

# Processing Orders

You can process multiple orders simultaneously from this screen.

You can choose to:

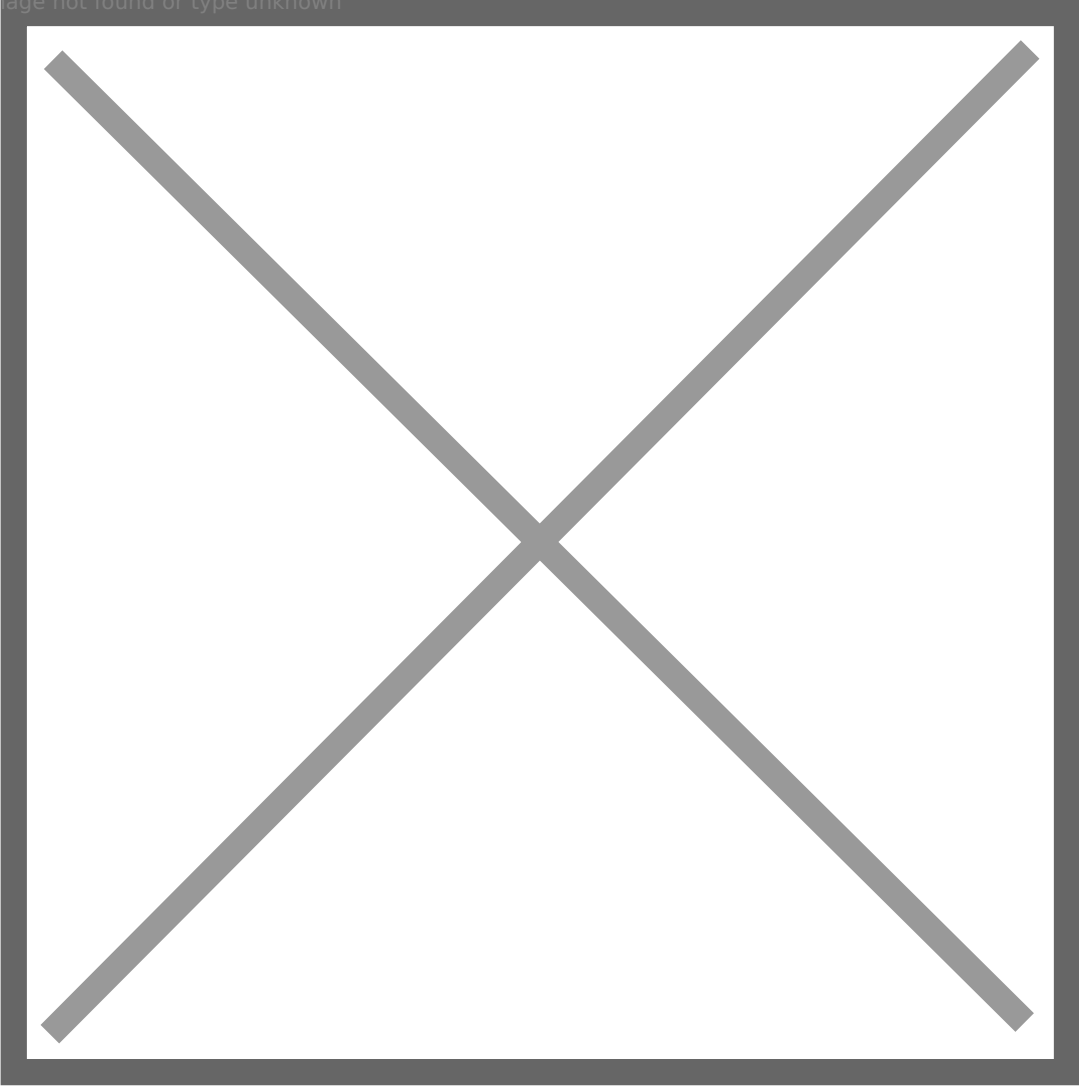
1. Print Picking Lists
2. Print Invoices
3. Print Shipping Labels
4. Despatch Sales Orders
5. Add Notes (the same note to multiple Sales Orders)

