

Using PDF Print Driver for Agvance Documents

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To send documents (Invoice, Delivery/Blend Ticket, map, etc.) via email, download a PDF print driver (several companies offer free PDF drivers). Once installed, select the PDF driver at the *Print Document* screen. These documents can be sent in a PDF format that can be opened, viewed, and printed using Adobe Acrobat Reader (also a free download).

When printing a document from Agvance such as an Invoice, Delivery Ticket, Blend Ticket, etc., be sure to select the PDF driver from the drop-down.

Print Invoice Documents

Select Range of Invoices

Location: 00MAIN Starting Inv#: 1200900 Ending Inv#: 1200900

Include Voiced Invoices Previous Years Print Emailed Invoices

Document Type	Printer Driver	Copies
<input checked="" type="checkbox"/> Print Invoice	ADOBE PDF	1
<input type="checkbox"/> Print Delivery Ticket	ADOBE PDF	1
<input type="checkbox"/> Print Haz Mat Sheet		1
<input type="checkbox"/> Print SDS		1
<input type="checkbox"/> Print WPS	ADOBE PDF	1
<input type="checkbox"/> Print Custom Apps		
<input type="checkbox"/> Print Bill of Lading		1
<input type="checkbox"/> Print Invoice No Roll up		

Buttons: OK, Cancel, Capture Signature, Suppress Invoice Splits

When the PDF document appears on the screen, save it and make a note of where it is being saved. Then create an email to the recipient and attach the PDF document before sending.