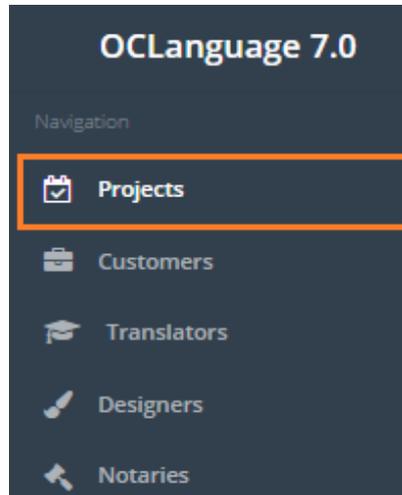


7.10. How to send Act to Customer

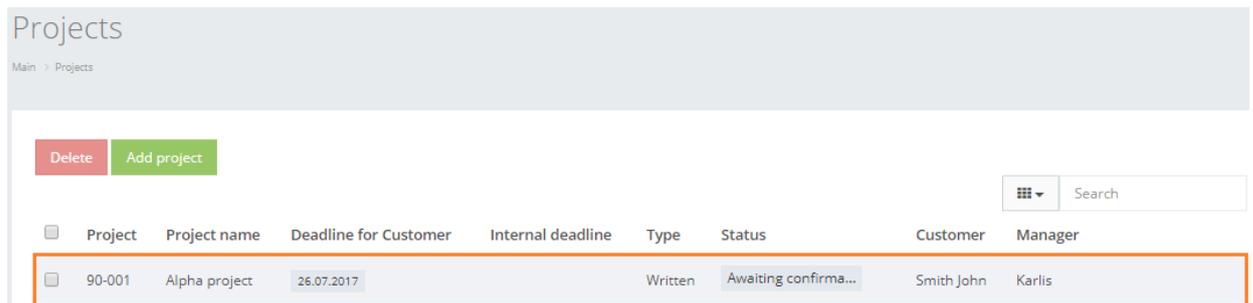
7.10.1. Send from project management window

In order to send an act from the project management window take the following steps:

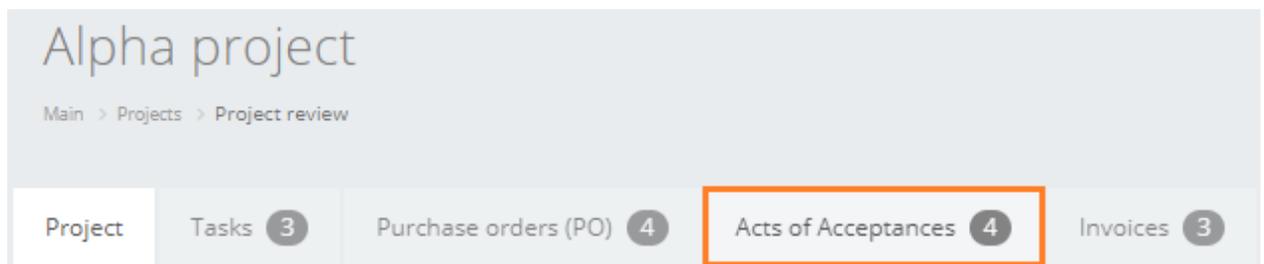
1. Open "Projects" database.



2. Click a particular project.



3. Click "Acts" tab.

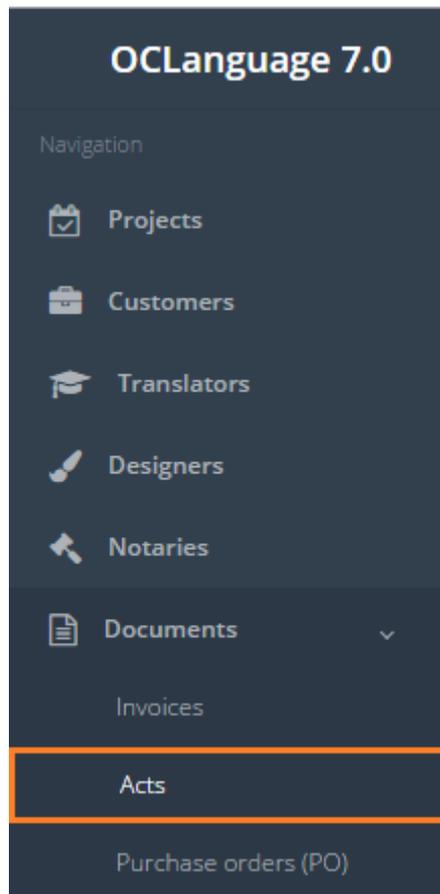


4. Click () to send a particular act to the Customer's specified address for receiving acts.

7.10.2. Send from "Acts" database view

In order to send Act of Acceptance from the "Acts" database view, take the following steps:

1. Browse "Documents -> Acts".



2. Click () to send an act to the particular Customer's e-mail address.

Acts

Main > Acts

Delete Export

Search

<input type="checkbox"/>	#	Issue date	Language pair	Project	Total	Customer	Sent	Received	
<input type="checkbox"/>	1D	21.06.2017	HUN->ENG	 95-007	120.00 EUR	MTI			    

Ask Customer to sign the Act over e-mail