DIANO

DIANO ACADEMY · CHECK

M06 Delivery notes: the 5-question check

Answer on your own. Choose one answer for each question unless it says otherwise.

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M06 Delivery notes: the 5-question check

NAME	DATE
COMPANY	SCORE / 5

1. How do you make a delivery note for an order?

- ☐ a) Type it from scratch
- ☐ b) On the quote, sales order or invoice, press Copy to ▸ Delivery note
- ☐ c) Ask DIANO Support
- ☐ d) Import a spreadsheet

2. Which buttons does a delivery note show for sending?

- ☐ a) Email and WhatsApp
- ☐ b) Print and Save/PDF only
- ☐ c) Pay-now link
- ☐ d) None

3. Who can change a delivery note?

- ☐ a) Company Admin and Delivery
- ☐ b) Sales only
- ☐ c) The Auditor
- ☐ d) Anyone

4. Where does a Company Admin change the receiving block's fields?

- ☐ a) Settings › Document design, under Receiving block (delivery notes)
- ☐ b) Sales › Customers
- ☐ c) HR settings
- ☐ d) Bank accounts

5. Can a cancelled delivery note be printed?

- ☐ a) Yes
- ☐ b) No
- ☐ c) Only as a PDF
- ☐ d) Only by a Company Admin

Pass mark: 4 out of 5. Your trainer marks this check. Nothing you write here is stored by DIANO.