

UTILITIES

PRINT QUEUE VIEWER

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

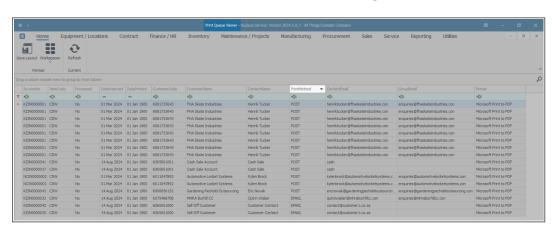
The **Print Service** setup on the server will determine when and where these documents print (for customers who do <u>not</u> have <u>Invoice Delivery Method</u> set.)

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



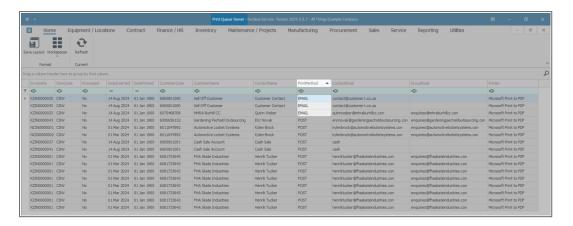
- The **Print Queue Viewer** screen will be displayed.
- This is a list of all the documents waiting to be printed.



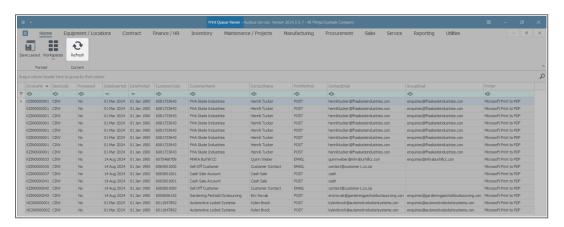


Print Queue Viewer

- 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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