

ITS4You

IT-Solutions4You

DELIVERY NOTES 4 YOU for VTIGER CRM 6.x

Introduction

Delivery Notes 4 You allows you:

- Create Delivery Note
- Invoice products from Delivered product(s)

Actions

+ Add Delivery Note

All Delivery Notes

1 to 20

A

B

C

D

E

F

G

H

I

J

K

L

M

N

O

P

Q

R

S

T

U






V

W

X

Y

Z

	Delivery Note No	Organisation	Contact Name	Status	Delivery Date	Sales Order	Invoice	Assigned To	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Search"/>
	DN152	Orga1	--	Delivered	29-01-2015	Manual added test 2	--	Administrator	
	DN151	Orga1	--	Ready to Deliver	29-01-2015	Manual added test 2	--	Administrator	
	DN149	Orga1	--	Canceled	28-01-2015	Manual added test 2	--	Administrator	
	DN150	Orga1	--	Ready to Deliver	31-01-2015	--	--	Administrator	
	DN140	Orga1	--	Invoiced	25-01-2015	--	AutoStatus test 3	Administrator	

Delivery Notes 4 You

DN151

Deliver productsCancel Delivery NoteEditMore

CreatedReady to DeliverDeliveredInvoiced

Delivery Note Information

Delivery Note No	DN151	Status	Ready to Deliver
Organisation	Orga1	Contact Name	
Delivery Date	29-01-2015	Type	Sale
Sales Order	Manual added test 2	Carrier	
Invoice		Tracking No	
Assigned To	Administrator	Created Time	29-01-2015 00:53:43
Modified Time	29-01-2015 00:53:43		

Address Information

Street	OrgaShipAddr1	PO Box	5
ZIP	08001	City	OrgaShipCity1

Delivery Note Details

Updates

Documents

Delivery Overview						
Product Name	Available	Ordered	Ready to deliver	Delivered	Ready to Invoice	Invoiced
Prod2	-712.000	12.000	1.000	5.000	2.000	3.000
<div>Create Delivery NoteAdd to Delivery NoteDeliver productsInvoice products</div>						
Cancel						

Content

Introduction.....	1
License agreement	3
Terms and conditions.....	3
Private policy	3
1 How to install Delivery Notes 4 You.....	4
2 How to use Delivery Note.....	6
2.1 Creating Delivery Note from Sales Order.....	6
2.2 Creating Delivery Note from Invoice.....	10
2.3 Creating Delivery Note.....	11
3 Work area.....	14
3.1 ListView.....	14
3.2 DetailView.....	15
3.3 EditView.....	16
3.4 Delivery Notes block.....	17
4 Additional feature.....	18
4.1 Create Invoice from Delivery Note.....	18
4.2 Support of PDF Maker.....	18
4.3 Support of EMAIL Maker.....	18
4.4 Outgoing Products.....	19
5 Settings.....	20
5.1 Deactivate license.....	20
5.2 Reactivate license.....	22
5.3 Upgrade.....	23
5.4 Uninstall.....	24
Change log of Delivery Notes 4 You.....	25
Change log of Manual for Delivery Notes 4 You.....	25

License agreement

- The Delivery Notes 4 You License will be referred to as "The license" in the remainder of this text.
- This irrevocable, perpetual license covers all versions 2.xx of Delivery Notes 4 You.
- This license gives the holder right to install Delivery Notes 4 You on ONE productive vTiger CRM installation and ONE develop vTiger CRM installation for unlimited users.
- The license holder is allowed to make modifications to the Delivery Notes 4 You sources but in no event will the original copyright holders of this library be held responsible for action or actions resulting from any modifications of the source.
- The license holder is not required to publicize or otherwise make available any software used in conjunction with Delivery Notes 4 You.
- The license holder may not re-distribute the library or versions thereof to third party without prior written permission of the copyright holder.
- Delivery Notes 4 You License does not allow the library to be redistributed as part of another product.
- The license may be transferred to another vTiger CRM installation only with prior written permission.
- The wording of this license may change without notice for future versions of Delivery Notes 4 You.

**It is strongly required to deactivate the license before moving installation to another server (different url) in order to avoid any license conflicts.
After movement and repeated installation you can reactivate your license.**

Terms and conditions

We accept all major credit cards, PayPal and Bank transfer. Our deliveries:

Credit Card: delivered immediately

PayPal: delivered immediately

Bank transfer: delivered in 2 - 5 days

After payment you will obtain email with info for download and your license key as well.

Private policy

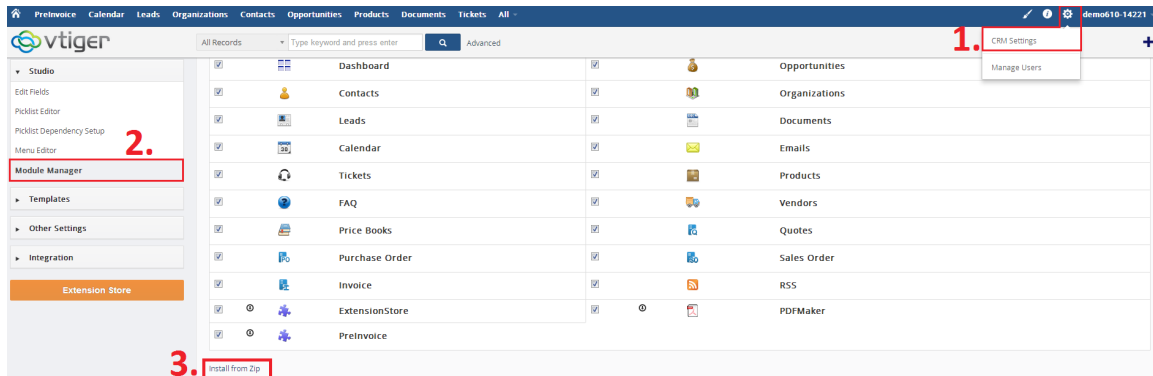
During installation it is necessary to exchange following information:

- vTiger CRM version (e.g. 6.x)
- Delivery Notes 4 You version (e.g. 2.xx)
- Date and time
- Domain in md5 coding format (e.g. 916b25c201a77a6721003c0030977f3b)
- Action provided by you (INSTALL, REACTIVATE, DEACTIVATE)

1 How to install Delivery Notes 4 You

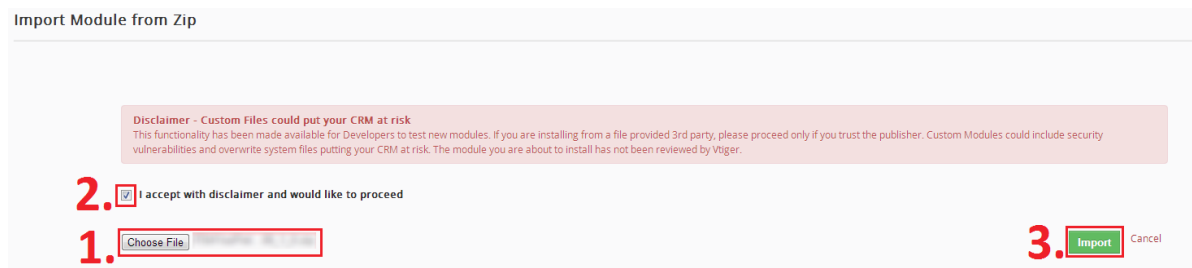
Please provide following steps in order to install Delivery Notes 4 You:

1. Install the .zip (package) file of the Delivery Notes 4 you module via **CRM Settings -> Module Manager**. Click on the **Install from Zip**.



