

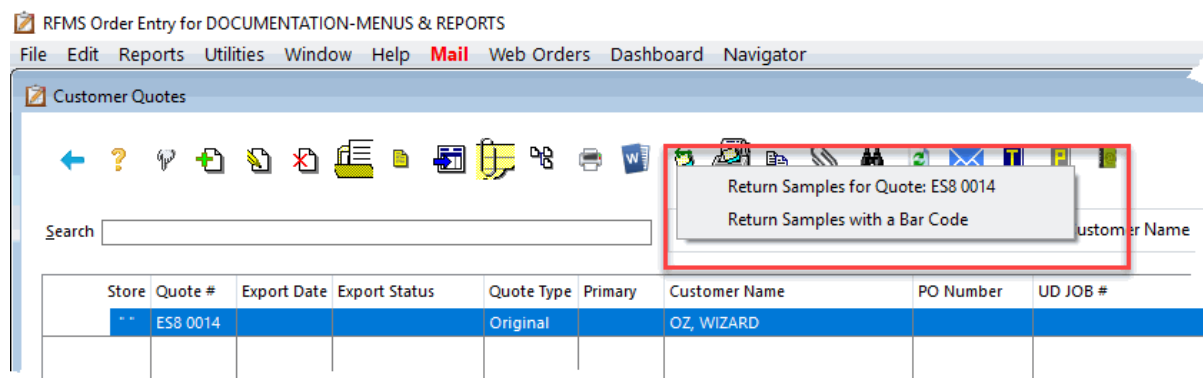
# How To Return Samples With and Without a Scanner

## WITH A SCANNER

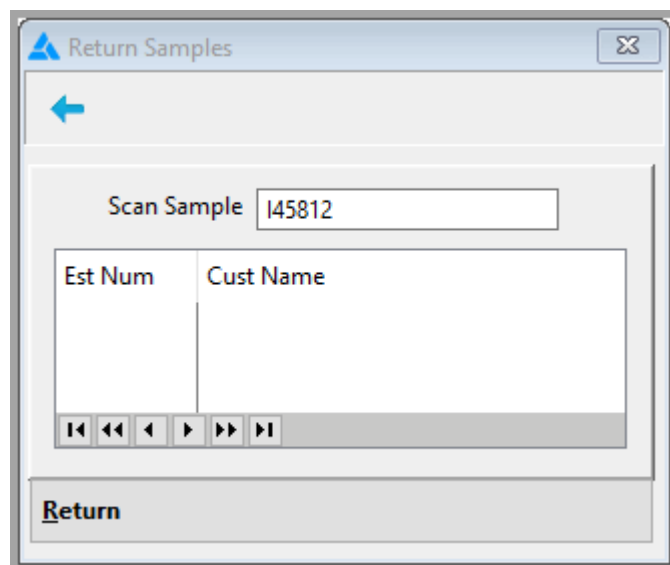
*File>Quotes>Sample Return Button*



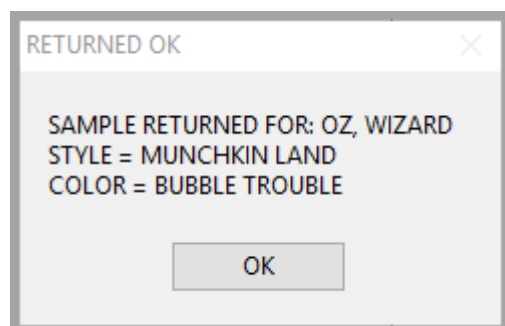
Select Return Samples with a Bar Code.



Make sure the Cursor is in the Scan Sample field and Scan the Bar Code.



The Returned OK Message will appear.



When OK is clicked, the cursor returns to the Scan Sample field to allow the user to return multiple samples on the quote.

