We are currently updating our site; thank you for your patience.

# UTILITIES

## PRINT QUEUE REPRINT

Use the Print Queue Reprint function to re-print:

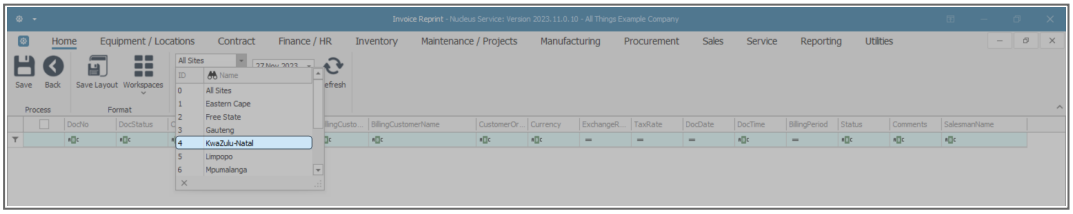
- Original Contract Invoices
- Original Credit Notes
- Original Sales Invoices
- Original Credit Notes

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

The **Invoice Reprint** screen will be displayed.

## SELECT THE SITE

- Select the **Site**.
- In this image, **KwaZulu-Natal** has been selected.



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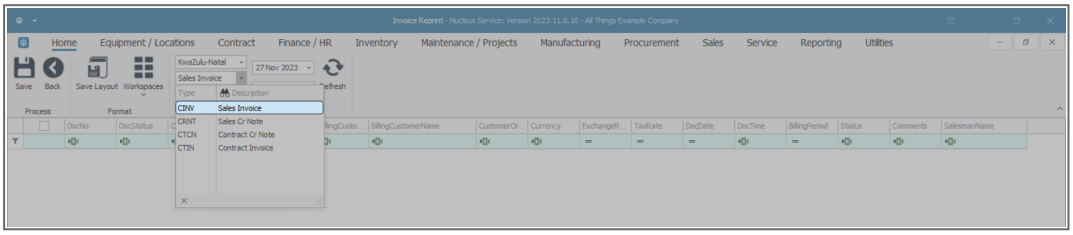
## SELECT DOCUMENT TYPE

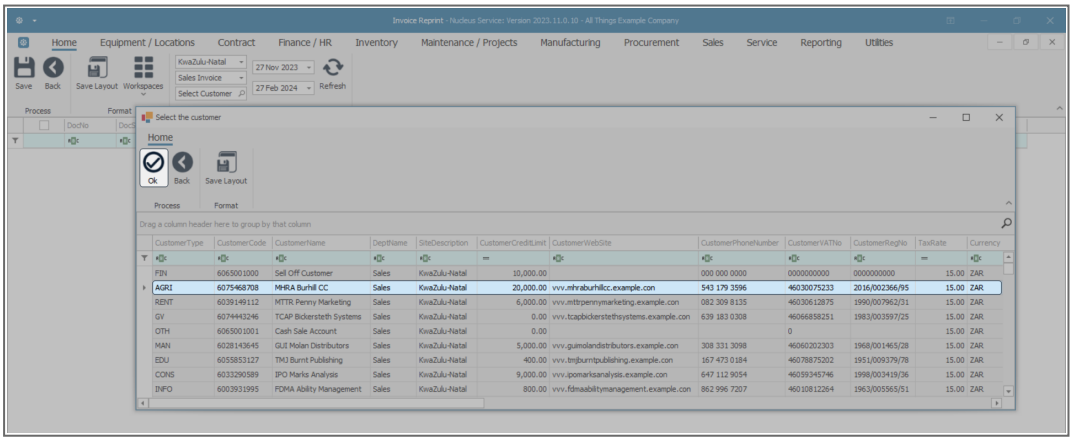
- Select the **Document Type**.
- In this image, **Sales Invoice** has been selected.



## SELECT CUSTOMER (OPTIONAL)

If you wish to find documents for a specific customer:

- Click on the **Search** button in the **Customer** field and select a customer.
- The **Select the customer** screen will pop up.
- Select the row of the specific **Customer**.
- Click on **Ok**.
- **(Optional - leave the Customer field blank if you only want to filter by date range and select from the displayed list.)**





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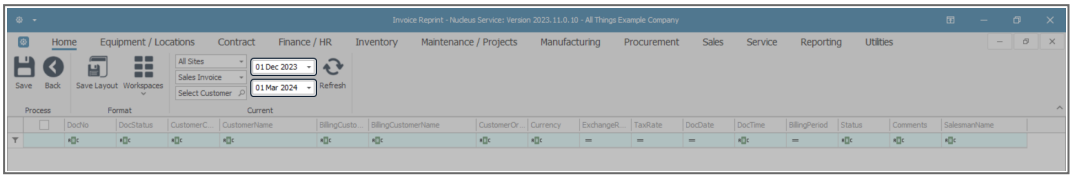
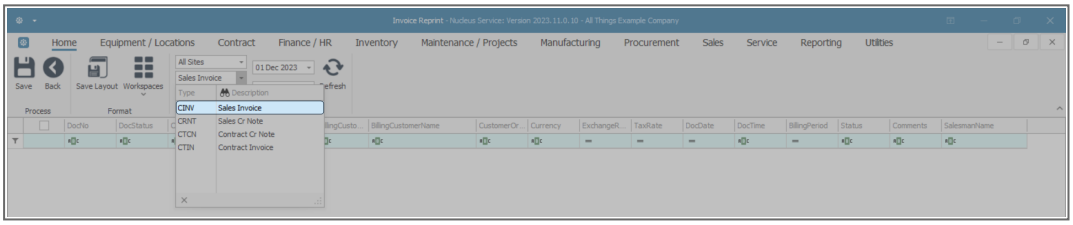
## SELECT DATE RANGE

- Select the **Date Range** for the documents that you are looking for.



