Dispatching an RTV

Step	Action
1.	Begin by navigating to the **Dispatch RTVs** page. Click the **Main Menu** button. Main Menu
2.	Click the **Purchasing** menu. Purchasing
3.	Click the **Return To Vendor** menu. Return To Vendor
4.	Click the **Dispatch RTVs** menu. Dispatch RTVs
5.	For this scenario, the **Add a New Value** tab will be used. Click the **Add a New Value** tab. Add a New Value
6.	For this scenario, create a new run control ID called "**Dispatch_RTV**". Click in the **Run Control ID** field.
7.	Enter the desired information into the **Run Control ID** field.
8.	Click the **Add** button. Add
9.	Click in the **RTV ID** field.
10.	Enter the desired information into the **RTV ID** field.
11.	Click the **Run** button. Run
12.	To dispatch and print the RTV, select the checkbox for the **RTV Dispatch/Print** process. Click the **Select** option for row 1.
13.	Click the **OK** button. OK

Step	Action
14.	Click the **Process Monitor** link. Process Monitor
15.	Click the **Refresh** button to update the status of the process. Click the **Refresh** button. Refresh
16.	Navigate to the **View Log/Trace** page to view the printable RTV. Click the **Details** link. Details
17.	Click the **View Log/Trace** link. View Log/Trace
18.	Click the link in the **File List** for the PDF document. Notice the name is a combination of the process name "**PORT001**" and the process instance number "**12753**". Click the **PORT001_12753.PDF** link. PORT001_12753.PDF
19.	The printable **RTV** opens in a new window.
20.	Use the **Maximize/Restore** button to better view the RTV. Click the **Maximize/Restore** button.
21.	Scroll down to see more of the page. Click the **Vertical Scrollbar**.
22.	Scroll up to see more of the page. Click the **Vertical Scrollbar**.
23.	You have successfully dispatched an RTV. **End of Procedure.**