2009-121 - Create a pdf file of multiple invoices and attach the file to an email.

NOTE: This feature doesn't automatically work on all systems, please contact the Opto Support Team for required set up.

Open the *Invoicing* tab in the Opto ribbon, **click** on the 'Edit Invoice' icon. For this example, we will run the query by a date > 30/04/2012. **Press** <F11> to initiate the query, **click** in the date field and enter >30/4/12 and then **click** in the "Invoice No" field and type 'BY'.

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Press <F12> to run the query. Click on the Print icon (circled)

	Invoice - <	QBF Browse: 1 of 1	30>	
Invoice No: Client C 19 BEAVE Details More Info	lode: R			Invoice Printed/Emailed
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In the 'Print Preview' window, **1**. Click on the *Export* icon. **2**. Click on the *PDF* radio button. **3**. Click in the **Email** box to tick. **4**. Click on the **Browse** icon and find where you want to save it. **5**. Type in a name for the file and add the file extension .pdf on the end. **6**. Click on the **Save** button.

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Click **OK** in the Export Reports window



An email opens with the pdf file attached, create email as per usual.

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