7.10. How to send Act to Customer **7.10.1**. Send from project management window

In order to send an act from the project management window take the following steps:

1. Open "Projects" database.



2. Click a particular project.

Projects Main > Projects									
Del	loto Add	orgiast							
Dei		project						₩.	Search
	Project	Project name	Deadline for Customer	Internal deadline	Туре	Status	Customer	Manag	ger
	90-001	Alpha project	26.07.2017		Written	Awaiting confirma	Smith John	Karlis	
3	. Clicl	< "Acts" ta	b.						
Alpha project									
Mai	in > Proj	ects → Projec	t review						
Pro	oject	Tasks (3 Purchase	e orders (PO)	4	Acts of Accep	otances 4		Invoices 3

4. Click () to send a particular act to the Customer's specified address for receiving acts.

7.10.2. Send from "Acts" database view

In order to send Act of Acceptance from the "Acts" database view, take the following steps:

1. Browse "Documents -> Acts".



2. Click () to send an act to the particular Customer's e-mail address.

A	cts									
Mair	> Acts									
	Dele	ete	Export							• Search
		#	Issue date	Language pair	Project	Total	Customer	Sent	Received	Ask Customer to sign the Act
		1D	21.06.2017	HUN->ENG	% 95-007	120.00 EUR	МТИ			