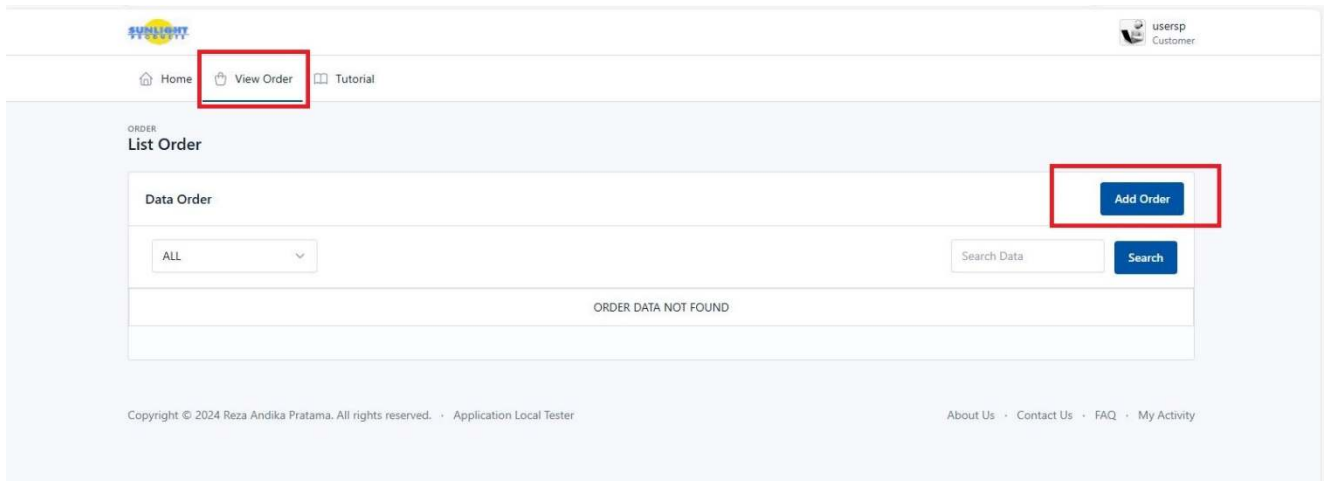


# CREATE A NEW ORDER

## 1. CLICK THE “ADD ORDER” BUTTON

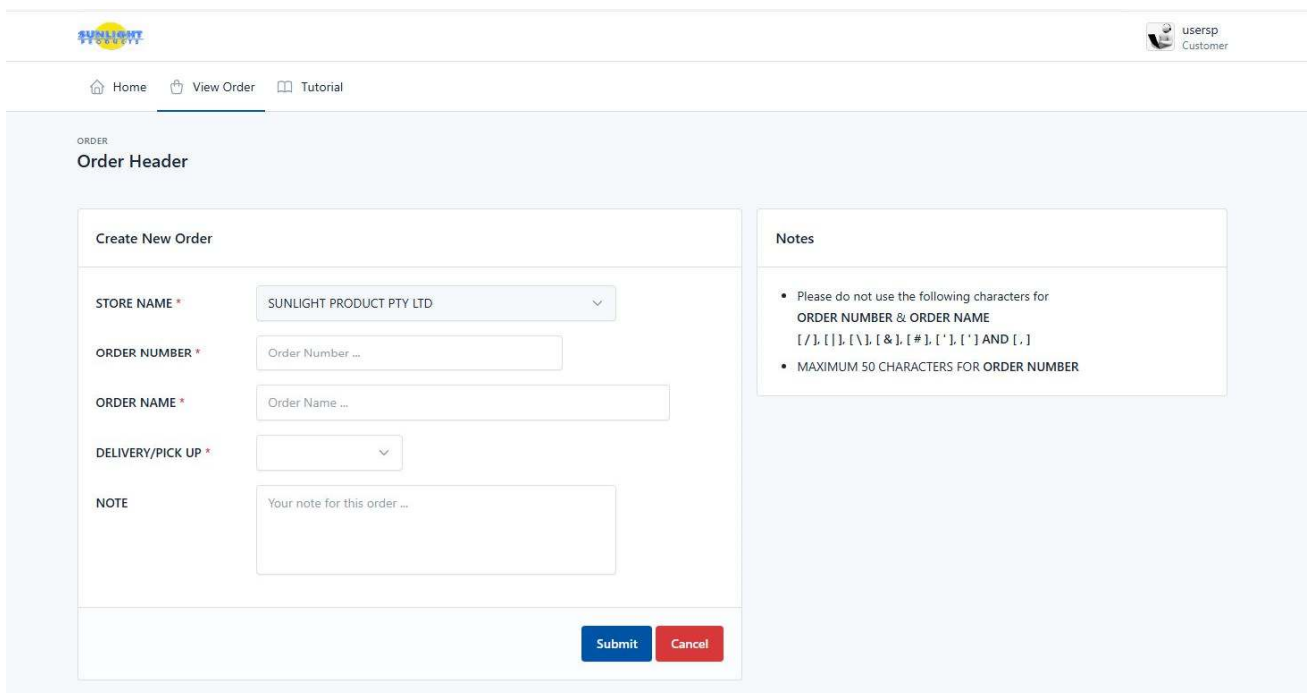
To create a new order, please go to the "VIEW ORDER" page. On this page, please click the "ADD ORDER" button and you will be directed to a new page to fill in the order data according to the data you want.



