfer #	Print	From Location	To Location	Product (Quantity)	Status	Created At
	6	Print	Main Branch	Dharapuram East	Aachi Murukku (KG) -1.000	Pending	30 Sep 2025 1:49:33 PM
	5	Print	Main Branch	Mani store	Fish Masala -200G (10) -10.000 View All	Delivered Received by Admin at 23 Sep 2025 11:04:44 PM	23 Sep 2025 11:03:20 PM
	4	Print	Main Branch	Dharapuram south	Camlin Geometry Box (19) -10.000	Pending	23 Sep 2025 11:00:32 PM
	3	Print	Main Branch	Dharapuram East	Almonds (20) -1.000 View All	Declined Declined by Admin at 23 Sep 2025 11:05:02 PM, Fault	03 May 2025 5:08:14 PM

14. Pending Inward Transfers

You can approve or decline a transfer that comes to your branch. If you approve the transfer, the products will be added to your stock. If you decline it, the transfer will be returned to the branch it was sent from.

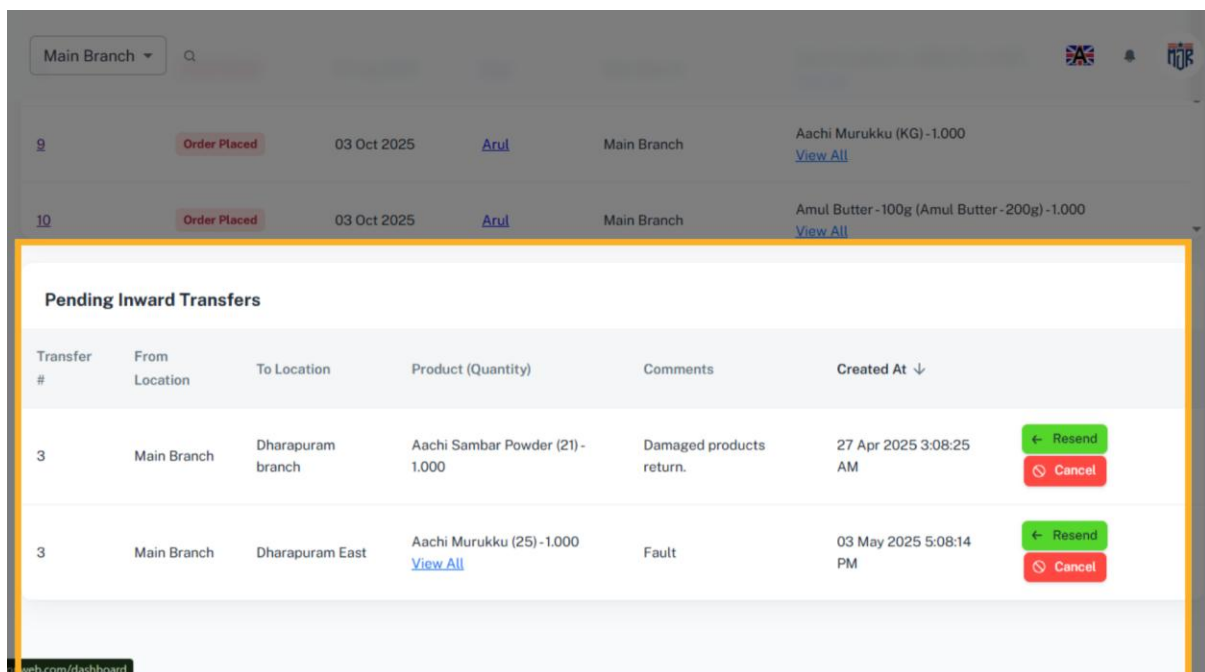


The screenshot shows a web application interface for a branch named 'Dharapuram branch'. At the top, there is a search bar and a notification icon. Below the header, a table titled 'Pending Inward Transfers' is displayed. The table has columns for 'Transfer #', 'From Location', 'To Location', 'Product (Quantity)', 'Comments', and 'Created At'. There are three rows of data, each with 'Approve' and 'Decline' buttons. The first row shows a transfer of 'Groundnut Oil - 1L (10) - 1.000' from 'Main Branch' to 'Dharapuram branch' on '25 Apr 2025 2:51:52 PM'. The second row shows a transfer of 'Aachi Sambar Powder (21) - 10.000' from 'Dharapuram branch' to 'Dharapuram East' on '28 Apr 2025 7:56:42 PM' with a comment 'Some products are damaged'. The third row shows a transfer of 'Hair Oil (10) - 8.000' from 'Main Branch' to 'Dharapuram branch' on '25 Apr 2025 3:22:11 PM'.

Transfer #	From Location	To Location	Product (Quantity)	Comments	Created At ↓	Actions
1	Main Branch	Dharapuram branch	Groundnut Oil - 1L (10) - 1.000		25 Apr 2025 2:51:52 PM	← Approve Decline
1	Dharapuram branch	Dharapuram East	Aachi Sambar Powder (21) - 10.000	Some products are damaged	28 Apr 2025 7:56:42 PM	← Resend Cancel
2	Main Branch	Dharapuram branch	Hair Oil (10) - 8.000	.	25 Apr 2025 3:22:11 PM	← Approve Decline

15. Return Transfer

If the transfer is declined by the receiving branch, it will be returned to the branch it was sent from. From there, you can resend the transfer or cancel it. If you cancel the transfer, the products will be added back to your stock.

