



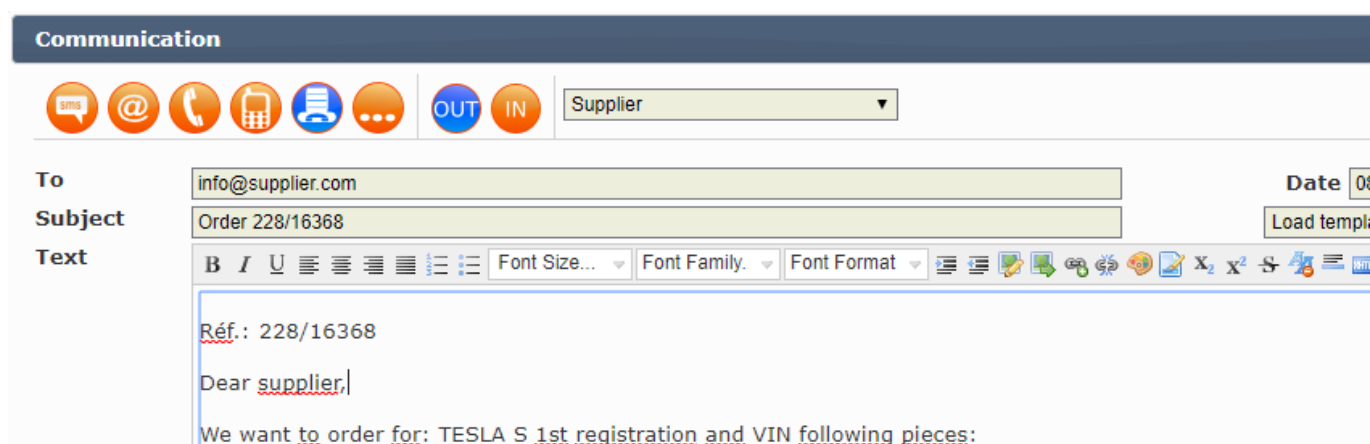
How do I print an order to fax?

Orders are still received by fax by many suppliers. You can not fax directly from PlanManager. You can send a document to a printer that can fax, or simply print the document to fax it as a paper document.

To send a document to a printer: click the "Communicate" button in the order

screen to open the communication screen. Then select the icon "fax" , the icon "send to"  and for third party you choose "supplier".

Fill in your text:



The screenshot shows the 'Communication' interface in PlanManager. At the top, there is a toolbar with icons for SMS, email, phone, mobile, printer, and a menu. Below the toolbar, there are buttons for 'OUT' and 'IN', and a dropdown menu set to 'Supplier'. The main area is divided into 'To', 'Subject', and 'Text' sections. The 'To' field contains 'info@supplier.com', the 'Subject' field contains 'Order 228/16368', and the 'Text' field contains the following text: 'Réf.: 228/16368', 'Dear supplier,', and 'We want to order for: TESLA S 1st registration and VIN following pieces:'. A rich text editor toolbar is visible above the text field.

And then click on the print button: . There will be a PDF file that you can print or fax.

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