This can send the multiple emails to multiple customers simultaneously

## Instructions

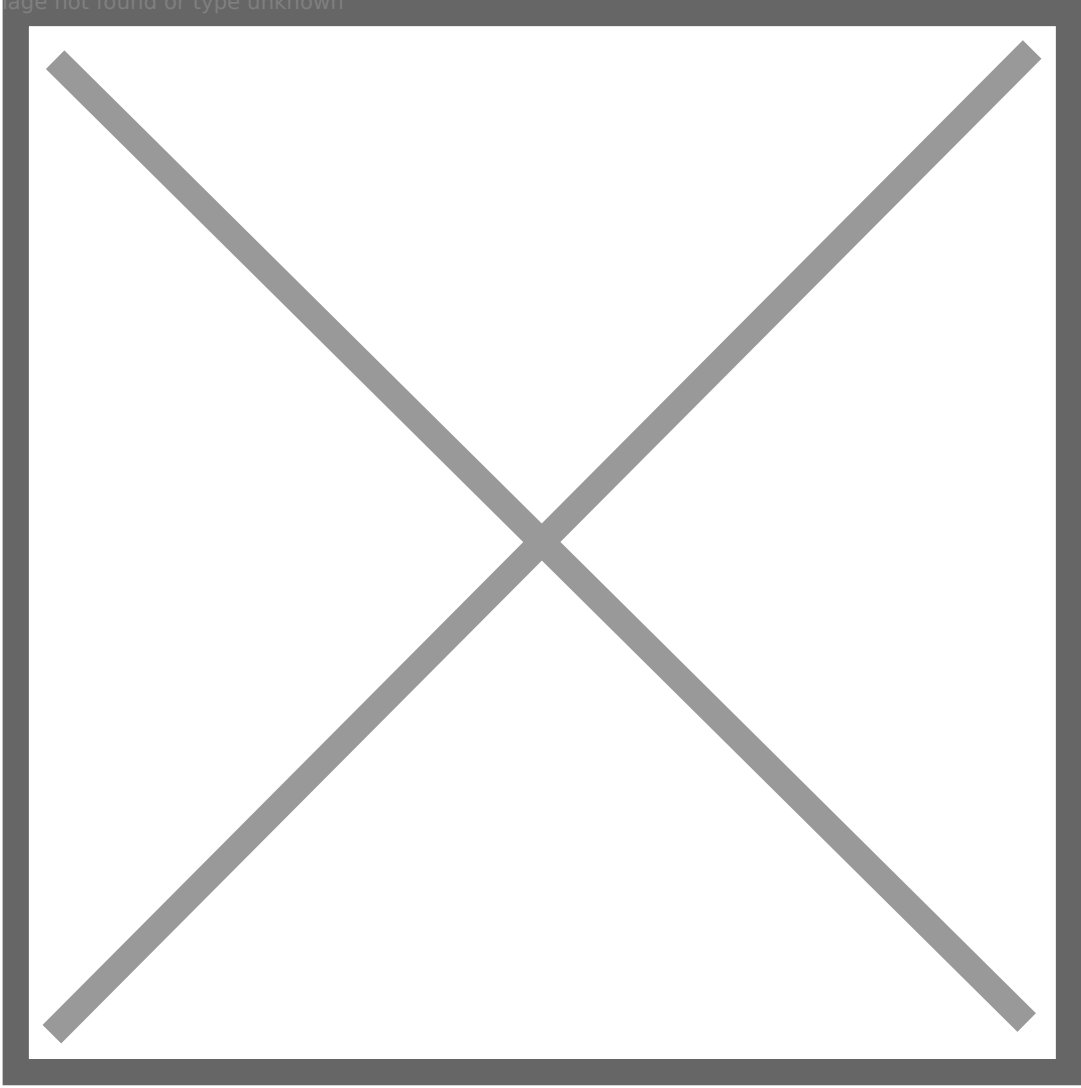
1. Select the Sales Order you wish to process