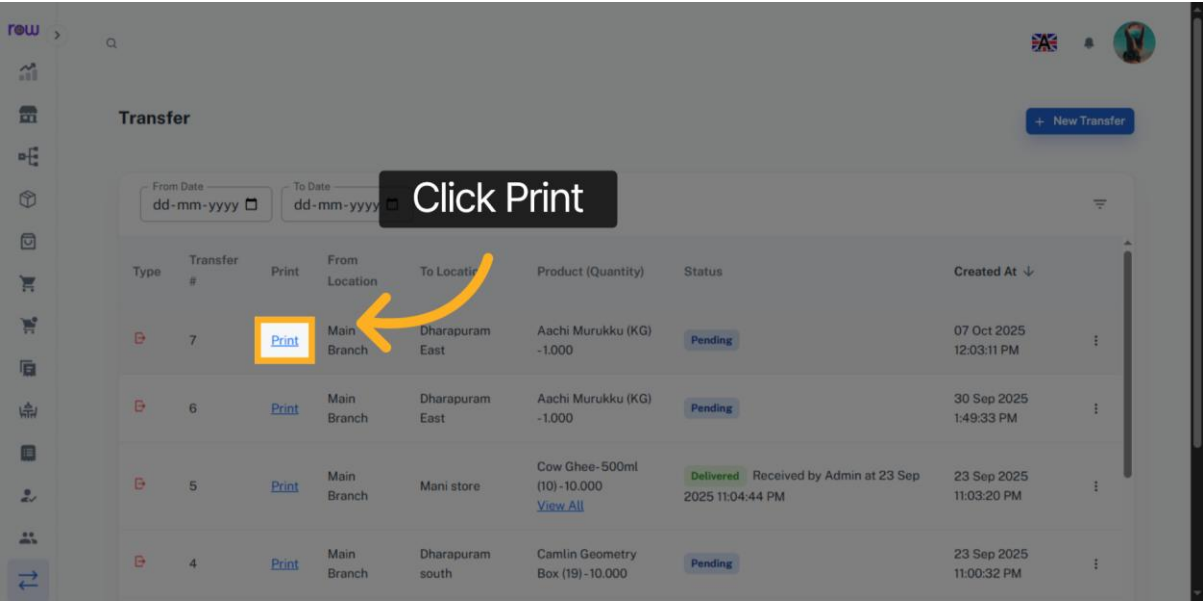


The screenshot shows a web application interface for a branch named 'Main Branch'. At the top, there is a search bar and a notification icon. Below the header, a table titled 'Pending Inward Transfers' is displayed. The table has columns for 'Transfer #', 'From Location', 'To Location', 'Product (Quantity)', 'Comments', and 'Created At'. There are two rows of data, each with 'Resend' and 'Cancel' buttons. The first row shows a transfer of 'Aachi Sambar Powder (21) - 1.000' from 'Main Branch' to 'Dharapuram branch' on '27 Apr 2025 3:08:25 AM' with a comment 'Damaged products return.'