

Application	ChreosClient – Chreos 3
Module	Print
Access	“Print Transactions Orders”
Minimum service pack	SP37
This document	Print Client Orders Ref 8.9 Published May 2004

Overview

“Print client orders” lists all orders and allows them to be reprinted.

Details Displayed

- **Orders.** The ‘Orders’ grid displays all orders and the ‘To print’ grid displays the orders that have been selected to be printed.
The following details are displayed on each grid:
 - **Order #.** The reference number of the order.
 - **Client Order #.** The client’s reference number for the order.
 - **Date.** The date that the order was entered.
 - **Client Code.** The code of the client.
 - **Client Name.** The name of the client.
 - **Req Date.** The date that the order is required by.
- **Orders in List/Orders to Print.** Underneath both grids the number of orders currently listed is displayed.
- **View.** Select whether the orders displayed in ‘Orders’ are ‘All client orders’, ‘Current orders’ or ‘Complete orders’.

To Transfer an Order Between Grids

- To transfer an order from ‘Orders’ to ‘To print’ select it and click the [>] button.
- To transfer all of the orders from ‘Orders’ to ‘To print’ click the [>>] button.
- To transfer an order back from ‘To print’ to ‘Orders’ select it and click the [<] button.
- To transfer all of the orders back from ‘To print’ to ‘Orders’ click the [<<] button.

To Preview an Order

To Preview an Order Through Crystal Reports

- Select the required order from either 'Orders' or 'To print'
- Click the [Preview] button.

To Preview an Order Through Adobe Acrobat

This option is useful because a order can be kept open while other screens in Chreos are being used and even when Chreos is closed.

- Select the required order from either 'Orders' or 'To print'
- While clicking the [Preview] button hold down the <Ctrl> key.

Note: This option is only available for external orders. If Chreos is set to use the default order it will not work.

To Print an Order

- Add the required Orders to 'To Print'.
- Click the [Print] button.

This information sheet is a support document related to the use of Chreos 3 from Wild Software Ltd only. It does not in any way constitute, nor is it intended to constitute or be used as, accounting or legal advice. Because Chreos 3 is subject to a process of continuous improvement Wild Software Ltd can not guarantee that the user's version of Chreos 3 will be identical to the one described herein.

Copyright © Wild Software Ltd, 2004