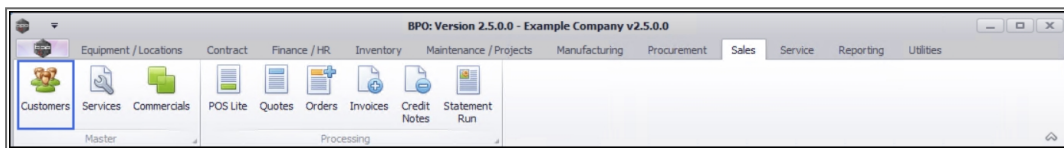# SALES

CUSTOMERS – DELIVERY REPORT

The Delivery Report combines all issues made on the Call.

Ribbon Access: *Sales > Customers*

1. The *Customer Listing* screen will be displayed.
2. Select the *Site* where the Customer can be located.
    - The example has *Durban* selected.
3. Select the *Status* for the Customer.
    - The example has *Active* selected.
4. Select the *row* of the Customer whose Call information you would like to work with.
5. Click on the *Call History* tile.
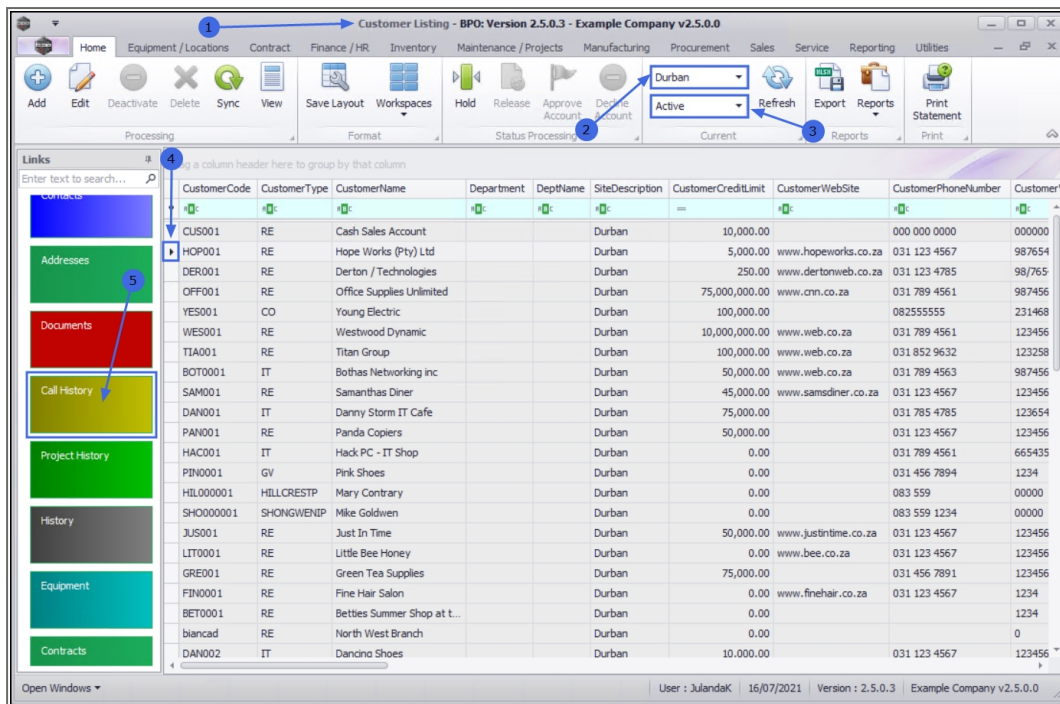
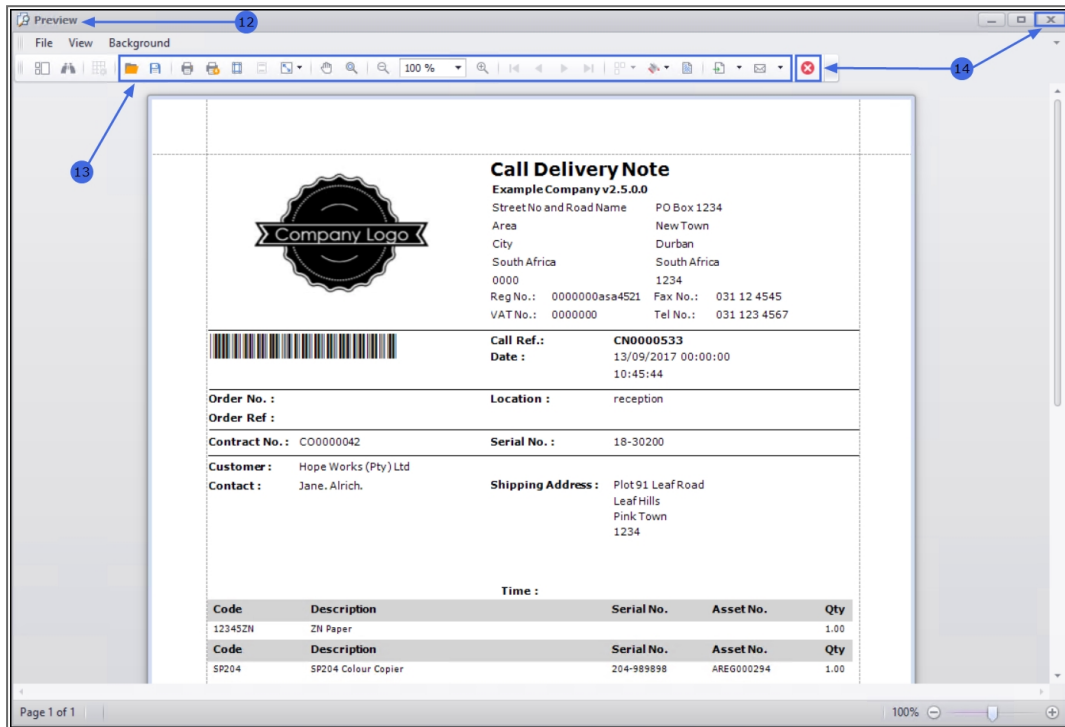# PRINT DELIVERY REPORT

6. The *Calls for Customer [ ]* screen will be displayed.
7. Select the *Site* and *Call Status*.
   - The example has *Durban* selected and the status has been set to *In Progress*.
8. Click on the *row* of the Call you wish to print the delivery report for.
9. Click on *Print* and select *Delivery Report* from the Print Options menu.

10. When you receive the **Report Generation** message;

   • *Do you want to print the call delivery report for call [ ]?*

11. Click on *Yes* to proceed.

12. The Call Delivery Note for the Call will be displayed in the *Preview* window.
13. You can make cosmetic adjustments to the report, as well as *Save*, *Zoom*, *Add a Watermark*, *Export* or *Email*.
14. *Close* the preview screen to return to the Calls for Customer screen.

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