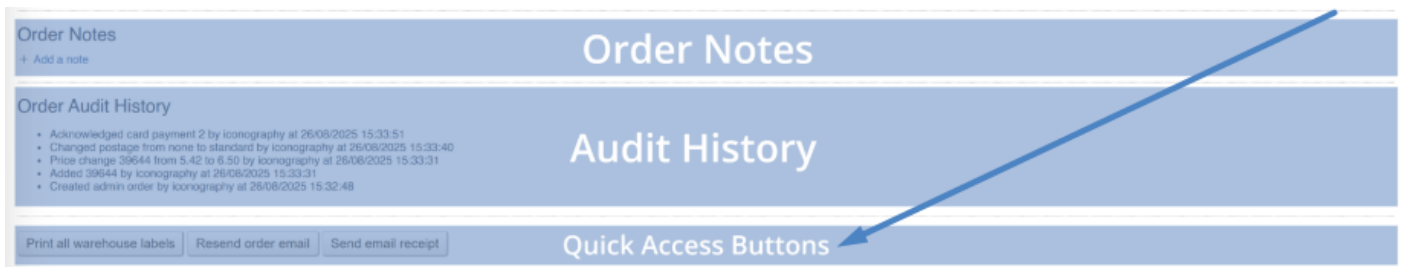


Quick Access Buttons



Found at the bottom of the page, these buttons allow you to take various quick actions regarding the order:

Button	Purpose
Print all warehouse labels	<i>Print Warehouse labels for Sales Order Lines</i> <i>This may print many labels, as it will print one for each unit required to fulfil the Sales Order</i>
(Re)Send order email	<i>Sends the Sales Order confirmation email</i>
(Re)Send quote email	<i>Sends the Quote email</i>
(Re)Send email receipt	<i>Sends an email receipt for Store orders</i> <i>If no email has been entered against the customer, an input box will display here</i>
(Re)Send despatch email	<i>Sends despatch notification</i>
Create VAT Exemption Form	<i>Use this to create a VAT Exemption Form for the Sales Order</i> <i>Will only show if VAT has been removed from a Sales Order Line</i>
(Re)Send Collection Email	<i>This will send the customer an email telling them that their order is ready to collection</i> <i>This will change the status of the Sales Order to Awaiting Collection</i>

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