

Remember to use the Visual Assist  to search for information.

To	Do This
Enter A Line Attachment	<p>Navigation</p> <p>Begin from the Order Detail window.</p> <p>Steps</p> <ol style="list-style-type: none">1. Start these instructions from the Order Detail window.2. Enter the order number in the Order number field and the order type if not defaulted and Click Find.3. Click in the box to the left of the line and click Select.4. Click OK.5. Choose the desired grid row and click in box to the left.6. Click Row, Line Attachments.7. Click on Text twice.8. In Text 1, double click on "Text 1" and type in "Blank". If you choose to enter your notes on this attachment, they will print out on the purchase order.9. In Text 2, double click on "Text 2" and type in "Comments". If you want your attachment to be seen internally, enter your comments in this attachment.10. Click in the blank area of the window in the open "Comments" attachment. Type in the date, your comments, additional notes and/or description and your first initial and last name. Text attachments DO NOT have spell check.11. Click Save.