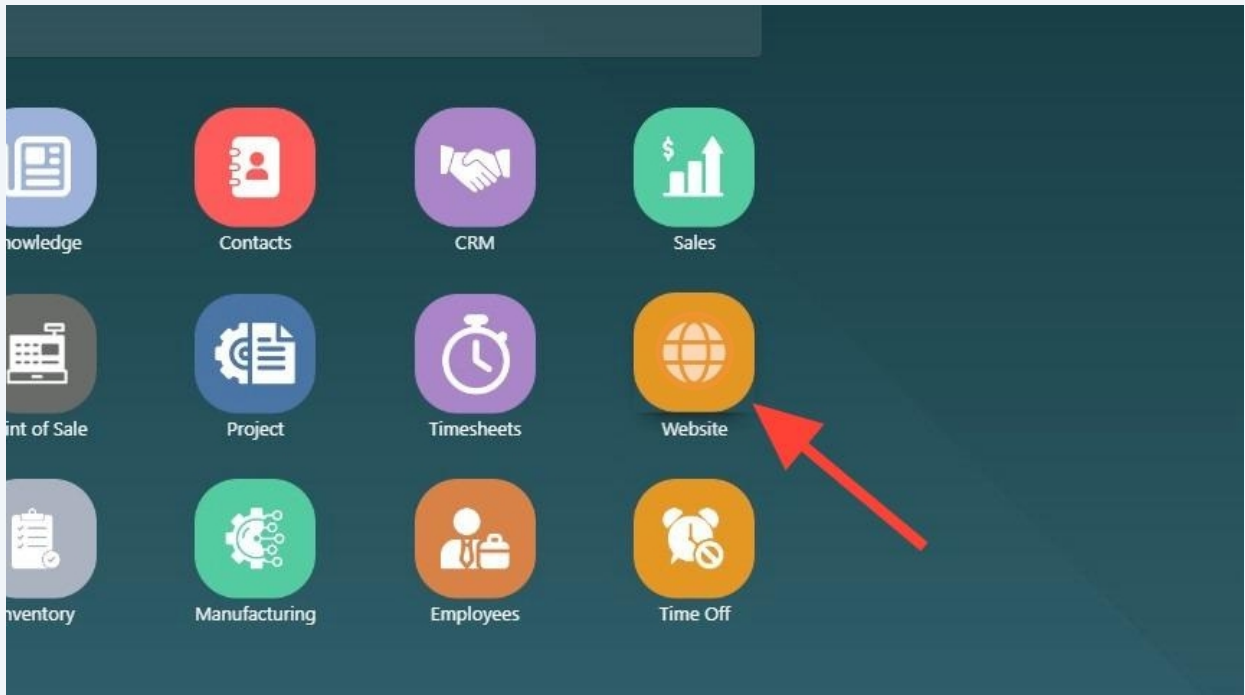
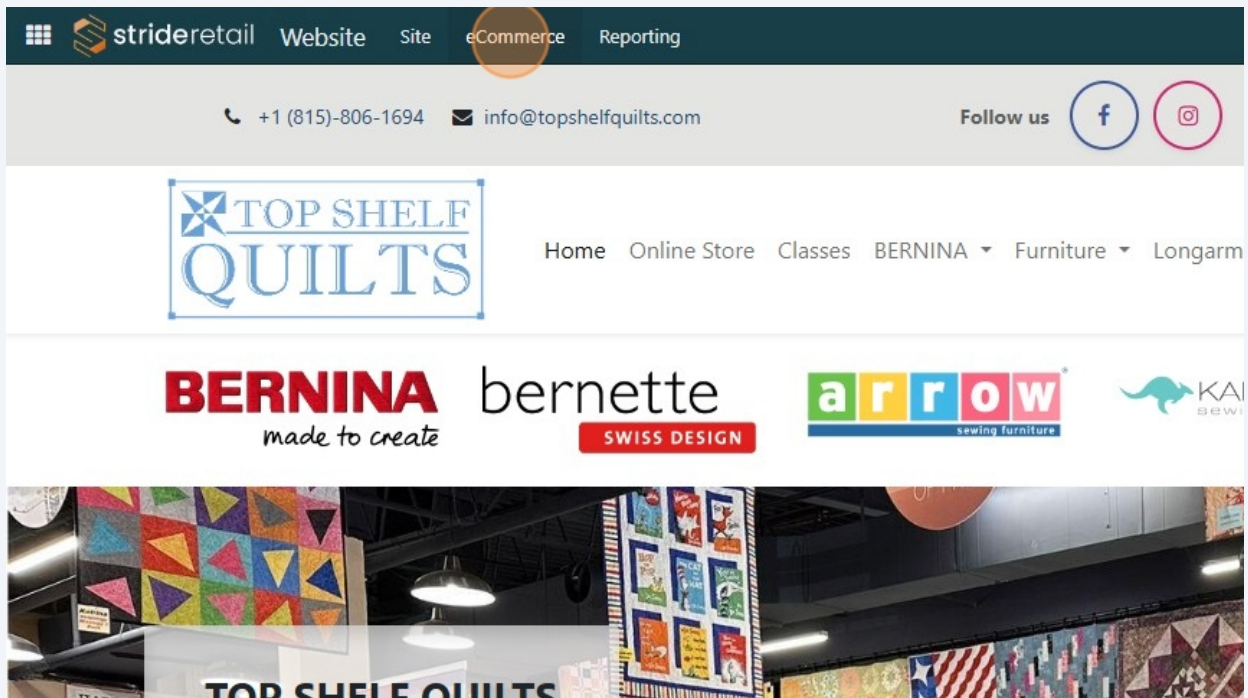


