

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**.

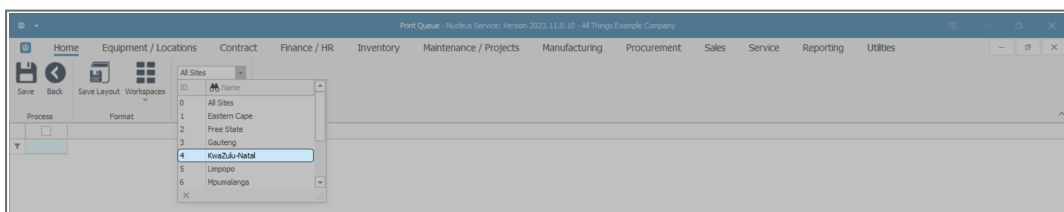
Ribbon Access: Utilities > Print Queue



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

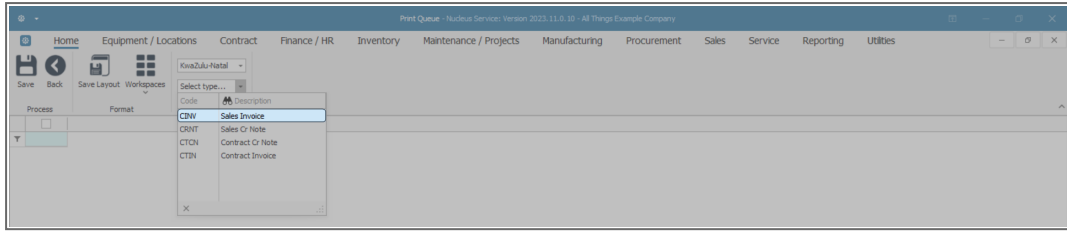
SELECT THE SITE

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



SELECT DOCUMENT TYPE

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

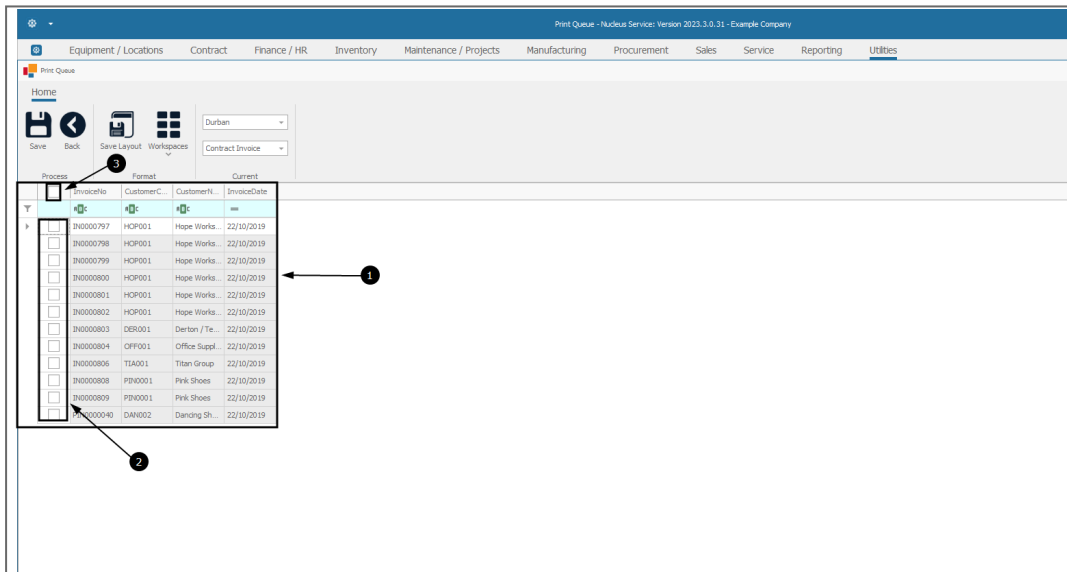


