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Tip of the Month – November 2003

Setting Up a Quick Print Function

Does if frustrate you when you print a SOP document from the transaction window, the window clears the transaction? Well your frustrations are over. You can set up a quick print function to print the document and keep the transaction on the screen. To do this you will need to do the following one-time setup:

- Open the Sales Transaction Entry window (Transaction-Sales-Sales Trx Entry)
- Click the 'Options' button on the Toolbar and select 'Quick Print Setup'
- Click the documents you would like to print each time you run the quick print
- Click the report destination
- Click the print options
- Make sure to click the 'Keep Current Document Displayed'
- Click 'Ok'

Now you will be able to run the quick print by selecting a transaction and then either clicking the 'Options' button on the Toolbar and selecting 'Quick Print' or hitting the CTRL-Q keys.

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