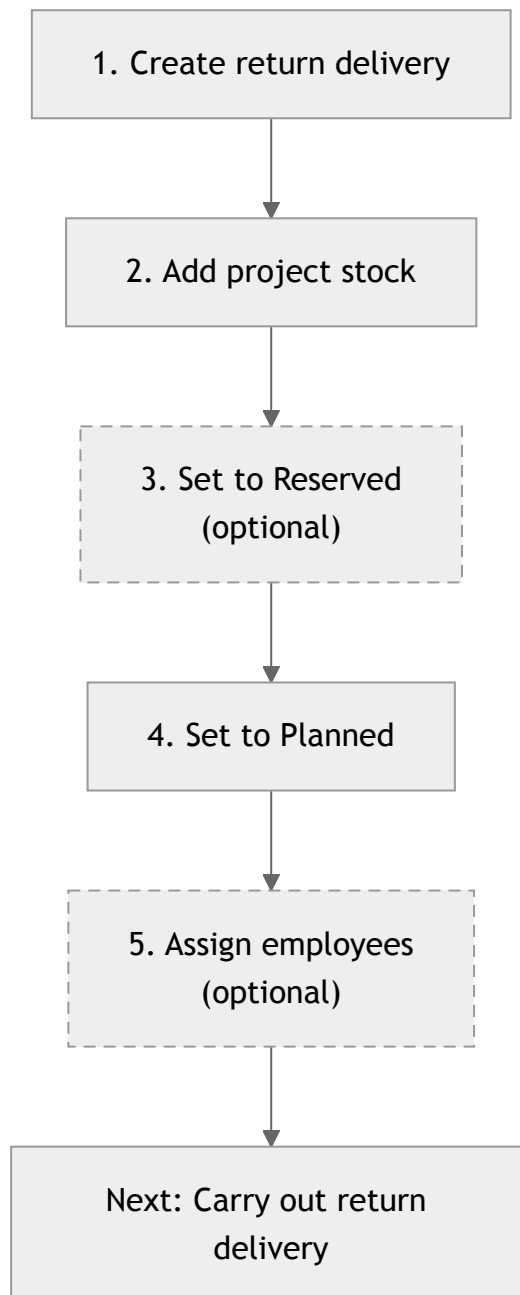


Create return delivery

Process chart

This process describes how to create and prepare a planned return delivery for a project. Return deliveries are created in essentially the same way as deliveries. The main difference is how the material list is filled: instead of importing a CAD file or selecting parts in the part browser, you add the project stock to the return delivery.



Optional steps are shown with dashed outlines in the chart.

Create return delivery

Process steps

1. Create return delivery

Open the relevant project and switch to the Return Deliveries tab. Click the plus button, select Return Delivery, and create the new list. The open project is already entered as the start.

2. Add project stock

Open the return delivery's action menu and click Fill Parts & Quantities. This adds all parts and quantities that are expected to be at the project on the entered delivery date.

3. Set return delivery to Reserved (optional)

Set the return delivery to Reserved if the list should be released first without being handed over for execution yet.

4. Set return delivery to Planned

Set the return delivery to Planned once the list is complete and ready to be carried out.

5. Assign employees (optional)

Open the created tasks and assign a Driver to the transport task and a Warehouse worker to the warehouse task.