

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

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	•	Equipment	t / Locations	Contract Fi	inance / HR	Inventory	Maintenance	/ Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities	
	•	Ì	1	<b>i</b>		1=			2						
In	structions	Tasks	Generate Tasks	Work Requests	Maintenance Radar	Projects	Standard Methodology	Work Order Allocation	Technician Allocation						
	Pre	ventative		Reactive	Radar	4	Proje	ects	4						$\diamond$

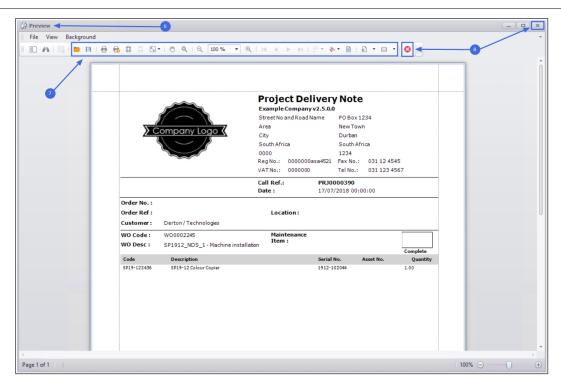
- 1. The **Project Listing** screen will be displayed.
- 2. Select the **Site** where the project can be located.
  - The example has **Durban** selected.
- 3. Ensure that the **Status** is set to **Open**.
- 4. Click on the **row** of the project you wish to print a Net Delivery Report for.
- 5. Click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



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iks	A Listing H	ierarchy										
ter text to search	P 4 a colum		here to group by that column									
unctions	ProjectRe		Description	Status	StatusDesc	EndDate	ManagerName	Notify	CustomerCode	CustomerName	DeptName	
unctions			REC.	RBC	REC	=	REC	REC	REC	REC	#DC	
Gantt		10303	NDS Project	0	Open	30/07/2018	Bianca Du Toit	No	HOP001	Hope Works (Pt		
	E PR300		credit validation check	0	Open	30/07/2018	Bianca Du Toit	No	OFF001	Office Supplies		
	PR 100		test new project	0	Open	22/08/2018	Ben Johnson	No	011001	onice supplies		
Work Orders	▶ E PR300		Sprint SP 1912 New Deal Sale	0	Open	19/07/2018	Bianca Du Toit	No	DER001	Derton / Techno		
	PR300		Default for SAM001 on 08 Fe		Open	09/02/2017	Bianca Du Toit	No	SAM001	Samanthas Diner		
		00382	Default for on 08 Feb 2017	0	Open	09/02/2017	Ben Johnson	No				
Work In Progress		00381	Default for on 08 Feb 2017	0	Open	09/02/2017	Ben Johnson	No				
Work In Progress		00380	Default for on 08 Feb 2017	0	Open	09/02/2017	Ben Johnson	No				
		00379	Default for HOP001 on 08 Fe	0	Open	09/02/2017	Ben Johnson	No	HOP001	Hope Works (Pt		
Decements		00378	Default for PAN001 on 08 Fe	0	Open	09/02/2017	Ben Johnson	No	PAN001	Panda Copiers		
Documents	PRJ00	00377	Default for APP0001 on 08 F	0	Open	09/02/2017	Ben Johnson	No	APP0001	Apple Juice Inc		
		00376	Default for YES001 on 08 Fe	0	Open	09/02/2017	Ben Johnson	No	YES001	Young Electric		
		00375	Default for on 08 Feb 2017	0	Open	09/02/2017	Ben Johnson	No				
Notes		00374	Default for GRE001 on 08 Fe	0	Open	09/02/2017	Ben Johnson	No	GRE001	Green Tea Suppl		
		00373	Default for HOP001 on 08 Fe	0	Open	09/02/2017	Ben Johnson	No	HOP001	Hope Works (Pt		
		00372	Default for HOP001 on 08 Fe	0	Open	09/02/2017	Ben Johnson	No	HOP001	Hope Works (Pt		
Assignment History		00371	Default for HOP001 on 08 Fe	0	Open	09/02/2017	Ben Johnson	No	HOP001	Hope Works (Pt		
		00370	Default for on 08 Feb 2017	0	Open	09/02/2017	Ben Johnson	No				
		00369	Default for HOP001 on 08 Fe	0	Open	11/01/2019	Ben Johnson	No	HOP001	Hope Works (Pt		
Progress Chart		00368	Default for HOP001 on 08 Fe	0	Open	09/02/2017	Ben Johnson	No	HOP001	Hope Works (Pt		
	PRJ00	00367	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.





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