



## Packing Slip

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### Overview

The *Packing Slip* security setting allows users to see the Packing Slip report in the report manager. This report can be copied and edited in report designer. See the [Reports](#) documentation for more information on this functionality and other default reports.

### Packing Slip

#### Usage

The Packing Slip report allows you to print out a Packing Slip for an order. This is used as a checklist for what is inside of a package. Once you enable the *Packing Slip* security the report will be visible in Report Manager.

The screenshot displays the 'Reports' interface. On the left, a table lists various reports with checkboxes for selection. The 'Packing Slip' report is highlighted. On the right, the 'Report Preview' window shows a sample document titled 'PACKING SLIP' with the following details:

**PACKING SLIP**  
**ORDER # ORDST2225**  
Shipping From: SAHDF02UR  
Shipping Via: GROUND

**BILL TO:**  
Central Distributing  
12345 Main St  
PO Box 12345  
City, State, ZIP  
Phone: (555) 555-1234

**SHIP TO:**  
Central Distributing  
12345 Main St  
PO Box 12345  
City, State, ZIP  
Phone: (555) 555-1234

Customer ID	Customer	SKU	Ship Via	SALES REP	Terms	Order Date
CENTRAL0001	Central Distributing	GROUND	SAHDF02UR	NET 30	12/22/24	12/22/24

Quantity: 1, Description: 1 - PACK SLIP 2100

### Security

*Packing Slip* - Allows users to see and use the default Packing Slip report.