

# AFO 254 – Urgent printouts

## 254.1 Introduction

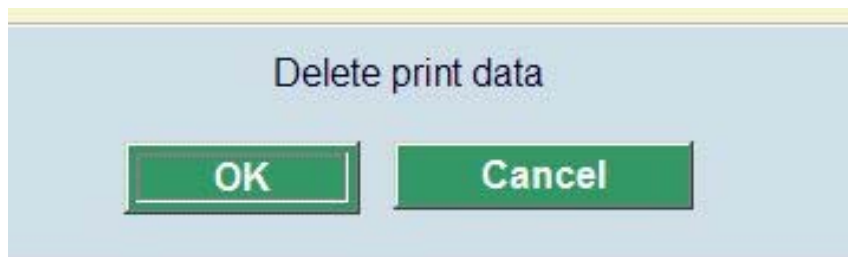
Provision is made in the procedure for rush print jobs to print purchase orders via a short, simple procedure.

The procedure for rush print jobs is initiated by running the **'Print'** option on the overview screen of a purchase order (e.g. in AFO 211, 'Input purchase orders'). The system will put the rush purchase order in a print file for rush print jobs and switch immediately to AFO 254.

In AFO 254 you can choose whether to print the order immediately or not to print it for the time being. If you decide the latter the purchase order will be saved in the print file for rush print jobs and can be printed later via AFO 254. Please note that the rush print procedure uses passwords so you will only be able to see the orders you have flagged yourself with the **'Print'** option.

### Note

You will only see them in AFO 254 when you have chosen **Cancel** at this prompt:



When you choose **OK** here, the data will be deleted and therefore no longer available in AFO 254.

Also bear in mind that printing purchase orders via the rush print procedure is only useful if you are printing order slips; it is not suitable for printing order lists. This would result in a series of order lists with just one order per list unless you repeatedly ran the **'Print'** option before actually printing.

### Please note!

AFO 254 enables you to bypass the standard print procedure and print immediately at any time. Bear in mind that 'rush print' does not refer here to the type of order slip that is printed

but to printing it immediately. The system has three types of order slips, namely normal, express and rush. All three types are printed in AFO 254, not just the rush type.

## 254.2 Print urgent orders

When you select this AFO a selection screen will be displayed. Here you can indicate that you want to print the purchase orders immediately in which case the system switches to the standard output procedure. When you have completed the dialogue the system will print the order slips for the orders in the print file.



After the order slips have been printed the system will ask whether the purchase orders in the rush print file can be deleted from that file.

If you decide not to delete the purchase orders from the print file, they will be printed again next time the rush print procedure is used.

### **Note**

Even when you choose the print icon on the overview screen of a purchase order to print that particular order, all other orders still in the AFO 254 file will be printed again.

- **Document control - Change History**

<b>Version</b>	<b>Date</b>	<b>Change description</b>	<b>Author</b>
<b>1.0</b>	<b>July 2008</b>	<b>Creation</b>	