

# How to Schedule a Sales Order/Stock Transfer

Note that this process can work for both Stock Transfers and Sales Orders [Stores](#)

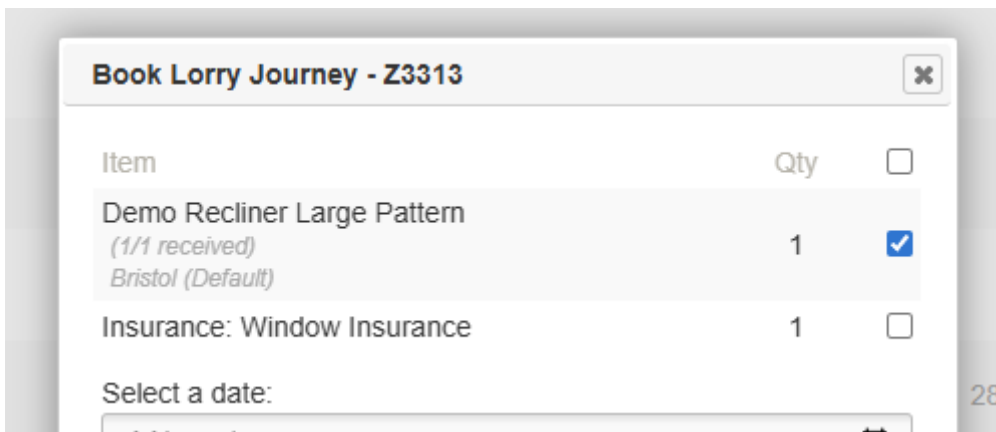
## 1. Press the Schedule button

This is found on the Scheduler screen, but may also be found on the [Sales Order Detail](#) screen, the [POS](#) screen, and the [Stock Transfer Detail](#) screen.

## 2. Select the items you wish to Schedule

Use the tick boxes to confirm which items you wish to Schedule

In the case of Stock Transfers, all items must be Scheduled simultaneously



## 3. Select the date of delivery

Choose the date you would like to use for delivery.

It may be useful to have the Journey Planner open in a separate tab, as this will assist you when looking for availability.

## 4. Select a Lorry

Select a Lorry Journey that is available on that specific date.

Your selection will be restricted based on the Postage Zones which that [Lorry Journey](#) includes.

In the case of a Stock Transfer, the postcode of the destination Store will be used determine which Postage Zone is required

## 5. Select a timeslot

Select a timeslot for this delivery.

This is optional.

This will require timeslots being set up against the [Lorry Journey](#)

## 6. Confirm selection

Click to confirm your selection.

The booking will now appear on the Journey Planner.

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