

## **PROJECTS**

## **PROJECTS - PRINT DELIVERY NOTE**

If you have multiple items issued to the same project, printing the Project Delivery Note will allow you to view all the issues on a single document.

**Ribbon Access:** Maintenance / Projects > Projects

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		Equipment	t / Locations	Contract F	inance / HR	Inventory	Maintenance	/ Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities
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Instru	ctions	Tasks	Generate Tasks	Work Requests	Maintenance Radar	Projects	Standard Methodology	Work Order Allocation	Technician Allocation					
Preventative				Reactive	Radar	2	Projects							$\Diamond$

- 1. The *Project Listing* screen will be displayed.
- 2. Select the *Site* where the project can be located.
  - The example has *Durban* selected.
- 3. Ensure that the *Status* is set to *Open*.
- 4. Click on the *row* of the project you wish to print a Net Delivery Report for.
- 5. Click on *Print Delivery Note*.



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Home Equipme	ent / Locations Contr	ract Finance / HR Invento	ory Ma	intenance / Pro	jects Manuf	facturing Procu	rement	Sales Service	Reporting Utili	ties —	8
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Assignment History		Default for HOP001 on 08 Fe	0	Open	09/02/2017	Ben Johnson	No	HOP001	Hope Works (Pt		
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Progress Chart		Default for HOP001 on 08 Fe	0	Open	09/02/2017	Ben Johnson	No	HOP001	Hope Works (Pt		
	PRJ0000367	Test project with auto projec	0	Open	16/08/2018	Bianca Du Toit	No				

- 6. The Project Delivery Note will display in the *Report Preview* screen.
- 7. From the preview screen you can make cosmetic changes to the document, as well as *Save*, *Zoom*, *Add a Watermark*, *Export* or *Email* the project delivery note.
- 8. *Close* the Report Preview screen when done.





MNU.058.010