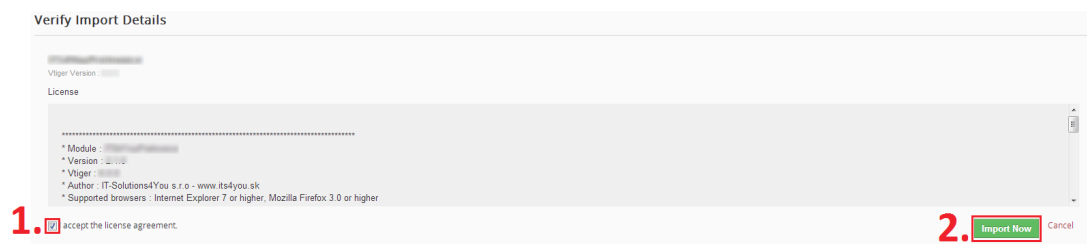
Picture 1.1: Installation of Delivery Notes 4 You – Step 1

2. Select the .zip (package) file that you downloaded from our shop. Please check that you accepted the disclaimer and would like to proceed. Click on the **Import** button.



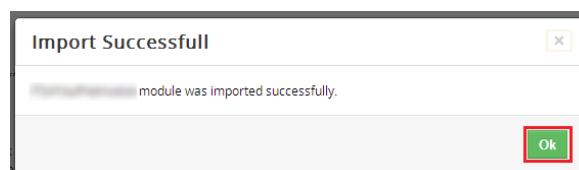
Picture 1.2: Installation of Delivery Notes 4 You – Step 2

3. Verify the import details parsed from the .zip (package) file. Please check that you accepted the license agreement and click **Import Now** to proceed **Cancel** or to cancel.



Picture 1.3: Installation of Delivery Notes 4 You – Step 3

4. Click on **Ok** button to complete the module import.



Picture 1.4: Installation of Delivery Notes 4 You – Step 4

In order to finish installation, please provide following validation steps:

1. Delivery Notes 4 You Validation Step. Please check your Company information and insert license key. Make sure that your server has **Internet access**. Click on **Validate** button. If you want to change your Company information click on **Change Company Information** button.

Delivery Note installation

1 Validation 2 Finish

Welcome to the Delivery Note Installation Wizard

This will install Delivery Note into your vtiger CRM.
It is highly recommended to finish the installation without any interruption.

Please check your Company information.
Please insert a license key you received in purchase confirmation email.
Please make sure that your server has an internet access in order to run validation.

Your Company Information [Change Company Information](#)

Company Name:

Address:

City:

State:

Country:

Postal Code:

VAT ID:

License settings

Your vtiger url:

License key:

[Validate](#) [Order now](#)

Picture 1.5: Validation of Delivery Notes 4 You – Step 1

2. Click on **Finish** to complete Validation.

Delivery Note installation

1 Validation 2 Finish

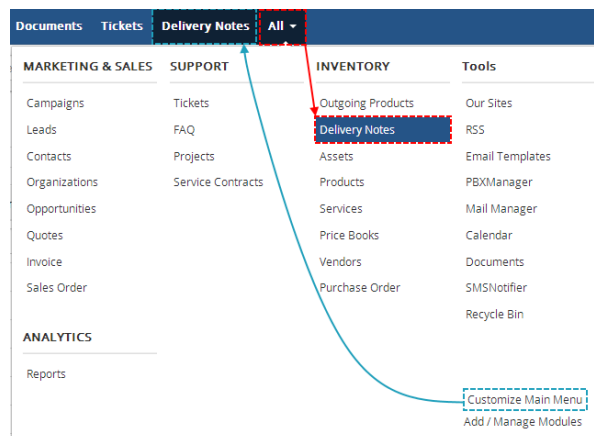
has been installed successfully.

[Finish](#)

Picture 1.6: Validation of Delivery Notes 4 You – Step 2

For Upgrade please check 5.3 Upgrade.

After successful installation, you are able to see Delivery Notes into your vtiger (Picture 1.7).



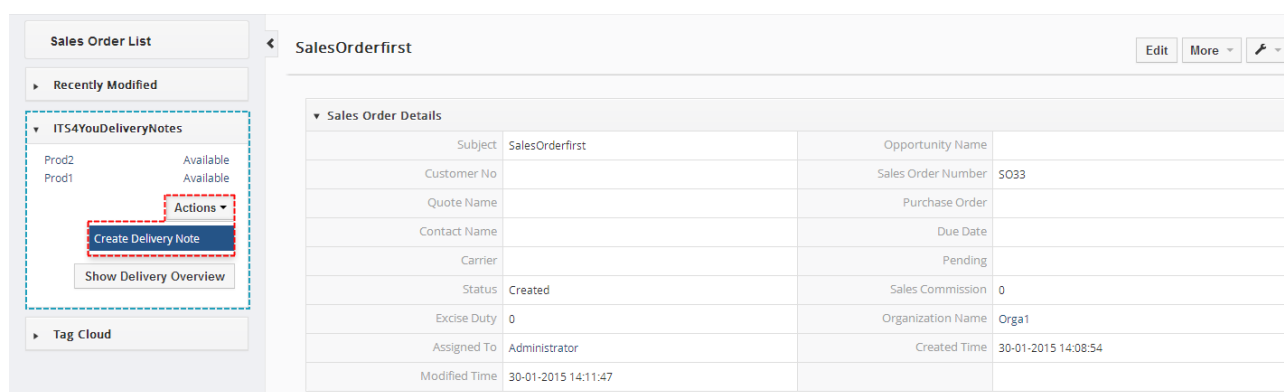
Picture 1.7: Start Delivery Notes 4 You

2 How to use Delivery Note

2.1 Creating Delivery Note from Sales Order

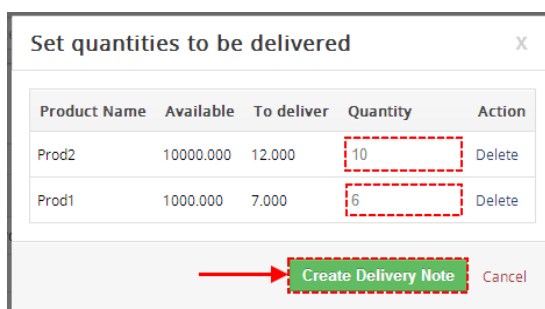
If in your business first you create Sales Order and then you will delivery products this option to create Delivery Note is suitable for You. After that you can invoice this products. To use it please provide following steps:

1. Create or open your Sales Order and in ITS4YouDeliveryNotes click on **Actions** button and choose Create Delivery Note



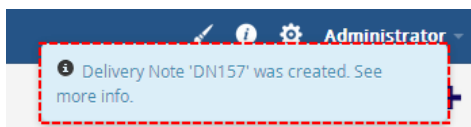
Picture 2.1: Creating Delivery Note from Sales Order

2. Now, please set quantities of products to be delivered (You can choose all or part of products)



Picture 2.2: Creating Delivery Note from Sales Order

3. Your Delivery Note was created



Picture 2.3: Creating Delivery Note from Sales Order

4. If it is necessary, you are able to create a second (next) Delivery Note (steps: 1,2) for the same Sales Order
5. Also you can add products to existing Delivery Note

The screenshot shows the 'Sales Order List' interface. On the left, under 'ITS4YouDeliveryNotes', there is a list of products (Prod2, Prod1) with 'Available' status. An 'Actions' dropdown menu is open, showing options: 'Create Delivery Note', 'Add to Delivery Note' (highlighted with a red dashed box), and 'Deliver products'. Below the menu is a 'Show Delivery Overview' button. On the right, the 'SalesOrderfirst' details are shown, including Subject, Customer No, Quote Name, Contact Name, Carrier, Status (Created), Excise Duty (0), Assigned To (Administrator), and Modified Time (30-01-2015 14:26:14).

