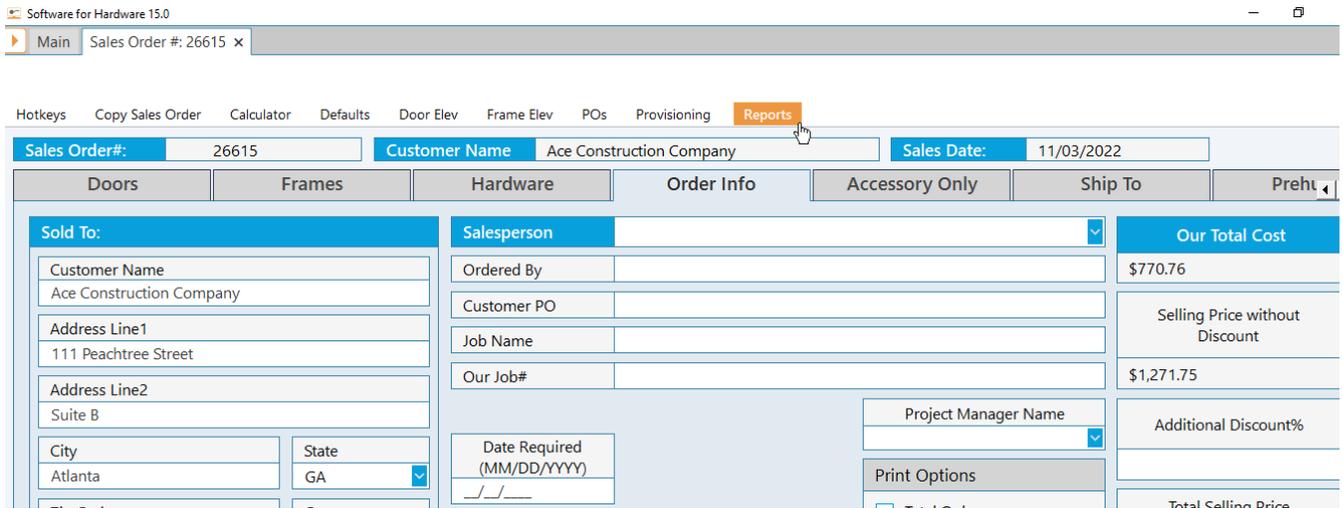


## New Sales Order Reports Menu

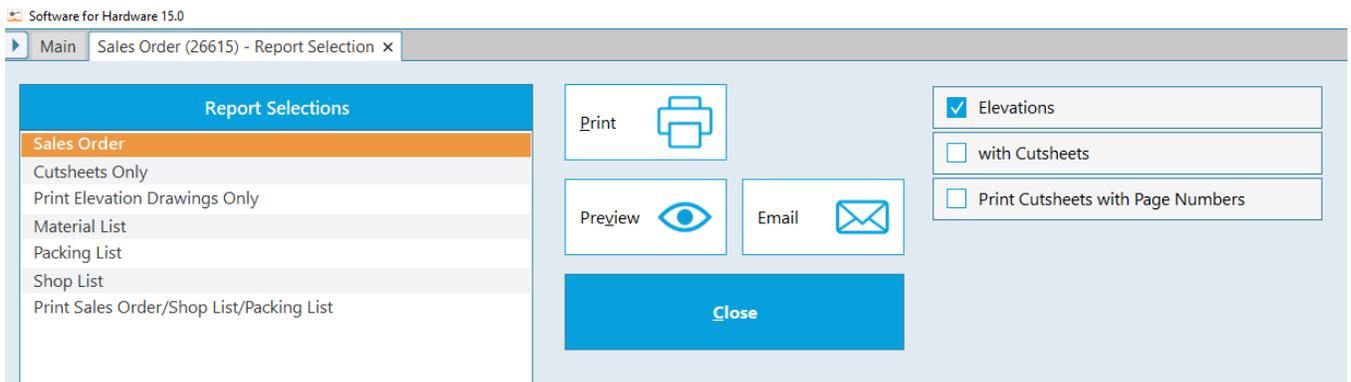
To standardize common practices throughout the entire Software for Hardware solution we have redesigned the *Reports* menu in Sales Orders, Sales Proposals, Change Orders and RGAs to resemble and function the same as the *Reports* menu inside a Contract Job or Quote.

### How it works:

1. Launch Software for Hardware and open a Sales Order.



2. **Note:** the *Preview* menu selection has been removed. Everything now falls under the *Reports* menu. Click *Reports*.



3. Just as in Contract Jobs, the reports associated with Sales Orders are listed within the *Report Selections* list box.
4. When a specific report is selected the appropriate options for that report appear to the right. In this example Sales Order is selected so following options appear:

- a. *Print* to a printer button.
  - b. *Preview* button.
  - c. *Email* button.
  - d. *Elevations* checkbox.
  - e. *with Cutsheets* checkbox.
  - f. *Print Cutsheets with Page Numbers* checkbox.
5. Select your desired option(s) then click the appropriate button to generate your report.