

# UTILITIES

## PRINT QUEUE VIEWER

The **Print Queue Viewer** will list all documents that have yet to be printed or emailed.

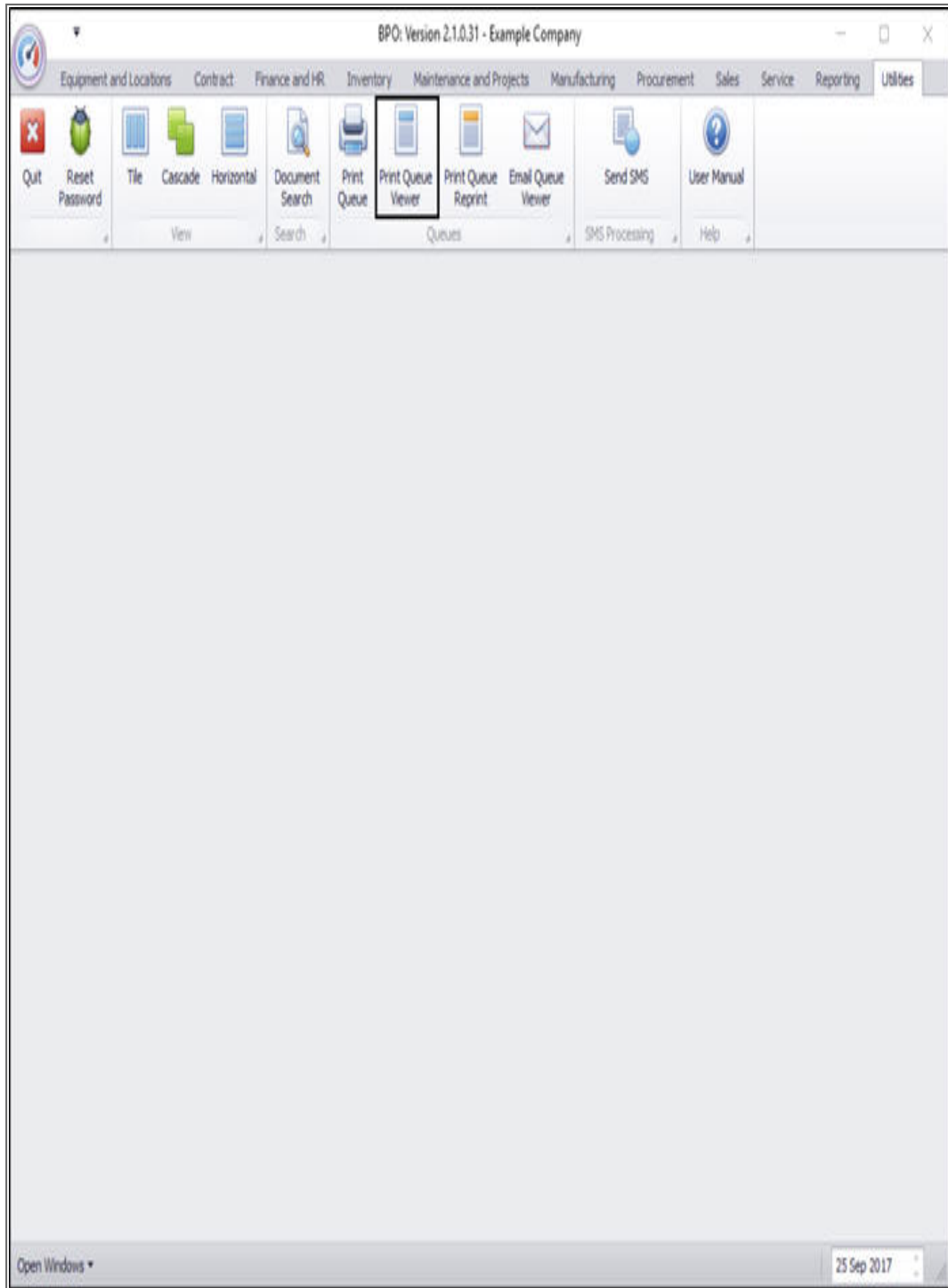
The **Print Service** setup on the server will determine when and where these documents print (for customers who do not have **Invoice Delivery Method** set.)

