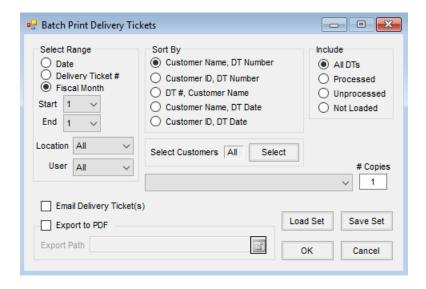
Batch Print Delivery Tickets

Last Modified on 03/03/2025 9:30 am CST

This area at Accounting / Inventory / Batch Print Delivery Tickets allows a batch of Delivery Tickets to be printed, exported to a PDF, or, if the CRM module is used, the batch of Delivery Tickets may be emailed.



- Select Range Select from the Date, Delivery Ticket #, and Fiscal Month options for the range of Delivery
 Tickets to be included.
- Start and End Enter the Start and End values for the selected range.
- Location Select the location for the Delivery Tickets to be included in the batch.
- **User** This defaults to *All* users, but a single user may be selected to include only Delivery Tickets entered by that specific user.
- Sort By Select an option to sort the batch of Delivery Tickets.
- Include Select to include All Delivery Tickets, only Processed tickets, only Unprocessed tickets, or only Not Loaded tickets.
- Select Customers This defaults to All customers, but specific customers may be selected.
- **Printer Selection** When printing a batch of Delivery Tickets, select the printer where the tickets are to print.
- # Copies When printing a batch of Delivery Tickets, specify the number of copies of each Delivery Ticket to print.
- Email Delivery Ticket(s) This option is used in conjunction with the CRM module. If CRM is activated and the Customer is set up for *Document Auto Delivery*, the Delivery Tickets are emailed from this window.
- Export to PDF If the selected Delivery Tickets should be exported into a PDF, choose this option.
- Export Path Enter the path where the PDF of the selected Delivery Tickets will be saved.
- Load Set/Save Set Screen options for this function may be saved by using Save Set and then later can be retrieved by using Load Set.