**User Instructions for Recording: Creating Sales Order**

This guide walks you through the steps to create a new sales order.

**Step 1:**  Navigate to the **Sales Orders**  page. You can do this by selecting it from the role center or using the search to find it.

**Step 2:**  Once you are on the Sales Orders page, click on the **New**  button to create a new sales order.

**Step 3:**  The **New - Sales Order**  page will be shown. Here you should enter the relevant details for your new sales order.

**Step 4:**  You'll need to enter the **Customer No**  . Just click on the field, and start typing. As you type, suggestions will appear based on what you've entered. For example: 'MICHA'.

**Step 5:**  Once you've entered part of the customer number, you'll need to select the exact customer from the presented list. Once you've made your selection, click on it to confirm.

**Step 6:**  Now you need to select an **Activity Code**  . Again, click on the field, and start typing. As you type, suggestions will appear based on what you've entered.

**Step 7:**  Now it's time to enter the details of the sales order. Go to the sales lines part and look for the **No**  field in the new line. Start typing the item number and select the right one from the provided list.

**Step 8:**  Once the right item is chosen, fill in the **Quantity**  field with the appropriate number. For example: '1'.

**Step 9:**  After all details have been filled out, you can close the **New - Sales Order**  page. This can be done by clicking the **Close**  button usually found in the top-right corner.

**Step 10:**  With the sales order now saved, you can also close the **Sales Orders**  page by clicking the **Close**  button in the top-right corner.

**Note:**  Always review the details of your sales order before closing and saving. Changes may not be possible after the order has been saved.