

# Purchase Items Dispatched

📅 Wed, Jan 17, 2024    📁 [Agent Actions - Purchasing](#)

1. From the Agent Action menu click on the Purchase Items Dispatched option.
2. Select the dispatch date by choosing from the calendar when clicking on the drop down arrow, or by typing this in manually. This date will be applied to all items in the list.

Purchase Items Dispatched

Dispatch Date

30/09/2014

▼

Name	Description	Code	Dispatch Date
Purchase Item 1	Description 1		30/09/2014
Purchase Item 2	Description 2		30/09/2014

OK

Cancel

3. If the items have different dispatch dates, this can be shown by clicking on the individual lines and selecting the dispatch dates from the calendar in the same ways as above.

Purchase Items Dispatched

Dispatch Date 30 September 2014 ▼

Name	Description	Code	Dispatch Date
Purchase Item 1	Description 1		30/09/2014
Purchase Item 2	Description 2		01/10/2014 ▼

OK Cancel

4. When the dispatch dates have been applied click "OK". This will then take the User back to the Work Order Detail screen where the work order will have progressed to "Dispatched - pending delivery"

Online URL: <https://ostarasystems.knowledgebase.co/article.php?id=331>