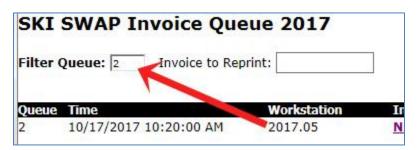
# Newport Ski Swap Invoice Print Training

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## Print Invoice #0 – Select Print Queue (done once)

- Sets of workstations will be assigned to a specific printer of the 2 or more printers available
- The "FILTER QUEUE" must match the PRINT QUEUE assignment for the set of workstations EX: Workstations 1-6 assigned to Printer #1, Workstations 7-12 assigned to printer #2
- You will then only see the invoices for the workstations with whom you are partnered



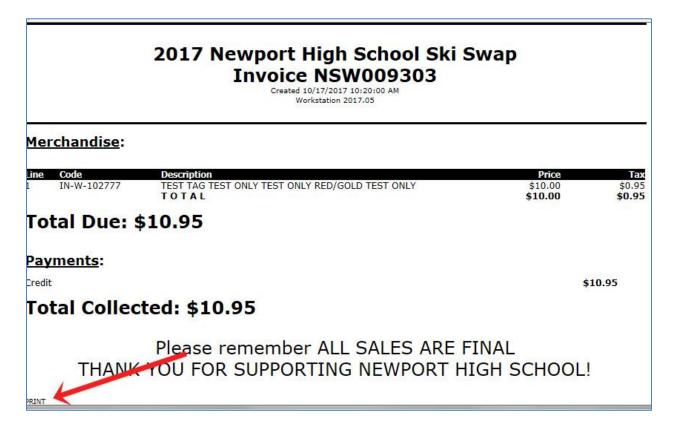
# Print Invoice #1 - View Queue & Select Invoice

- Click on the invoice number in your queue
- You may have to click the PROCESS/REFRESH button to see it
- This will open it in a Print screen



### Print Invoice #2 - Print Invoice

• Click the "PRINT" button to send it to your printer:



# Print Invoice #3 – Remove Printed Invoice from Print Queue

- Check "REMOVE" button and press "PROCESS/REFRESH" button when invoice has printed
- You can mark several invoices to be removed at the same time
- This will show any new in invoices Repeat steps 1,2,3

		ue 2017		
Filter Q	ueue: 2 Invoice to Rep	rint:		
Queue	Time	Workstation	Invoice	Amount Remove
2	10/17/2017 10:20:00 AM	2017.05	NSW009303	\$10.95