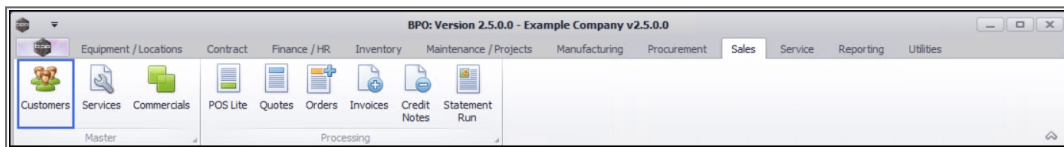


SALES

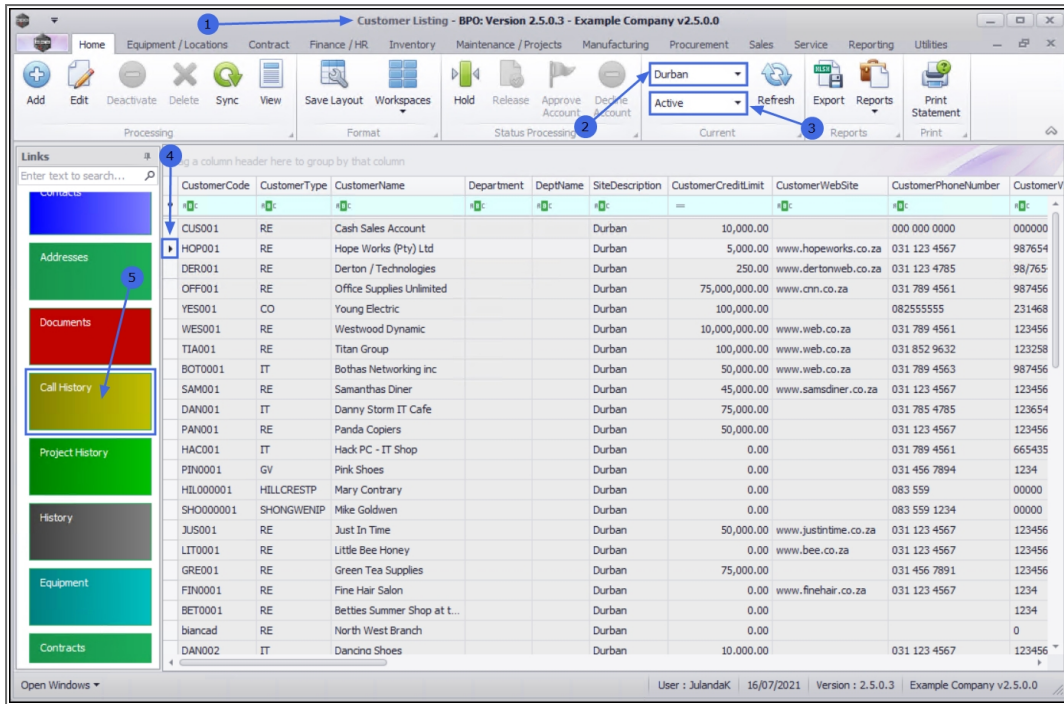
CUSTOMERS - ITEMS ISSUED HISTORY REPORT

The Call Report feature allows you to print an Items Issued History Report for the selected Customer.

