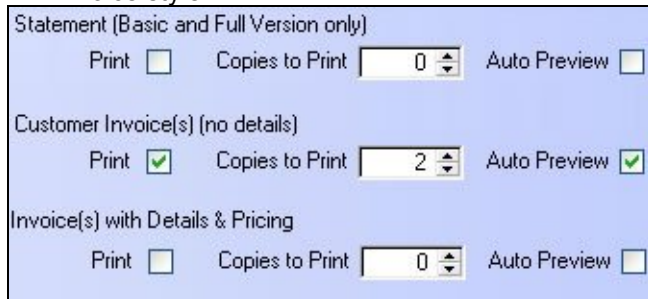


Printing

Print Invoices Automatically

This feature allows you to enter an order and when you are finished saving your orders, the software will automatically ask you if you want to print the work order and invoices at that time. This feature helps streamline the order entry and customer service process.

1. Click File – Preferences – Setup Guide.
2. Click the Invoice and Work Order setting tab.
3. Click Invoice Printing Options Tab.
4. Check the appropriate checkbox for which Invoice style you want to use as your default Invoice style.



The screenshot shows a dialog box titled "Statement (Basic and Full Version only)". It contains three sections, each with a "Print" checkbox, a "Copies to Print" spinner, and an "Auto Preview" checkbox. The first section, "Statement (Basic and Full Version only)", has "Print" unchecked, "Copies to Print" set to 0, and "Auto Preview" unchecked. The second section, "Customer Invoice(s) (no details)", has "Print" checked, "Copies to Print" set to 2, and "Auto Preview" checked. The third section, "Invoice(s) with Details & Pricing", has "Print" unchecked, "Copies to Print" set to 0, and "Auto Preview" unchecked.

5. For the selected Invoice type, enter the number of default copies to print.
6. Check the Auto Preview checkbox if you want to have the printout previewed onscreen prior to sending directly to the printer.

Print Work Orders Automatically

1. Click File – Preferences – Setup Guide.
2. Click the Invoice and Work Order setting tab.
3. Click Work Order Printing Options Tab.
4. Check the appropriate checkbox for which Work Order style you want to use as your default work order style.



The screenshot shows a dialog box titled "Work Order with Retail Pricing RED". It contains two sections, each with a "Print" checkbox, a "Copies to Print" spinner, and an "Auto Preview" checkbox. The first section, "Work Order with Retail Pricing RED", has "Print" checked, "Copies to Print" set to 2, and "Auto Preview" checked. The second section, "Work Order (Basic and Full Version only)", has "Print" unchecked, "Copies to Print" set to 0, and "Auto Preview" unchecked.

5. It is recommended to use the Work Order with Retail Pricing RED printout as this is shown to hold the most useful information for work order printouts.
6. For the selected Work Order style, enter the number of default copies you want printed
7. Check the Auto Preview checkbox if you want to have the printout previewed onscreen prior to sending directly to the printer.

Print a Work Order from the Customer History Window

1. Click the Customer History window button along the tool bar (Basic and Full versions can also access this through the Pending List window).



2. Locate the Work Order for your customer.
3. Highlight the order by Single clicking the row, do not double click the order as this will take you directly into the order entry window itself.

Work Order(s) Attached to Selected In						
Q	Number	E	Completed	Pickup	Due Date	Image Descripti
	1,000		Yes	No	4/11/2008	Picture Of Dog
Q	1,001		No	No	4/11/2008	Picture Of Kids And P

4. Use the Print Action List drop down at the bottom right of the window to select the printout of your choice. (Press the black down arrow and you will see the list appear, use your mouse to select the printout).



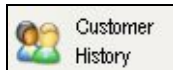
5. Note: If you receive a message “No Marks Found Aborting” this simply means you need to reselect the work order, even though it may be highlighted, you must single click on the exact order again to let the software know this is the order you are to work with.
6. If your settings are set to Auto Preview in the Setup Guide, then the order will preview on the window.
7. Click the Printer icon at the top of the Preview window to send to the default printer
8. If you want to cancel and NOT print, then simply click the big red X located at the top right of the preview window and you will be returned to the previous window.



Preview a Printout Using the Customer History Window

Note: To preview printouts, make your settings are set to Auto Preview in the Setup Guide under the Invoice & Work Order Options tab, then the order will preview on the window, otherwise it will go directly to the printer.

1. Click the Customer History window button along the tool bar (Basic and Full versions can also access this through the Pending List window).



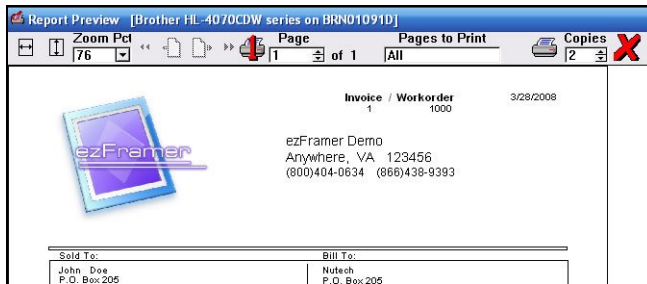
2. Locate the Work Order for your customer.

