

Despatch Client Order

1. From the OPTO ribbon, select the 'Orders' tab and **click** on the 'Despatch (Sales)' icon to open the Despatch Sales Order window. **Press <F2>** and select the Sales Order from the pop-up list and **click OK**, **press <TAB>** to activate the window.

The screenshot shows the OPTO software interface. The 'ORDERS' tab is selected on the ribbon, and the 'Despatch (Sales)' icon is highlighted. Below the ribbon, the 'Despatch Sales Order' window is open. It contains fields for Order No., Client Code, Shipping Address, Emp No., and Desp Date. A 'Details' section is visible with a table for parts to be despatched.

No	Part Code	Qty	Desp Qty	Job No	Description	Unit Price	Tax	Disc	Inv

2. A message appears to prompt the user to enter their employee number, **click OK**. In the **Emp No.** field, **press <F2>** and select the name of the employee who is despatching the client order from pop-up list and **click on OK**.

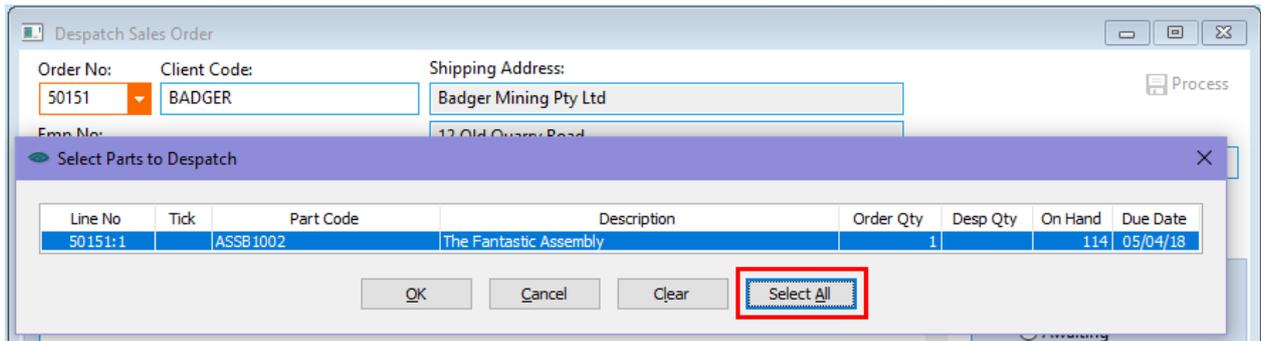
The screenshot shows the 'Despatch Sales Order' window with a 'Data Required' dialog box open. The dialog box contains the text 'Please enter your employee number.' and an 'OK' button. The 'Emp No.' field in the background window is highlighted with a red box.

3. **Press <TAB>** again to bring up the 'Select Parts to Despatch' window and **click** on the parts to be despatched and **click OK**.

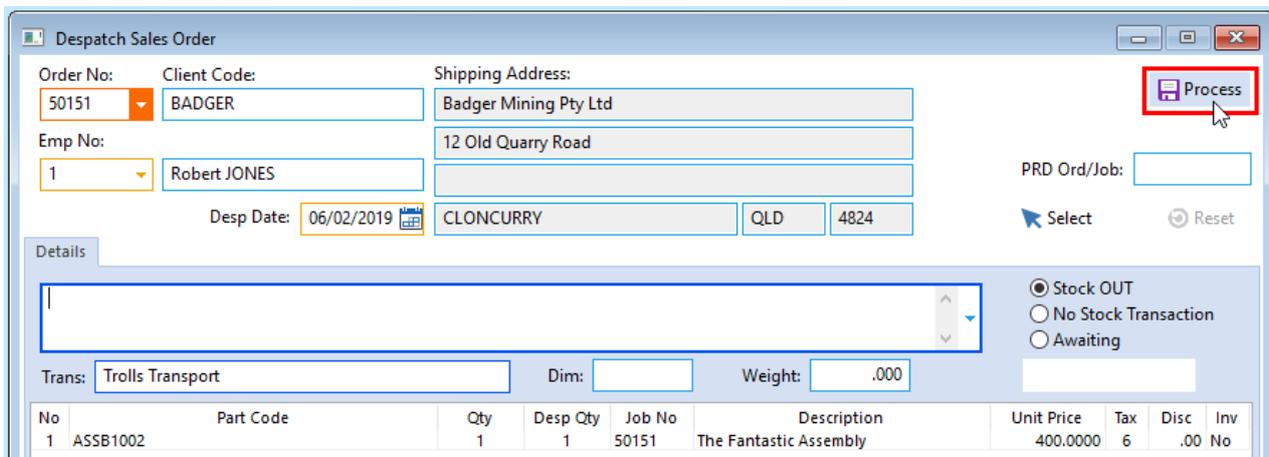
The screenshot shows the 'Despatch Sales Order' window with the 'Select Parts to Despatch' dialog box open. The dialog box contains a table with columns for Line No, Tick, Part Code, Description, Order Qty, Desp Qty, On Hand, and Due Date. The 'OK' button is highlighted with a mouse cursor.

Line No	Tick	Part Code	Description	Order Qty	Desp Qty	On Hand	Due Date
50151:1		ASSB1002	The Fantastic Assembly	1		114	05/04/18

4. Select the parts individually or select all. Check the quantities and **click OK**.



5. Select the 'Process' icon in the top right corner of the screen to save the despatch order (circled below).



6. A prompt window will appear asking you to 'Print Despatch Docket', **click** yes or no to proceed.

