

Etail Systems Tip Sheet

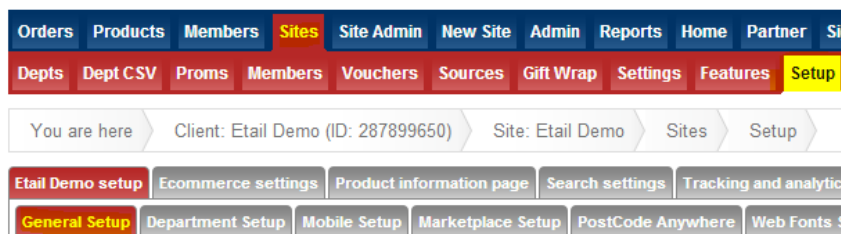
Objective: To add text articles to the bottom of despatch notes & invoices.

The following tells you how to achieve this;-

Adding articles to your despatch notes &/or invoices are an easy way of adding information to these documents yourself, which can be changed at any time.

If you add an article & make sure the HTML is correct (please ask for the 'Adding an article' walkthrough if needed), you're then ready to add it to your despatch note or invoice.

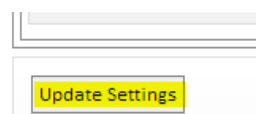
You'll need to go to Sites > Setup & the main landing page General Setup.



Scroll down until you see the Invoice & Despatch Note information.

Invoice layout:	1. Standard invoice
Invoice title:	Invoice
Invoice Article:	Delivery info
Despatch note layout:	1. Standard - Print DESPATCHED order lines
Despatch note title:	Despatch Note
Despatch note Article:	Delivery info

You'll then have a dropdown to select an article for each type of document. Once you've selected the article(s) you want, scroll right down to the bottom & click 'Update Settings'.



NB: The title of each is what prints out as the title on each document – you can change this if you wish. Please do not change the layout dropdown without consulting us first.

If you need help with this feature, please call 0844 482 0908 or email support@etailsystems.com.