

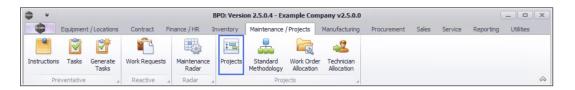
We are currently updating our site; thank you for your patience.

## **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.

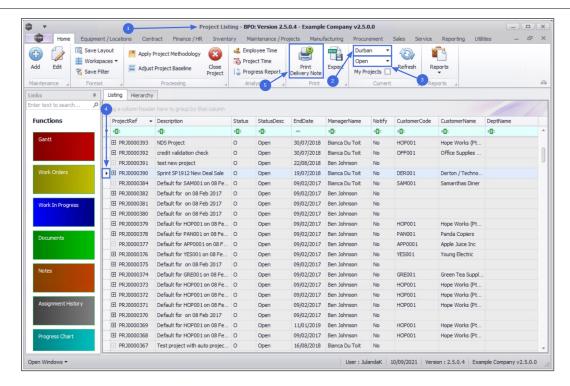
**Ribbon Access:** Maintenance / Projects > Projects



- 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**.



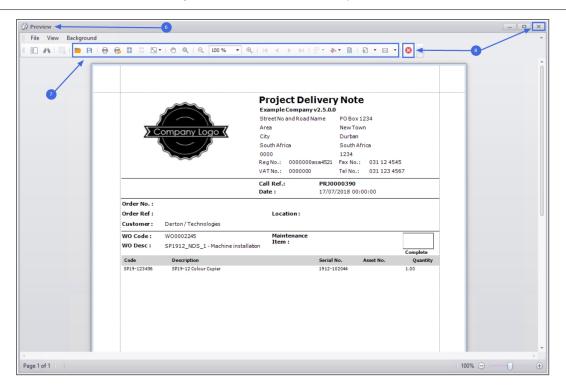
## Projects - Print Delivery Note



- 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.



## Projects - Print Delivery Note



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