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| --- | --- | --- | --- |
| **Step** | **Actions required to print invoice now** | **Suggested Procedure** | **Notes – How to implement** |
| 1 | Select = Reports – Business –Printable Invoice  \*Click | Select = Reports – Business –Printable Invoice  \*Click |  |
| 2 | Select= Options  \*Click |  | Since the options window is always required open this window automatically when clicking above. |
| 3 | Select=StyleSheet  \*Select=any predefined stylesheet |  | Eliminate this step by allowing the default stylesheet to be predefined in preferences. |
| 4 | Select=Invoice Number-Select button  \*Click | Select=Invoice Number-Select button  \*Click |  |
| 5 | Select Search Criteria  \*Click | Select Search Criteria  \*Click |  |
| 6 | Select desired invoice from list  \*click | Select desired invoice**s** from list  \*click | Allow selection of multiple invoices. |
| 7 | Select=Select button  \*click | Select=Select button  \*click |  |
| 8 | Select=Apply button  \*click |  |  |
| 9 | Select = Display Columns Tab  Uncheck columns not required |  | Eliminate this step by allowing Display Columns to be preset in style sheet design or in preferences. |
| 10 | Select = Display Tab  Deselect items not required |  | Eliminate this step by allowing Display Columns to be preset in style sheet design or in preferences. |
|  |  | Select=Apply button  \*click | When Apply button is pressed all invoices selected in Step 7 will open in separate tabs. |
| 11 | Close Options window | Close Options window |  |
| 12 | \*Click print button | \*Click print button for each open invoice tab |  |
|  | **Total Time Required 56 seconds. I have 80 invoices = 75 minutes** |  | **Total time required (not including print time) approx 45 seconds for all 80 invoices.** |