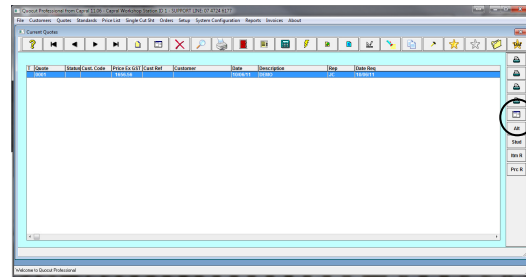
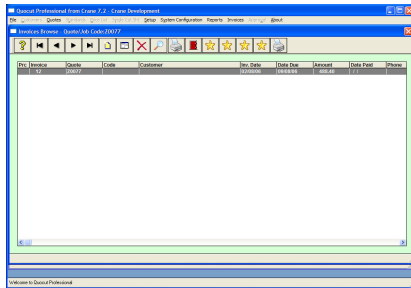




## DELIVERY DOCKETS

- 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.

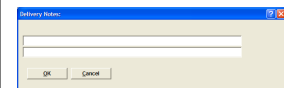
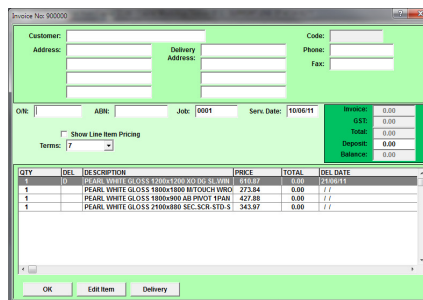
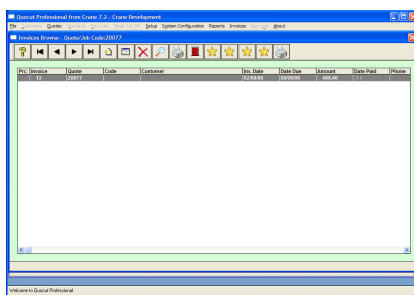


**NOTE:**

- *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