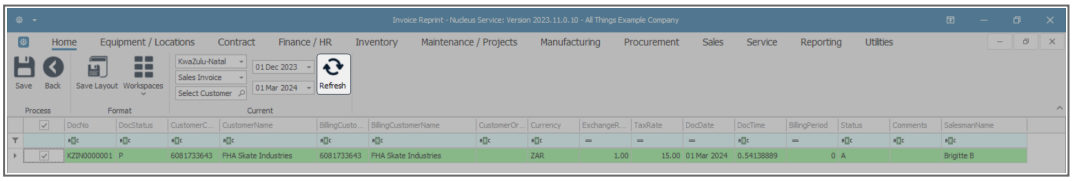

## SELECT DOCUMENT TYPE

- Select the type of document you wish to find.
  - In this image, **Sales Invoice** has been selected.




## REFRESH THE SCREEN

- Click on **Refresh**.




## VIEW DOCUMENT LIST

- The screen will now display the relevant invoices.



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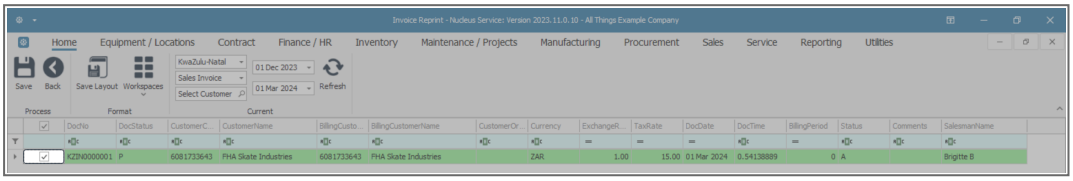
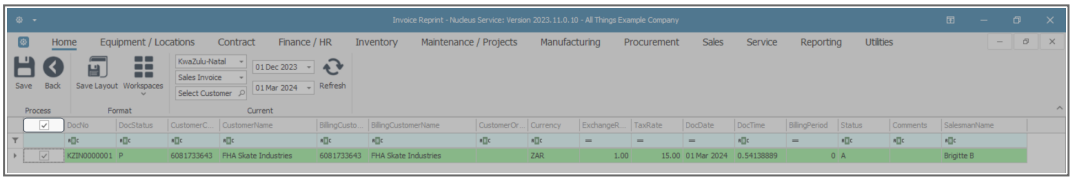
## PRINT SELECTED DOCUMENTS

- Click on the **check box** in front of the row of the document(s) that you wish to print **or**,



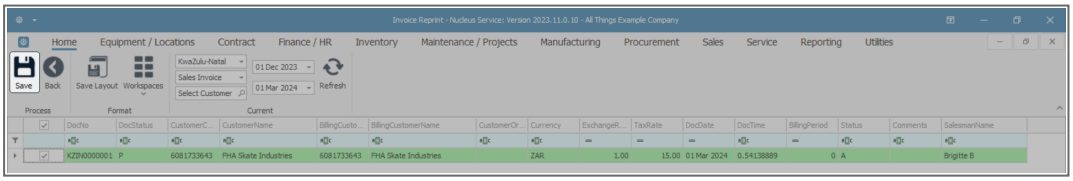
## PRINT ALL DOCUMENTS

- Click on the **Select All** check box, if you wish to print the entire range.



## SAVE SELECTIONS

- When you have made your selections, click on **Save**.



## CONFIRM PRINT SELECTIONS

- The **Save Print Queue** message box will pop up asking -
    - **The selected items will be removed from the screen and will be added to the print queue, are you sure**



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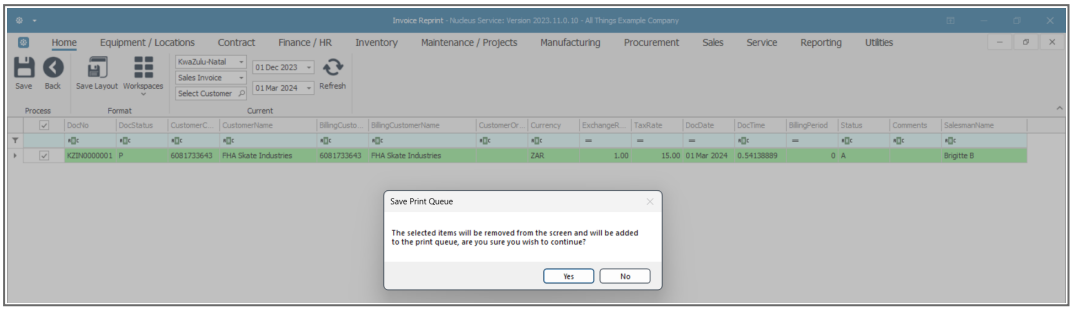
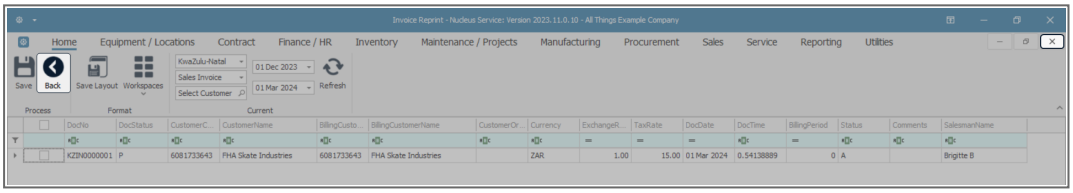
**you wish to continue?**

- Click on **Yes**.




- The screen will clear, and the document(s) will either **Print** or **Email** depending on the Customer Invoice Delivery Method.
- Click on **Back** or close the screen.



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