There is one default printer for this purpose, and the service will check whether there are documents to print at set intervals, e.g. every 10 minutes.

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**Ribbon Access:** *Utilities > Print Queue Viewer*

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- The **Print Queue Viewer** screen will be displayed.
- This is a list of all the documents **waiting** to be printed.

Print Queue Viewer - BPO: Version 2.1.0.31 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Layout Workspaces Refresh

Format Current

Drag a column header here to group by that column

fdInvoiceNo	fdItemCode	fdProcessed	fdDateIns...	fdDatePrin...	fdCustome...	fdCustomerName	fdContactName	fdPrintMet...	fdContact...	fdGroupEmail	fdSales
INV0000323	CINV	No	2017/05/25	1900/01/01	HOP001	Hope Works	Mandy Jefferson	EMAIL	bianca@co...	group@em...	SAL
INV0000324	CINV	No	2017/05/25	1900/01/01	HOP001	Hope Works	Mandy Jefferson	EMAIL	bianca@co...	group@em...	SAL
INV0000324	CINV	No	2017/05/25	1900/01/01	HOP001	Hope Works	Mandy Jefferson	EMAIL	bianca@co...	group@em...	SAL
INV0000324	CINV	No	2017/05/25	1900/01/01	HOP001	Hope Works	Mandy Jefferson	EMAIL	bianca@co...	group@em...	SAL
INV0000347	CINV	No	2017/06/09	1900/01/01	HOP001	Hope Works	Mandy Jefferson	EMAIL	bianca@co...	group@em...	SAL
INV0000350	CINV	No	2017/06/09	1900/01/01	HOP001	Hope Works	Mandy Jefferson	EMAIL	bianca@co...	group@em...	SAL
INV0000363	CINV	No	2017/08/02	1900/01/01	HOP001	Hope Works	Mandy Jefferson	EMAIL	bianca@co...	group@em...	SAL
INV0000395	CTDN	No	2017/06/19	1900/01/01	OFF001	Office Supplies Unlimited	Samantha Times	EMAIL			
INV0000396	CTDN	No	2017/06/19	1900/01/01	OFF001	Office Supplies Unlimited	Samantha Times	EMAIL			
INV0000397	CTDN	No	2017/06/19	1900/01/01	OFF001	Office Supplies Unlimited	Samantha Times	EMAIL			
INV0000384	CTDN	No	2017/04/21	1900/01/01	OFF001	Office Supplies Unlimited	Samantha Times	EMAIL			
INV0000385	CTDN	No	2017/08/02	1900/01/01	OFF001	Office Supplies Unlimited	Samantha Times	EMAIL			
INV0000406	CTDN	No	2017/06/19	1900/01/01	OFF001	Office Supplies Unlimited	Samantha Times	EMAIL			
INV0000407	CTDN	No	2017/06/19	1900/01/01	OFF001	Office Supplies Unlimited	Samantha Times	EMAIL			
INV0000408	CTDN	No	2017/06/19	1900/01/01	OFF001	Office Supplies Unlimited	Samantha Times	EMAIL			
INV0000412	CTDN	No	2017/06/19	1900/01/01	SAM001	Samanthas Diner	Samantha Marshall	POST			
INV0000461	CINV	No	2017/04/21	1900/01/01	SAM001	Samanthas Diner	Samantha Marshall	POST			
ST100000005	CTDN	No	2017/04/21	1900/01/01	SAM001	Samanthas Diner	Samantha Marshall	POST			
ST100000006	CTDN	No	2017/04/21	1900/01/01	SAM001	Samanthas Diner	Samantha Marshall	POST			
INV0000401	CTDN	No	2017/06/19	1900/01/01	SAM001	Samanthas Diner	Samantha Marshall	POST			
INV0000399	CTDN	No	2017/06/19	1900/01/01	TIA001	Titan Group	Jackie Sutherland	EMAIL			
INV0000410	CTDN	No	2017/06/19	1900/01/01	TIA001	Titan Group	Jackie Sutherland	EMAIL			
INV0000409	CTDN	No	2017/06/19	1900/01/01	YES001	Young Electric	Carol Young	EMAIL			SAL

