

## UTILITIES

## **PRINT QUEUE VIEWER**

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

The **Print Service** setup on the server will determine when and where these documents print (for customers who do <u>not</u> 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.

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



## Print Queue Viewer

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Open W	indows *													25 Sep	2017	

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



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INV0000323	CINV	No	2017/05/25	1900/01/01	HOP001	Hope Works	Mandy Jefferson	EMAIL	bianca@co	group@em	SAL
DW0000324	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
DW0000324	CINV	No	2017/05/25	1900/01/01	HOP001	Hope Works	Mandy Jefferson	EMAIL	bianca@co	group@em	SAL
IN/0000347	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
DW0000363	CINV	No	2017/08/02	1900/01/01	HOP001	Hope Works	Mandy Jefferson	EMAIL	bianca@co	goup@en	SAL
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IN0000407	CTIN	No	2017/06/19	1900/01/01	OFF001	Office Supplies Unlimited	Samantha Times	EMAIL			
IN0000408	CTIN	No	2017/06/19	1900/01/01	OFF001	Office Supplies Unlimited	Samantha Times	EMAIL			
IN0000412	CTIN	No	2017/06/19	1900/01/01	SAM001	Samanthas Diner	Samantha Marshall	POST			
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IN0000401	CTIN	No	2017/06/19	1900/01/01	SAM001	Samanthas Diner	Samantha Marshall	POST			
IN0000399	CTIN	No	2017/06/19	1900/01/01	TLA001	Titan Group	Jackie Sutherland	EMAIL			
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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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1	INV0000371	CIW	No	2017/06/22	1900/01/01	APP0001	Apple Juice Inc		POST			
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	P0N0000015	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			
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- 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	CTON	No	2017/04/21	1900/01/01	BOT0001	Bothas Networking inc		POST			
	DV0000411	CTIN	No	2017/06/19	1900/01/01	BOT0001	Bothas Networking Inc		POST			
	IN0000400	CTIN	No	2017/06/19	1900/01/01	8070001	Bothas Networking inc		POST			
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	P0N0000015	CTIN	No	2017/06/19	1900/01/01	DAN002	Dancing Shoes	Jake Moss	PREM			
	P1N0000014	CTIN	No	2017/06/19	1900/01/01	DAN002	Dancing Shoes	Jake Moss	PREM			
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	DN0000394	CTIN	No	2017/06/19	1900/01/01	DER:001	Derton Technologies		POST			
	IN0000405	CTIN	No	2017/06/19	1900/01/01	DER001	Derton Technologies		POST			
	CN0000035	CRNT	No	2017/04/21	1900/01/01	H0P001	Hope Works	Mandy Jefferson	EMAIL	blanca@co	group@em	
	IN0000402	CTIN	No	2017/06/19	1900/01/01	HOP001	Hope Works	Mandy Jefferson	EMAIL	bianca@co	group@em	
	IN0000402	CTIN	No	2017/09/29	1900/01/01	H0P001	Hope Works	Mandy Jefferson	EMAIL	bianca@co	group@em	
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	DV0000402	CTIN	No	2017/09/29	1900/01/01	HOP001	Hope Works	Mandy Jefferson	EMAIL	bianca@co	group@em	.,
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