

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

# UTILITIES

## **PRINT QUEUE**

Use Print Queue to print month end contract billing invoices.

To re-print original Contract Invoices, Credit Notes, Sales Invoices, and Credit Notes - Use Print Queue Reprint.

#### Ribbon Access: Utilities > Print Queue

Γ	۰ -	Nucleus Service: Version 2023.11.0.10 - All Things Example	ie Company	⊞ – Ø ×
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The **Print Queue** screen will be displayed.

## **SELECT THE SITE**

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

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## **SELECT DOCUMENT TYPE**

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



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## **VIEW ALL DOCUMENTS**

- The screen will now populate with **all** the documents of the selected type that can be printed.
- The document lines **check boxes** will default to **un**selected as the screen opens.

#### **SELECT ALL DOCUMENTS**

• You can click on the **Select All** check box to quick select all the documents in this list.

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• In this image, they are all now selected.



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#### **SELECT INDIVIDUAL DOCUMENTS**

 Or you can click on the individual check boxes in front of each document that you wish to send to the Print Queue.

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## **SAVE SELECTION**

• When you have finished making your selections, click on **Save**.



» -							Print Queue -	Aucleus Service: Version	2023.3.0.31 -1	Example Company			
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## **CONFIRM SELECTION**

- A 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 you wish to continue?
  - ° Click on **Yes**.

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		IN0000802	HOP001	Hope Works (Pty) Ltd	22/10/2019						
		IN0000803	DER001	Derton / Technologies	22/10/2019						
		IN0000804	OFF001	Office Supplies Unlimited	22/10/2019						
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• The screen will clear of the selected documents, and they will either Print or Email depending on the Customer Invoice Delivery Method set up.

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		IN0000804	OFF001		Office Supplies Unl	imited	22/10/2019					
		PIN0000040	DAN002		Dancing Shoes		22/10/2019					
		PIN0000040	DAN002		Dancing Shoes		22/10/2019					

### **VIEW DOCUMENTS EMAIL OR PRINT PROGRESS**

• Click on the **Utilities** tab in the main ribbon.

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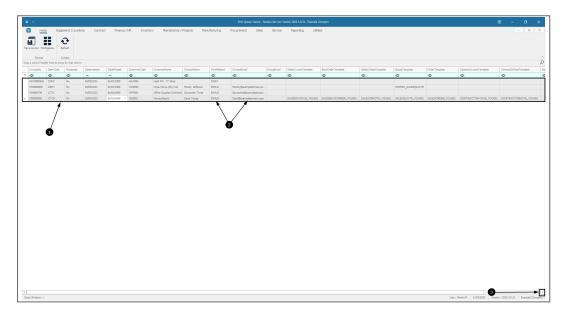


- The Utilities ribbon toolbar will be displayed.
- Click on Print Queue Viewer.

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The **Print Queue Viewer** screen will be displayed.

- This screen will list **all** of the documents in the Print Queue.
- You can view information such as the **Print Method** and **Contact Email** for each document.
- Scroll right to view further detail.





Print Queue

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