Ribbon Access: *Sales > Customers*

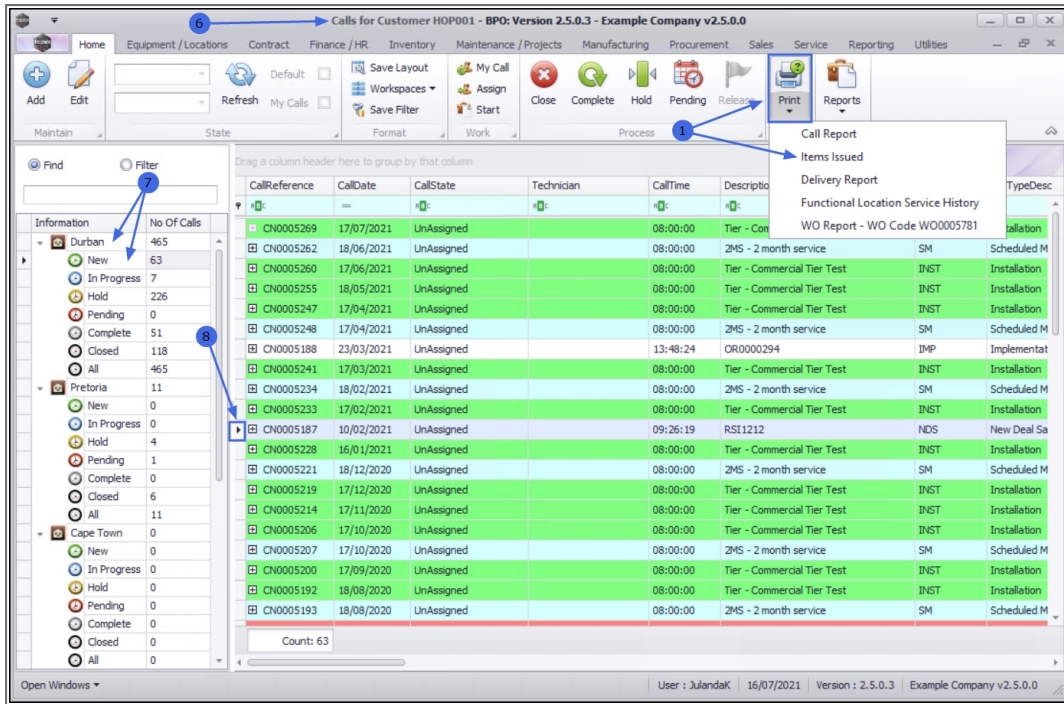


1. The **Customer Listing** screen will be displayed.
2. Select the **Site** where the Customer can be located.
 - The example has **Durban** selected.
3. Select the **Status** for the Customer.
 - The example has **Active** selected.
4. Select the **row** of the Customer whose Call information you would like to work with.
5. Click on the **Call History** tile.



PRINT ITEMS ISSUED HISTORY REPORT

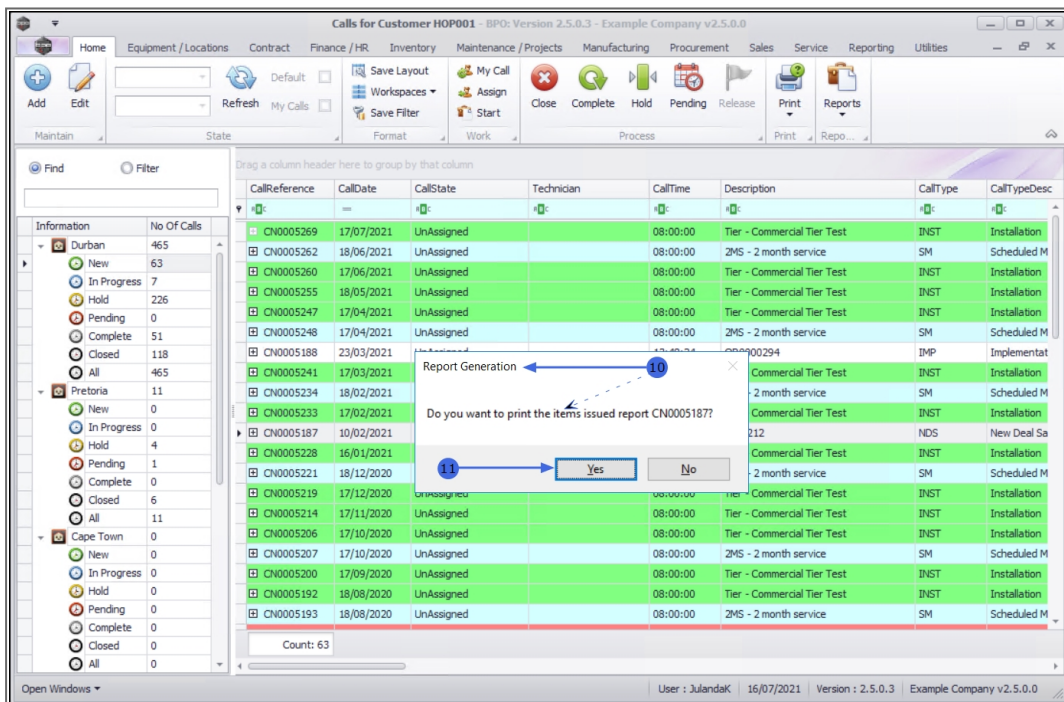
6. The ***Calls for Customer []*** screen will be displayed.
7. Select the ***Site*** and ***Call Status***.
 - The example has ***Durban*** selected and the status has been set to ***New***.
8. Click on the ***row*** of the Call you wish to print the items issued report for.
9. Click on ***Print*** and select ***Items Issued*** from the Print Options menu.



