

Order Processing Form User Manual

Welcome!

Thank you for choosing the Order Processing Form to streamline your order management. This user-friendly guide will walk you through the essential features of the form, making your order processing experience efficient and straightforward.

Getting Started

1. **Vendor Selection:**

- Upon launching the form, choose a vendor from the dropdown list (``cbbvendor``).

2. **Placing a Single Order:**

- Once a vendor is selected, the “Place Order” button (``btnplaceorder``) activates.
- Click “Place Order” to initiate a single order.

3. **Batch Order Generation:**

- For multiple orders, click “Batch Order” (``btnbtachorder``).
- Confirm your choice in the dialog that appears.

4. **Exporting Orders:**

- To export orders as a CSV file, click “Export” (``btnhelp``).
- Select a destination to save the CSV file.

5. **Cancel Operation:**

- At any point, click “Cancel” (``btncancel``) to halt the current operation.

Additional Features

Help Button

- For detailed information, click “Help” (``btnhelp``) to access the user manual.

Important Reminders

- Safely store exported files.
- If you encounter issues, contact your software developer for assistance.

This guide provides a comprehensive overview of the Order Processing Form. If you have questions or need help, refer to the “Help” section or reach out to your software developer. Enjoy the convenience of efficient order processing!