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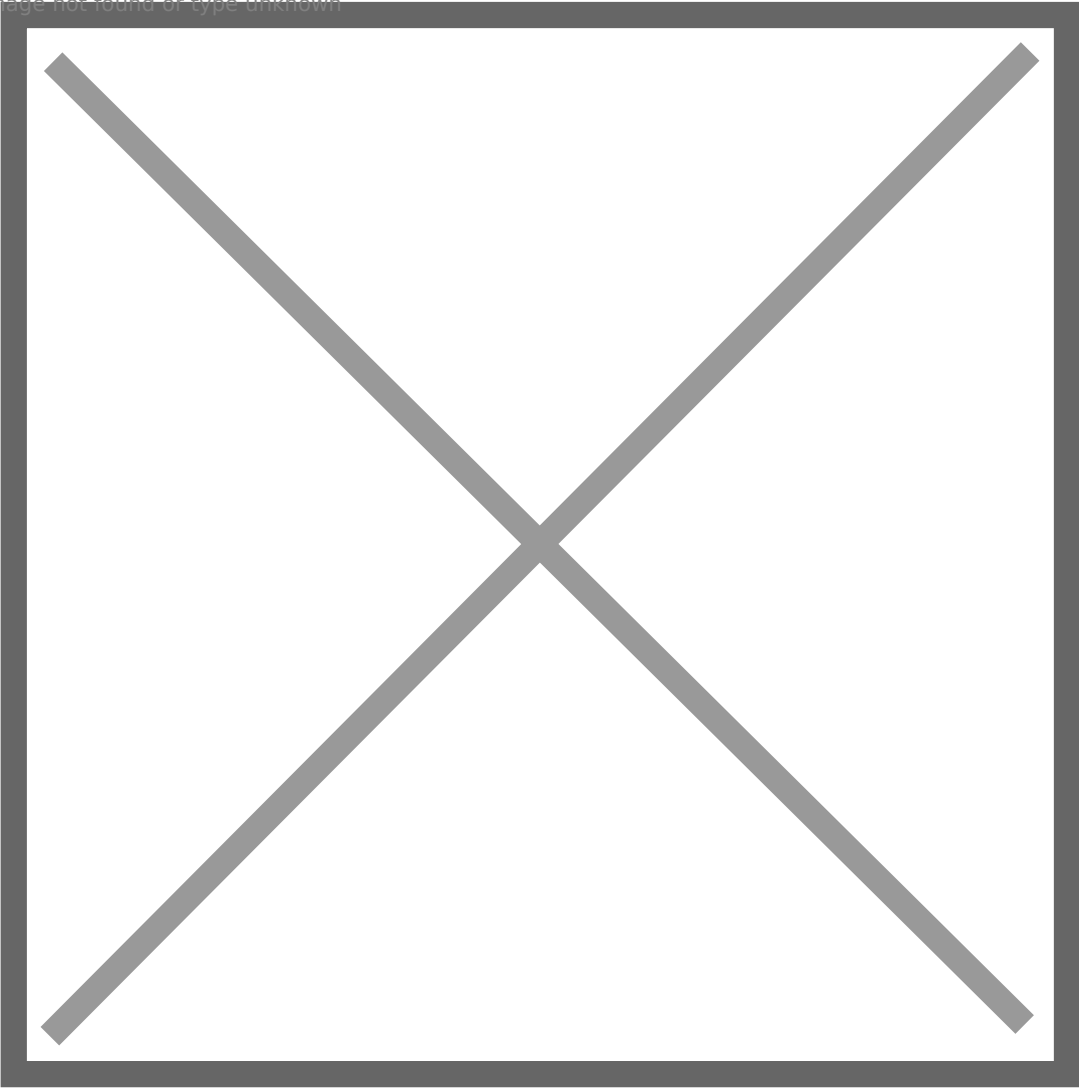
2. Click here

