

# Batch Print Delivery Tickets

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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**.

