How to Enter Returns

1. Click Returns from the Menu Bar.



1. Enter returns, Click Submit Returns.



Enter returns

Click this button to record returns

1. Returns entered will be recorded and a Returns File Reference will be displayed.

How to print Returns Receipt Report

1. Click the Print Receipt Button.



Click this button to print returns receipt

1. Click Print Button.



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Your Newspaper Monday

Your Newspaper Tuesday

Your Newspaper Wednesday

Your Newspaper Thursday

Your Newspaper Friday

Your Newspaper Saturday

Your Newspaper Sunday

1. Click Ok Button.



1. Click Print Button.



1. Select the Printer Name, Click Ok Button.

