# WHS1900 Despatch Note Print

# Contents

# 1 WHS1900 Despatch Note Print

This screen allows you to print off despatch notes for orders.



Enter the following:

- Choose the *Despatch Mode* from the drop-down list:
    - ♦ *Order Number* - you may enter an order range below. The Route/Load range will be disabled.
    - ♦ *Route/Load* - you may enter a Route/Load range below. The order owner and order range will be disabled
- *Route/Load From/To* - enter a range of routes and loads. LOVs are provided.
- *Order Owner* - Enter the owner. This will default to your default owner. An LOV is provided, which will show only those owners you have access to.
- *Despatch Format* - select the format of the despatch note from the drop-down list provided. This will default to the correct format for the owner selected.
- *External Despatch Format* - optionally, you can select a different external despatch note format from a drop-down list provided.
- *Order Number From/To* - enter a range of orders. An LOV is provided. If used, this will ask you if you want to see **ALL**, **PRINTED** or **UNPRINTED** orders. Select one and the LOV will show you results for you to select.
- *Vehicle* - optionally enter the vehicle.
- *Trailer* - optionally enter the trailer.
- *Reprint Orders ?* - select whether you want to reprint orders that have already been printed from the drop-down list provided. You can select *All, No* and *Yes.*

When details are entered. click **Despatch Print**, which will start the production of the despatch note(s) required, and will ask you how you would like to print the report through the standard screen. More details on this process can be found in the guide "Printing from the WMS".

Ready for **What's Next, Now**™