How can I print an invoice?

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Applies to

• WMS Acquisitions

Answer

You must print invoices through the browser window at this time. To do so follow these steps:

1. Open the invoice you want to print from the Invoices list.
2. Click your browser's menu button in the upper right (usually a series of three dots or three lines).
3. Select Print from the menu.
4. A print dialogue window will appear.
5. Most users will want to set the Layout to Landscape to make sure the final columns appear.
6. Set the other fields to your preference.
7. Click Print.

Your invoice page should print. If it does not, please contact OCLC Support.