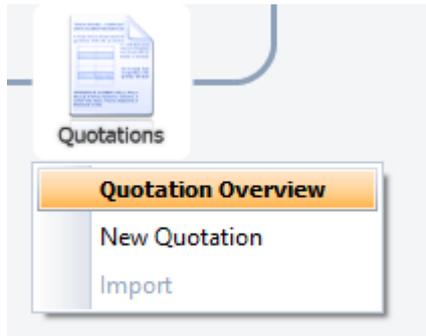




How to send a document

In this guide I will show you how to send any kind of document through email.

1st In the dashboard, select any Order/Quotation/Purchase order overview and search to find the document that you're looking to send.



2nd: Once you've found the relevant file, highlight it, and then on the left-hand side click the button that says "Print" or "Print other documents" under the "Print" tab.

The screenshot shows the software interface with search filters and a table of quotations. A red arrow points to the 'Print Other Documents' button in the left-hand menu.

Search

Keyword:

Filter:

Advanced Search

Customer Number:

Supplier:

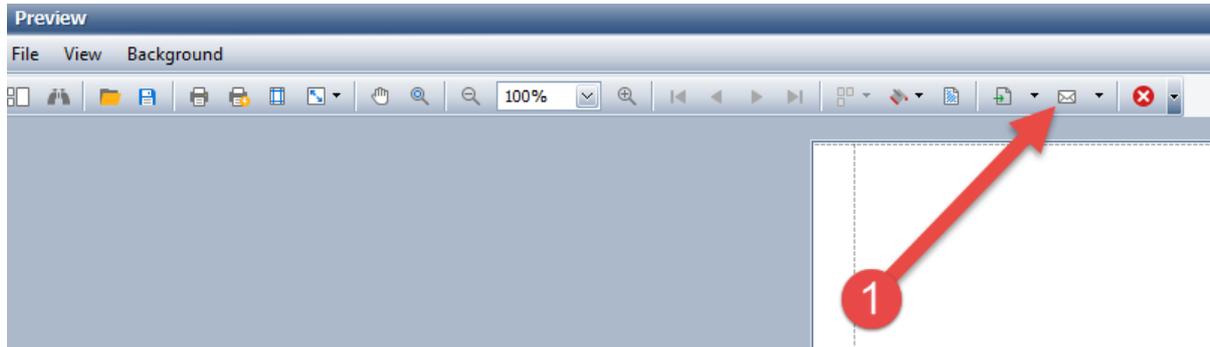
Number Range:

Drag a column header here to group by that column

Quotation Number	Company Name
917	Allens Printers
916	ArcelorMittal Luxembou
915	Connors test 2
914	Connors Test
913	Nicholson Promotional S
912	Philip Dunn Marketing &



3rd: Once it loads up, you can press a little envelope button at the top of the preview and this should let you save the file in your local drive, so you can then load the document as an attachment in outlook for you to send.



Please note that unless you have an outlook connector for promotional office, this feature will not work.