Work Order(s) Attached to Selected In						
Q	Number	E	Completed	Pickup	Due Date	Image Descripti
	1,000		Yes	No	4/11/2008	Picture Of Dog
Q	1,001		No	No	4/11/2008	Picture Of Kids And P

- Highlight the order by Single clicking the row, do not double click the order as this will take you directly into the order entry window itself.
- Use the Print Action List drop down at the bottom right of the window to select the printout of your choice. (Press the black down arrow and you will see the list appear, use your mouse to select the printout).



- Note: If you receive a message “No Marks Found. Aborting” this simply means you need to reselect the work order, even though it may be highlighted, you must single click on the exact order again to let the software know this is the order you are to work with.
- Click the Printer icon at the top of the Preview window to send to the default printer.
- If you want to cancel and NOT print, then simply click the big red X located at the top right of the preview window and you will be returned to the previous window.

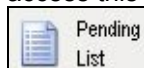


Preview a Printout Using the Pending List Window

(Basic & Full Versions)

Note: To preview printouts, make sure your settings are set to Auto Preview in the Setup Guide under the Invoice & Work Order Options tab, then the order will preview on the window, otherwise it will go directly to the printer.

- Click the Pending List window button along the tool bar (Basic and Full versions can also access this through the Pending List window).



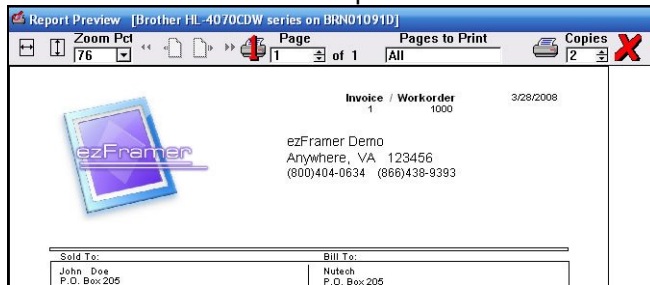
- Locate the Work Order for your customer.
- Highlight the order by Single clicking the row, do not double click the order as this will take you directly into the order entry window itself.

M	Due Date	First name	Last name	Corporate Name	SI	WO No.	Image
▶	4/11/08	John	Doe	Nutech		1,001	Picture C

- Use the Print Action List drop down at the bottom right of the window to select the printout of your choice. (Press the black down arrow and you will see the list appear, use your mouse to select the printout).



- Note: If you receive a message “No Marks Found.. Aborting” this simply means you need to reselect the work order, even though it may be highlighted, you must single click on the exact order again to let the software know this is the order you are to work with.
- Click the Printer icon at the top of the Preview window to send to the default printer.

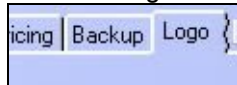


- If you want to cancel and NOT print, then simply click the big red X located at the top right of the preview window and you will be returned to the previous window.
- If prompted to Clear Marked Orders, click Yes. Clicking No will keep the order selected.

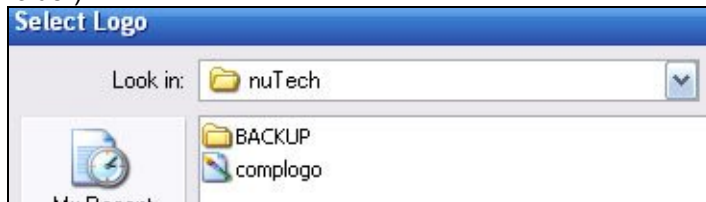
Print Your Company Logo on Invoices

Two things you need to know about printing logos on your invoices are 1) the format of the image file of your logo and 2) telling ezFramer to use the image file

- The image file must be a bitmap (.bmp)
- The image file must be named “complogo”
So the whole name would be: complogo.bmp
- If your logo is not in a bitmap format, you can use any graphics program to save it to a bitmap. You can even use your basic Windows Paint program.
- Copy or save your new complogo.bmp file into the nuTech (or ezFramer Express) directory. The nuTech (or ezFramer Express) directory is located in your Program Files on your C drive.
- Now inside ezFramer click on File – Preferences – Setup Guide
- Click the Logo tab at the far right.



- Click the Get Logo Image button.
- In the Select Logo window which appears, you should see the complogo file listed there. (If it is not there, make sure you saved the file in the nuTech (or ezFramer Express) folder).



- Select the complogo file and click Open.
- Your logo will be displayed.
- Click the Save and Exit button

12. Note: Keep your logo as square as possible because that is how it will be displayed. If your logo is not square, try creating it so the background image is square with your logo placed in the center. This way, it is kept in proportion.
13. Now when you print or preview a work order, the logo will be displayed in the top left corner of the invoice giving you a nice professional look!

Print Customer Statements from the Customer History Window

(Basic & Full Versions only)

By Date Range:

1. Locate the customer you are running the statement for.

Browse Customer(s), Invoice(s), & Work Order(s)				
Sort List by		Enter Customer Last Name		
Customer Last Name				
A	First name	Last name	Home Ph	Corporate Name
	John	Doe	800.404.0634	Nutech
	Jane	Donnel		

2. Locate the invoice which holds the work orders (the list of invoices are at the bottom left of the window).

Invoice		
M	Date	Number
	3/28/2008	1

3. Select Print Customer Statement from the Print action List at the bottom right of the window.

4. In the window which opens, select your dates. Do not worry about the other options, those will not apply.

5. If your program is set for Auto Preview, you will see the statement displayed on the screen and you can see if it is giving you the information you want.