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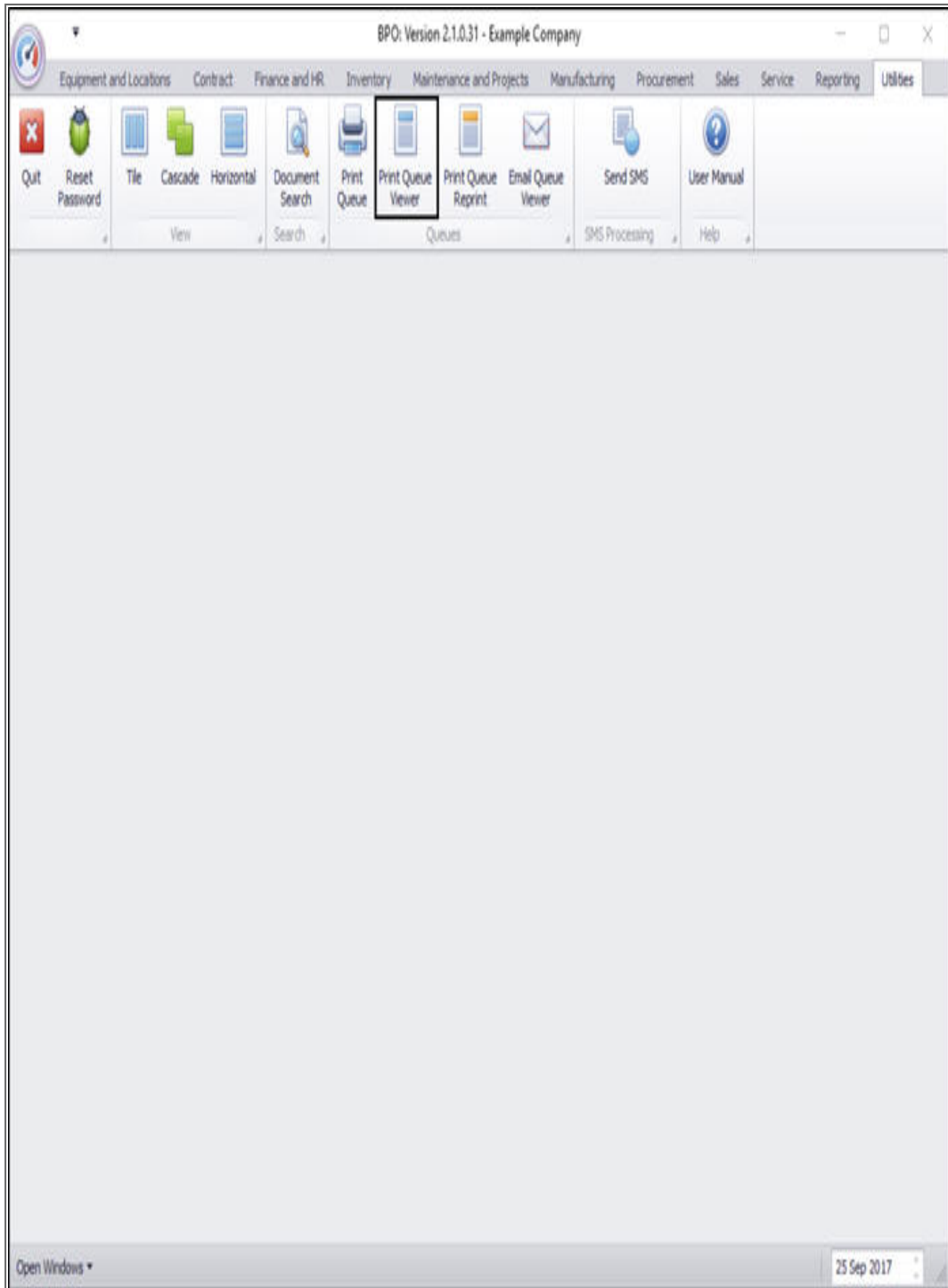
- The *Print Queue Viewer* screen will be displayed.
- This is a list of all the documents *waiting* to be printed.

- 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.

- 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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