



How to view all documents within an order.

In this guide, I will show you how to view all documents that are attached to an order.

1st: Open the “Order Overview” page and search for the order that you’re looking for. Then on the left side of the page under the tab “Options” there are buttons that will show you separate documents that are attached to this order.

These buttons are: “Show all Quotes for this order”, “Show all pick lists for this Order”, “Show all delivery notes for this Order”, “Show all Invoices for this Order” and “Show all Purchase Orders for this Order”.

After pressing any of these buttons you’ll be taken to that respective page (i.e. if I were looking for quotes I press the show all quotes for this order button and it will take me to the quotation that I generated when originally quoting the order.)

Here are pictures for reference purposes:

