

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

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 Access: 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
KZIN0000001	CIN	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
KZIN0000001	CIN	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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- 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.

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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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