Printing Orders and Documents from Top Shelf Quilts

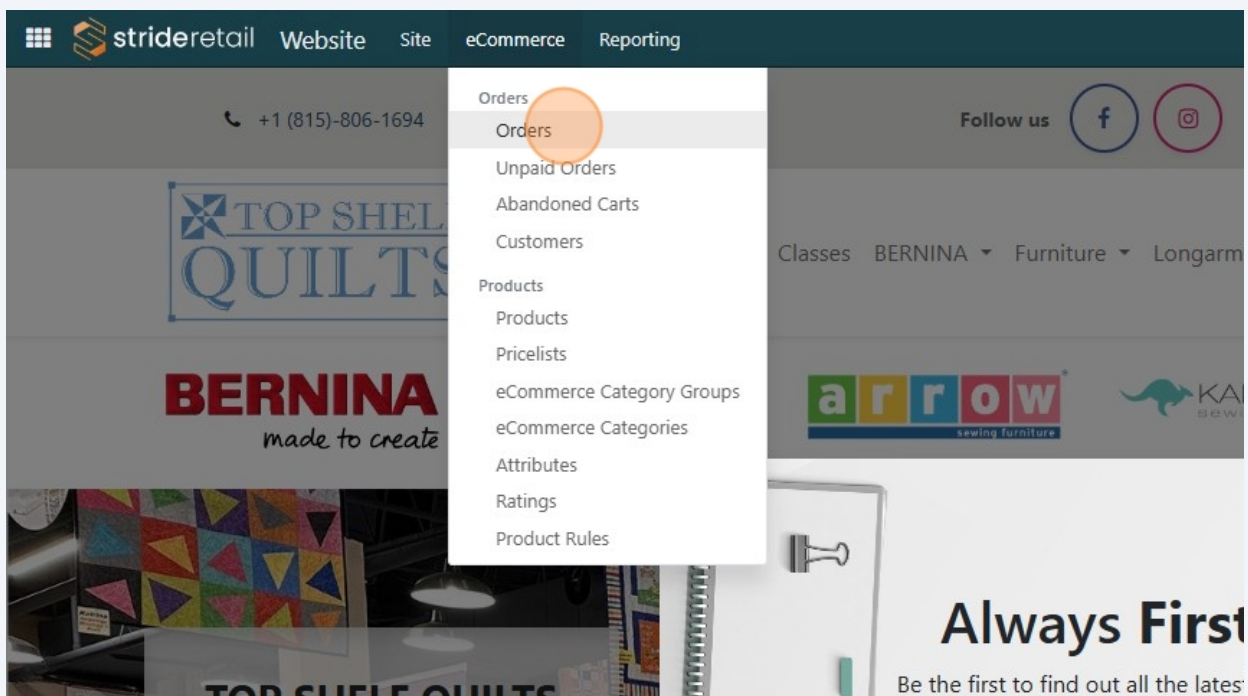
1 Go to the website module...



2 Click "eCommerce"



3 Click "Orders"



Printing documents for a class purchase

4

Find the order you are looking for. In this example, I am selecting the last order that came in so it is at the top of the list. In this example, there is nothing to ship since the person is just signing up for a class. But you can print the order so it is easier to write in the book.

