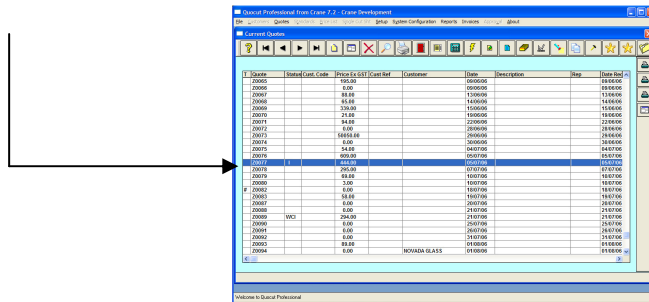


DELIVERY DOCKETS

Quocut Professional has the ability to produce a Delivery Docket from a quotation. When an has been generated the quotation screen will display an 'D' in the status column for the relevant quotation.



NOTE: The status column will show a 'W' for won, 'C' for completed and 'I' for Invoice and 'D' for Delivery Docket and 'O' for order raised.

The Delivery Docket menu in QuoCut Professional offers the user the following options:

DELIVERY DOCKETS

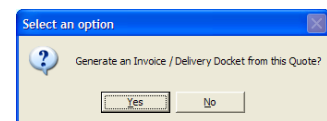
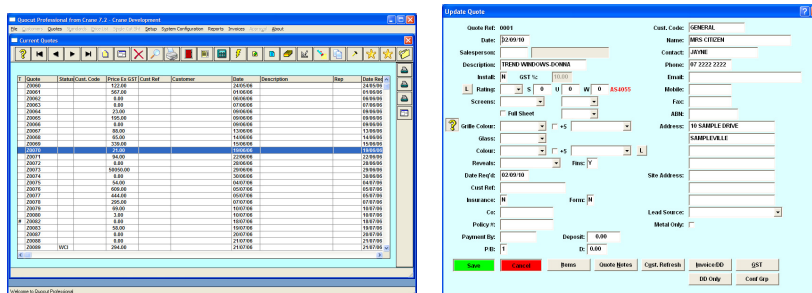
- Print a delivery docket
- Add a note to be included on the delivery docket
- Record items delivered

The user can generate an invoice and delivery docket at the one time or select delivery docket only. The process will apply to either option. However when a delivery docket is generated the invoice cannot be printed until such time as an invoice has been generated.

1. GENERATING A DELIVERY DOCKET

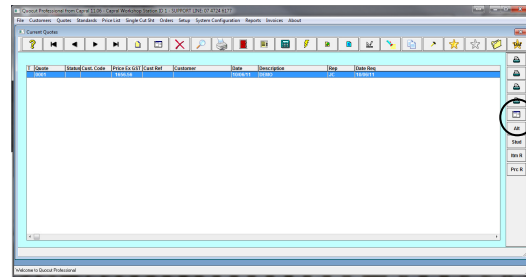
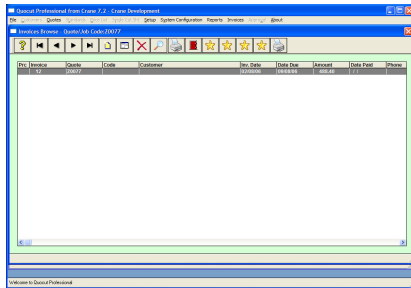
To generate a delivery docket proceed as follows:

- Highlight the relevant quotation
- Select View/Update to display the quotation screen
- Select DD only



DELIVERY DOCKETS

- A prompt will appear to generate a Delivery Docket
- To proceed, select Yes – the program will automatically select the invoicing browse and display the invoice for the selected quote. See Invoice Options below to modify and print and Invoice or Delivery Docket.

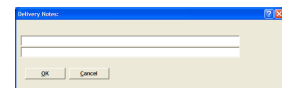
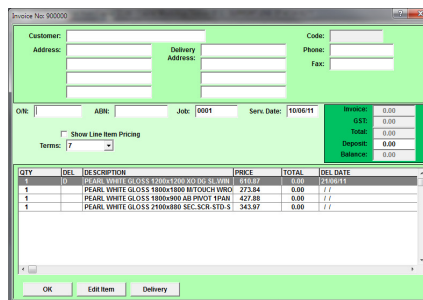
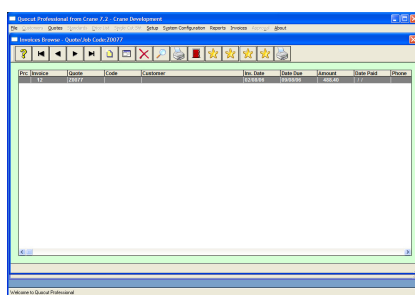


NOTE:

- *To view a delivery docket already generated from the quotation screen, select the view icon on the right hand side of the quotation screen.*

2. DELIVERY DOCKETS

Once a delivery docket has been generated it can be printed at any time. To identify specific items for delivery select view/modify and then select the Delivery button. This will add a <D> in the delivery column and allow a delivery docket to be printed for tagged items only. Once the delivery docket has been raised a date will then appear beside the item tagged.



To print a delivery docket proceed as follows:

- Go to the Invoice menu or select the invoice view for an individual quotation from the quotation screen as detailed above in section one
- Select the printer icon at the right hand side of the tool bar
- Add a delivery note if required
- Select OK or cancel if no note is required
- A delivery docket preview will display
- Select the printer okay to continue the printing process