

## Send Factory Orders to History

### Overview:

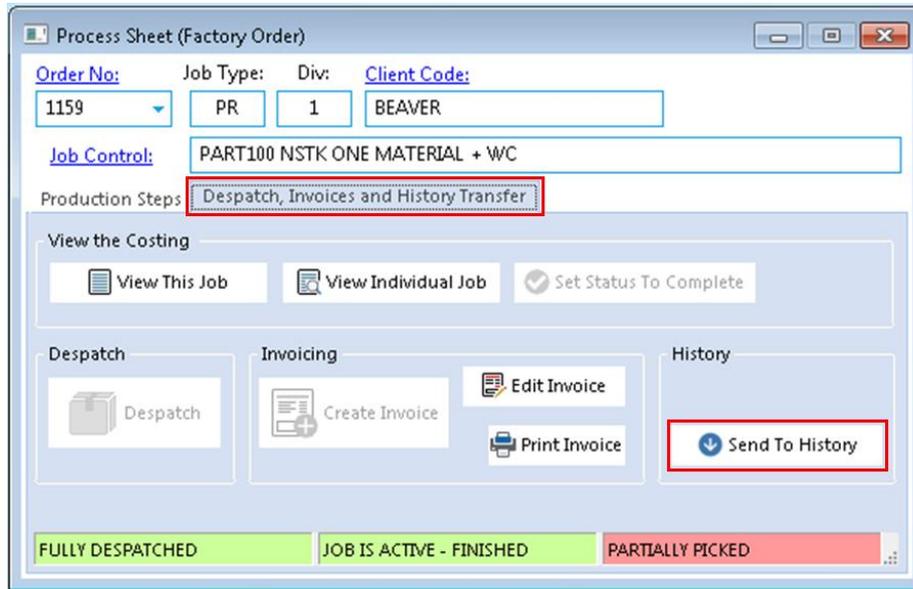
Factory Orders are sent to history after a suitable timeframe as this assists the efficiency of searching and reporting in regards to Factory orders. Sending completed aged orders to history makes the system more USER friendly. The function for sending Factory orders to history is password protected. The Process Sheet (Factory) is used to send a single client order to history and only fully despatched orders are sent to history.

Transfer a Single Factory Order to History via the Process Sheet (Factory).

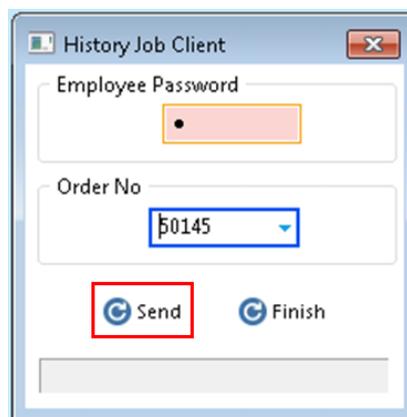
Go to the **Orders** tab and from the ribbon, **click** on the 'Process Sheet (Factory)' option.



Enter the Factory Order number or **press** <F2>, select the order from the pop-up list and **click** on **OK**. **Press** <TAB> to generate the window, you will notice that the order is Fully Despatch and the Create Invoice is greyed out as the invoice/s have all been created. **Click** on the 'Send To History' icon.



Enter the USER's internal employee password and **press** <TAB> to activate the Send icon. **Click** on the Send icon.



The Factory Order is sent to history - **click** on the Finish icon to close the window.