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- Documents to be **posted** will have **POST** in the Print Method field.

- Documents to be **emailed** will have **EMAIL** in the Print Method field with an email address.

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INV0000371	CINV	No	2017/06/22	1900/01/01	APP0001	Apple Juice Inc		POST		
STC00000001	CTCN	No	2017/04/21	1900/01/01	BOT0001	Bothas Networking Inc		POST		
INV0000411	CTIN	No	2017/06/19	1900/01/01	BOT0001	Bothas Networking Inc		POST		
INV0000400	CTIN	No	2017/06/19	1900/01/01	BOT0001	Bothas Networking Inc		POST		
INV0000367	CINV	No	2017/09/15	1900/01/01	CU5001	Cash Sales Account	Customer Contact	EMAIL		
PIN0000015	CTIN	No	2017/06/19	1900/01/01	DAN002	Dancing Shoes	Jake Moss	PREM		
PIN0000014	CTIN	No	2017/06/19	1900/01/01	DAN002	Dancing Shoes	Jake Moss	PREM		
STI00000001	CTIN	No	2017/04/21	1900/01/01	DER001	Derton Technologies		POST		
INV0000394	CTIN	No	2017/06/19	1900/01/01	DER001	Derton Technologies		POST		
INV0000405	CTIN	No	2017/06/19	1900/01/01	DER001	Derton Technologies		POST		
CNV0000035	CRNT	No	2017/04/21	1900/01/01	HOP001	Hope Works	Mandy Jefferson	EMAIL	bianca@co...	group@em...
INV0000402	CTIN	No	2017/06/19	1900/01/01	HOP001	Hope Works	Mandy Jefferson	EMAIL	bianca@co...	group@em...
INV0000402	CTIN	No	2017/09/29	1900/01/01	HOP001	Hope Works	Mandy Jefferson	EMAIL	bianca@co...	group@em...
INV0000402	CTIN	No	2017/09/29	1900/01/01	HOP001	Hope Works	Mandy Jefferson	EMAIL	bianca@co...	group@em...
INV0000402	CTIN	No	2017/09/29	1900/01/01	HOP001	Hope Works	Mandy Jefferson	EMAIL	bianca@co...	group@em...
INV0000403	CTIN	No	2017/06/19	1900/01/01	HOP001	Hope Works	Mandy Jefferson	EMAIL	bianca@co...	group@em...
INV0000404	CTIN	No	2017/06/19	1900/01/01	HOP001	Hope Works	Mandy Jefferson	EMAIL	bianca@co...	group@em...
INV0000391	CTIN	No	2017/05/23	1900/01/01	HOP001	Hope Works	Mandy Jefferson	EMAIL	bianca@co...	group@em...
INV0000392	CTIN	No	2017/06/19	1900/01/01	HOP001	Hope Works	Mandy Jefferson	EMAIL	bianca@co...	group@em...
INV0000393	CTIN	No	2017/06/19	1900/01/01	HOP001	Hope Works	Mandy Jefferson	EMAIL	bianca@co...	group@em...
INV0000289	CINV	No	2017/05/25	1900/01/01	HOP001	Hope Works	Mandy Jefferson	EMAIL	bianca@co...	group@em...
INV0000289	CINV	No	2017/05/25	1900/01/01	HOP001	Hope Works	Mandy Jefferson	EMAIL	bianca@co...	group@em...
INV0000289	CINV	No	2017/05/25	1900/01/01	HOP001	Hope Works	Mandy Jefferson	EMAIL	bianca@co...	group@em...

