## **Despatch Client Order**

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.

File	HOME CONTACT Contact	S RESOURCES	INVENTORY QUOTE	S PURCHASING History Sales Orders Cancel Sales Order	ORDERS J Callup Sheet (Sales)	OBS/SCHEDULING Point of Sale Point of Sale	New Factory Order	QUALITY	MANAGEMENT WC tory Order Check A h (Factory) Hist Fac Sheet (Factory) Cancel F Factory Order
	Despatch Sales Ord     Order No: Client     Emp No:     Details     Trans:	er : Code: Desp Date:	Shipping Address:	n:	Weight:		PRD Ord/Job: Select Stock OUT Awaiting	Process Process Reset	
	No	Part Code	Qty Desp	Qty Job No	Description	n (	Jnit Price Tax	Disc Inv	

2. A message appears to prompt the user to enter their employee number, **click** <u>OK</u>. 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 <u>OK</u>.

💷 Despatch Sal	es Order									×	
Order No:	Client Code:	Shipping Add	lress:								
50151 -	BADGER	Badger Mining Pty Ltd					E Process				
Emp No:	1	12 Old Quarr									
-							PRD Ord/Job:				
Details	Desp Date: 06/02/2019	CLONCURRY	(		QLD 4824		🔭 Select		⊙ R	eset	
	ee number.				↓	● Stock ○ No Sto ○ Awaiti	OUT ock Tra ng	nsactio	n		
Trans:	QK		Dim:		Weight:			-			
No	Part Code	Qty [	Desp Qty	Job No	Description		Unit Price	Тах	Disc	Inv	

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

🔳 Despatch Sal	es Order					[	- • ×
Order No: Client Code: 50151 V BADGER			Shipping Address: Badger Mining Pty Ltd	Process			
Emp No:			12 Old Ouerov Poed				
Select Parts	to Despat	tch					×
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
		<u>O</u> K	Clear Select All				



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

💷 Despatch Sa	es Order						(		8
Order No: Client Code: 50151    BADGER			2	hipping Address: Badger Mining Pty Ltd	Process				
Select Parts	to Despa	tch	- [	12 Old Outpre Pood					XI
Line No	Tick	Part Code		Description	Order Qt	y Desp Qty	On Hand	Due Date	
50151:1		ASSB1002		The Fantastic Assembly		1	114	05/04/18	
			<u>O</u> K	Cancel Clear Select Al					

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

💶 Despatch Sales Order										×			
Order No:	Client Code:	Shipp	ng Address:										
50151	BADGER	Badg	er Mining Pty Lt		H Process								
Emp No:		12 O	d Quarry Road										
1 •	Robert JONES								DUT ck Transaction ng				
	Desp Date: 0	06/02/2019 🛗 CLO	CLONCURRY QLD 4824					🔭 Select 🛛 💿 Reset					
Details													
							<b>•</b>	● Stock C ○ No Sto ○ Awaitir	)UT ck Trai ig	nsactio	n		
Trans: Trolls	Transport		Dim:		Weight:	.000							
No 1 ASSB1002	Part Code	Q	ty Desp Qty I 1	Job No 50151	Des The Fantastic Ass	cription embly		Unit Price 400.0000	Tax 6	Disc .00	Inv No		

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