The screenshot shows the 'Set quantities to be delivered' dialog box. It has a search bar for 'Add to existing Delivery Note' with 'DN157' entered. Below is a table with columns: Product Name, Available, To, and a 'Delete' button. The table contains two rows: Prod2 (Available: 10000.000, To: 2.000) and Prod1 (Available: 1000.000, To: 1.000). The 'To' values are highlighted with red dashed boxes. At the bottom, there are 'Add to Delivery Note' and 'Cancel' buttons.

Product Name	Available	To	
Prod2	10000.000	2.000	Delete
Prod1	1000.000	1.000	Delete

Picture 2.4: Creating Delivery Note from Sales Order

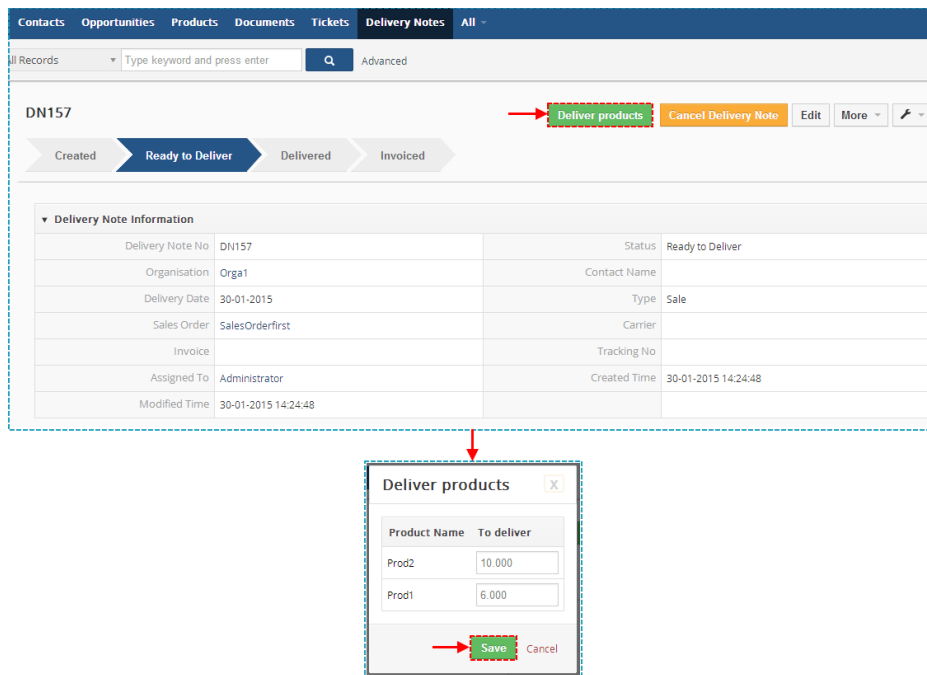
6. After the products were added into Delivery Note, you are able to deliver products (change status to Delivered) directly from Sales Order as you can see on Picture 2.5 as well as from Delivery Note that is in status Ready to Deliver (Picture 2.6)

The screenshot shows the 'Sales Order List' interface. On the left, under 'ITS4YouDeliveryNotes', there is a list of products (Prod2, Prod1) with 'Available' status. An 'Actions' dropdown menu is open, showing options: 'Create Delivery Note', 'Add to Delivery Note', and 'Deliver products' (highlighted with a red dashed box). Below the menu is a 'Show Delivery Overview' button. On the right, the 'SalesOrderfirst' details are shown, including Subject, Customer No, Quote Name, Contact Name, Carrier, Status (Created), Excise Duty (0), Assigned To (Administrator), and Modified Time (30-01-2015 14:26:14).

Below the main interface, a 'To be delivered Delivery Notes' dialog box is shown. It has a table with columns: Product Name and Ready to deliver. The table contains two rows: Prod2 (Ready to deliver: 10.000) and Prod1 (Ready to deliver: 6.000). At the bottom, there are 'Deliver' and 'Cancel' buttons.

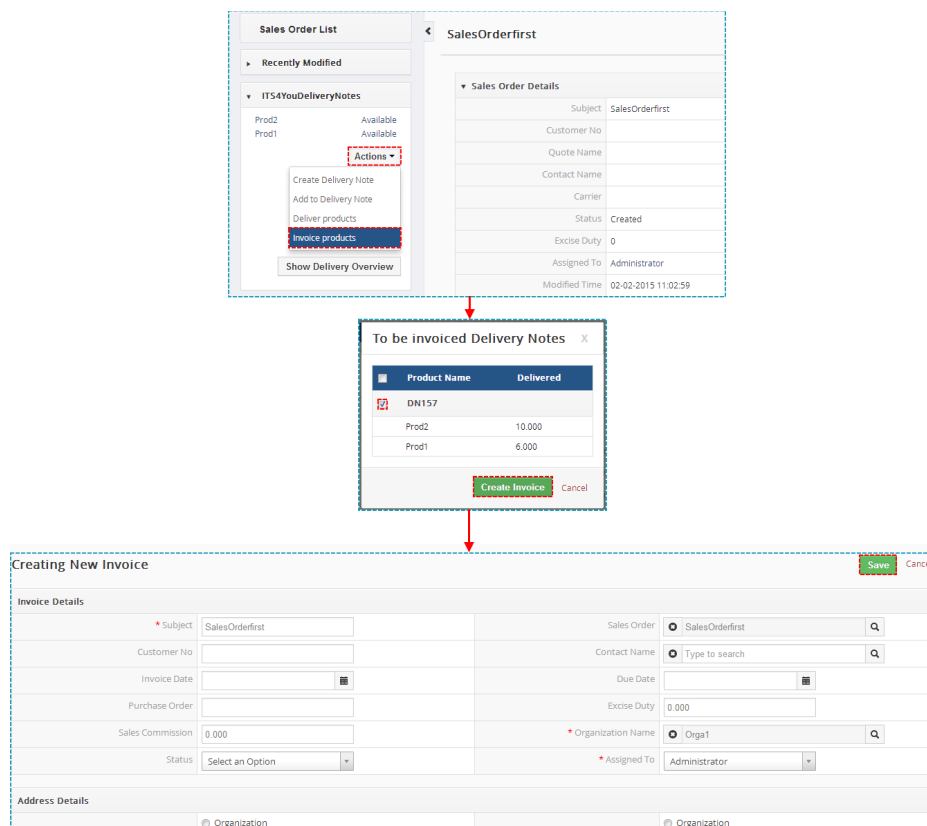
Product Name	Ready to deliver
Prod2	10.000
Prod1	6.000

Picture 2.5: Deliver products from Sales Order



Picture 2.6: Deliver products from Delivery Note

7. To invoice all delivered products you have also two options. You can invoice products from Sales Order (Picture 2.7) or you are able to invoice products from Delivery Note (Picture 2.8)