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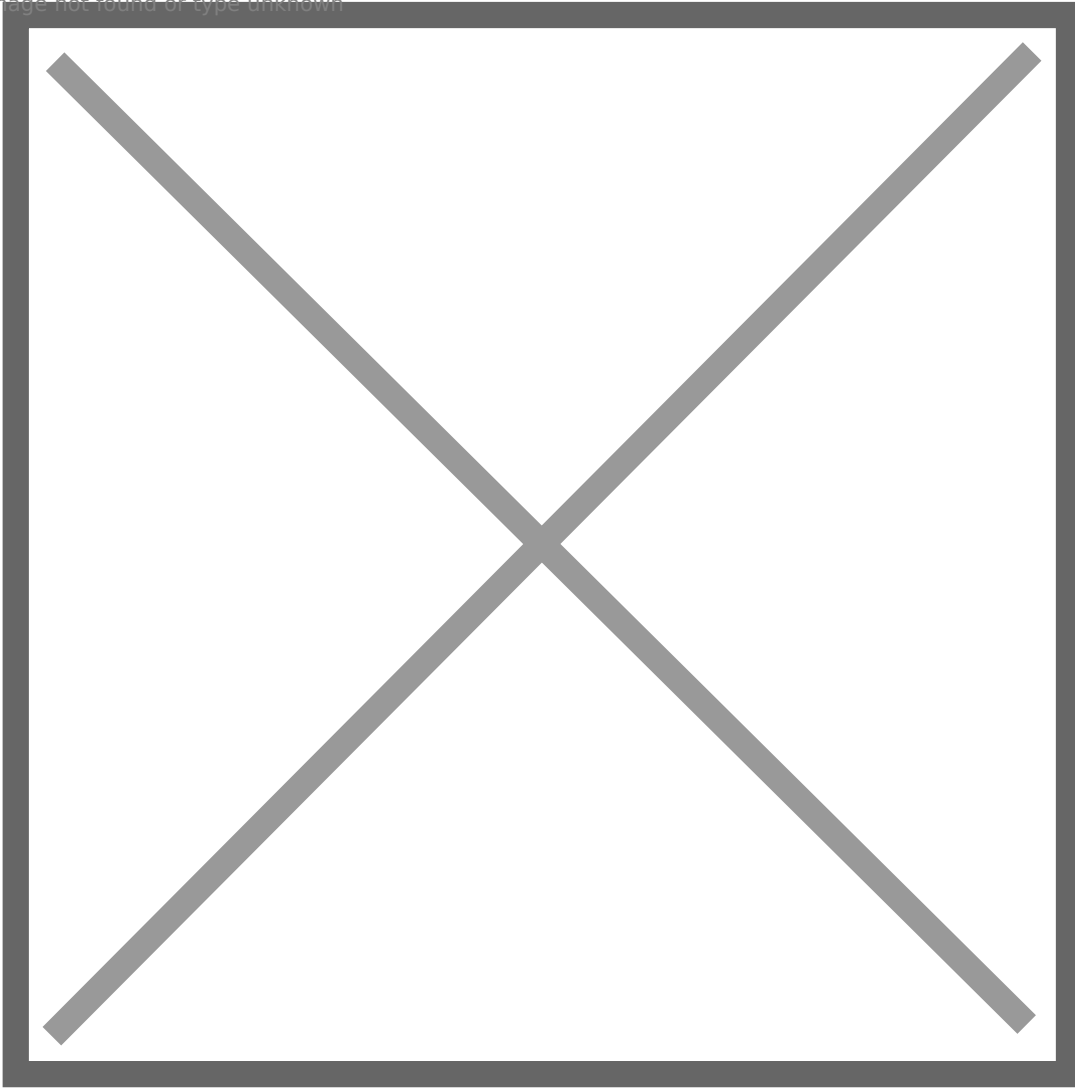
3. Click the button you require

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4. Click to confirm

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Revision #3

Created 26 August 2025 14:02:46 by Mike

Updated 12 September 2025 12:59:41 by Mike