

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

## 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 **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 Access: Utilities > Print Queue Viewer

۰ ی																	
۲	Equipment / L	ocations	Contract	Finar	nce / HR	Inventory	Maintenance / Proje	cts Manufacto	uring Procu	rement	Sales	Service	Reporting	Utilities			
X					Â	<b>H</b>	<b>a</b>		2								
Quit Appli	cation Reset Password	Tile Cas	cade Horizontal			Print Print Queue Viewer	Print Queue Email Queue Reprint Viewer	TechConnect Process Exceptions	Send SMS	User Manual							
			View		Search		Queues		SMS Processing	Help							~

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

							Print Queu	e Viewer - Nucleus Service: Versi					
I	Hom	ie Ed	quipment / Loc	ations Co	ontract	Finance / HR	Inventory	Maintenance / Projects	Manufacturin	g Procurement Sales	Service Reporting	Utilities	- 0
			2										
			€*										
Sa	ve Layout Wor	rkspaces	Refresh										
	Format		Current										
			group by that colu										
	InvoiceNo	ItemCode	e Processed	DateInserted	DatePrinted	CustomerCode	CustomerName	ContactName	PrintMethod	ContactEmail	GroupEmail	Printer	
Ŧ	∎⊡c	a∏c	R∏c	-	-	n∏c	s∏c	∎⊡c	s∐c	∎⊡c	#∐c	R]]C	
Þ	KZIN0000001	CINV	No	01 Mar 2024	01 Jan 1900	6081733643	FHA Skate Industries	Henrik Tucker	POST	henriktucker@fhaskateindustries.con	enquiries@fhaskateindustries.con	Microsoft Print to PDF	
	KZIN0000001	CINV	No	01 Mar 2024	01 Jan 1900	6081733643	FHA Skate Industries	Henrik Tucker	POST	henriktucker@fhaskateindustries.con	enquiries@fhaskateindustries.con	Microsoft Print to PDF	
	KZIN0000001	CINV	No	01 Mar 2024	01 Jan 1900	6081733643	FHA Skate Industries	Henrik Tucker	POST	henriktucker@fhaskateindustries.con	enquiries@fhaskateindustries.con	Microsoft Print to PDF	
	KZIN000001	CINV	No	01 Mar 2024	01 Jan 1900	6081733643	FHA Skate Industries	Henrik Tucker	POST	henriktucker@fhaskateindustries.con	enquiries@fhaskateindustries.con	Microsoft Print to PDF	
	KZIN0000001	CINV	No	01 Mar 2024	01 Jan 1900	6081733643	FHA Skate Industries	Henrik Tucker	POST	henriktucker@fhaskateindustries.con	enquiries@fhaskateindustries.con	Microsoft Print to PDF	
		CINV	No	01 Mar 2024	01 Jan 1900	6081733643	FHA Skate Industries	Henrik Tucker	POST	henriktucker@fhaskateindustries.con	enquiries@fhaskateindustries.con	Microsoft Print to PDF	
	KZIN0000001						FHA Skate Industries	Henrik Tucker	POST	henriktucker@fhaskateindustries.con	enquiries@fhaskateindustries.con	Microsoft Print to PDF	
	KZIN0000001 KZIN0000001		No	01 Mar 2024	01 Jan 1900	6081733643	FINA SNALE DIOUSUIES	r reality reader					

• Documents to be **posted** will have **POST** in the Print Method field.

Help v2024.5.0.7/1.0 - Pg 1 - Printed: 04/07/2024



• Documents to be **emailed** will have **EMAIL** in the Print Method field with an email address.

