Print Putaway Report

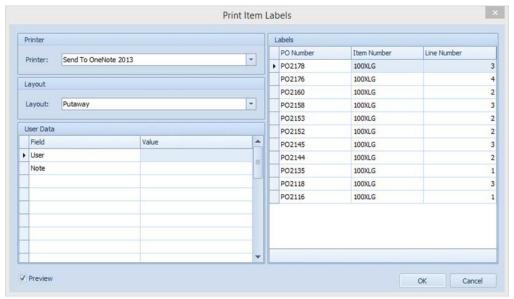Megan De Freitas - 2024-11-22 - Miscellaneous

Overview

The Print Putaway Report (formerly called Print Bulk PO Report) allows users to print a putaway report consisting of multiple, non-sequential purchase orders from the console, using reports created in the Report Manager.

Usage

1. Enter your search terms (PO Number, Item Number, Vendor ID, or any combination of the three) and click the **Search** button. If left blank, DataCollection will attempt to return all existing purchase orders. Any purchase orders matching the search terms you entered will be displayed.
2. Click on one or more purchase orders to select them. Multiple purchase orders can be selected by using Ctrl + click.
3. Click the **Print** button to open the following dialog:

4. Select a printer, a report layout (which must be created in the Report Manager prior to using this feature) and any user data to be entered, and click **OK** to print your document.

Security

Print Putaway Report - Grants access to the Print Putaway Report module.