Website	Customer	Salesperson	Activities
Top Shelf Quilts	Melody Desautels	Top Shelf Quilts	
Top Shelf Quilts	Dorothy	Top Shelf Quilts	
Top Shelf Quilts	Public user	Top Shelf Quilts	
Top Shelf Quilts	Public user	Top Shelf Quilts	
Top Shelf Quilts	Alisa Bonnema	Top Shelf Quilts	
Top Shelf Quilts	Barbara Holdiman	Top Shelf Quilts	
Top Shelf Quilts	Diane Marquardt	Top Shelf Quilts	
Top Shelf Quilts	Pam Offerman	Top Shelf Quilts	
Top Shelf Quilts	Dianne Shorter	Top Shelf Quilts	

5

We are now looking at the online order and to print a copy of the order, Click "Print"

Orders / S00496

Print Download Action Refresh

SEND BY EMAIL CANCEL

1 Invoices 1 Attendees Customer Preview Payment Tra

S00496

Customer: Melody Desautels
9021 Bryan St.
_ AA 46307
United States

Invoice Address: Melody Desautels

Delivery Address: Melody Desautels

Quotation Template

Order Date: 11/06/2024 15:25:58

Pricelist: Public Pricelist (USD)

Payment Terms: Immediate Payment

Fiscal Position: Mokena IL

ORDER NOTES

Add order notes here.

Product	Description	Quantity	Delivered	Invoiced	UoM	Packaging Quantity	Packaging	Unit Price	Taxes	Disc.%	Subtotal
Full Table Ticket	PAPER PIECING SEWS - 11/20/2024 PAPER PIECING SEWS	1.00	0.00	1.00	Units			5.00		0.00	\$ 5.00
Add a product	Add a section	Add a note									

COUPON CODE PROMOTIONS

6 then Click "Quotation / Order"

7 You should then see a box in the upper right corner showing you that it is printing the document to the "Shop - Front Printer" which is the laser printer at the register.

Printing documents for an order to ship products

8

From the orders screen, find the order you want to pick for shipping

5/2024	Top Shelf Quilts	Karen Connor	 Top Shelf Quilts	
5/2024	Top Shelf Quilts	Torria Jenkins	 Top Shelf Quilts	
4/2024	Top Shelf Quilts	Sharon Thomsen	 Top Shelf Quilts	
3/2024	Top Shelf Quilts	CT Folding	 Top Shelf Quilts	
2/2024	Top Shelf Quilts	Frances Kerr	 Top Shelf Quilts	
2/2024	Top Shelf Quilts	Joyce Valone	 Top Shelf Quilts	
1/2024	Top Shelf Quilts	Marilyn Jupp	 Top Shelf Quilts	
1/2024	Top Shelf Quilts	Peg Deaton	 Top Shelf Quilts	
1/2024	Top Shelf Quilts	Linda Michaels	 Top Shelf Quilts	
1/2024	Top Shelf Quilts	Dana Burke	 Top Shelf Quilts	
1/2024	Top Shelf Quilts	Sandra Tedford	 Top Shelf Quilts	
1/2024	Top Shelf Quilts	Sandra Tedford	 Top Shelf Quilts	
1/2024	Top Shelf Quilts	Dana Keller	 Top Shelf Quilts	
1/2024	Top Shelf Quilts	Mary Keehn	 Top Shelf Quilts	

Dana Keller

9

You will first print the sales order as a receipt for the customers package. Click "Print"

The screenshot shows a software interface for a sales order. At the top, there is a dark header bar with a printer icon, a chat icon with a '1' notification, a refresh icon with a '6' notification, the text 'Shop/5905 - Machine Repair Check-In', a play button, a timer '00:14:02', and a user profile 'Top Shelf Quilts'. Below the header is a navigation bar with buttons for 'Print', 'Download', 'Action', a refresh icon, '22 / 80', and a 'New' button. The main content area has a breadcrumb trail: 'QUOTATION' > 'QUOTATION SENT' > 'SALES ORDER'. Below this is a row of four icons: a truck for '1 Delivery', a document for '1 Invoices', a globe for 'Customer Preview', and a wallet for 'Payment Trans...'. The main body contains order details: 'Order Date?' 10/20/2024 11:32:39, 'Pricelist?' Public Pricelist (USD), 'Payment Terms' Immediate Payment, and 'Fiscal Position?' Mokena IL. Below this is an 'ORDER NOTES' section with a text area containing 'Add order notes here.' The 'Print' button in the top navigation bar is circled in orange.

