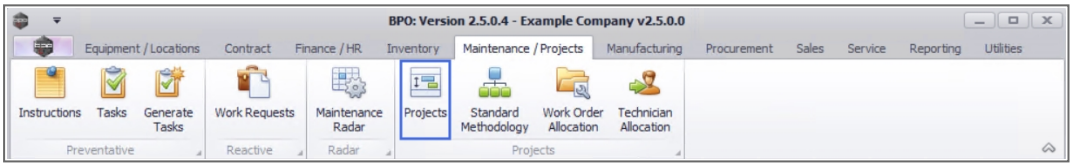
We are currently updating our site; thank you for your patience.

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**.

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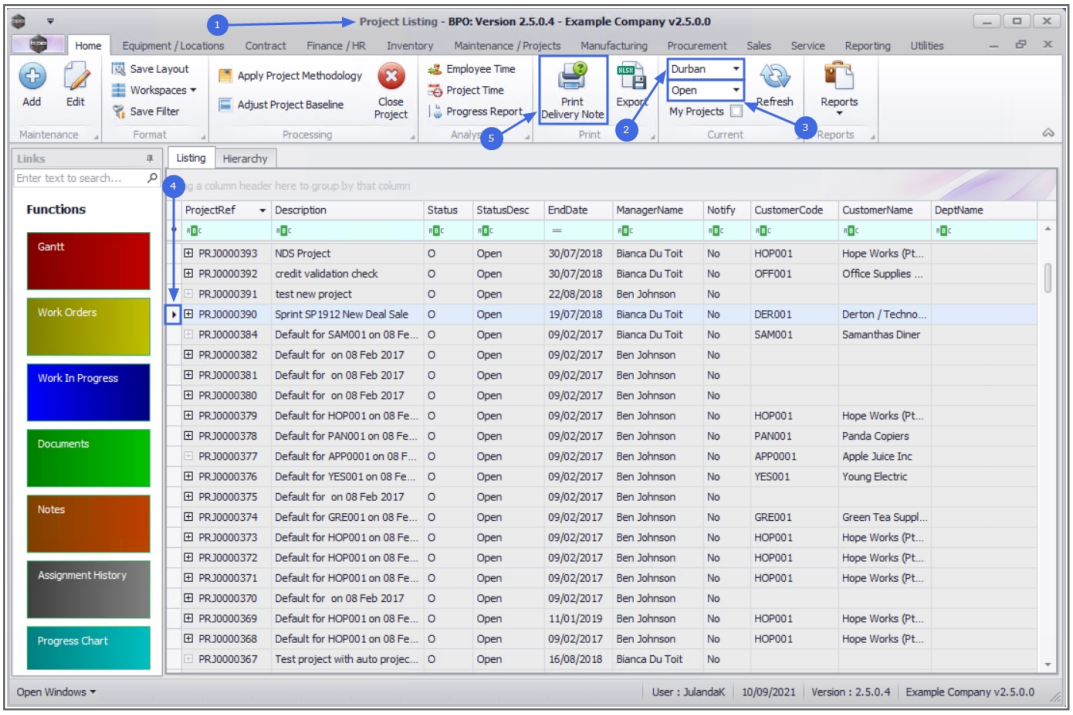

6. The Project Delivery Note will display in the **Report Preview** screen.
7. From the preview screen you can make cosmetic changes to the document, as well as **Save**, **Zoom**, **Add a Watermark**, **Export** or **Email** the project delivery note.
8. **Close** the Report Preview screen when done.

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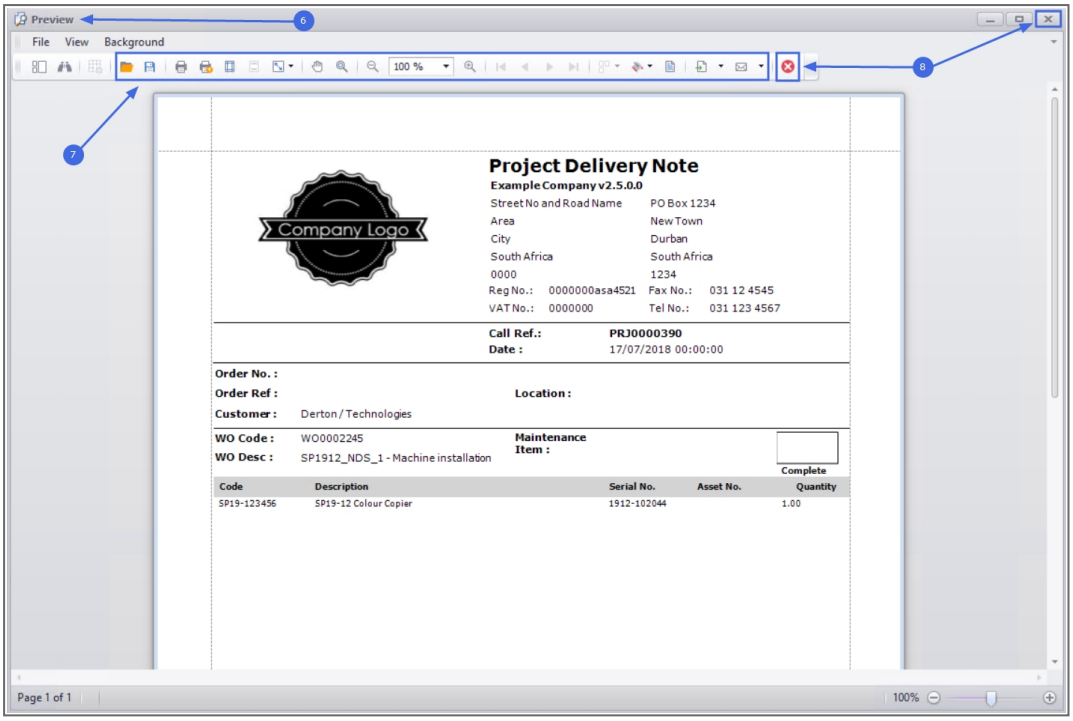

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