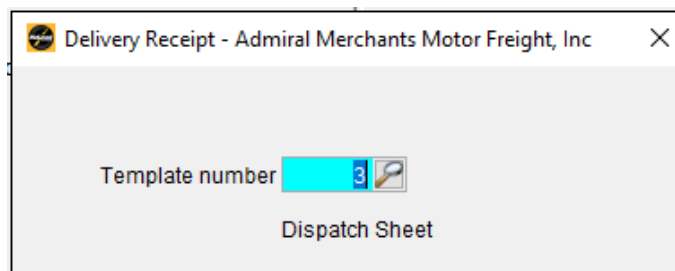


## How to Generate Dispatch Sheet for Contractor/Driver

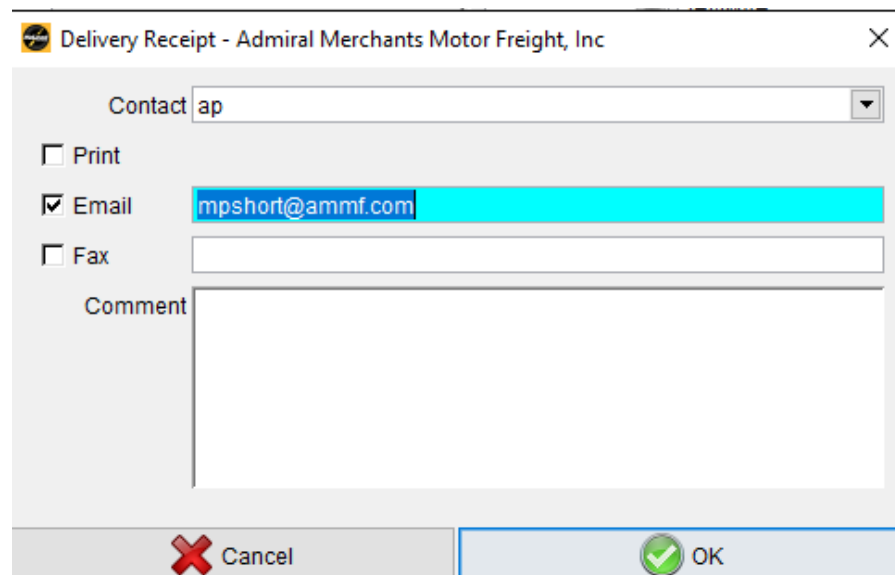
1. Open Order Entry screen for the order that you wish to generate a Dispatch Sheet.
  - a. This can be done by searching for the order on the Order Entry screen or double clicking on the order from the Planning Board.
2. Click on the Delivery Receipt button at the top of the Order Entry screen.



3. In the pop-up window, type in 3 for the Template number and click OK.



4. To email the dispatch sheet to yourself or the contractor/driver:
  - a. Check the Email box.
  - b. Enter the email address that the document should be sent to.
  - c. Click OK.



5. A window will appear to Send the email. Update the email contents as needed. Click the Send button to send the email.
  - a. Note: The attachment is called DeliveryReceipt.pdf but it is actually the Dispatch Sheet. To change the file name, send the email to yourself, download the file, and rename the file as you wish.

