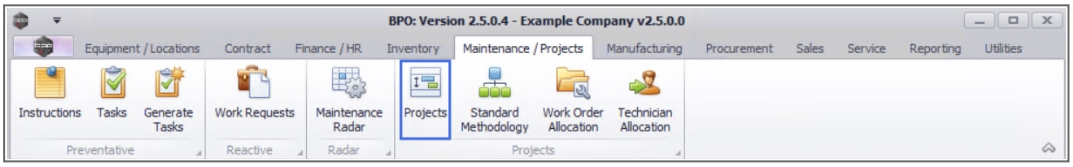
PROJECTS

PROJECTS – PRINT DELIVERY NOTE

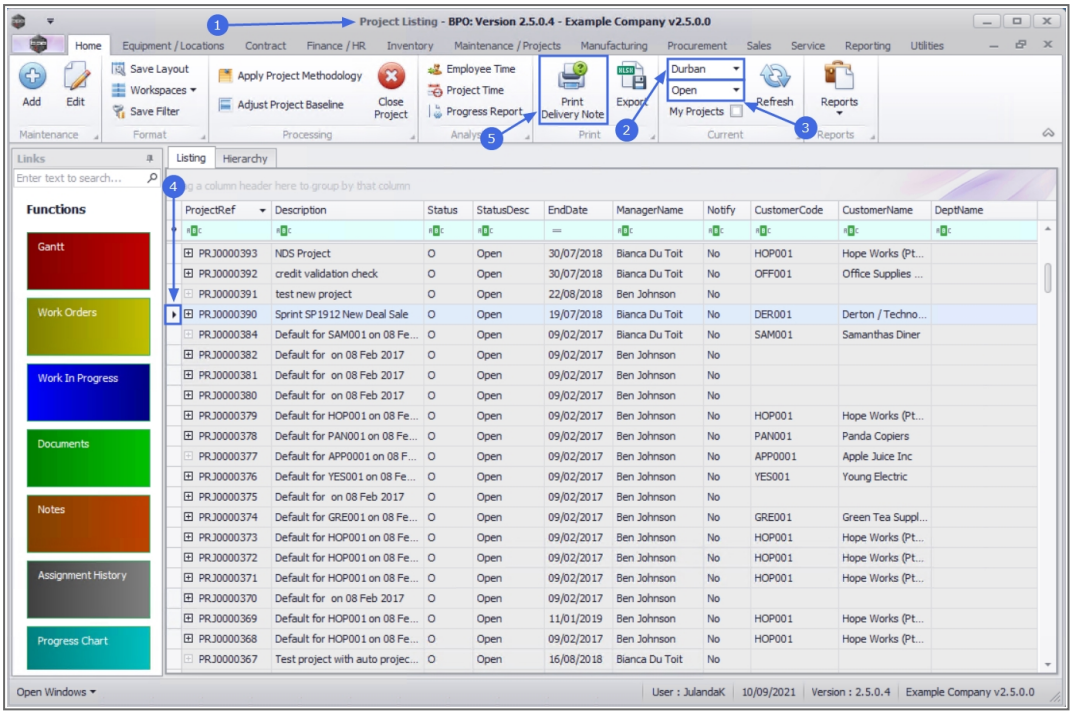
If you have multiple items issued to the same project, printing the Project Delivery Note will allow you to view all the issues on a single document.

Ribbon Access: *Maintenance / Projects > Projects*



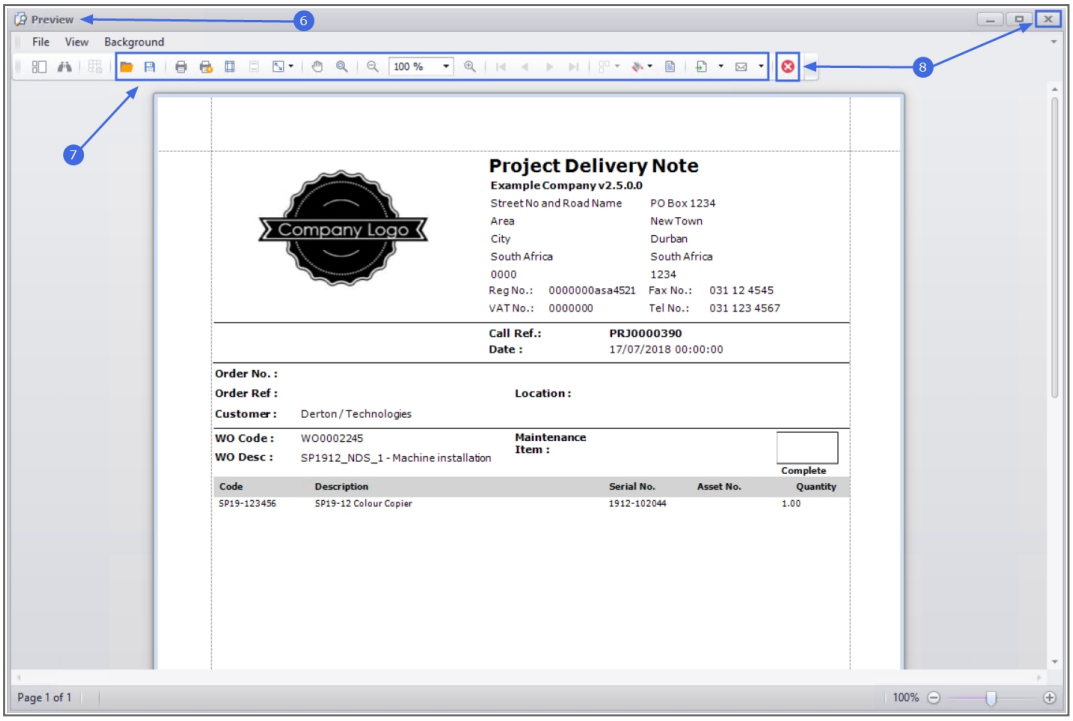
1. The ***Project Listing*** screen will be displayed.
2. Select the ***Site*** where the project can be located.
    - The example has ***Durban*** selected.
3. Ensure that the ***Status*** is set to ***Open***.
4. Click on the ***row*** of the project you wish to print a Net Delivery Report for.
5.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

CO3 Technologies (Pty) Ltd © Company Confidential



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.

CO3 Technologies (Pty) Ltd © Company Confidential



MNU.058.010

CO3 Technologies (Pty) Ltd © Company Confidential