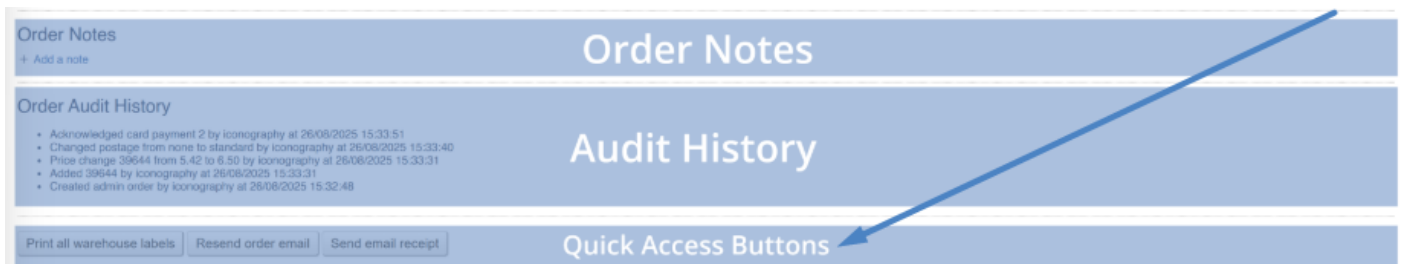


# Quick Access Buttons



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	<p><i>Print Warehouse labels for Sales Order Lines</i></p> <p><i>The print labels button will print out all active sales order lines, e.g. those lines where the allocation drop down is visible</i></p> <div style="border-left: 2px solid orange; padding-left: 10px; margin-top: 10px;"><p><i>This may print many labels, as it will print one for each unit required to fulfil the Sales Order</i></p></div>
(Re)Send order email	<p><i>Sends the Sales Order confirmation email</i></p>
(Re)Send quote email	<p><i>Sends the Quote email</i></p>
(Re)Send email receipt	<p><i>Sends an email receipt for Store orders</i></p> <p><i>If no email has been entered against the customer, an input box will display here</i></p>
(Re)Send despatch email	<p><i>Sends despatch notification</i></p>
Create VAT Exemption Form	<p><i>Use this to create a <a href="#">VAT Exemption Form</a> for the Sales Order</i></p> <p><i>Will only show if VAT has been removed from a Sales Order Line</i></p>
(Re)Send Collection Email	<p><i>This will send the customer an email telling them that their order is ready to collection</i></p> <p><i>This will change the status of the Sales Order to Awaiting Collection</i></p>

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