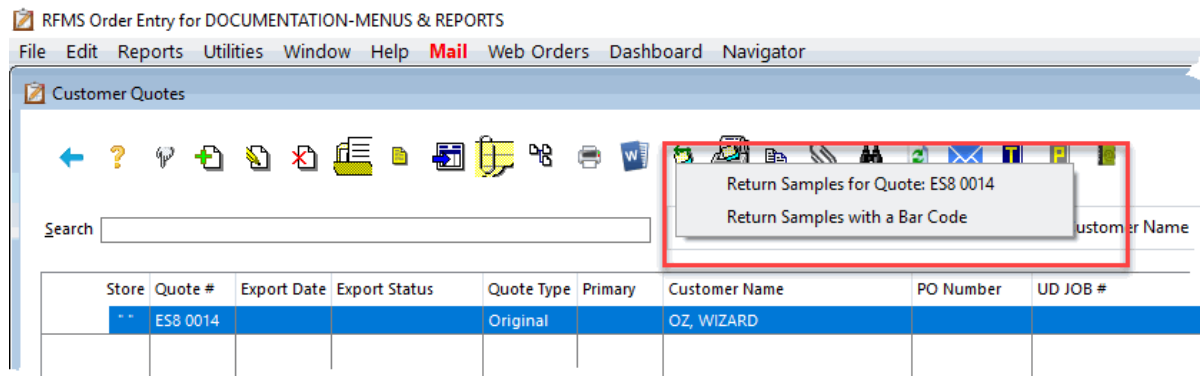
# How To Return Samples With and Without a Scanner

## WITHOUT A SCANNER

### Method 1

*File>Quotes>Sample Return Button* 

Select samples for Quote xxxxxxx




RFMS Order Entry for DOCUMENTATION-MENUS & REPORTS

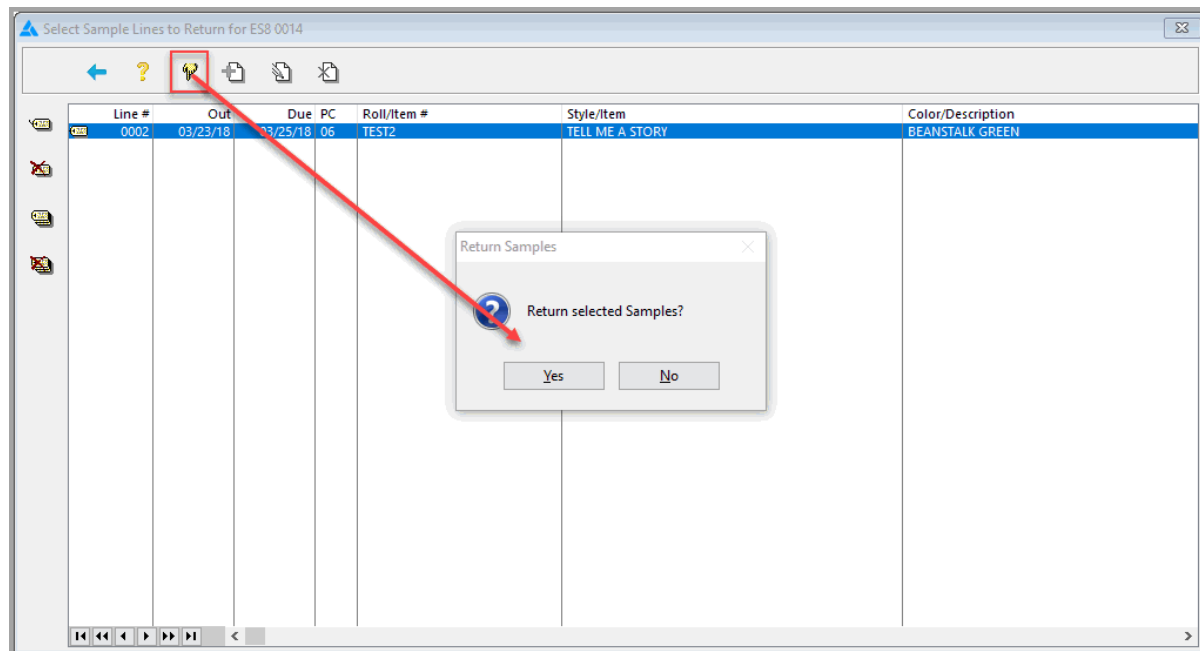
File Edit Reports Utilities Window Help Mail Web Orders Dashboard Navigator

Customer Quotes

Search

Store	Quote #	Export Date	Export Status	Quote Type	Primary	Customer Name	PO Number	UD JOB #
--	ES8 0014			Original	--	OZ, WIZARD		

Tag the sample or samples that need to be returned and click Select  Click Yes.



Select Sample Lines to Return for ES8 0014

Line #	Out	Due	PC	Roll/Item #	Style/Item	Color/Description
0002	03/23/18	03/25/18	06	TEST2	TELL ME A STORY	BEANSTALK GREEN

Return Samples

Return selected Samples?

Yes No

# How To Return Samples With and Without a Scanner

## Method 2

In the Quote, click on the Return button at the bottom left of the screen.  
Click Yes.