. The second row shows a transfer of 'Aachi Murukku (25) - 1.000' from 'Main Branch' to 'Dharapuram East' on '03 May 2025 5:08:14 PM' with a comment 'Fault'. Above the table, there are two rows of order information with 'Order Placed' status and 'View All' links.

Transfer #	From Location	To Location	Product (Quantity)	Comments	Created At ↓	Actions
3	Main Branch	Dharapuram branch	Aachi Sambar Powder (21) - 1.000	Damaged products return.	27 Apr 2025 3:08:25 AM	← Resend Cancel
3	Main Branch	Dharapuram East	Aachi Murukku (25) - 1.000 View All	Fault	03 May 2025 5:08:14 PM	← Resend Cancel

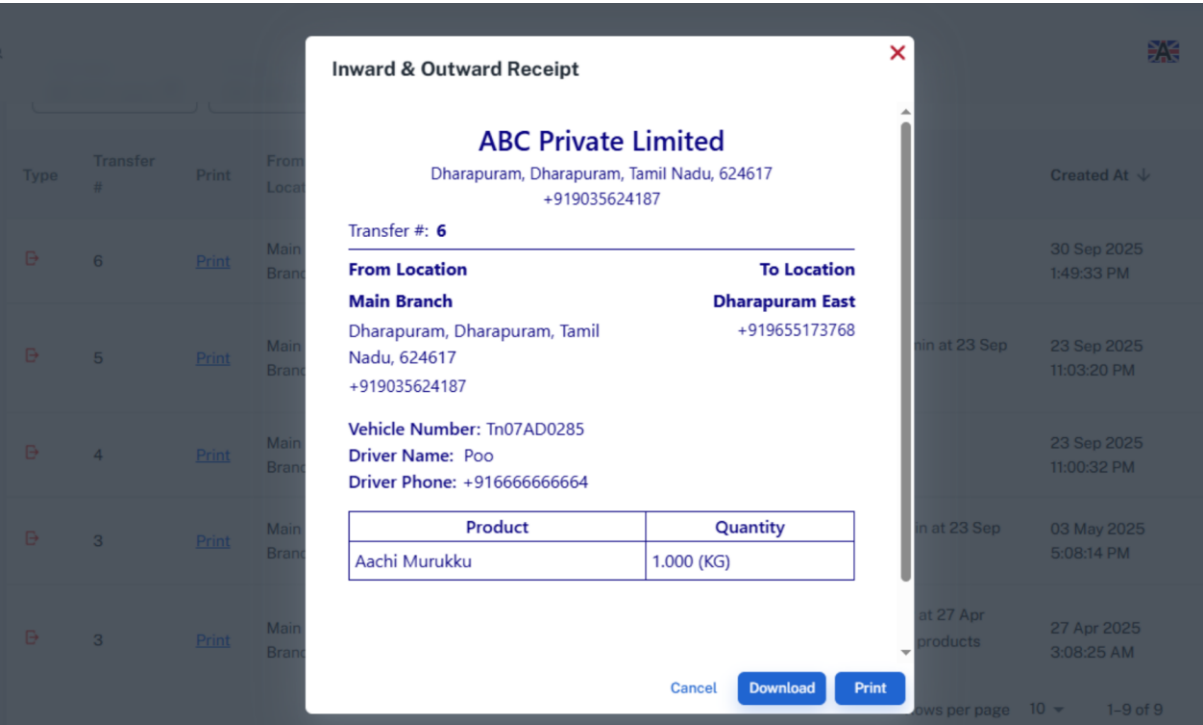
16. Print

Click Print to generate and view, the bill.



17. Download and print the bill.

You can print and download the bill.





Thank You