## GAB\_SO\_CustomerChange Setup & Instructions

#### **Install Program**

- Unzip the folder GAB\_SO\_CustomerChange.zip into your ..\Global\PLUGINS\GAB\GAS directory

## **Active Custom Hook – Img.1**

- Go to System Support > Administration > GAB Script Hook Maintenance
- Select New Hook for the description type in "Update Customer on Sales Order"
- Click New Seq and browse for the new file, "GAB\_SO\_CustomerChange.gas"
- Check Active, Save Seq and Save Hook

#### Create New Menu Item - Img.2

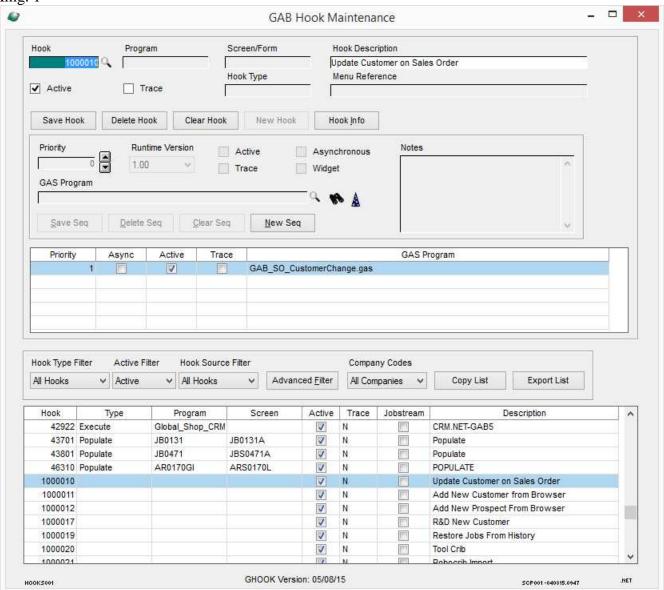
(For example it is under Order Entry > Administration)

- Under Order Entry you can add the new menu item where you want it
- Right Click on Administration and select "Add Custom Menu Item"
- For Type select GAB and type in a Title, "Update Customer on Sales Order"
- Click on the Hook Browser and Select your New Hook and Save
- Add the Users who need permissions to new menu item and Save
- Log out and back into Global Shop

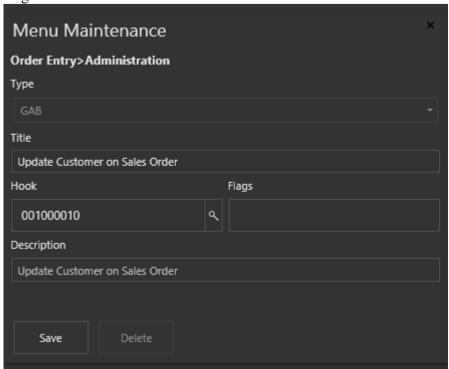
# How it works: -Img.3

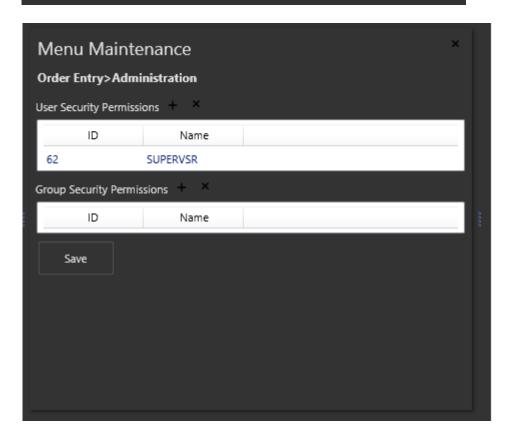
- Go to Order Entry > Administration > Update Customer on Sales Order
  - Select the existing sales order you want to update.
  - Select the customer you are updating the sales order for.
  - If applicable, select a Ship To ID.
  - Click Update to update the sales order.

Img. 1



Img. 2





Img.3

