

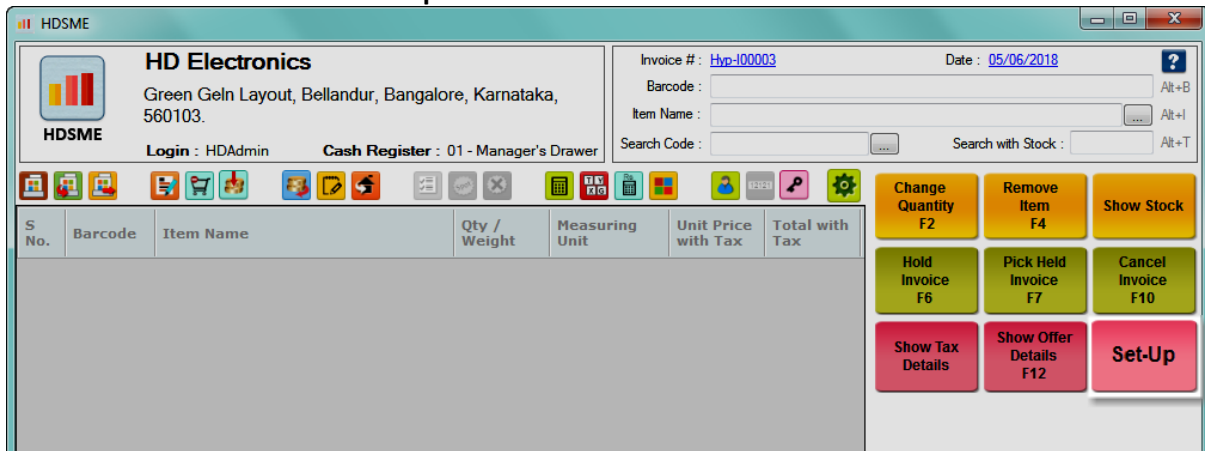
How to create new Sales Order in HDSME?



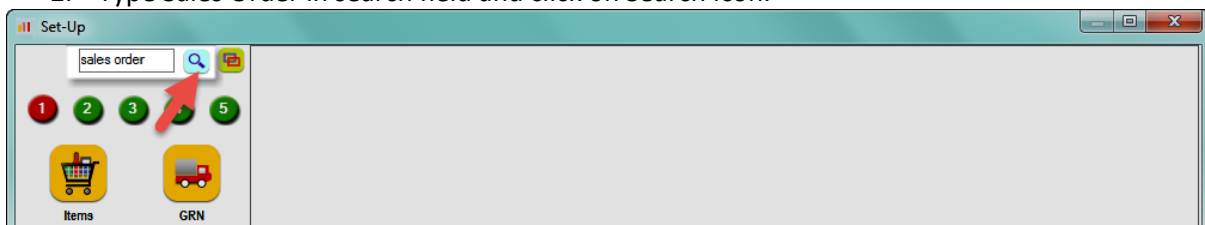
HDSME Tutorials

Follow the steps to create new sales order:

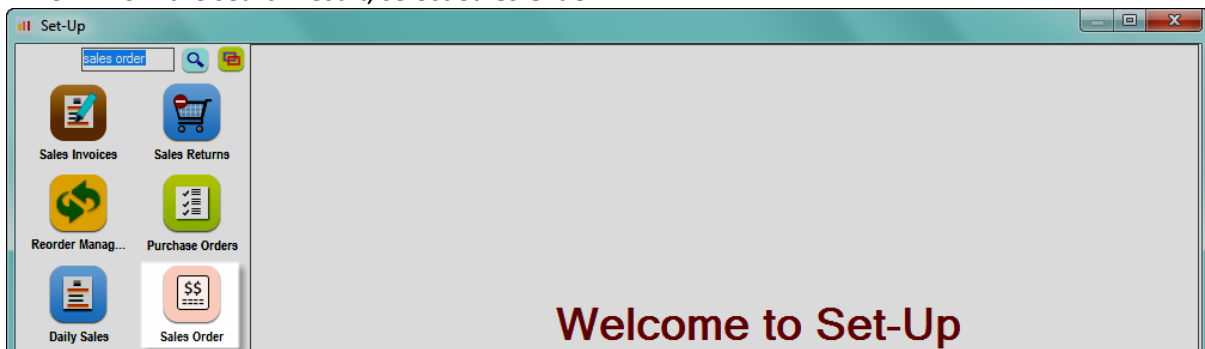
1. Run HDSME. Click on **Set-Up** button.