VIEW ALL DOCUMENTS

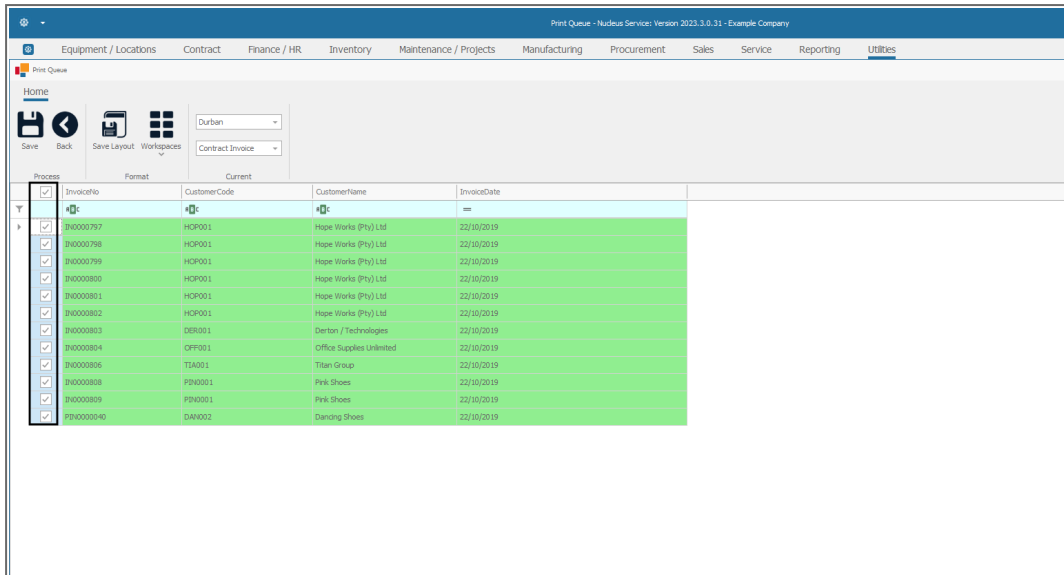
- The screen will now populate with **all** the documents of the selected type that can be printed.
- The document lines **check boxes** will default to **unselected** as the screen opens.

SELECT ALL DOCUMENTS

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

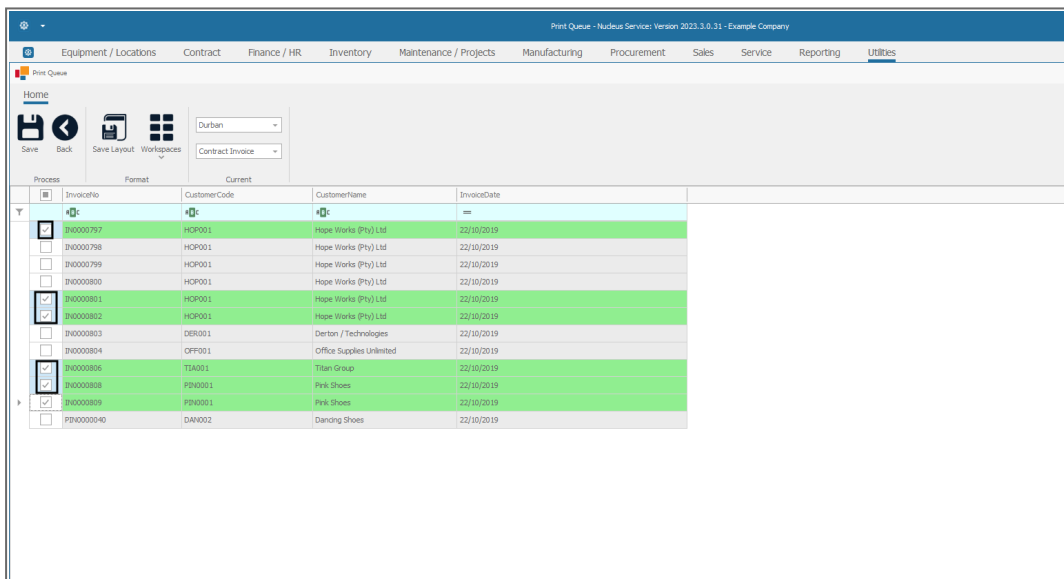


- In this image, they are all now selected.



