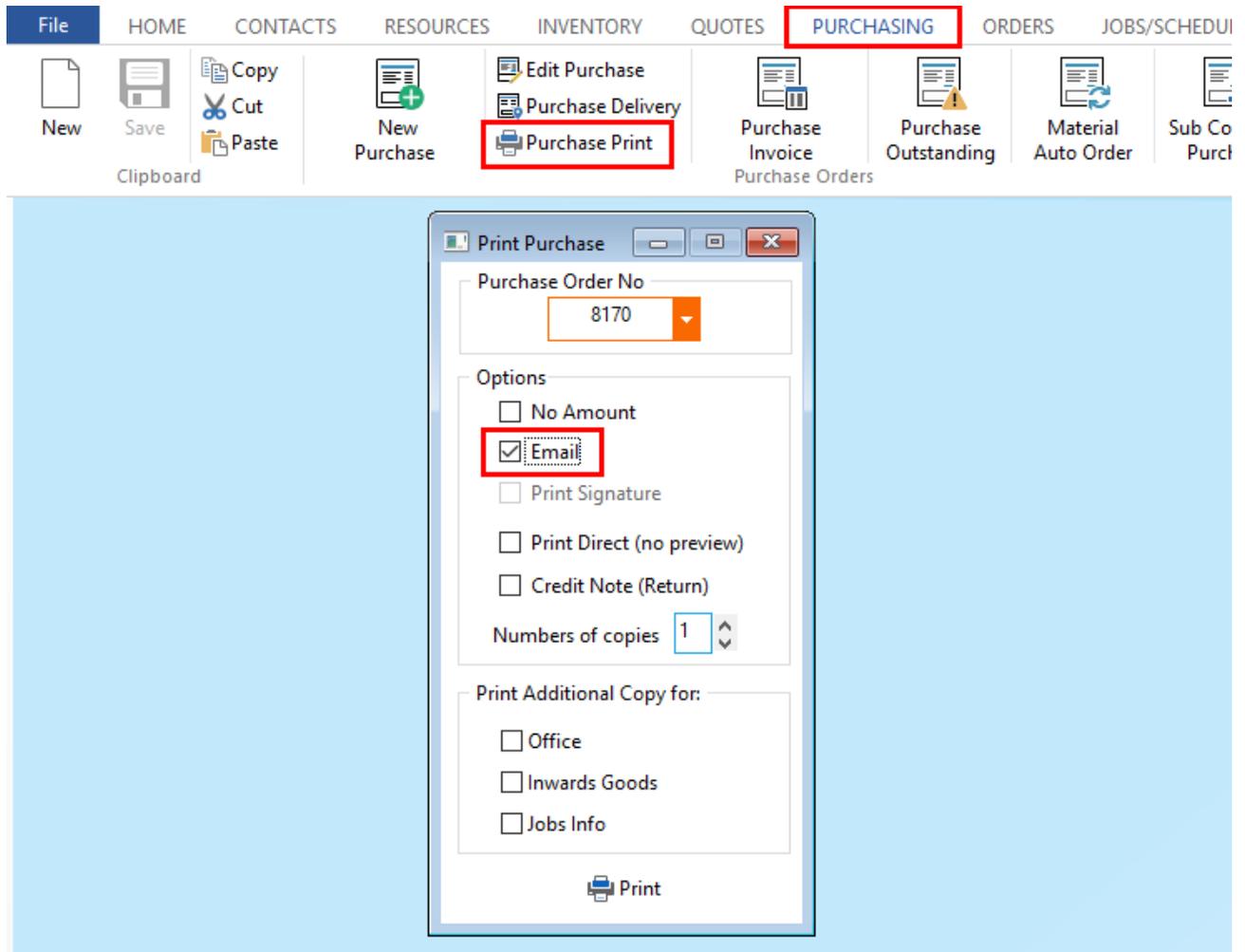


## Print or Email a Purchase Order

### 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 OK.



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.