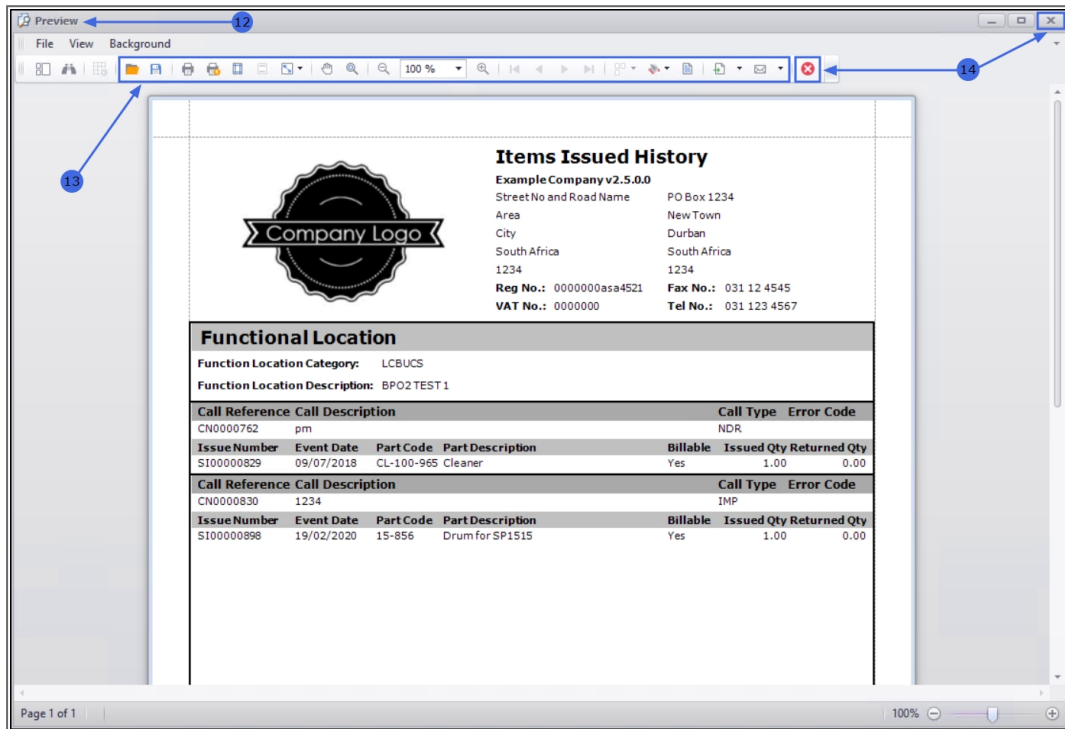
10. When you receive the **Report Generation** message;

- **Do you want to print the items issued report []?**

11. Click on **Yes** to proceed.



12. The Items Issued History Report for the Call will be displayed in the **Preview** window.
13. You can make cosmetic adjustments to the report, as well as **Save, Zoom, Add a Watermark, Export** or **Email**.
14. **Close** the preview screen to return to the Calls for Customer screen.



MNU.061.064