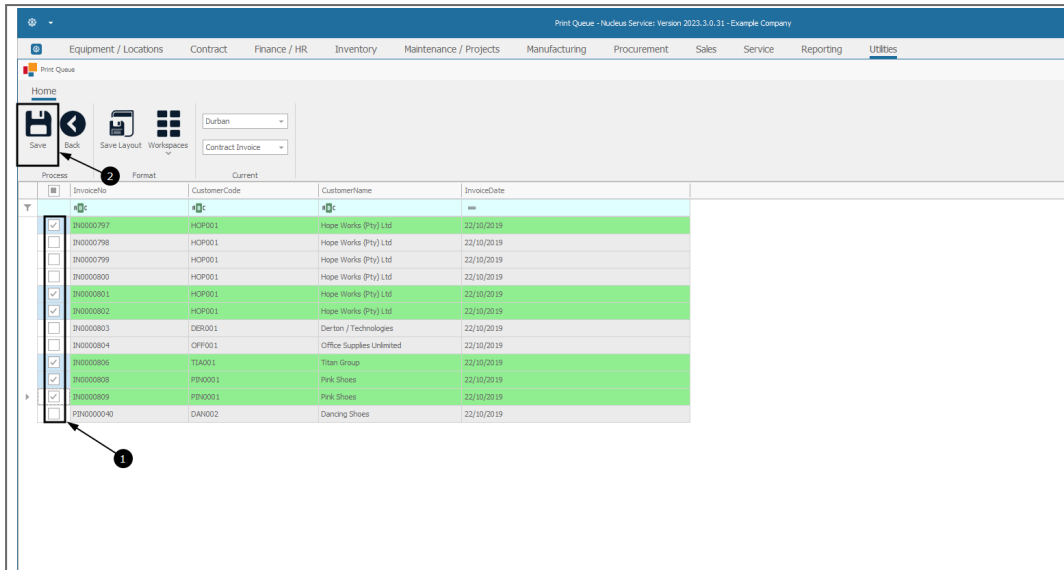
SELECT INDIVIDUAL DOCUMENTS

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



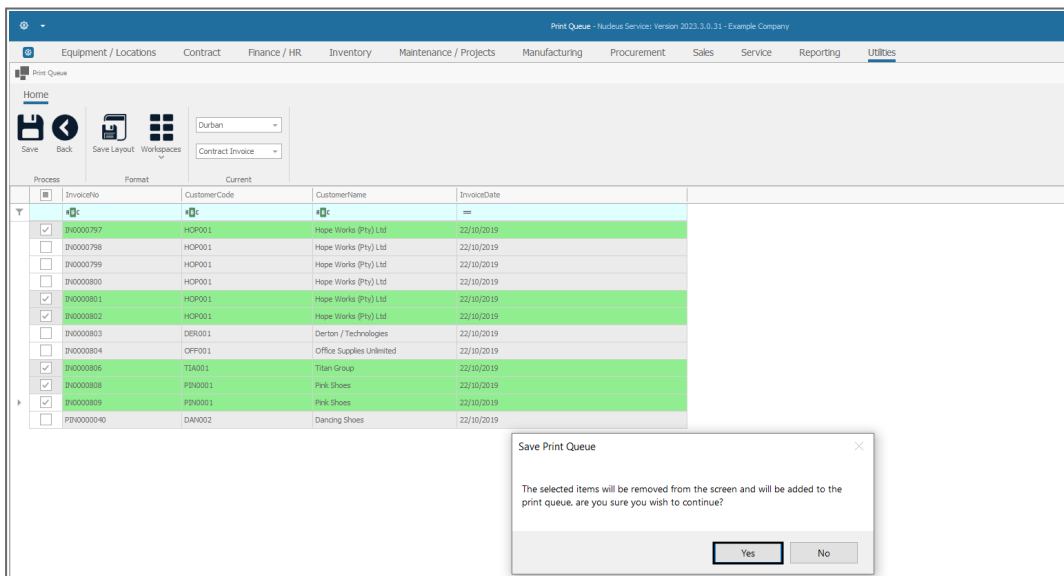
SAVE SELECTION

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

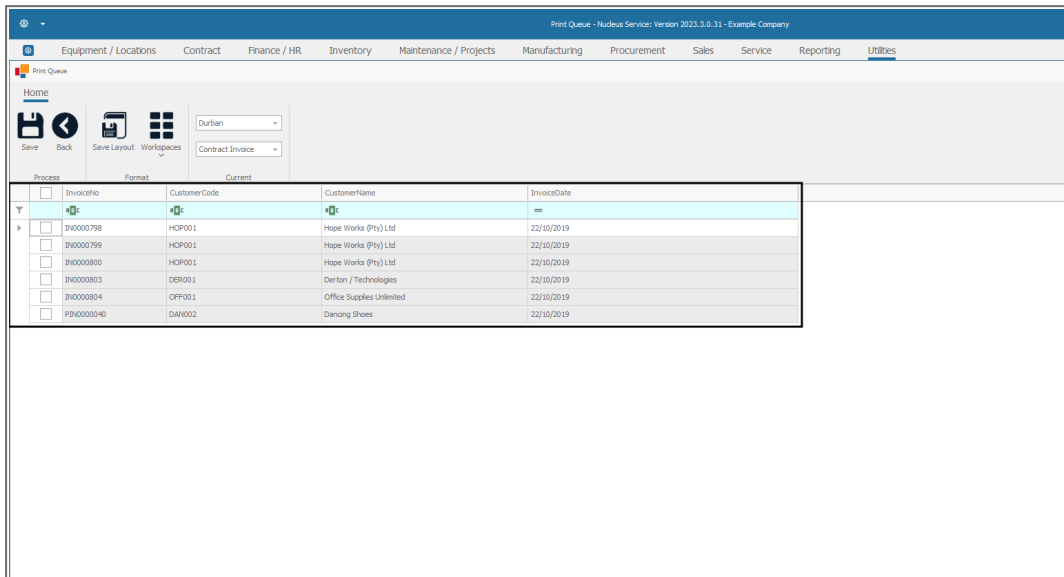


