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](https://help.oclc.org/Library_Management/WorldShare_Acquisitions/Troubleshooting/How_can_I_print_an_invoice).

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