Picture 2.7: Invoice delivered products from Sales Order

DN157

Invoice products

Cancel Delivery Note

Edit

More

Created

Ready to Deliver

Delivered

Invoiced

Delivery Note No	DN157	Status	Delivered
Organisation	Orga1	Contact Name	
Delivery Date	30-01-2015	Type	Sale
Sales Order	SalesOrderfirst	Carrier	
Invoice		Tracking No	
Assigned To	Administrator	Created Time	30-01-2015 14:24:48
Modified Time	30-01-2015 15:33:33		

Delivery Note Details

Updates

Documents

Creating New Invoice

Save

Cancel

Invoice Details

* Subject	DN157	Sales Order	<input type="radio"/> SalesOrderfirst
Customer No		Contact Name	<input type="radio"/> Type to search
Invoice Date		Due Date	
Purchase Order		Excise Duty	
Sales Commission		* Organization Name	<input type="radio"/> Orga1
Status	Select an Option	* Assigned To	Administrator

Address Details

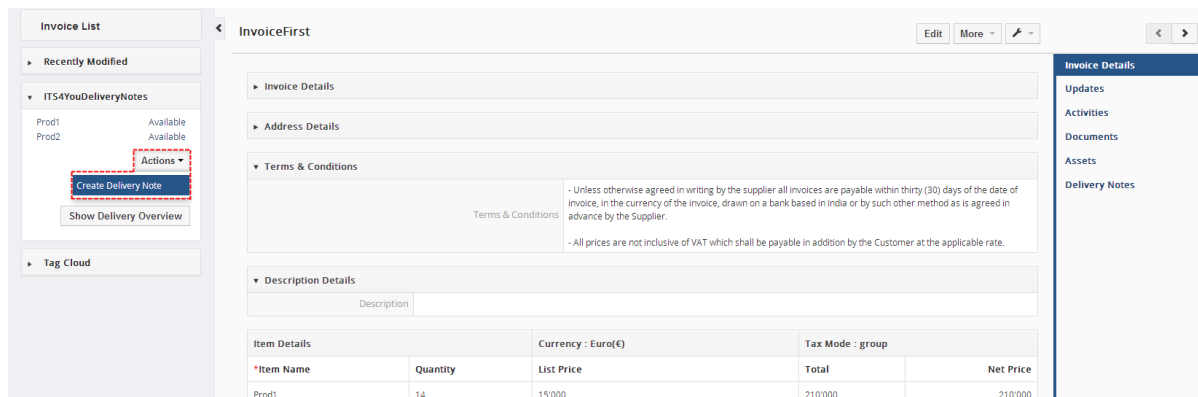
<input type="radio"/> Organization	<input type="radio"/> Organization
------------------------------------	------------------------------------

Picture 2.8: Invoice delivered products from Delivery Note

2.2 Creating Delivery Note from Invoice

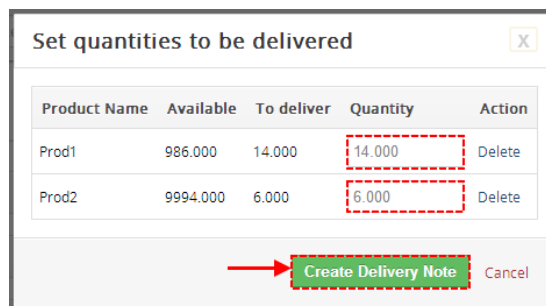
You are able also create Delivery Note from Invoice. To create it please see next steps:

1. Open or create Invoice, click on **Actions** button and choose **Create Delivery Note**



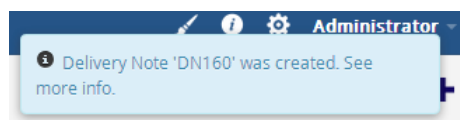
Picture 2.9: Creating Delivery Note from Invoice

2. Fill how many products will be delivered and click on **Create Delivery Note** button



Picture 2.10: Creating Delivery Note from Invoice

3. Your Delivery Note was created

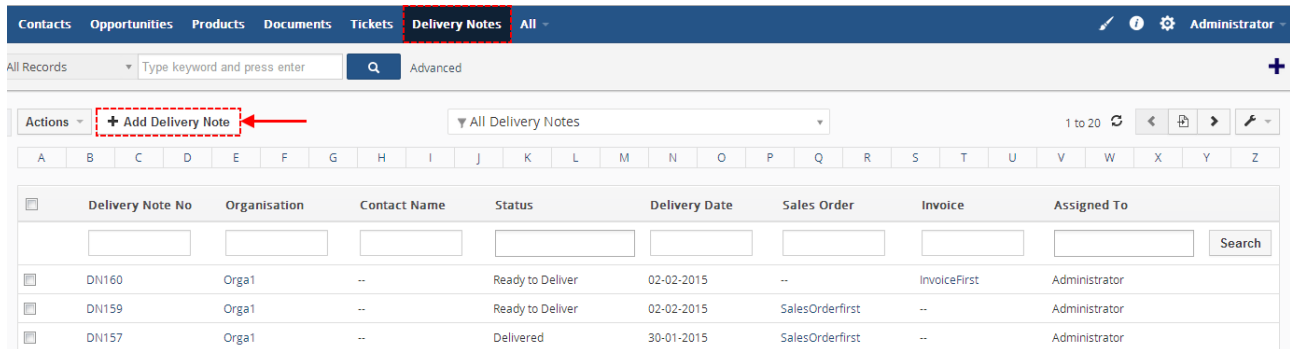


Picture 2.11: Creating Delivery Note from Invoice

2.3 Creating Delivery Note

The last option is creating Delivery Note first. Please provide following steps:

1. Go to the ListView of Delivery Notes and click on **+ Add Delivery Note** button



Picture 2.12: Creating Delivery Note

2. Fill information (Required are Organization and Item) and click on **Save** button

Creating New Delivery Note

Delivery Note Information

* Organisation: Orga1

Contact Name: Type to search

Delivery Date: [Calendar Icon]

Type: Select an Option

Sales Order: Type to search

Carrier: Select an Option

Invoice: Type to search

Tracking No: [Text Field]

Assigned To: Administrator

Address Information

Copy Shipping Address from: Organization

Street: OrgaShipAddr1

PO Box: 5

ZIP: 08001

City: OrgaShipCity1

Country: OrgaShipCountry1

State: OrgaShipState1

Description Information

Description: [Text Area]

Terms & Conditions

Terms & Conditions: - Unless otherwise agreed in writing by the supplier all invoices are payable within thirty (30) days of the date of invoice, in the currency of the invoice, drawn on a bank based in India or by such other method as is agreed in advance by the Supplier.

Item Details

Tools: [List Icon]

*Item Name: Prod1

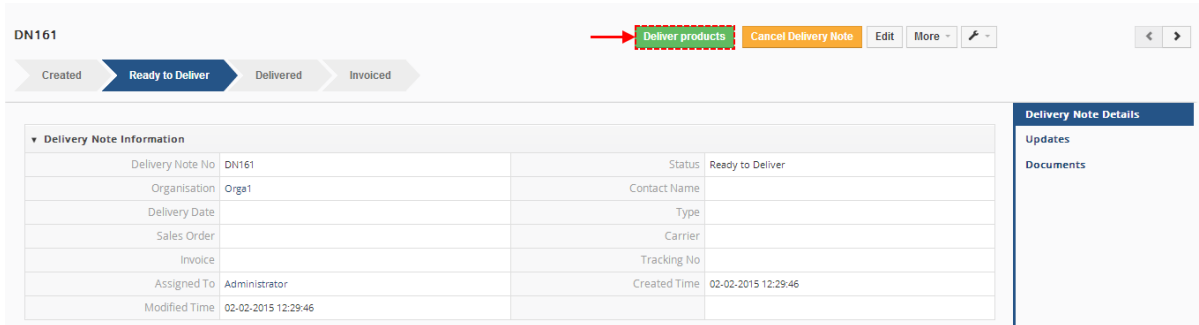
Quantity: 3

+Add Product +Add Service

Save Cancel

Picture 2.13: Creating Delivery Note

3. Now, you can deliver products. To deliver, please click on **Deliver products** button



DN161

Created Ready to Deliver Delivered Invoiced

Delivery Note Information

Delivery Note No	DN161	Status	Ready to Deliver
Organisation	Orga1	Contact Name	
Delivery Date		Type	
Sales Order		Carrier	
Invoice		Tracking No	
Assigned To	Administrator	Created Time	02-02-2015 12:29:46
Modified Time	02-02-2015 12:29:46		

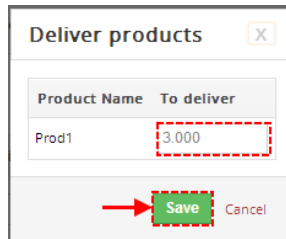
Delivery Note Details

Updates

Documents

Picture 2.14: Deliver products from Delivery Note

4. Fill how many products will be delivered and click on **Save** button



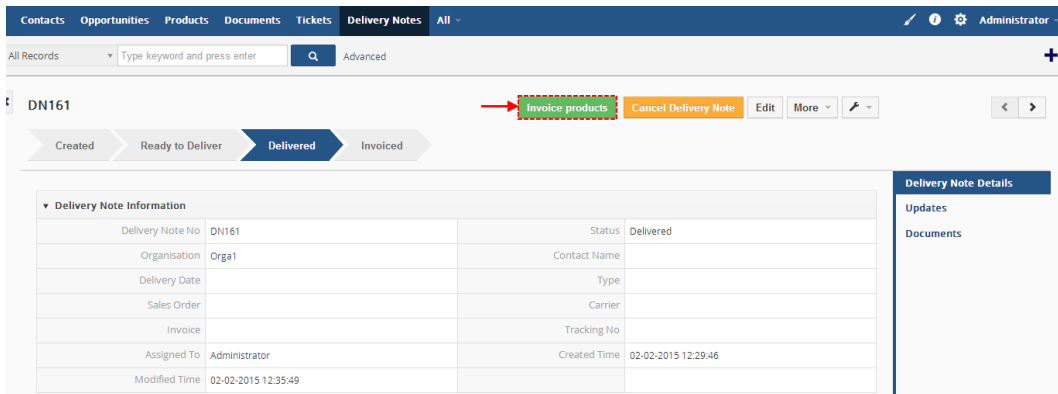
Deliver products

Product Name	To deliver
Prod1	3,000

Save Cancel

Picture 2.15: Deliver products from Delivery Notes

5. Now, you are able to invoice delivered products. Please click on **Invoice products** button



Contacts Opportunities Products Documents Tickets Delivery Notes All

All Records Type keyword and press enter Advanced

DN161

Created Ready to Deliver Delivered Invoiced

Delivery Note Information

Delivery Note No	DN161	Status	Delivered
Organisation	Orga1	Contact Name	
Delivery Date		Type	
Sales Order		Carrier	
Invoice		Tracking No	
Assigned To	Administrator	Created Time	02-02-2015 12:29:46
Modified Time	02-02-2015 12:35:49		

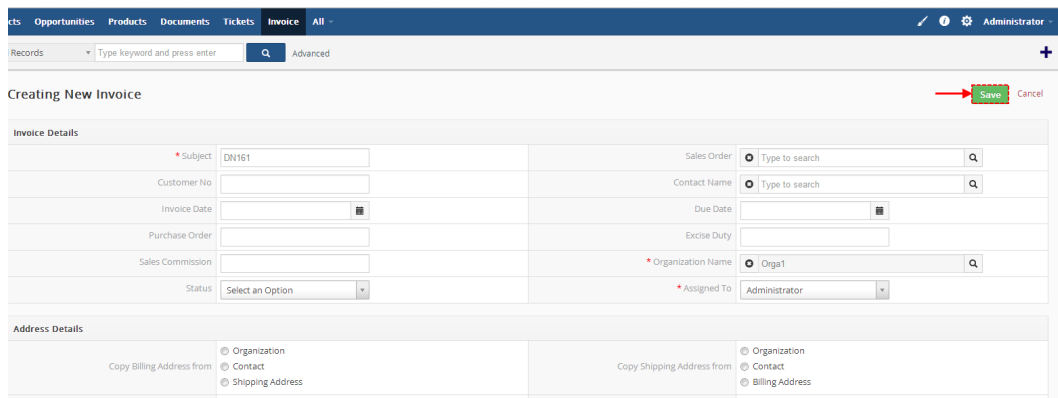
Delivery Note Details

Updates

Documents

Picture 2.16: Invoice products from Delivery Note

6. Fill info you want and click on **Save** button



Contacts Opportunities Products Documents Tickets Invoice All

Records Type keyword and press enter Advanced

Creating New Invoice

Save Cancel

Invoice Details

* Subject	DN161	Sales Order	Type to search
Customer No		Contact Name	Type to search
Invoice Date		Due Date	
Purchase Order		Excise Duty	
Sales Commission		* Organization Name	Orga1
Status	Select an Option	* Assigned To	Administrator

Address Details

Copy Billing Address from	Organization Contact Shipping Address	Copy Shipping Address from	Organization Contact Billing Address
---------------------------	---	----------------------------	--

Picture 2.17: Invoice products

Note: To create delivery note, deliver product or invoice products you can also use Delivery Note OverView. To more information about Delivery OverView please check chapter 3.4 Delivery Notes block.

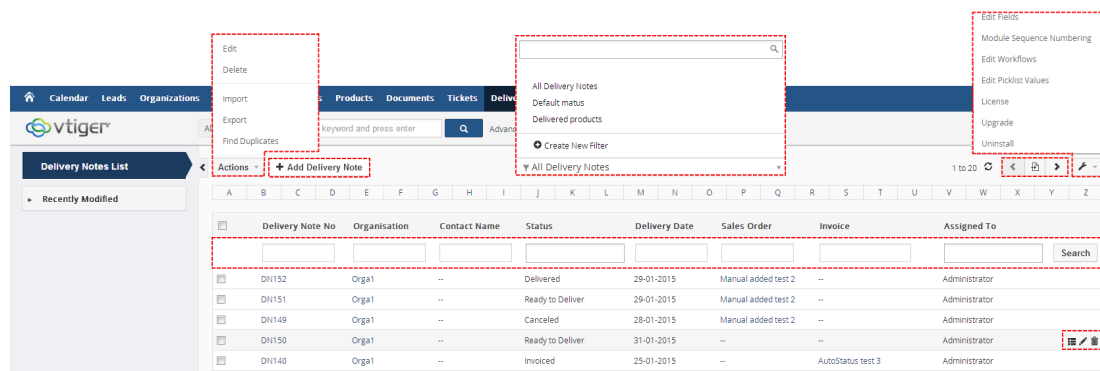
3 Work area

The Work Area of the Delivery Notes 4 You consists of:

- ListView – used for common tasks like add, delete, duplicate Delivery Notes, import and export Delivery Notes and access to others tools
- DetailView– shows already created Delivery Notes in details
- EditView – allows the preparation of the new Delivery Notes or editing existing
- Delivery Notes block – contains of Delivery Notes Action block and Delivery Overview

3.1 ListView

The common tasks like add/delete/duplicate Delivery Notes, import/export Delivery Notes or start editing have to be initiated via Delivery Notes 4 You ListView. Go to **ALL -> INVENTORY** and click on **Delivery Notes** link and Delivery Note 4 You ListView will appear on your screen.



