




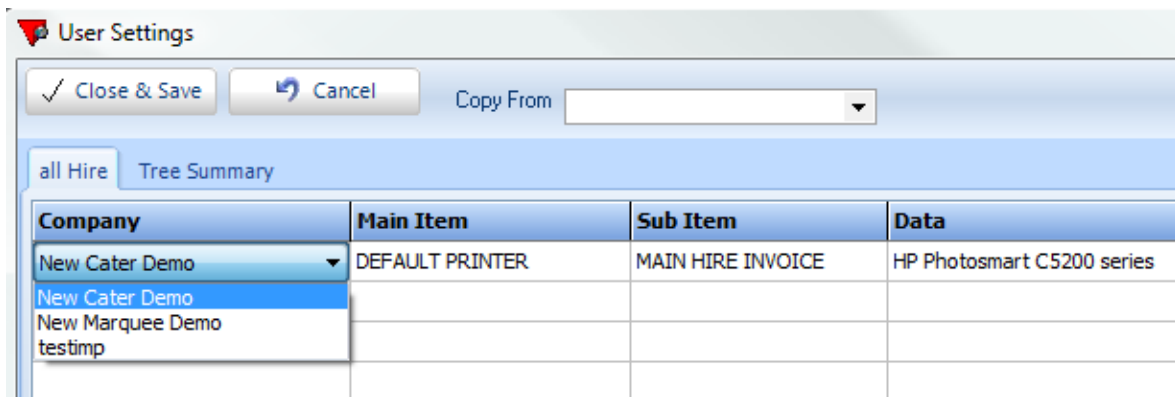
DEFAULT INVOICE PRINTERS

You can set which printer is selected by default when you produce an invoice so you don't have to scroll through the available list each time.

Select user settings from the top of the summary screen 

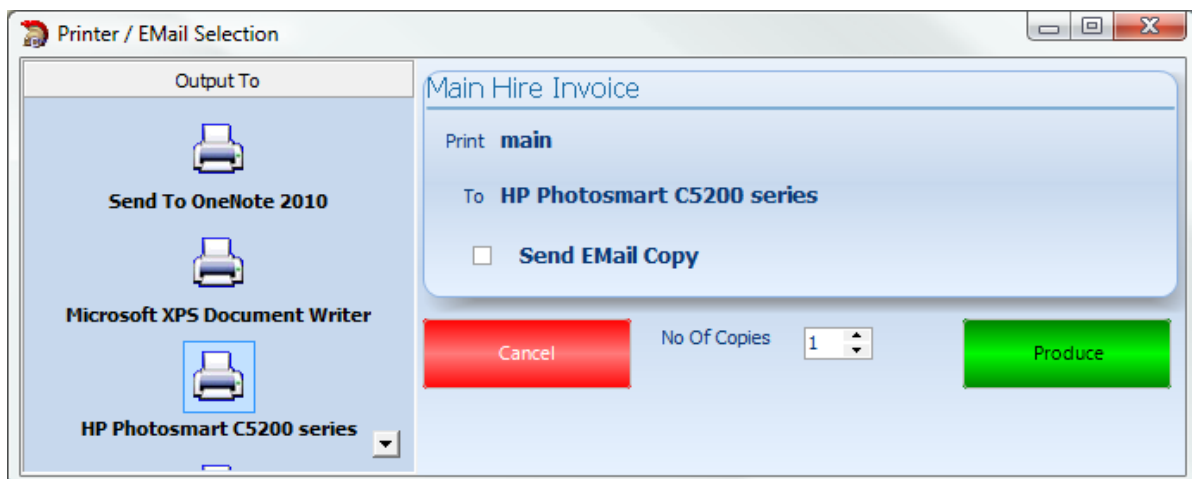
Scroll to the end of the current list that is in there then, on the next blank line:

- Click into the Company cell and select your company name.
- Click into the Main Item cell and select "DEFAULT PRINTER"
- Click into the Sub Item Cell and select "MAIN HIRE INVOICE"
- Click into Data and select the required printer



Do this process for each type of invoice you have by following the process above but select a different invoice style from the Sub Item each time.

The next time you produce an invoice you will notice that the printer is preselected (but can still be changed if needed).

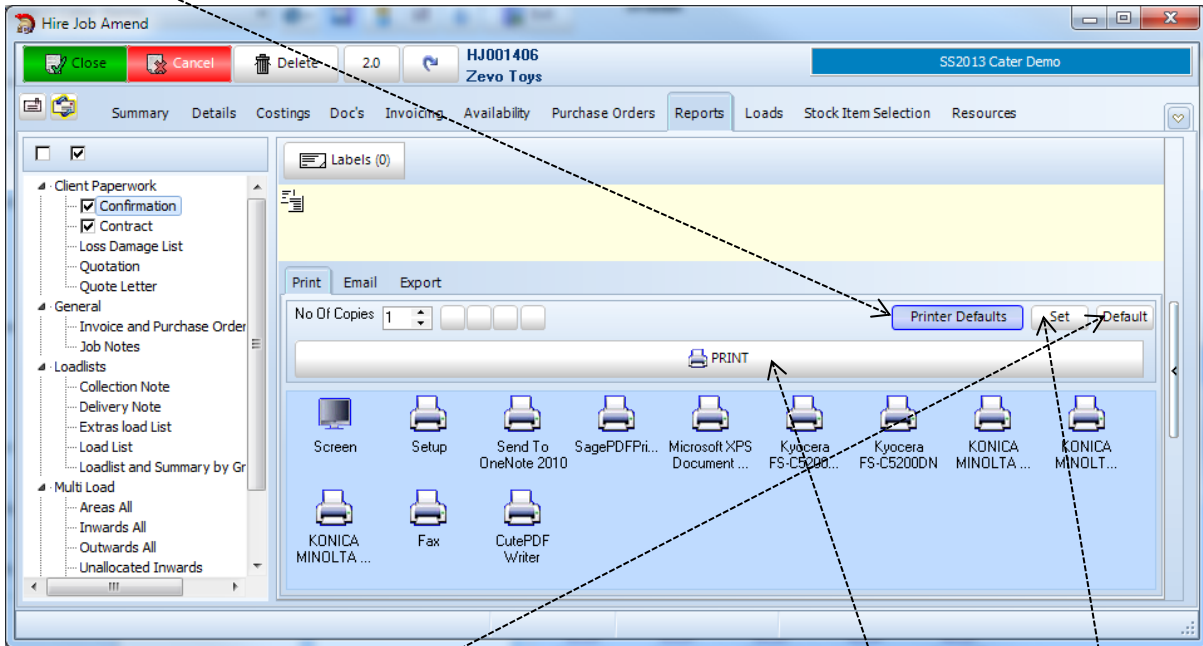




DEFAULT REPORT PRINTERS

You can also set which printer is selected by default when you produce reports for a job or general reports.

In either case, select the report (or reports) that you want to set the default printer for and press the **Printer Defaults** button so that it goes blue.



Now click on the printer you want to make the default for the selected report(s) and press the **Set** button.

If you want the system to simply use your Default Printer as set on your computer then press the **Default** button instead.

Un-click the **Printer Defaults** button.

When you want to print in future, select the report then press the **PRINT** button instead of selecting the printer.