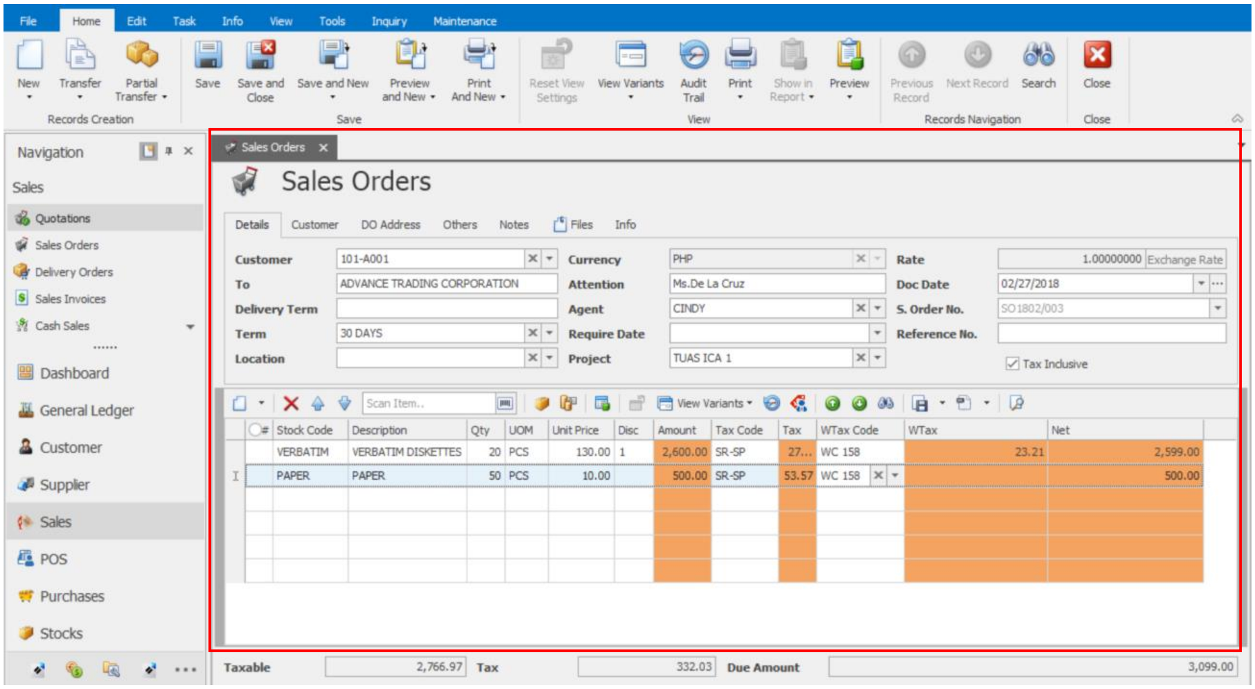
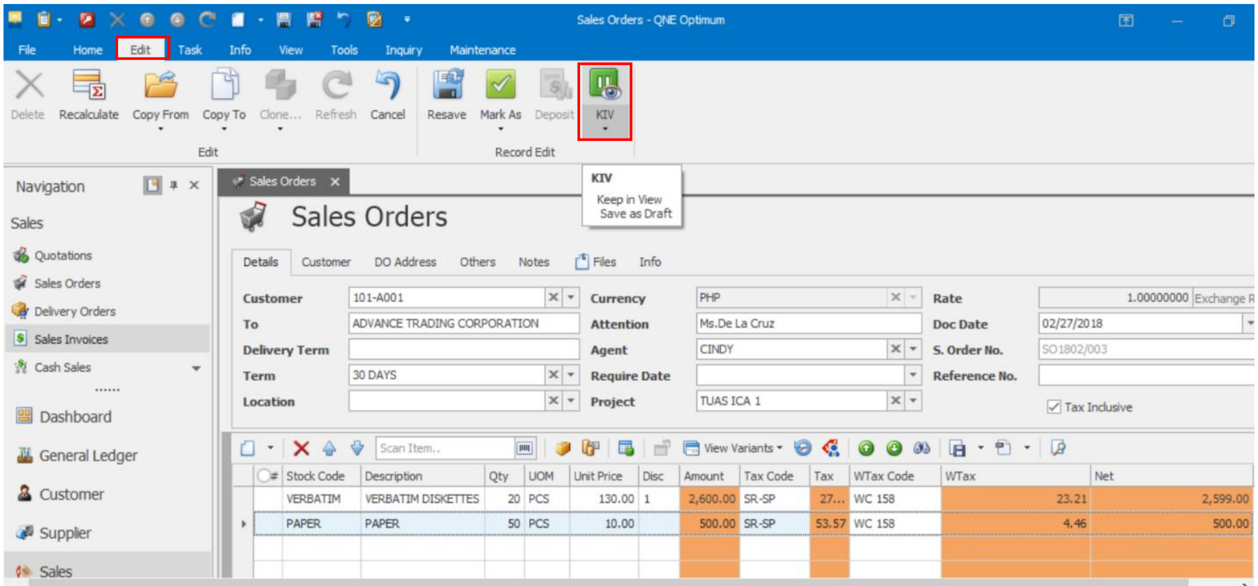
HOW TO USE THE "SAVE AS DRAFT"