CONFIRM SELECTION

- 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**.

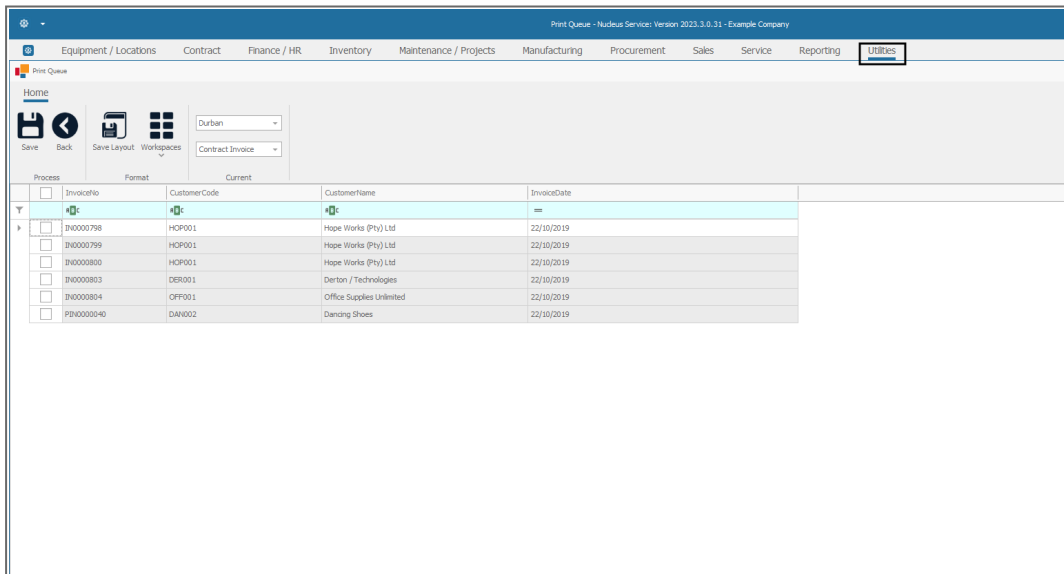


- The screen will clear of the selected documents, and they will either Print or Email depending on the Customer Invoice Delivery Method set up.

