

Newport Ski Swap

Invoice Print Training

By Don Meyer and Eric Dawes

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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

SKI SWAP Invoice Queue 2017

Filter Queue: Invoice to Reprint:

Queue	Time	Workstation	Ir
2	10/17/2017 10:20:00 AM	2017.05	N

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

SKI SWAP Invoice Queue 2017

Filter Queue: Invoice to Reprint:

Queue	Time	Workstation	Invoice	Amount	Remove
2	10/17/2017 10:20:00 AM	2017.05	NSW009303	\$10.95	<input type="checkbox"/>

Print Invoice #2 – Print Invoice

- Click the “PRINT” button to send it to your printer:

2017 Newport High School Ski Swap Invoice NSW009303

Created 10/17/2017 10:20:00 AM
Workstation 2017.05

Merchandise:

Line	Code	Description	Price	Tax
1	IN-W-102777	TEST TAG TEST ONLY TEST ONLY RED/GOLD TEST ONLY	\$10.00	\$0.95
TOTAL			\$10.00	\$0.95

Total Due: \$10.95

Payments:

Credit \$10.95

Total Collected: \$10.95

Please remember ALL SALES ARE FINAL
THANK YOU FOR SUPPORTING NEWPORT HIGH SCHOOL!

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

SKI SWAP Invoice Queue 2017

Filter Queue: Invoice to Reprint:

Queue	Time	Workstation	Invoice	Amount	Remove
2	10/17/2017 10:20:00 AM	2017.05	<u>NSW009303</u>	\$10.95	<input type="checkbox"/>