Save as Draft function allows the user to keep the encoded transaction as a rough sketch before considering as official transaction document.

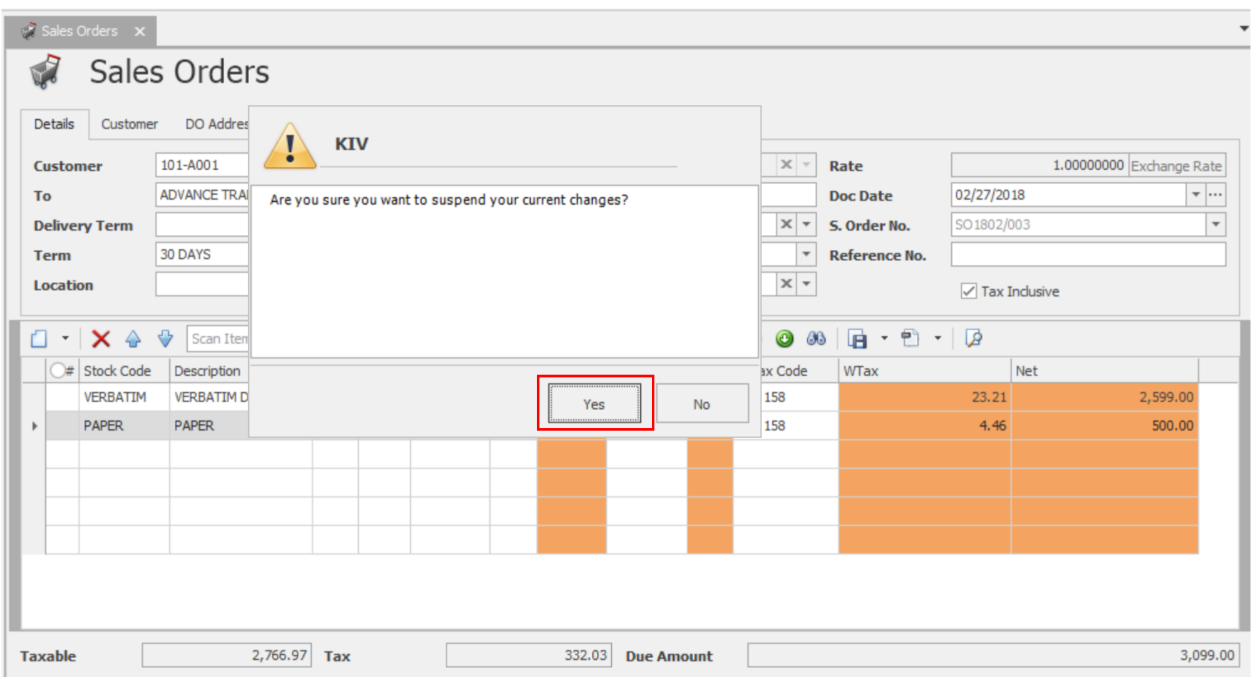
Create a transaction (sample: Sales Order). Provide all the necessary details as well as the particular items.



Now, in order to Save the transaction as draft, go to the Record Edit section under Edit menu and select the KIV (Keep In View).



