

UTILITIES

PRINT QUEUE VIEWER

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

The **Print Service** setup on the server will determine when and where these documents print (for customers who do not 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 Select Utilities > Print Queue Viewer



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

InvoiceNo	ItemCode	Processed	DateInserted	DatePrinted	CustomerCode	CustomerName	ContactName	PrintMethod	ContactEmail	GroupEmail	Printer
KZIN000001	CINV	No	01 Mar 2024	01 Jan 1900	6081733643	PHA Skate Industries	Henrik Tucker	POST	henrik.tucker@phaskeindustries.com	enquiries@phaskeindustries.com	Microsoft Print to PDF
KZIN000001	CINV	No	01 Mar 2024	01 Jan 1900	6081733643	PHA Skate Industries	Henrik Tucker	POST	henrik.tucker@phaskeindustries.com	enquiries@phaskeindustries.com	Microsoft Print to PDF
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KZIN000041	CINV	No	14 Aug 2024	01 Jan 1900	6065001001	Cash Sale Account	Cash Sale	POST	cash		Microsoft Print to PDF
KZIN000037	CINV	No	14 Aug 2024	01 Jan 1900	6065001001	Cash Sale Account	Cash Sale	POST	cash		Microsoft Print to PDF
NCIN000002	CINV	No	01 Mar 2024	01 Jan 1900	6011047892	Automotive Locket Systems	Kylen Brock	POST	kylenbrock@automotivelectricsystems.com	enquiries@automotivelectricsystems.com	Microsoft Print to PDF
NCIN000001	CINV	No	01 Mar 2024	01 Jan 1900	6011047892	Automotive Locket Systems	Kylen Brock	POST	kylenbrock@automotivelectricsystems.com	enquiries@automotivelectricsystems.com	Microsoft Print to PDF
KZIN000043	CINV	No	14 Aug 2024	01 Jan 1900	6000656152	Gardening Pechold Outsourcing	Eric Novak	POST	ericnovak@gardeningpecholdoutsourc.com	enquiries@gardeningpecholdoutsourc.com	Microsoft Print to PDF
KZIN000033	CINV	No	14 Aug 2024	01 Jan 1900	6075468708	MIRA Buhll CC	Quinn Weber	EMAIL	quinnweber@hrbuhllcc.com	enquiries@hrbuhllcc.com	Microsoft Print to PDF
KZIN000042	CINV	No	14 Aug 2024	01 Jan 1900	6065001000	Sell Off Customer	Customer Contact	EMAIL	contact@customer1.co.za		Microsoft Print to PDF
KZIN000035	CINV	No	14 Aug 2024	01 Jan 1900	6065001000	Sell Off Customer	Customer Contact	EMAIL	contact@customer1.co.za		Microsoft Print to PDF

- 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.

InvoiceNo	ItemCode	Processed	DateInvented	DatePrinted	CustomerCode	CustomerName	ContactName	PrintMethod	ContactEmail	GroupEmail	Printer
KZIN000035	CINV	No	14 Aug 2024	01 Jan 1900	6065001000	Sell Off Customer	Customer Contact	EMAIL	contact@customer1.co.za		Microsoft Print to PDF
KZIN000042	CINV	No	14 Aug 2024	01 Jan 1900	6065001000	Sell Off Customer	Customer Contact	EMAIL	contact@customer1.co.za		Microsoft Print to PDF
KZIN000033	CINV	No	14 Aug 2024	01 Jan 1900	6075468708	MIRA Burhill CC	Quinn Weber	EMAIL	quinnweber@mhraburhillcc.com	enquires@mhraburhillcc.com	Microsoft Print to PDF
KZIN000043	CINV	No	14 Aug 2024	01 Jan 1900	6000656152	Gardening Pechold Outsourcing	Eric Novak	POST	enricnovak@gardeningpecholdoutsourcing.com	enquires@gardeningpecholdoutsourcing.com	Microsoft Print to PDF
NCIN000001	CINV	No	01 Mar 2024	01 Jan 1900	6011047992	Automotive Locket Systems	Kylen Brock	POST	kylenbrock@automotiveckettsystems.com	enquires@automotiveckettsystems.com	Microsoft Print to PDF
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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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KZIN000042	CINV	No	14 Aug 2024	01 Jan 1900	6065001000	Sell Off Customer	Customer Contact	EMAIL	contact@customer1.co.za		Microsoft Print to PDF
KZIN000043	CINV	No	14 Aug 2024	01 Jan 1900	6000656152	Gardening Pechold Outsourcing	Eric Novak	POST	enricnovak@gardeningpecholdoutsourcing.com	enquires@gardeningpecholdoutsourcing.com	Microsoft Print to PDF
NCIN000001	CINV	No	01 Mar 2024	01 Jan 1900	6011047992	Automotive Locket Systems	Kylen Brock	POST	kylenbrock@automotiveckettsystems.com	enquires@automotiveckettsystems.com	Microsoft Print to PDF
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