The screenshot shows the 'List Order' page. At the top, there is a navigation bar with 'Home', 'View Order' (highlighted with a red box), and 'Tutorial'. Below the navigation bar, the page title is 'ORDER List Order'. There is a 'Data Order' section with a dropdown menu set to 'ALL', a 'Search Data' input field, and a 'Search' button. The 'Add Order' button is highlighted with a red box. Below the search section, it says 'ORDER DATA NOT FOUND'. At the bottom, there is a copyright notice: 'Copyright © 2024 Reza Andika Pratama. All rights reserved. · Application Local Tester' and links for 'About Us', 'Contact Us', 'FAQ', and 'My Activity'.

## 2. ENTER ORDER DATA

On this page, please enter your order data according to your needs and then click the "SUBMIT" button to process it. If successful, you will be directed to the "ORDER DETAILS" page.





The screenshot shows the 'Create New Order' page. At the top, there is a navigation bar with 'Home', 'View Order' (highlighted with a red box), and 'Tutorial'. Below the navigation bar, the page title is 'ORDER Order Header'. There is a 'Create New Order' form with the following fields: 'STORE NAME \*' (dropdown menu with 'SUNLIGHT PRODUCT PTY LTD'), 'ORDER NUMBER \*' (text input field), 'ORDER NAME \*' (text input field), 'DELIVERY/PICK UP \*' (dropdown menu), and 'NOTE' (text area). At the bottom of the form, there are 'Submit' and 'Cancel' buttons. To the right of the form, there is a 'Notes' section with the following text: 'Please do not use the following characters for ORDER NUMBER & ORDER NAME: [ / , [ ] \ ] [ & ] [ # ] [ ' ] [ ' ] AND [ . ]'. Below this, it says 'MAXIMUM 50 CHARACTERS FOR ORDER NUMBER'.

3. SUCCEED

If you successfully process your order data, you will be directed to this page.

Where this page functions to display your order details containing your order items.



 usersp  
Customer

[Home](#) [View Order](#) [Tutorial](#)

ORDER

Order Detail

Preview

Submit

Edit

Delete

Quote

Order Number :

TUTORIAL

Order Name :

TUTORIAL

Created Date :

Aug, 26 2024

Created By :

usersp

Note :

TUTORIAL - TEST

Status Note :

Status Order :

Draft

Delivery / Pick Up :

Delivery

Submitted Date :

-

Completed Date :

-

Canceled Date :

-

Total excl. GST :

-

GST :

-

TOTAL incl. GST :

-

YOUR ITEMS

Add Item

ORDER DATA NOT FOUND

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