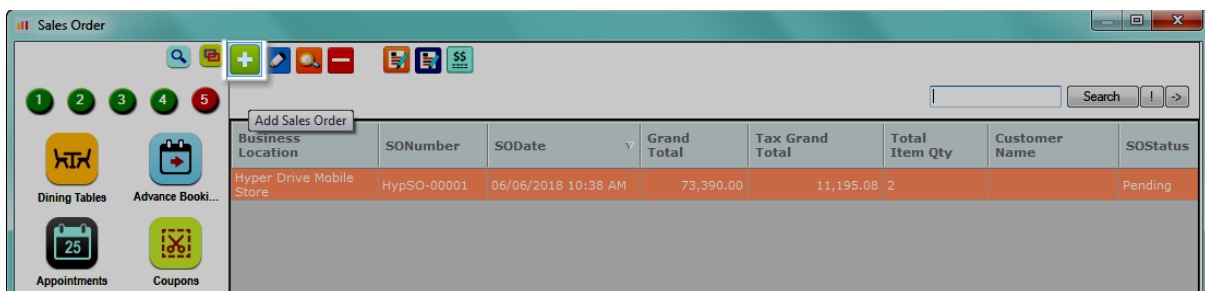
2. Type Sales Order in search field and click on Search Icon.

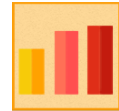


3. From the search result, select **Sales Order**.

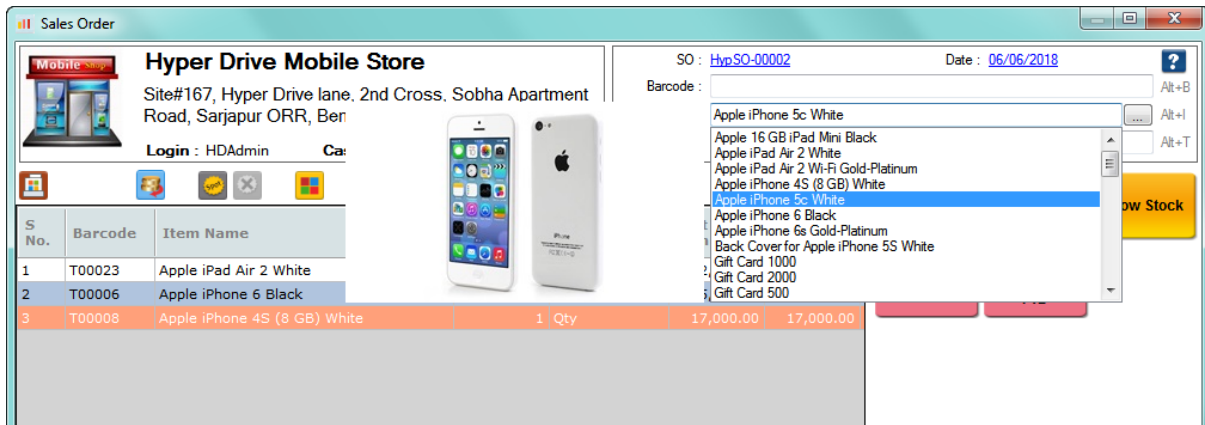


4. Click on **Add Sales Order**.

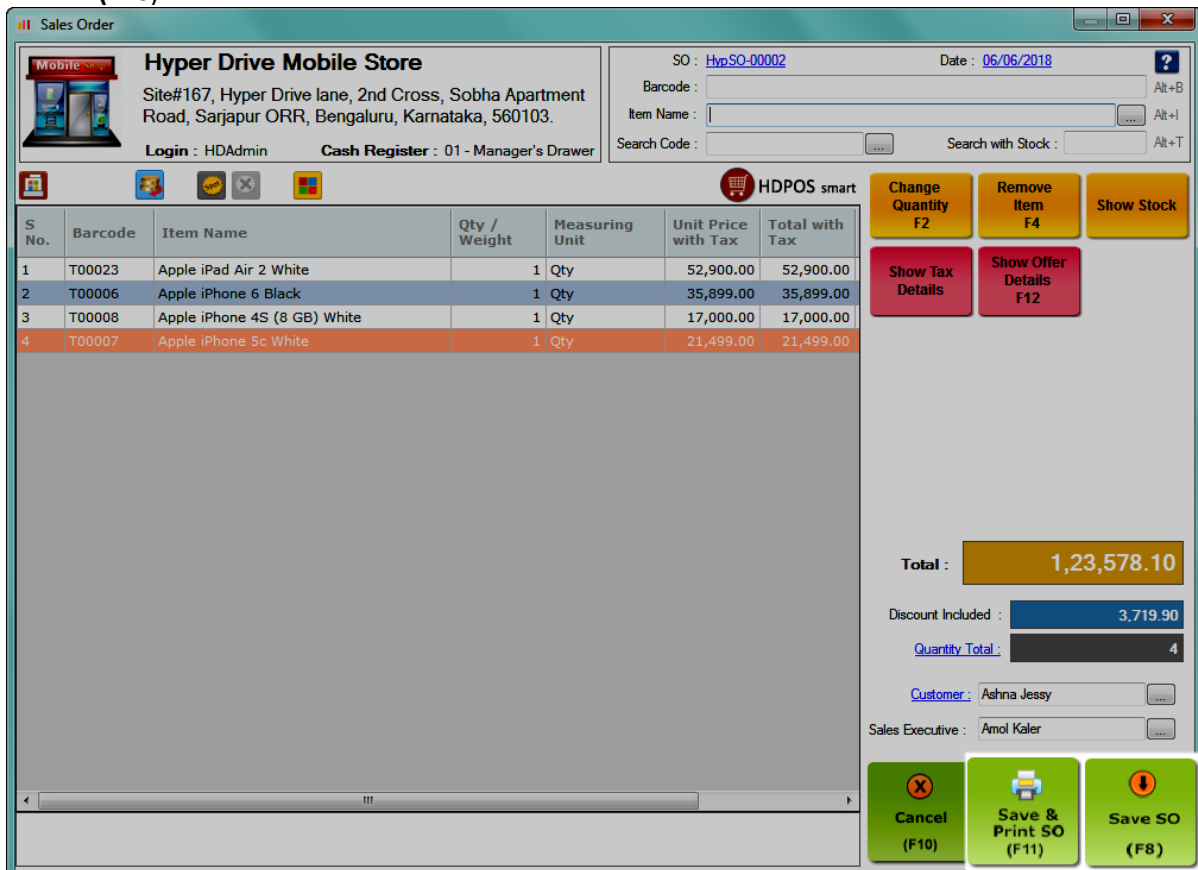




5. Select the items/products to create sales order. You can add items/products by scanning item barcode or typing item name.

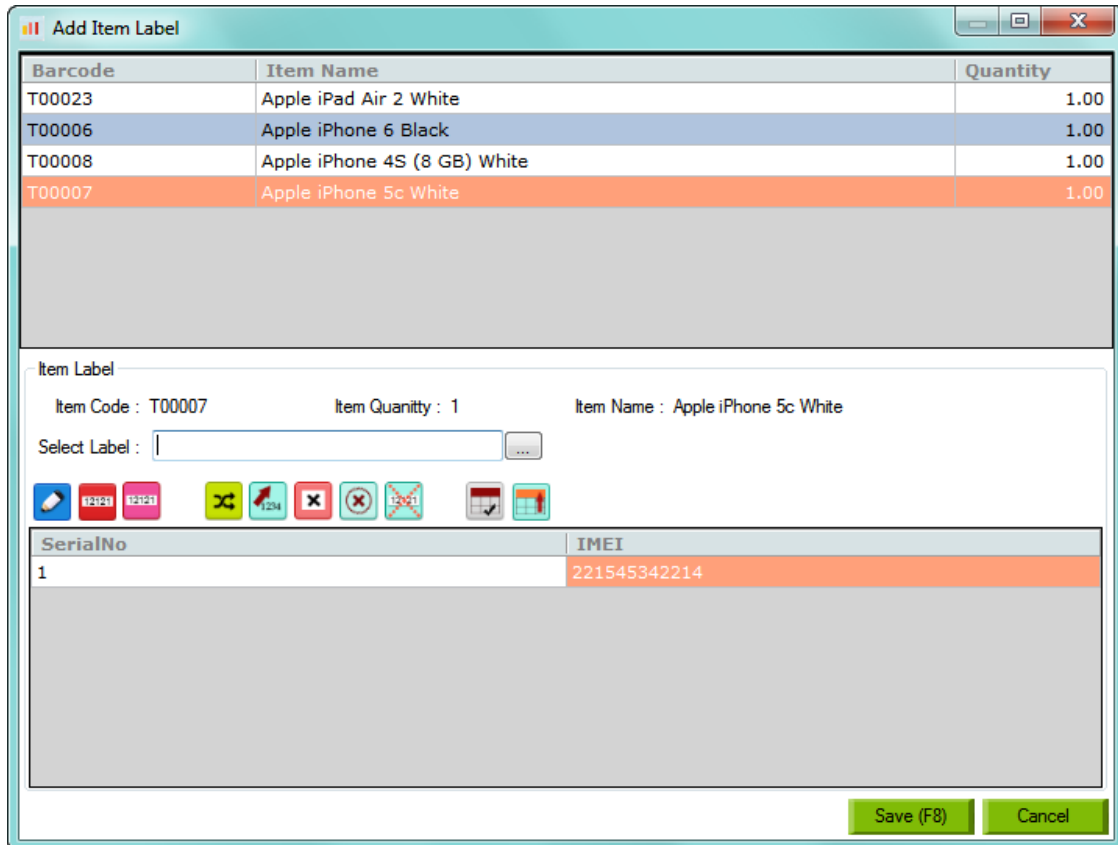


6. Select other details such as Customer Name and Sales Executive.
7. To remove an item from a sales order, click on **Remove Item (F4)**. To change the item quantity click on **Change Quantity (F2)**.
8. Click on **Save SO (F8)** or **Save & Print SO (F11)**. To cancel sales order click on **Cancel SO (F10)**.





- 9. If sales order includes Label items (Items with Has Label attribute) or Batch items (Items with Has Manual/Auto Batch attributes and clicking Save SO or Save & Print SO, you'll prompted to enter the Label Numbers or Batch Numbers.
- 10. In this example, sales order includes Label items and clicking Save SO you'll see the below screen, select the label number to save sales order.



Note: You can skip Step 9 and 10, if sales order doesn't contain Label or Batch Items.

- 11. You'll see saved SO with Sales Order Status as Pending .Click on View Sales Order to get complete details of the saved Sales Order.