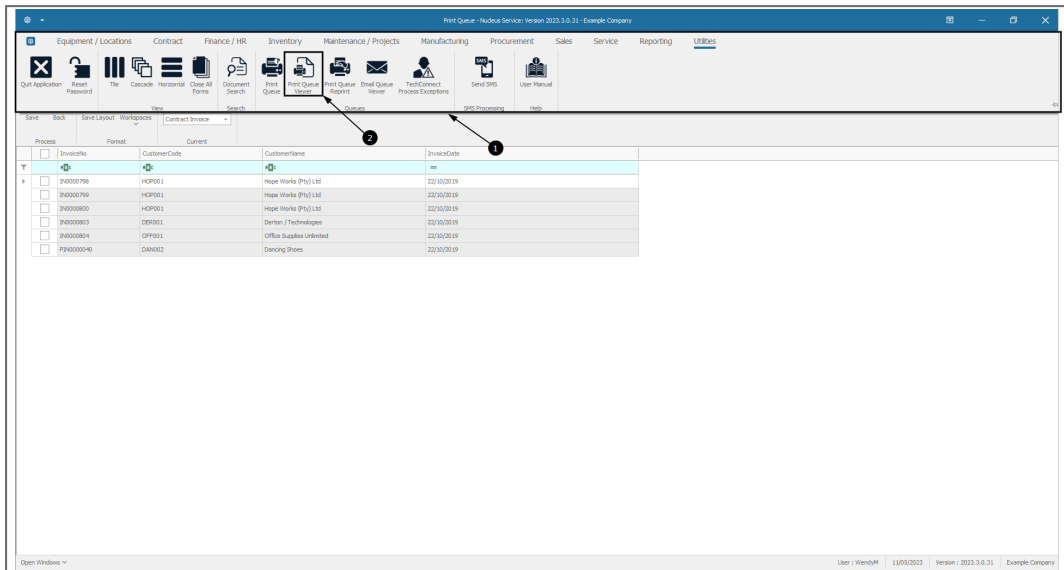


VIEW DOCUMENTS EMAIL OR PRINT PROGRESS

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

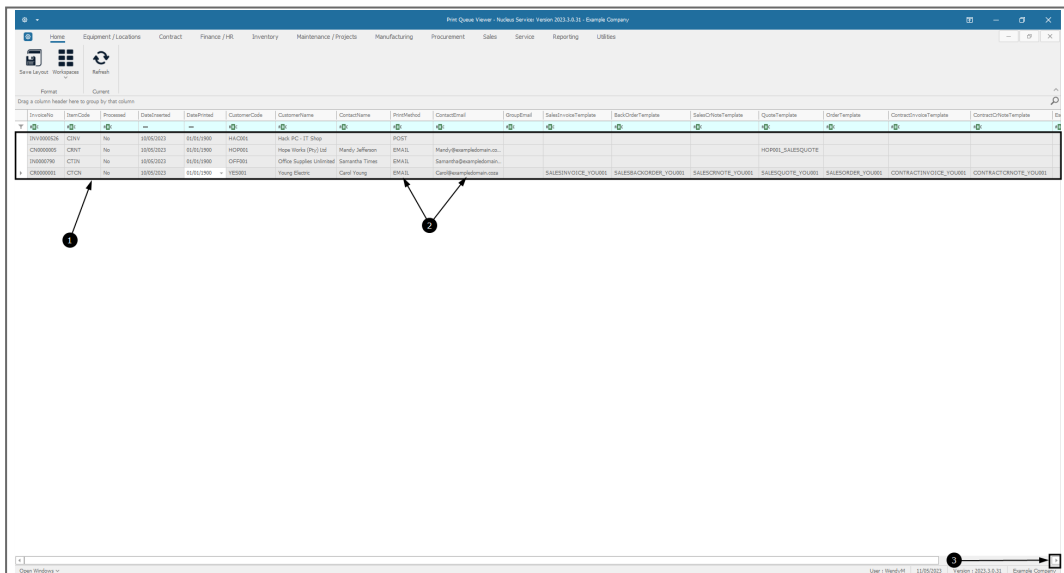


- The **Utilities ribbon toolbar** will be displayed.
- Click on **Print Queue Viewer**.



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.





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