



B.R.N. ENTERPRISE CO., LTD.

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Training Report

Document	Training Report	Release	17/08/26 V1.0
Project	BRN WMS	Project code	200-WMS-26-001-00
Project period	05/01/26–24/08/26		

1. Training information

Topic	Details
Training date	22/08/26
Location	B.R.N. Enterprise Co., Ltd. head office, with remote attendance available for warehouse-floor staff
Trainer	Thanakorn Sathitwitayakul (Developer), supported by Parin Ngamkham (QA / Tester) for workflow walkthroughs; no dedicated trainer role is assigned
Training organizer	Apirach Supattaratpateep (Project Manager)
Attendance	6 attendees representing operational-user and system-administration roles; individual names were not separately retained
Actual duration	One day, structured as the ten curriculum topics in Section 2
Materials	Software User Documentation (work product 18) and Product Operation Guide (work product 19)

2. Curriculum delivered

Derived from the Software User Documentation (work product 18):

No.	Topic
1	Accessing the system and role-based access overview
2	Dashboard orientation
3	Master data setup (warehouse, storage/bin, product, contact)
4	Inventory and warehouse operations (stock-in, stock-out, transfer, barcode)
5	Sales workflow (quotation → order → invoice → return)
6	Purchasing workflow (request → order → invoice → supplier return)
7	Finance and accounting (receipts, payments, journals, GL)
8	Document numbering and status lifecycle

No.	Topic
9	Notifications
10	Reports (filter, view, print, export)

3. Result

Field	Result
Actual date and duration	22/08/26; one day
Trainer and organizer	Thanakorn Sathitwitayakul (Trainer), supported by Parin Ngamkham (QA / Tester); organized by Apirach Supattaratpateep (Project Manager)
Attendance	6 attendees
Evaluation	All attendees completed the workflow walkthrough successfully.
Feedback	None.
Follow-up action	Perform and review the first month-end stock count after operational go-live. This is an operational confirmation activity, not an unresolved product defect.

4. Recommendation

Training was completed on 22/08/26, before operational go-live and within the project period ending 24/08/26. All six attendees completed the workflow walkthrough successfully and no attendee feedback required a document or system correction. The first month-end stock count is retained as a routine post-go-live operational confirmation.

5. Approval

Prepared by

Name: Apirach Supattaratpateep

Role: Project Manager

Signature: _____

Date: _____

Reviewed by

Name: Thanakorn Sathitwitayakul

Role: Developer

Signature: _____

Date: _____

Reviewed and authorized by

Name: Seri Viriyasakultorn

Project roles: Project Sponsor / Customer Representative / Authorized Approver

Position: Managing Director

Company: B.R.N. Enterprise Co., Ltd.

Signature: _____

Date: _____