							Print Queu	e Viewer - Nucleus Service: Versi					
E	Hom	ie Equ	ipment / Loci	ations Co	ontract	Finance / HR	Inventory	Maintenance / Projects	Manufacturir	ng Procurement Sales	Service Reporting	Utilities	- 0
			2										
			Ð										
l	ve Layout Wo	rkspaces i	Refresh										
	Format		Current										
			oup by that colu										
	InvoiceNo	ItemCode	Processed	DateInserted	DatePrinted	CustomerCode	CustomerName	ContactName	PrintMethod	ContactEmail	GroupEmail	Printer	
T	∎∏c	a∏c	#[]C	-	-	n∏c	s∏c	∎C	# 🗌 c	∎⊡c	*():	A [] C	
Þ.	KZIN0000001	CINV	No	01 Mar 2024	01 Jan 1900	6081733643	FHA Skate Industries	Henrik Tucker	POST	henriktucker@fhaskateindustries.con	enquiries@fhaskateindustries.con	Microsoft Print to PDF	
	KZIN000001	CINV	No	01 Mar 2024	01 Jan 1900	6081733643	FHA Skate Industries	Henrik Tucker	POST	henriktucker@fhaskateindustries.con	enquiries@fhaskateindustries.con	Microsoft Print to PDF	
	KZIN000001	CINV	No	01 Mar 2024	01 Jan 1900	6081733643	FHA Skate Industries	Henrik Tucker	POST	henriktucker@fhaskateindustries.con	enquiries@fhaskateindustries.con	Microsoft Print to PDF	
	KZIN000001	CINV	No	01 Mar 2024	01 Jan 1900	6081733643	FHA Skate Industries	Henrik Tucker	POST	henriktucker@fhaskateindustries.con	enquiries@fhaskateindustries.con	Microsoft Print to PDF	
	KZIN000001	CINV	No	01 Mar 2024	01 Jan 1900	6081733643	FHA Skate Industries	Henrik Tucker	POST	henriktucker@fhaskateindustries.con	enquiries@fhaskateindustries.con	Microsoft Print to PDF	
	KZIN0000001	CINV	No	01 Mar 2024	01 Jan 1900	6081733643	FHA Skate Industries	Henrik Tucker	POST	henriktucker@fhaskateindustries.con	enquiries@fhaskateindustries.con	Microsoft Print to PDF	
	K204000001		No	01 Mar 2024	01 Jan 1900	6081733643	FHA Skate Industries	Henrik Tucker	POST	henriktucker@fhaskateindustries.con	enquiries@fhaskateindustries.con	Microsoft Print to PDF	
	KZIN0000001	. CINV											

- 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.

							Print Queue Viewe	Nucleus Service: Versi						
l	Hom	e Equ	ipment / Loca	itions Co	ontract	Finance / HR	Inventory Mainte	nance / Projects	Manufacturin	ig Procurement Sales	Service Reporting l	Jtilities	- 1	0
a	1.0		<b>e</b> fresh											
	Format		Current											
	ag a column hea	der here to gr	roup by that colu	mn										
	InvoiceNo	ItemCode	Processed	DateInserted	DatePrinted	CustomerCode	CustomerName	ContactName	PrintMethod	ContactEmail	GroupEmail	Printer		
T	∎⊡c	s∐c	#[]C	-	-	#∏c	s∏c	#∐¢	*Dc	∎∐c	4[]c	*[]:		
Þ	KZIN0000001	CINV	No	01 Mar 2024	01 Jan 1900	6081733643	FHA Skate Industries	Henrik Tucker	POST	henriktucker@fhaskateindustries.con	enquiries@fhaskateindustries.con	Microsoft Print to PDF		
	KZIN0000001	CINV	No	01 Mar 2024	01 Jan 1900	6081733643	FHA Skate Industries	Henrik Tucker	POST	henriktucker@fhaskateindustries.con	enquiries@fhaskateindustries.con	Microsoft Print to PDF		
	KZIN0000001	CINV	No	01 Mar 2024	01 Jan 1900	6081733643	FHA Skate Industries	Henrik Tucker	POST	henriktucker@fhaskateindustries.con	enquiries@fhaskateindustries.con	Microsoft Print to PDF		
	KZIN0000001	CINV	No	01 Mar 2024	01 Jan 1900	6081733643	FHA Skate Industries	Henrik Tucker	POST	henriktucker@fhaskateindustries.con	enquiries@fhaskateindustries.con	Microsoft Print to PDF		
	KZIN0000001	CINV	No	01 Mar 2024	01 Jan 1900	6081733643	FHA Skate Industries	Henrik Tucker	POST	henriktucker@fhaskateindustries.con	enquiries@fhaskateindustries.con	Microsoft Print to PDF		
			No	01 Mar 2024	01 Jan 1900	6081733643	FHA Skate Industries	Henrik Tucker	POST	henriktucker@fhaskateindustries.con	enquiries@fhaskateindustries.con	Microsoft Print to PDF		
	KZIN0000001	CINV												
	KZIN0000001 KZIN0000001		No		01 Jan 1900	6081733643	FHA Skate Industries	Henrik Tucker	POST	henriktucker@fhaskateindustries.con	enquiries@fhaskateindustries.con	Microsoft Print to PDF		

MNU.140.001