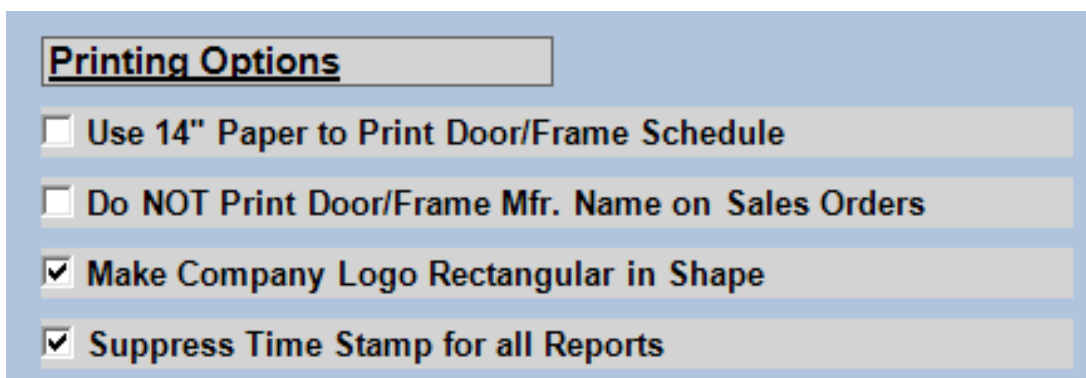# Suppress Time Stamp on External Reports

This new enhancement allows you to suppress the time stamp on any external report, such as a Sales Order. The date stamp still prints on the report.

How it works:

1. Launch Software for Hardware.
2. From the Logo screen click *File*.
3. Choose *Optional Settings*.
4. Select *Company*.
5. The Company Options screen appears.

6. There is a new checkbox in the *Printing Options* section entitled *Suppress Time Stamp for all Reports*.
7. Below is a short example of an external report where the time stamp has been suppressed:

8. Note – only the date stamp displays.