

How to Mass Print Invoice Copies

(without running statements)

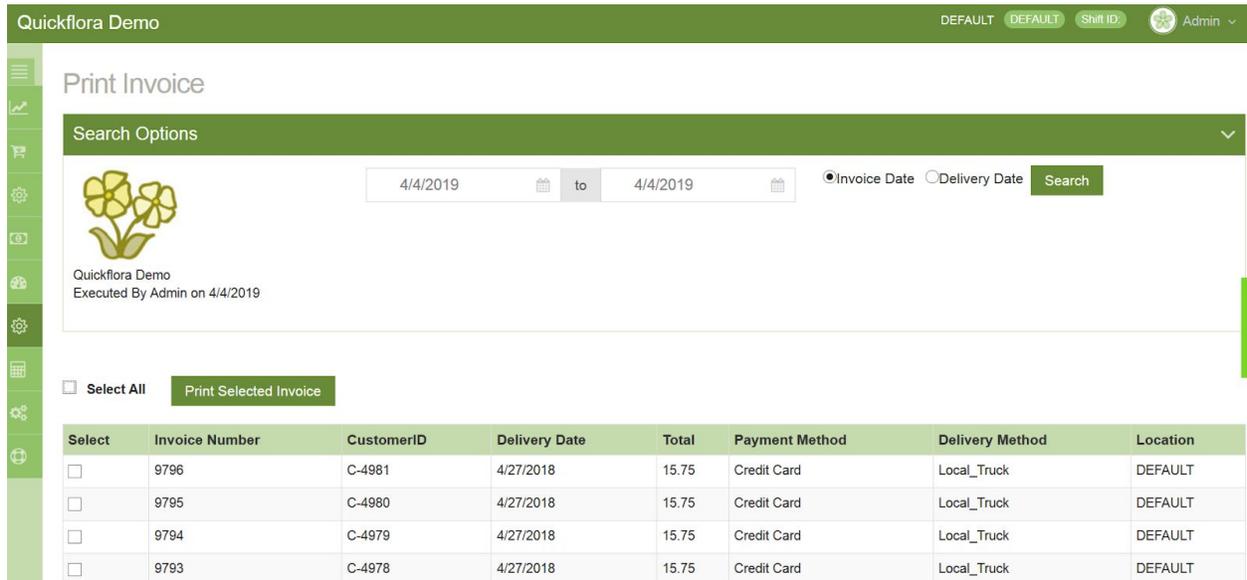
Within QuickFlora POS you can print multiple invoices at once on the printer configured for invoice printing. This way you will not need to click print for each invoice you wish to print.

Here is the process of mass print invoice copies:

Step 1- Login to QuickFlora POS.

Step 2- Navigate to “Tools -> Print Invoices” under left menu.

Step 3- It will list all the invoices for the selected default date range. You can filter them by providing your desired date range and then click search. You can search by invoice date or order ship date.



Quickflora Demo

DEFAULT DEFAULT Shift ID Admin

Print Invoice

Search Options

4/4/2019 to 4/4/2019 Invoice Date Delivery Date Search

Quickflora Demo
Executed By Admin on 4/4/2019

Select All [Print Selected Invoice](#)

Select	Invoice Number	CustomerID	Delivery Date	Total	Payment Method	Delivery Method	Location
<input type="checkbox"/>	9796	C-4981	4/27/2018	15.75	Credit Card	Local_Truck	DEFAULT
<input type="checkbox"/>	9795	C-4980	4/27/2018	15.75	Credit Card	Local_Truck	DEFAULT
<input type="checkbox"/>	9794	C-4979	4/27/2018	15.75	Credit Card	Local_Truck	DEFAULT
<input type="checkbox"/>	9793	C-4978	4/27/2018	15.75	Credit Card	Local_Truck	DEFAULT

Step 4- Select the all invoices by using “Select All” option or you can manually select the only invoices which you want to print.

Step 5- Once you done with selection, click on “Print Selected Invoices” and it will print all selected invoices.

Quickflora Demo

Print Invoice

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Select All Print Selected Invoice

Select	Invoice Number	CustomerID	Delivery Date	Total	Payment Method	Delivery Method	Location
<input checked="" type="checkbox"/>	9796	C-4981	4/27/2018	15.75	Credit Card	Local_Truck	DEFAULT
<input checked="" type="checkbox"/>	9795	C-4980	4/27/2018	15.75	Credit Card	Local_Truck	DEFAULT
<input checked="" type="checkbox"/>	9794	C-4979	4/27/2018	15.75	Credit Card	Local_Truck	DEFAULT
<input checked="" type="checkbox"/>	9793	C-4978	4/27/2018	15.75	Credit Card	Local_Truck	DEFAULT

Please note: To automatically print on printer there must be a pre configured printing profile set up by the tech staff of Quickflora.

If you wish to use this feature then please contact tech support at support@quickflora.com.