Open Windows

25 Sep 2017

- Once the documents have printed/emailed, they will be ***removed*** from this list.
- Click on ***Refresh*** to check the status of these documents if you keep this screen open.



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INV0000371	CINV	No	2017/06/22	1900/01/01	APP0001	Apple Juice Inc		POST			
STC0000001	CTCN	No	2017/04/21	1900/01/01	BOT0001	Bothas Networking inc		POST			
INV0000411	CTDN	No	2017/06/19	1900/01/01	BOT0001	Bothas Networking inc		POST			
INV0000400	CTDN	No	2017/06/19	1900/01/01	BOT0001	Bothas Networking inc		POST			
INV0000367	CINV	No	2017/09/15	1900/01/01	CLU001	Cash Sales Account	Customer Contact	EMAIL			
PIN0000015	CTDN	No	2017/06/19	1900/01/01	DAN002	Dancing Shoes	Jake Moss	PREM			
PIN0000014	CTDN	No	2017/06/19	1900/01/01	DAN002	Dancing Shoes	Jake Moss	PREM			
STI0000001	CTDN	No	2017/04/21	1900/01/01	DER001	Derton Technologies		POST			
INV0000394	CTDN	No	2017/06/19	1900/01/01	DER001	Derton Technologies		POST			
INV0000405	CTDN	No	2017/06/19	1900/01/01	DER001	Derton Technologies		POST			
CNV0000035	CRNT	No	2017/04/21	1900/01/01	HOP001	Hope Works	Mandy Jefferson	EMAIL	bianca@co...	group@em...	
INV0000402	CTDN	No	2017/06/19	1900/01/01	HOP001	Hope Works	Mandy Jefferson	EMAIL	bianca@co...	group@em...	
INV0000402	CTDN	No	2017/09/29	1900/01/01	HOP001	Hope Works	Mandy Jefferson	EMAIL	bianca@co...	group@em...	
INV0000402	CTDN	No	2017/09/29	1900/01/01	HOP001	Hope Works	Mandy Jefferson	EMAIL	bianca@co...	group@em...	
INV0000402	CTDN	No	2017/09/29	1900/01/01	HOP001	Hope Works	Mandy Jefferson	EMAIL	bianca@co...	group@em...	
INV0000403	CTDN	No	2017/06/19	1900/01/01	HOP001	Hope Works	Mandy Jefferson	EMAIL	bianca@co...	group@em...	
INV0000404	CTDN	No	2017/06/19	1900/01/01	HOP001	Hope Works	Mandy Jefferson	EMAIL	bianca@co...	group@em...	
INV0000391	CTDN	No	2017/05/23	1900/01/01	HOP001	Hope Works	Mandy Jefferson	EMAIL	bianca@co...	group@em...	
INV0000392	CTDN	No	2017/06/19	1900/01/01	HOP001	Hope Works	Mandy Jefferson	EMAIL	bianca@co...	group@em...	
INV0000393	CTDN	No	2017/06/19	1900/01/01	HOP001	Hope Works	Mandy Jefferson	EMAIL	bianca@co...	group@em...	
INV0000289	CINV	No	2017/05/25	1900/01/01	HOP001	Hope Works	Mandy Jefferson	EMAIL	bianca@co...	group@em...	
INV0000289	CINV	No	2017/05/25	1900/01/01	HOP001	Hope Works	Mandy Jefferson	EMAIL	bianca@co...	group@em...	
INV0000289	CINV	No	2017/05/25	1900/01/01	HOP001	Hope Works	Mandy Jefferson	EMAIL	bianca@co...	group@em...	

Open Windows 25 Sep 2017

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