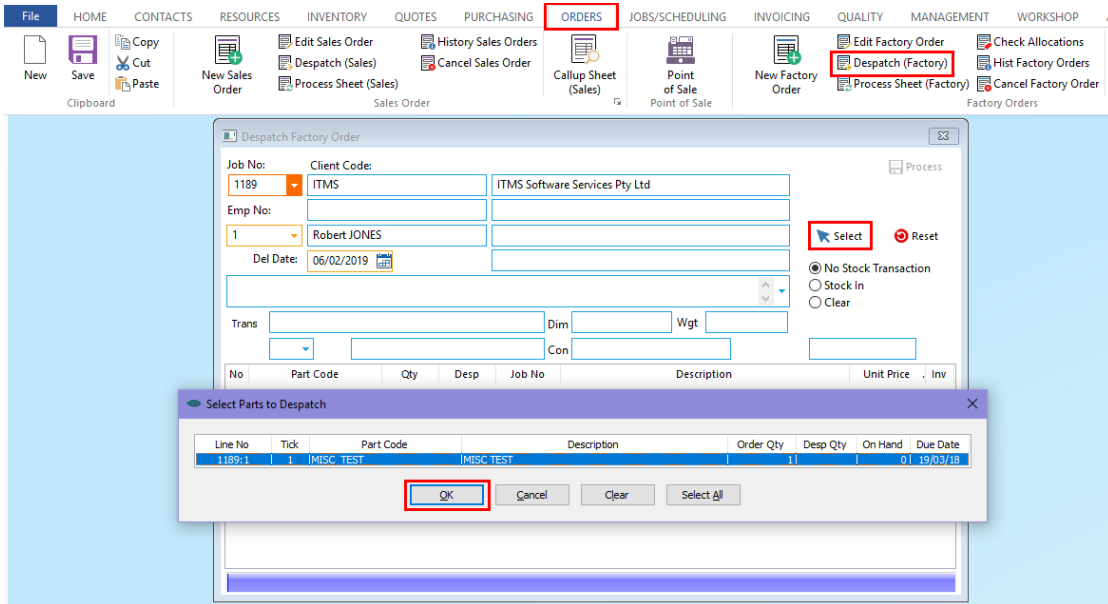


Despatch a Production Order

From the OPTO ribbon, select the 'Orders' tab and **click** on the 'Despatch (Factory)' icon. In the **Job No** field, **press <F2>** and select the order from the pop-up list then **click** on **OK**. **Press <TAB>** to generate the client details and enter the employee number, **press <TAB>** again to generate the field. The date field is generated automatically, edit if required. **Click** on the 'Select' button (circled below) to display the 'Select Parts to Despatch' pop-up list, select the parts and **click** **OK**.



Click on the 'Process' icon (circled below), a message will pop-up to alert the user that the order has been despatched and then another message will ask if you want to print a 'Despatch Docket' select the relevant option.