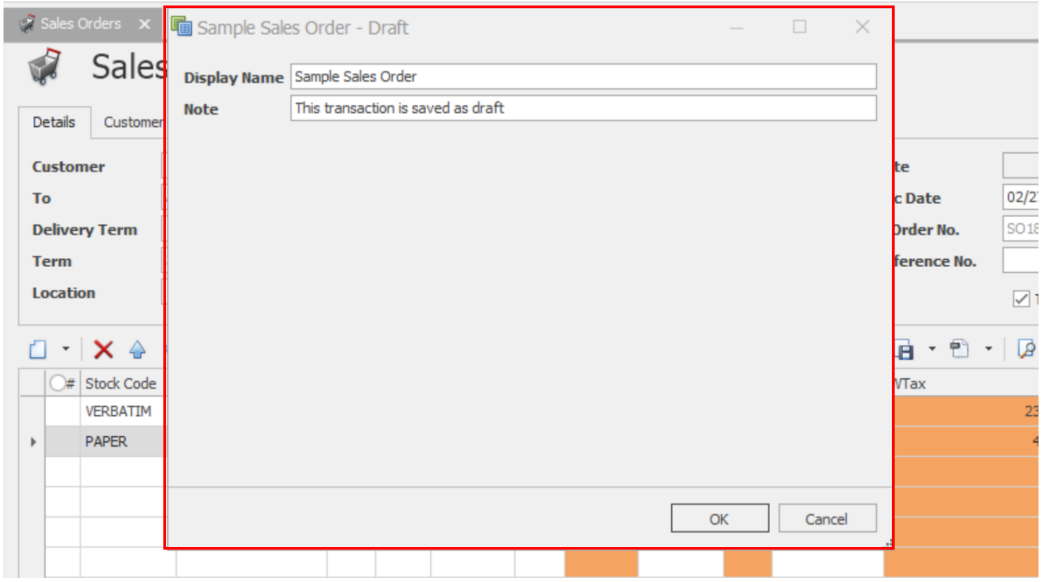
Click “Yes” when a message prompt appears.



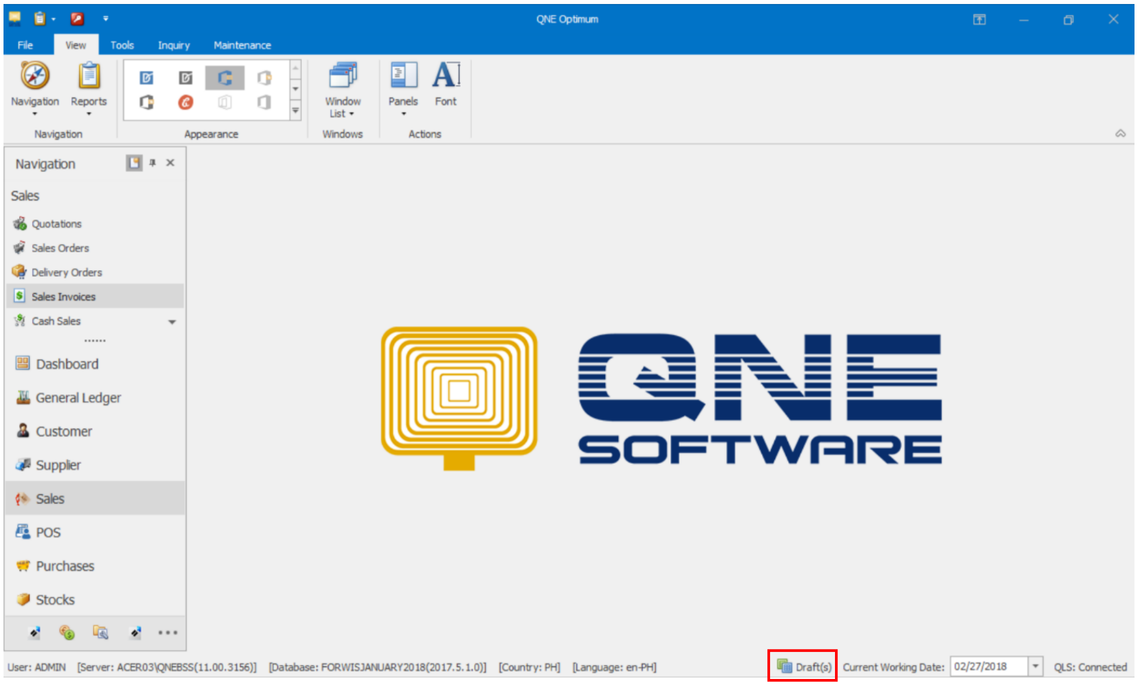
Unit 806 Pearl of the Orient Tower, 1240 Roxas Blvd., Ermita Manila, 1000 Philippines
Tel. No.: +63 2 567-4248, +63 2 567-4253 Fax No.: +63 2 567-4250
Website: www.qne.com.ph
Facebook: https://www.facebook.com/QnEPH
Follow our Twitter and Instagram account: @qnesoftwareph

Provide a Display Name as well as Note.

Reminder: Specify a descriptive remark to a transaction which you need to save as draft in order for you to be reminded on the content of your transaction.



In order to check all the created drafts, go to the Draft icon in the status bar.



In the Draft list, you can see all the draft transactions that has been created and all the necessary information such as the creator of the document and what type of document.

To officially save the transaction, you can restore it using the “Restore” function under Records Creation panel.