Picture 3.1: Delivery Notes 4 You ListView

The main part of the Delivery Notes 4 You ListView consists of the list of the Delivery Notes, which gives you information about a Delivery Notes name, number and other information. In the list you can also select one or more Delivery Notes and consequently delete or export the selected group of Delivery Notes.

ListView of Delivery Notes 4 You consists of:

- **Actions** – contains actions for edit, deletion, import or export of the Delivery Notes and find Duplicates
- **+ Add Delivery Note** – is used to add new Delivery Notes
- **Search** – to search Delivery notes based on field
- **▼ All Delivery Notes** – to use filtering or create new filter
- **< >** – next/previous page of Delivery Notes
- **⚙** – allow you to set standard vTiger settings, License setting, Upgrade and Uninstall
- **🔍 🗑** – to show Complete Details, Edit or Delete Delivery Notes

3.2 DetailView

From ListView you can directly open any Delivery Note in DetailView. The DetailView consists of:

- Information about status of Delivery Note
 - Created
 - Ready to Deliver
 - Delivered
 - Invoiced
- Delivery Note details part
- Group of action buttons
 - **Deliver products** – deliver products from Delivery Notes (in status Ready to Deliver)
 - **Invoice products** – create Invoice from Delivered products (in status Delivered)
 - **Cancel Delivery Note** – cancel Delivery Note
 - **Edit** – switch to EditView and start editing
 - **More** – duplicate or delete Delivery Note
 - – allow you to set Delivery Notes 4 You
 - – next/previous Delivery Note
- References part – most important is reference to Documents
- PDF Maker and Email Maker area – allows to create PDF or send mail with PDF please see (Additional features)

The screenshot displays the 'Delivery Note Detail View' for 'DN152'. At the top, there are action buttons: 'Deliver products' (green), 'Invoice products' (green), 'Cancel Delivery Note' (orange), 'Edit' (grey), 'More' (grey), and a pencil icon. Below these is a status bar with 'Created', 'Ready to Deliver', 'Delivered' (highlighted in blue), and 'Invoiced'. A dropdown menu for 'More' is open, showing options: 'Delete Delivery Note', 'Duplicate', 'Edit Fields', 'Module Sequence Numbering', 'Edit Workflows', 'Edit Picklist Values', 'License', 'Upgrade', and 'Uninstall'. The main content area is divided into sections: 'Delivery Note Information' (with fields for Delivery Note No, Organisation, Delivery Date, Sales Order, Invoice, Assigned To, Modified Time, Status, Contact Name, Type, Carrier, Tracking No, Created Time), 'Address Information' (with fields for Street, ZIP, Country, PO Box, City, State), 'Description Information' (with a Description field), 'Terms & Conditions' (with a Terms & Conditions field), and 'Item Details' (a table with columns for Item Name and Quantity, showing 'Prod1' with quantity '1'). On the right side, there is a sidebar with 'Delivery Note Details', 'Updates', and 'Documents'.

Picture 3.2: DetailView

3.3 EditView

The EditView allows you to edit Delivery Notes that are not in Delivered or Invoiced status.

Editing Delivery Note - DN151

SaveCancel

Delivery Note Information

Organisation

Orga1

Q+

Contact Name

Type to search

Q+

Delivery Date

29-01-2015

Type

Sale

Sales Order

Manual added test 2

Q

Carrier

Select an Option

Invoice

Type to search

Q

Tracking No

Assigned To

Administrator

Address Information

Copy Shipping Address from

Organization

Contact

Street

OrgaShipAddr1

PO Box

5

ZIP

08001

City

OrgaShipCity1

Country

OrgaShipCountry1

State

OrgaShipState1

Description Information

Description

Terms & Conditions

Terms & Conditions

- Unless otherwise agreed in writing by the supplier all invoices are payable within thirty (30) days of the date of invoice, in the currency of the invoice, drawn on a bank based in India or by such other method as is agreed in advance by the Supplier.

Item Details

Tools

⋮

Item Name

Prod1

Quantity

2

Not enough stock

Maximum value is

Add Product

Add Service

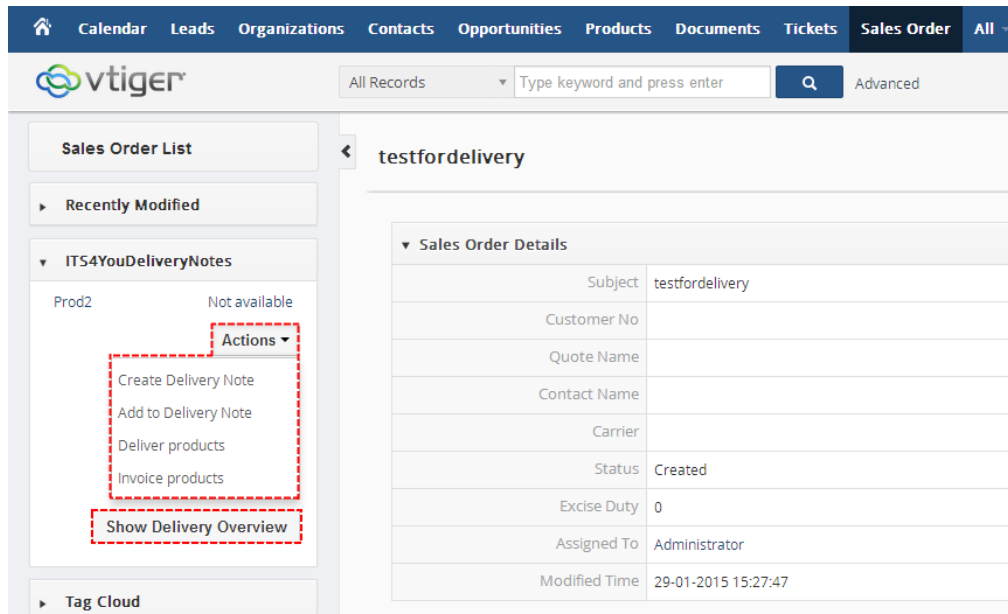
Save

Cancel

Picture 3.3: EditView of Delivery Notes 4 You

3.4 Delivery Notes block

The Delivery Notes block in modules Invoice and Sales Order contains of two parts: Delivery Notes Actions block and Delivery Overview where you can find information about (delivered, ready to deliver, ordered, ready to invoice, invoiced) products and also options to create Delivery Note, Add to Delivery Note, Deliver products and Invoice products.



Picture 3.4: Delivery Notes block

After click on **Actions** button you will see Delivery Notes Action block. On Picture 3.4 you can find option what you can do with the products.

When you click on **Show Delivery Overview** button you can see status of products (Picture 3.5).

Delivery Overview						
Product Name	Available	Ordered	Ready to deliver	Delivered	Ready to Invoice	Invoiced
Prod2	-712.000	12.000	1.000	5.000	2.000	3.000
<div>Create Delivery NoteAdd to Delivery NoteDeliver productsInvoice products</div>						
Cancel						

Picture 3.5: Delivery Overview detail

Here you have options to:

- **Create Delivery Note** – to create new Delivery Note
- **Add to Delivery Note** – to add into existing Delivery Note
- **Deliver products** – to deliver products that are ready to deliver
- **Invoice products** – to invoice delivered products

4 Additional feature

4.1 Create Invoice from Delivery Note

How to create Invoice is described in chapter about using Delivery Note (How to use Delivery Note)

4.2 Support of PDF Maker

The PDF Maker is extension tool designed by ITS4You for vTiger CRM. It is powerful and flexible tool which allows users of vTiger CRM to create own PDF templates.

Before creating PDF file you need to create template of PDF Maker. To create template please check manual for PDF Maker:

http://www.its4you.sk/images/pdf_maker/pdf_maker_for_vtiger6_crm.pdf

4.3 Support of EMAIL Maker

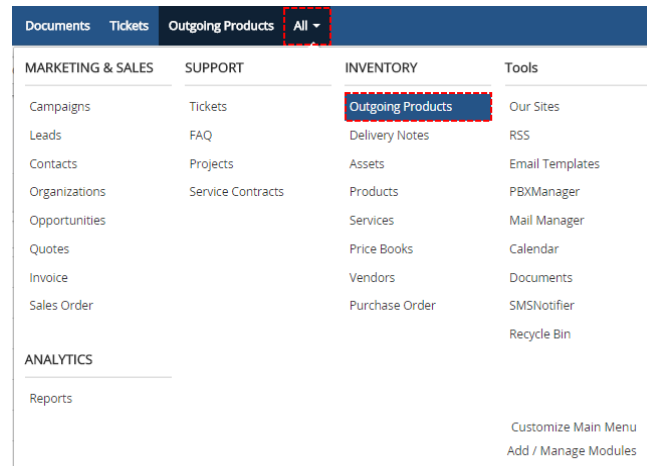
The Email Maker is extension tool designed for the vTiger CRM. Using EMAIL Maker you can create email templates with predefined information and send them from all the modules. There are available all the fields from source and related modules, the fields related to recipients, the company information and many more. The intention was to provide powerful and flexible tool which allows users of vTiger CRM to create own email templates. Using the email templates you can send mass emails from ListView (e.g. Invoices, Quotes, Products, etc.) and finally save lot of your time. Sending is running in background. You are informed about sending process by small pop-up window.

Full functionality of Email Maker you can find on following link:

http://www.its4you.sk/images/stories/email-maker/Email_Maker_for_vtiger_CRM_6.pdf

4.4 Outgoing Products

After installation of Delivery Notes 4 You, the Outgoing Products will be install automatically. This module reflects products that are in some Delivery Note but there are not delivered yet. You will have overview of products you need deliver. This module you can find if you click on **All** and in category **INVENTORY** you can see **Outgoing Products** (Picture 4.1)



Picture 4.1: Outgoing Products

Now, you can see all products that are not delivered yet. The ListView is divided into two areas. When you click into first part you will be redirected to product and when you click into second area you will be redirected to Delivery Note that is assigned to chosen products and you can deliver product like on the Picture 2.6 or Picture 2.14.


Product	Quantity	Delivery Note No.	Delivery Date	Organization
Prod1	2.000	DN151	29-01-2015	Orga1
Prod1	10.000	DN160	02-02-2015	Orga1
Prod2	1.000	DN153	--	Orga1
Prod2	2.000	DN156	29-01-2015	Orga1
Prod2	1.000	DN159	02-02-2015	Orga1
Prod2	4.000	DN160	02-02-2015	Orga1

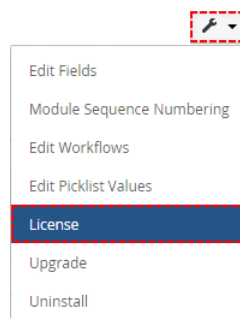
Picture 4.2: ListView of Outgoing Products

5 Settings

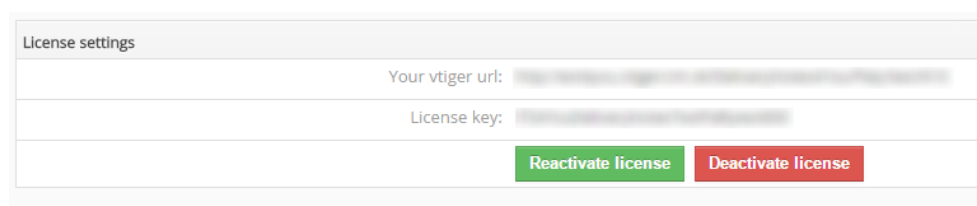
5.1 Deactivate license

In case you need to reinstall Delivery Notes 4 You you have to deactivate and reactivate license key. To deactivate license key please provide following steps:

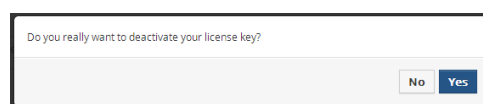
1. Click on 
2. Click on License
3. Click on **Deactivate license** button
4. Confirm deactivation with button **Yes**



Picture 5.1: Deactivate Delivery Notes 4 You – Step 1,2



Picture 5.2: Deactivate Delivery Notes 4 You – Step 3

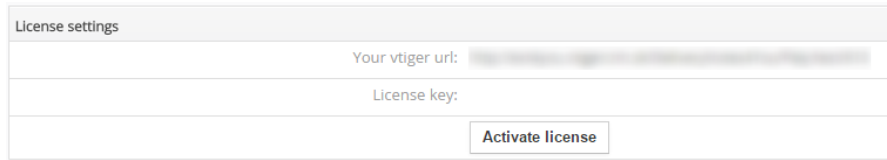


Picture 5.3: Deactivate license of Delivery Notes 4 You – Step 4

After deactivation of license Delivery Notes 4 You doesn't work at all and Delivery Notes 4 You work area is not accessible either as you can see on Picture 5.4.

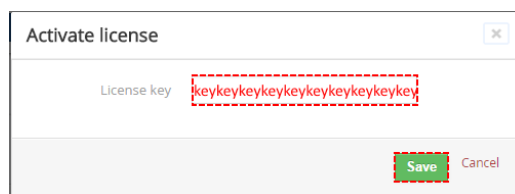
To reactivate license you have to provide following steps:

1. Click on **Activate license** button
2. Insert license key
3. Click on **Save**



The screenshot shows a 'License settings' form with three input fields: 'Your vtiger url:', 'License key:', and an 'Activate license' button at the bottom right.

Picture 5.4: Activate license of Delivery Notes 4 You – Step 1



The screenshot shows a dialog box titled 'Activate license'. It contains a 'License key' field with a red dashed box around the placeholder text 'keykeykeykeykeykeykeykeykeykeykeykey'. At the bottom right, there are 'Save' and 'Cancel' buttons, with the 'Save' button highlighted by a red dashed box.

Picture 5.5: Activate license of Delivery Notes 4 You – Step 2,3

5.2 Reactivate license

In case that some problem occurs with license key (moving, copying, migrating, changing Company info) you need to reactivate your license key. To reactivate license key please provide following step:

1. Click on **Reactivate license**
2. Click on **Finish**

The screenshot shows the 'Delivery Note Reactivate license' wizard. At the top, there are two steps: '1 Reactivate license' (active) and '2 Finish'. Below the steps, a message reads: 'Welcome to the Delivery Notes 4 You reactivate license Wizard. Your URL installation has been changed. To activate the license please confirm the following form.' There are two main sections: 'Your Company Information' and 'License settings'. The 'Your Company Information' section includes fields for Company Name, Address, City, State, Country, Postal Code, and VAT ID, with a 'Change Company Information' button. The 'License settings' section includes fields for 'Your vtiger url:' and 'License key:'. A 'Reactivate license' button is located at the bottom right of the form.

Picture 5.6: Reactivate license of Delivery Notes 4 You – Step 1

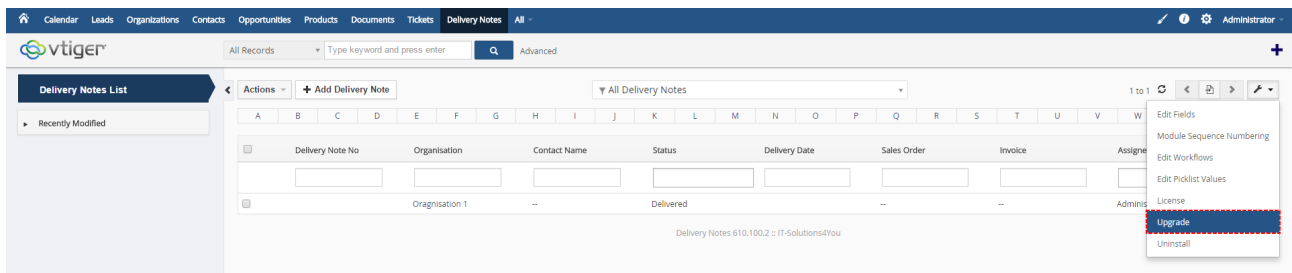
The screenshot shows the 'Delivery Note Reactivate license' wizard at the '2 Finish' step. A message reads: 'Delivery Notes 4 You has been reactivate license successfully.' Below the message is a 'Finish' button.

Picture 5.7: Reactivate license of Delivery Notes 4 You – Step 2

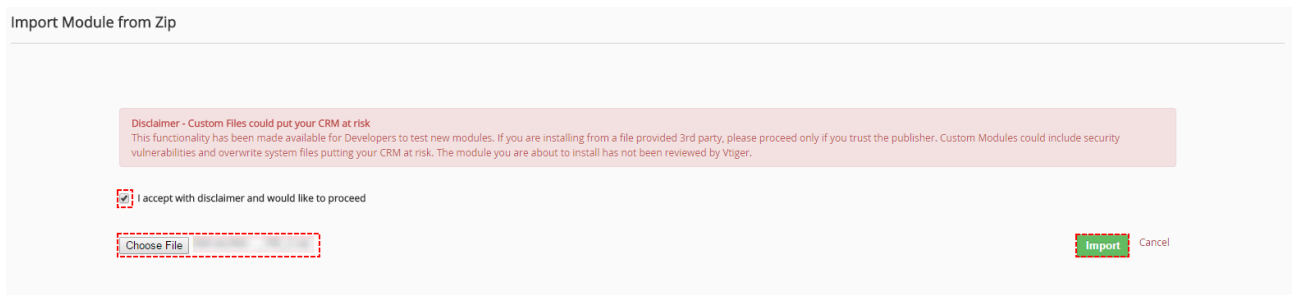
5.3 Upgrade

The upgrade of the MultiWarehouses 4 You is little different like Installation. **One difference** between Install and Upgrade is unzip step.

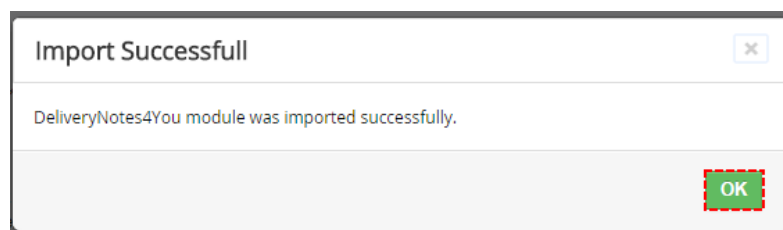
First at all you need to unzip .zip file of MultiWarehouses 4 You and then install each module (2) separately. How to install you can find in chapter (How to install Delivery Notes 4 You). So please refer to above installation part for details how to initiate the import of the module from the file. After upgrade the notification about successful upgrade is shown (Picture 5.10)and click on **OK** button.



Picture 5.8: Upgrade of Delivery Notes 4 You



Picture 5.9: Upgrade of Delivery Notes 4 You

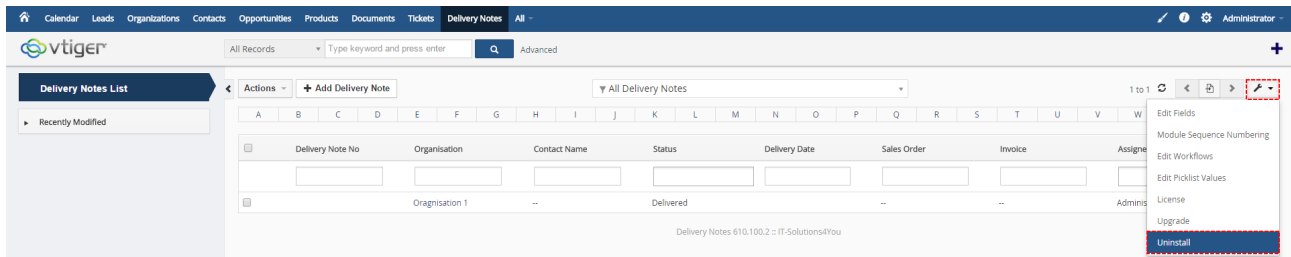


Picture 5.10: Upgrade of Delivery Notes 4 You

5.4 Uninstall

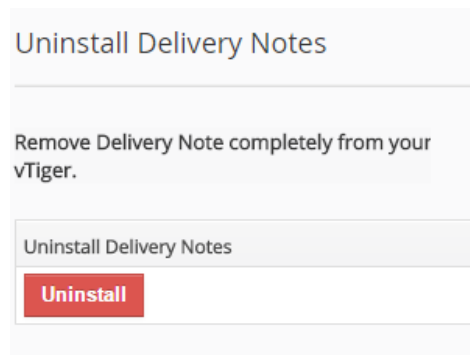
If you want to remove Delivery Notes 4 You from your vTiger, please provide following steps:

- Go to the ListView of Delivery Notes 4 You and in Settings choose option **Uninstall**



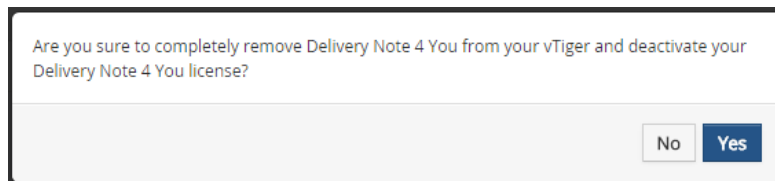
Picture 5.11: Uninstall Delivery Notes 4 You

- Click on **Uninstall** button



Picture 5.12: Uninstall Delivery Notes 4 You

- Click on **Yes** button to finish



Picture 5.13: Uninstall Delivery Notes 4 You

Now, Delivery Notes 4 You is removed from your vTiger and your license is deactivated. To use Delivery Notes 4 You again you need to provide installation and validation steps (see chapter How to install Delivery Notes 4 You).

Change log of Delivery Notes 4 You

- April 2015: **610.100.2**

Change log of Manual for Delivery Notes 4 You

- April 2015: manual is based on Delivery Notes 4 You version: **610.100.2**
 - first initiate version for vTiger 6.1