**Software Guide: Workflow for Requests**

**Workflow Overview**

The workflow for handling any request in the system is as follows:

1. **Quotation**
2. **Sales Order (SO)**
3. **Delivery**

**Detailed Process**

1. **Quotation**: Any quotation is converted to a sales order when the client accepts the purchase.
2. **Sales Order**: A sales order is created to formalize the agreement and specify the items for purchase.
3. **Delivery**: This stage manages the delivery of items associated with each sales order.

**System Behavior**

* If there is no data associated with a specific number or query, the system displays "No data available."
* For the **Create Selected SO** and **Create Selected DI** buttons to work properly, the user must select rows by clicking on them.

**Key Actions**

1. **Selecting "Name" Attributes**: The user must select the "Name" field, which shows the salesperson responsible for following up on the order.

**Current Limitations**

1. **Login Page**:
   * Slow response times due to the MySQL database host’s limitations. This database also stores users' passwords and email addresses.
   * If the page is refreshed after login, the session expires. Users must log in again from the home page.

**Recommendations for Users**

* Ensure you follow the workflow: Quotation > Sales Order > Delivery.
* Log out and log back in from the home page if your session expires after refreshing the page.

**Future Enhancements**

To improve user experience and system reliability:

* Enhancing session management to avoid frequent logouts after page refresh.
* Creating order target tab to manage sales targets
* User - Adding new contact, resetting password
* Enabling access limitations based on authorization level
* Enabling Responsive Design

This guide aims to streamline the process for managing requests effectively.