10

Click "Quotation / Order"

This screenshot is identical to the one above, showing the same software interface for a sales order. The only difference is that the 'Quotation / Order' button in the navigation bar is circled in orange.

11

You should then see a box in the upper right corner showing you that it is printing the document to the "Shop - Front Printer" which is the laser printer at the register.

The screenshot shows a software interface with a dark header bar containing the text "Shop/5905 - Machine Repair Check-In" and a timer "00:14:59". Below the header, there are navigation tabs: "QUOTATION", "QUOTATION SENT", and "SALES ORDER". A notification box in the upper right corner states: "Document 'Order - S02103.pdf' was sent to printer Shop - Front Printer". Below the notification, there are four main sections: "1 Delivery", "1 Invoices", "Customer Preview", and "Payment Trans...". The "1 Delivery" section is highlighted with an orange circle. Below these sections, there is a form with the following fields: "Order Date ?" (10/20/2024 11:32:39), "Pricelist ?" (Public Pricelist (USD)), "Payment Terms" (Immediate Payment), and "Fiscal Position ?" (Mokena IL). At the bottom, there is a section for "ORDER NOTES" with the text "Add order notes here."

12

Now you will print the sheet for you to pick the products from inventory. Click "Delivery"

The screenshot shows a software interface with a dark header bar containing the text "Shop/5905 - Machine Repair Check-In" and a timer "00:14:59". Below the header, there are navigation tabs: "QUOTATION" and "QUOTATION SENT". A notification box in the upper right corner states: "Document 'Order - S02103.pdf' was sent to printer Shop - Front Printer". Below the notification, there are four main sections: "1 Delivery", "1 Invoices", "Customer Preview", and "Payment Trans...". The "1 Delivery" section is highlighted with an orange circle. Below these sections, there is a form with the following fields: "Order Date ?" (10/20/2024 11:32:39), "Pricelist ?" (Public Pricelist (USD)), "Payment Terms" (Immediate Payment), and "Fiscal Position ?" (Mokena IL). At the bottom, there is a section for "ORDER NOTES" with the text "Add order notes here."

13 Click "Print"

The screenshot shows a software interface with a dark header bar containing a printer icon, a chat icon with a '1' notification, a refresh icon with a '6' notification, the text 'Shop/5905 - Machine Repair Check-In', a play button, a square icon, the time '00:15:54', and a user profile icon labeled 'Top Shelf Quilts'. Below the header is a toolbar with 'Print', 'Download', 'Action', a refresh icon, '1 / 1', and navigation arrows, followed by a 'New' button. A status bar below the toolbar shows 'DRAFT', 'WAITING', 'READY', and 'DONE' (highlighted in dark blue). The main content area has two columns: '\$ Valuation' and '\$ Sale Order'. Below these columns is a list of details: 'Scheduled Date?' (10/20/2024 11:32:39), 'Effective Date?' (10/21/2024 15:50:37), 'Source Document?' (S02103), 'Invoice Payment Status' (Paid), and 'Operation Type' (My Company: Delivery Orders). At the bottom, there is an 'ORDER NOTES' section with a text area containing the placeholder text 'Add internal notes that will be printed on the Picking Operations...'.

14 Click "Picking Operations"

This screenshot is identical to the previous one, but with a dropdown menu open over the 'Print' button. The dropdown menu contains four items: 'Picking Operations' (highlighted with an orange circle), 'Delivery Slip', 'Packages', and 'Will Call Slip'. The rest of the interface, including the header, toolbar, status bar, and main content area, remains the same as in the previous screenshot.

15

You should then see a box in the upper right corner showing you that it is printing the document to the "Shop - Front Printer" which is the laser printer at the register.

Shop/5905 - Machine Repair Check-In 00:16:52 Top Shelf Quilts

Print Download Document "Picking Operations - Dana Keller - WH/OUT/01014.pdf" was sent to printer Shop - Front Printer

	\$ Valuation	\$ Sale Order
Scheduled Date ?	10/20/2024 11:32:39	
Effective Date ?	10/21/2024 15:50:37	
Source Document ?	S02103	
Invoice Payment Status	Paid	
Operation Type	My Company: Delivery Orders	

ORDER NOTES

Add internal notes that will be printed on the Picking Operations