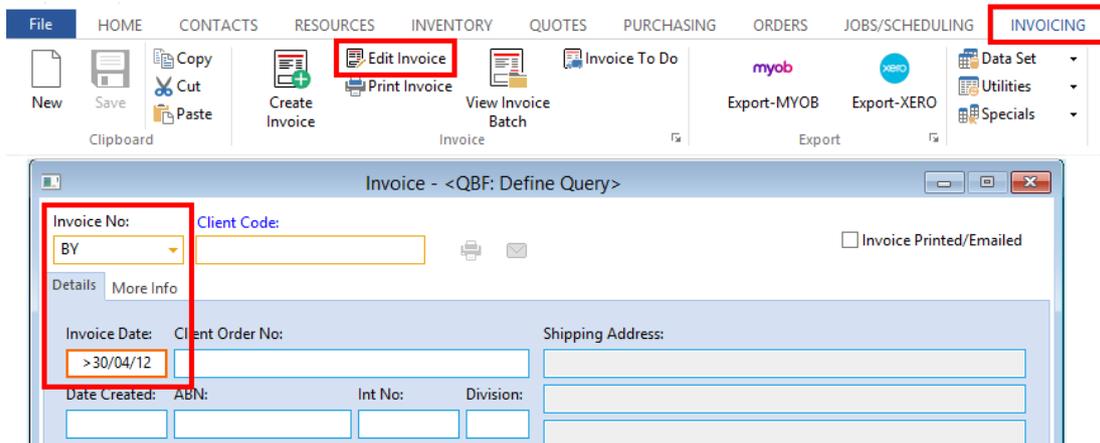


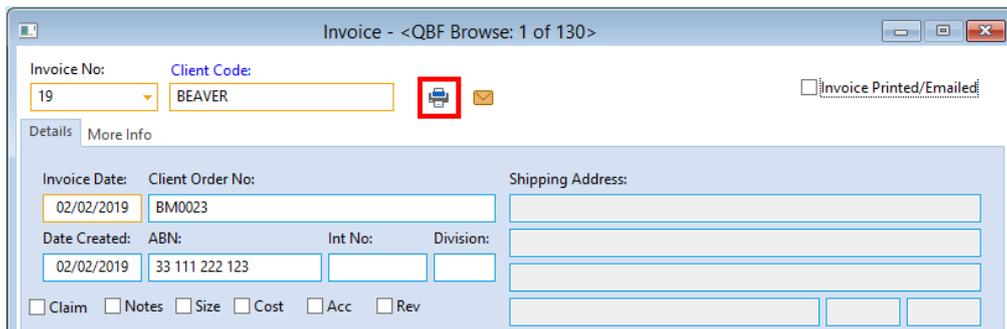
2009-121 - Create a pdf file of multiple invoices and attach the file to an email.

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

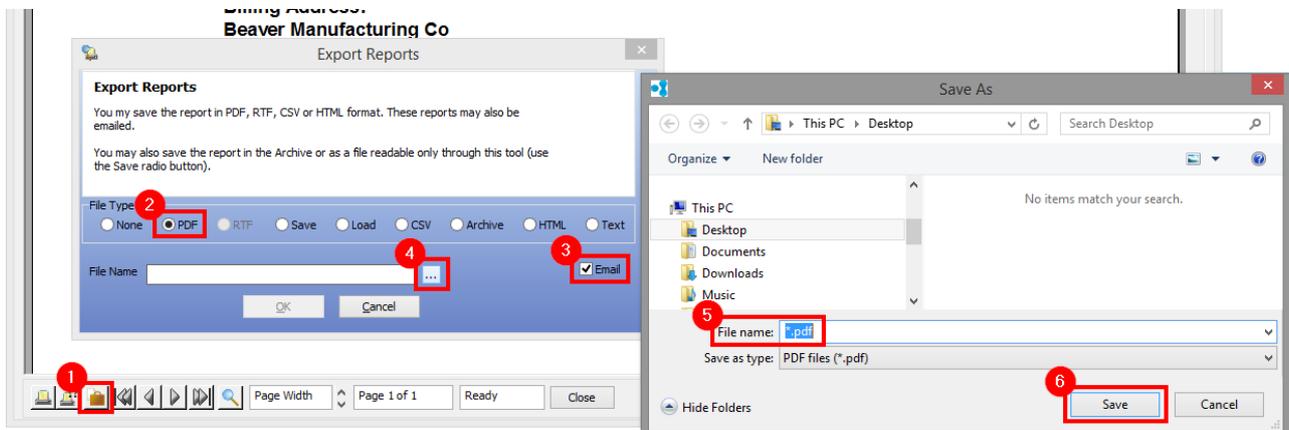
Open the **Invoicing** tab in the Opto ribbon, **click** on the 'Edit Invoice' icon. For this example, we will run the query by a date > 30/04/2012. **Press** <F11> to initiate the query, **click** in the date field and enter >30/4/12 and then **click** in the "Invoice No" field and type 'BY'.



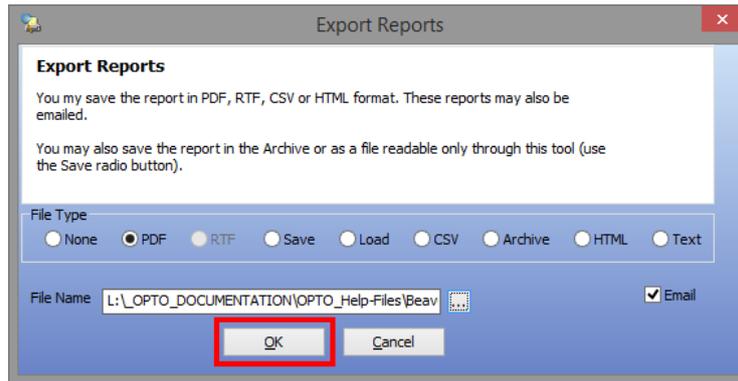
Press <F12> to run the query. **Click** on the **Print** icon (circled)



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.



Click **OK** in the Export Reports window



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

