

Printing and Sharing Features Product Feature Focus

You can easily print/share Orders, Quotes or Credit requests directly from your device using Skynamo.

Finding your way around

Firstly, navigate to your customers page, and select the customer's profile who's Order, Quote or Credit request you would like to print or share.

Search Customers		
Boord Checkers Lait visit: Monday, 11 October 2021 Requires 1 visit(s) by 30 Nevember 2021		0.0
Skynamo Head Office Lett visit: Tweedox, 23 March 2021 - Visit overdue		1.0
The Coffee Bar Technopark Last sluit: Monday, 13 September 2021 - Visit overdue		
Checkers Big Bay Last visit: Thursday, 7 October 2021		0.0
Woolworths Sanctuary Last visit Monday, 18 October 2021 Visit scheduled for 4 November 2021		4.0
Station bornet biggen State Last visit Wednesday, 29 September 2021 - Visit overdue		0.0
Waterstone Pharmacy Let visit: Microlec 24 May 2021 No visits required		
Checkers Artsour Fourways Mall Last visit: Tuesday, 25 May 2021 No visits required		43
Green Shop Warehouse Last visit: Friday, 21 May 2021 No visits recuired		6.7
Solly's Stationery Last visit: Tuesday, 18 May 2021 No visits required		6.7
Checkers Fairbridge Mall Last shift Friday, 20 March 2020 - Valt overdue		9.2
Berney's Liquor Store Last visit: Monday, 24 May 2021 - Visit overdue		5.3
Shoreline Stationery Store Last visit: Wednesday, 27 May 2020 No visits required		10.0
Galleria Lifestyle Centre		10. T
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Selecting the order/quote

Once you have selected your customer, navigate to their Timeline, and select an Order or Quote.

Watch sales soar.



Review before sharing

After selecting the correct Order or Quote, it will open up as shown here, so you can select the Printing/Sharing option at the top right.





Take your pick

You can now choose from the following options on your device:

- Print (Select the appropriate printer you are using)
- Sharing the Order or Quote via e-mail or other options
- Saving the Order or Quote to your files etc.

If you select print:

After selecting print, you will be able to select the printer, as well as see a preview of how the Order or Quote will be displayed, before selecting Print in the top right.

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Watch sales soar.



Access this from your Dashboard

You can also access these features from your Dashboard page. Start by clicking on the "View more" option at the bottom of your screen, to view your full Timeline.





Select the Order/Quote and action

From the Timeline select the Order or Quote you would like to print or share. This will open the Order or Quote, and you will have the same sharing option at the top right. etc.

If you have any queries or need assistance, please contact our support team by mailing support@skynamo.com



Get in Touch support@skynamo.com | www.skynamo.com