Reports – Printing Stock Order Charts via Reports

Using eMARx Office, you can print out previously completed stock order charts via the reports section.
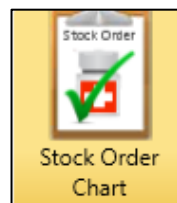
	To print out completed stock order charts they must first be filled out in stock control either on a device or on the office application. A guide on how to do this can be found in the Stock Control Quick Reference Guides. To print the completed form you must be using the office application and have the suitable permissions on your account.
	Click on the **Reports** icon.
	Select the Stock Order Chart option.
	Choose the relevant information from the dropdown menus and procced to tick the 'View Completed Order Charts' box. You will then have the option to pick the date you wish to locate a completed stock order chart.

Once you have chosen the correct date, run the report.

This will generate the completed stock order chart.

You can then print this chart using the print icon at the top of the report or save to your device as either a spreadsheet, word document or PDF file by using the save icon.