Group Documentation.

In my group, I have five members and their name is Mary Jane, Angie, Mary Kristie, Mohnifa, and Maris.  
before I assign someone, I need to study first how the workflow works.

First I make a google spreadsheet for their attendance, I make this attendance when I call a meeting to discuss something with them.

<https://docs.google.com/spreadsheets/d/1Gk840RFxBUQMZjLBSLhuNjAp6AYYxWJ8rlesC6OHtrI/edit?fbclid=IwAR17IugS5rLHEmU4h26aH3WWqGJ1ToH0M-03qstEn45Ym9FpLRva3rXhe-g#gid=634347005>

In spreadsheets, I assign each of them a topic in the test phase and I put it into the activity row.

Test Phase

* Read the Manual
* Create a free account at [https://erpnext.com](https://erpnext.com/) (the easiest way to experiment).
* Create your first Customer, Supplier, and Item. Add a few more so you get familiar with them.
* Create Customer Groups, Item Groups, Warehouses, Supplier Groups, so that you can classify your Items.
* Complete a standard sales cycle - Lead > Opportunity > Quotation > Sales Order > Delivery Note > Sales Invoice > Payment (Journal Entry)
* Complete a standard purchase cycle - Material Request > Purchase Order > Purchase Receipt > Payment (Journal Entry).
* Complete a manufacturing cycle (if applicable) - BOM > Production Planning Tool > Work Order > Material Issue
* Replicate a real-life scenario into the system.
* Create custom fields, print formats, etc. as required

I let them read the introduction to know what is ERPnext used to. I also asked them to read the manual.

I teach them how to download it locally and execute the creating a free account on their local.

Now. After I execute the Create your first Customer, Supplier, and Item.

I assign the next topic to

* **Mary Kristie Matuguinas** - Create Customer Groups, Item Groups, Warehouses, Supplier Groups, so that you can classify your Items.
* **Maris Cagalitan** - Complete a manufacturing cycle (if applicable) - BOM > Production Planning Tool > Work Order > Material Issue.
* **Mohnifa Mama -** Complete a standard sales cycle - Lead > Opportunity > Quotation > Sales Order > Delivery Note > Sales Invoice > Payment (Journal Entry)
* **Angie Federico** - Complete a standard purchase cycle - Material Request > Purchase Order > Purchase Receipt > Payment (Journal Entry).
* **Mary Jane Obas** - Replicate a real-life scenario into the system.

Create custom fields, print formats, etc. as required.