Draft, Review and Approved or Sent Status

Order in Draft, Reviewed, Approved or Sent Status



Draft, Review, Approved or Sent Status

- An Order when initially created it is in Draft Mode.
- If modified and saved moves to Reviewed Mode.
- When the Order is approved the Approve Ticked Box is manually ticked by the approver and now ready to send to the supplier.
- Once an order is sent the order is date and time stamped.

Calculated on
Mon 21 Feb 2022 12:39 by
Reviewed on
Mon 21 Feb 2022 12:40 by
Approved on
Mon 21 Feb 2022 12:40 by
Sent on
Mon 21 Feb 2022 12:43