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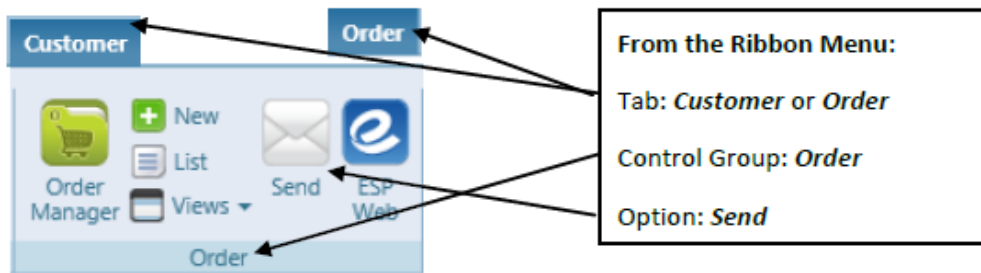
Portal > Knowledgebase > ASI SmartBooks Knowledgebase > Quotes, Orders & Invoices > How Do You Send (Print or Email) Multiple Order and Invoice Documents?

## How Do You Send (Print or Email) Multiple Order and Invoice Documents?

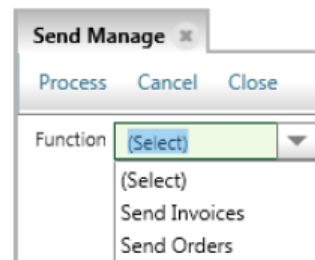
Tammy Mason - 2022-07-20 - in Quotes, Orders & Invoices

### How Do You Send (Print or Email) Multiple Order and Invoice Documents?

To send (print or email) multiple order or invoice documents from one location, use the Send option located here:



After clicking the Send Icon from one of the Order Control Groups, select the **Function** to either Send Invoices OR Send Orders.



After selecting one of the above Functions, Send Invoices or Send Orders, you can use the default of *this* Send option which allows you to retrieve All Unsent Only Invoices or Order Documents with a single click of the **Search** button.

When the **Send Orders** function is selected, you will have the option to further define which forms you would like to include by adding a checkmark to the appropriate checkbox(s).

The screenshot shows the 'Send Manager' window with the 'Send Orders' function selected. The 'Forms to Include' section has checkboxes for Acknowledgement, Order-Commission, Order-Internal, Packing List, Purchase Order, Invoice, and Receiver. The 'Customer' field is set to '(S)', 'Order' to '(Select)', and 'Unsent Only' is checked. The 'Salesperson' field is also '(S)' and 'Vendor' is '(Select)'. There are search and edit buttons for each field. A 'Search' button is located at the bottom right.

- Use any combination of the filter criteria to locate the exact form(s) you want to Send.
- After making the selections from the Function, Forms to include and the criteria, click Search.

The screenshot shows the 'Send Manager' window with the search results list displayed. The 'Search' button is highlighted with a red box. The results list has columns for Document, Send Method, Customer, Vendor, Salesperson, Order, External Order #, Invoice, PO/Reference, Address, Order Date, and Ship Date. The first row is expanded to show details for 'Acknowledgement'.

| <input type="checkbox"/> | Document         | Send Method | Customer       | Vendor | Salesperson      | Order | External Order # | Invoice | PO/Reference | Address        | Order Date | Ship Date |
|--------------------------|------------------|-------------|----------------|--------|------------------|-------|------------------|---------|--------------|----------------|------------|-----------|
| <input type="checkbox"/> | Acknowledgement  |             | Covamant Medic |        |                  | 106   |                  |         | 12345        |                | 01/16/2019 | 01/29     |
| <input type="checkbox"/> | Order-Commission |             |                |        | Jerry Ryan Sales | 106   |                  |         | 12345        |                | 01/16/2019 | 01/29     |
| <input type="checkbox"/> | Order-Internal   |             |                |        |                  | 106   |                  |         | 12345        |                | 01/16/2019 | 01/29     |
| <input type="checkbox"/> | Packing List     |             |                |        |                  | 106   |                  |         | 12345        | Covamant Medic | 01/16/2019 | 01/29     |

The Results List from the Search includes the following features:

The ability to select/unselect documents individually.

A checkbox to allow selecting ALL the documents included in the results list.

| <input checked="" type="checkbox"/> | Document | Send Method | Customer | Vendor | Salesperson | Order | Invoice | PO/Reference | Order Date | Ship Date |
|-------------------------------------|----------|-------------|----------|--------|-------------|-------|---------|--------------|------------|-----------|
|-------------------------------------|----------|-------------|----------|--------|-------------|-------|---------|--------------|------------|-----------|

The **Send Method** to be used for each document are assigned in Company Setup under the Document Defaults or on the Order. View the Send Method at a glance in the **Send Method** column.

Email:

Printer: