Etail Systems Tip Sheet

Objective: To save a despatch note or invoice as a PDF.

The following tells you how to achieve this;-

Customers should already this information via automatic emails that we send out, but if you need to send out the despatch notes and invoices that you print out in an electronic format, you can do this.

Currently, only Google Chrome has the function to save our despatch notes and invoices as PDFs, so you'll need to download this & use it to access COMS.

You'll need to go to Orders > New Orders

OR Orders > Search Orders

Orders	Products	M
Dr Matt	New Orders	

NB: Orders are classed as 'New' if they've not been despatched. As soon as they've been despatched, they'll appear in 'Search Orders'.

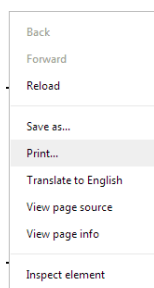Click the 'view' button on the order you want the despatch note or invoice for.

	Status	Order No.	Order date	Value	Site	Source	Name	Ship to	Deadline	Actions
1	🪓🖧🖨	10088	14/02/13 16:54	£28.50	Etail Demo	COMS: AB	👤 Mr David Herington	LA11 7QN		🗐🔍

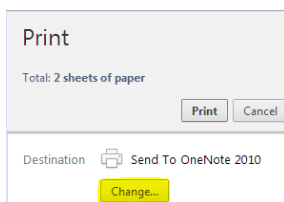**Print Despatch Note** | **Print Invoice**

You can then scroll to the bottom of the screen (bottom right), & select which document you want to print.

NB: With most despatch notes, unless an item has been marked as despatched, nothing will appear on your despatch note! The despatch is updated automatically when you've marked something as despatched, which is useful if you are going to be part despatching items.
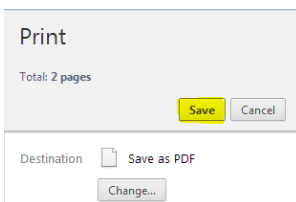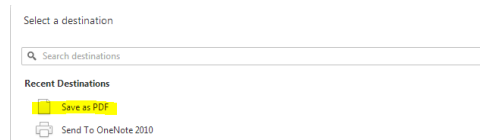
Back
Forward
Reload
Save as...
Print...
Translate to English
View page source
View page info
Inspect element

If you right click on mouse on the document that appears, you'll need to select 'Print' from the menu.

You'll now see some options on the left hand side. If 'Save as PDF' isn't already select, click 'Change'.

Another menu will appear. You need to select 'Save as PDF'.

The 'Print' button should now have changed to a 'Save' button. Click this & save it as you would a normal document. You can now attached this to an email & send it to the customer.

If you need help saving your despatch notes or invoices, please call 0844 482 0908 or email support@etailsystems.com.