




Modulus Technical Note #38 - Order Processing from the EnquiryWriter (Amended 17/2/99)

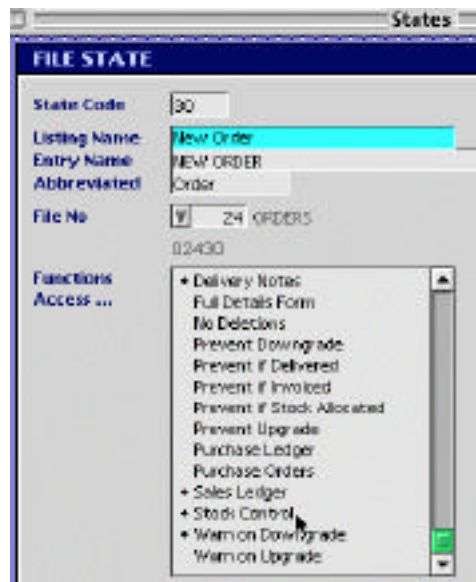
The following instructions will permit users to access full Sales Order Processing functions from the EnquiryWriter menu.

1. In the Data Manager Module, select 'File States' on the Core menu. Locate 'New Order'.



Code	Listing Name	Entry Name	Abbrev	File
10	Pending	PENDING PROJECT		09 PROJECTS
20	Confirmed	CONFIRMED PROJECT		09 PROJECTS
30	Current	CURRENT PROJECT		09 PROJECTS
40	Completed	COMPLETED PROJECT		09 PROJECTS
10	Enquiry	ENQUIRY	Enquiry	24 ORDERS
20	Quotation	QUOTATION	Qtn	24 ORDERS
30	New Order	NEW ORDER	Order	24 ORDERS
40	Confirmed	CONFIRMED ORDER	Conf	24 ORDERS
50	Completed	COMPLETED ORDER	Comp	24 ORDERS
60	Cancelled	CANCELLED ORDER	Canc	24 ORDERS

Then double-click 'New Order'.



2. Click once (so that a • appears) on Delivery Notes, Stock Control and Sales Ledger. Click [] twice, to save the changes.

3. Go to the Core menu, Preferences, Section Menu, Sales.Click (so that an "X" is in

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the box) on "Allow Sales People Full Order Processing". Click [] twice, to save the changes.