Print or Email a Purchase Order

To Print or Email a Purchase Order

From the OPTO ribbon, select the 'Purchasing' tab and **click** on the 'Purchase Print' icon (circled below) to open the 'Print Purchase' window. In the *Purchase Order No* field enter the order number or **press** <**F2**> and select the order form the pop-up list then **click** on <u>OK</u>.

File	HOME	CONTACTS	RESOUR	RCES INVENTORY	QUOTES	PURCH	HASING	ORDERS	JOBS/	SCHEDU
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To send an email while printing, **click** in the *Email* box to tick, when 'Print' button is used the email will open in a new window ready to be sent. Select printing options by **clicking** on the tick boxes to select. Further copies can be printed by selecting the number of copies using the arrows or internal copies by selecting any of the options required. **Click** on the 'Print' button, the 'Print Preview' window is displayed, select the 'Print' icon from the bottom right of the window.