

Chapter 19 – Print Queue Table of Contents

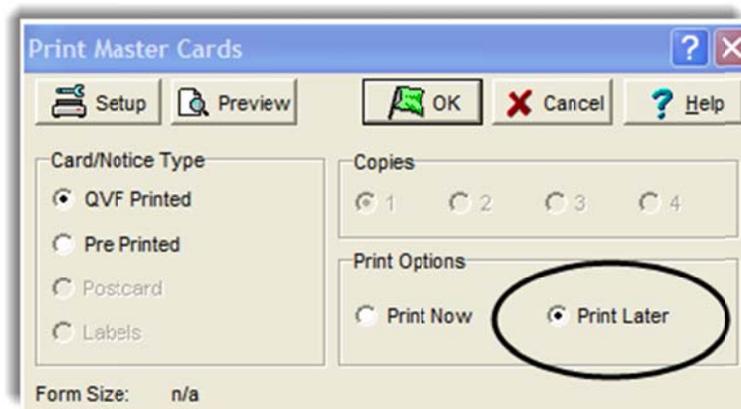
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Introduction to Print Queue

Throughout QVF, you have the option of waiting to print a variety of items by selecting the “Print Later” option which sends a print job to the Print Queue. The Print Queue is both document- and voter-based. Document types are divided into separate tabs and within each tab is a list of voters with a document of that type waiting to be printed.

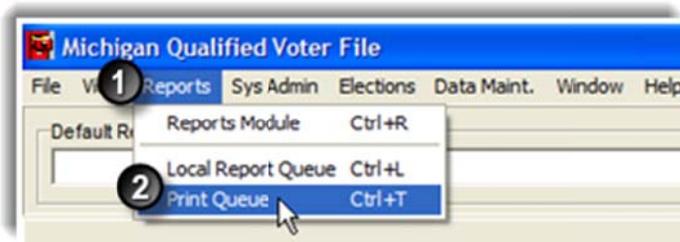
The Print Later feature is available for the following document types:

- ID Cards
- Master Cards
- Notices: Challenge, Rejection, Moved Out, Moved Within
- AV applications (single and dual)
- AV Ballot Labels



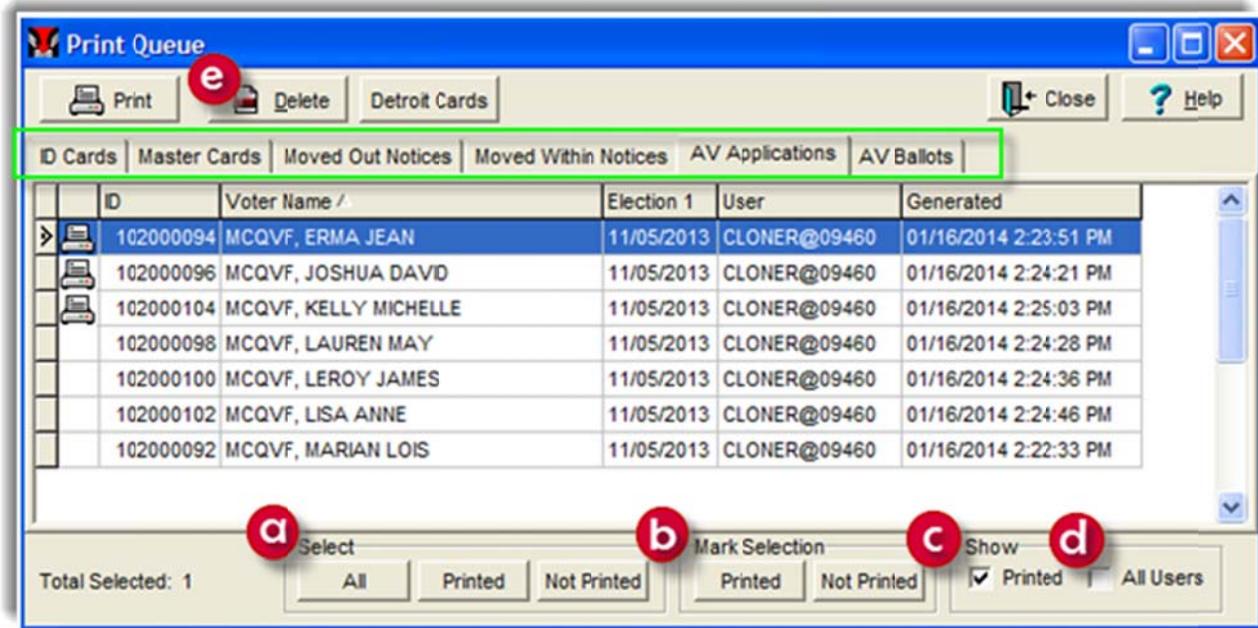
Once you have completed your work and are ready to print the items you sent to the Print Queue, retrieve those print jobs by:

1. Click Reports
2. Click Print Queue



Navigating the Print Queue

You will find a tab listed for each type of document you have waiting to be printed. Within each tab will be the list of voters with that type of print job



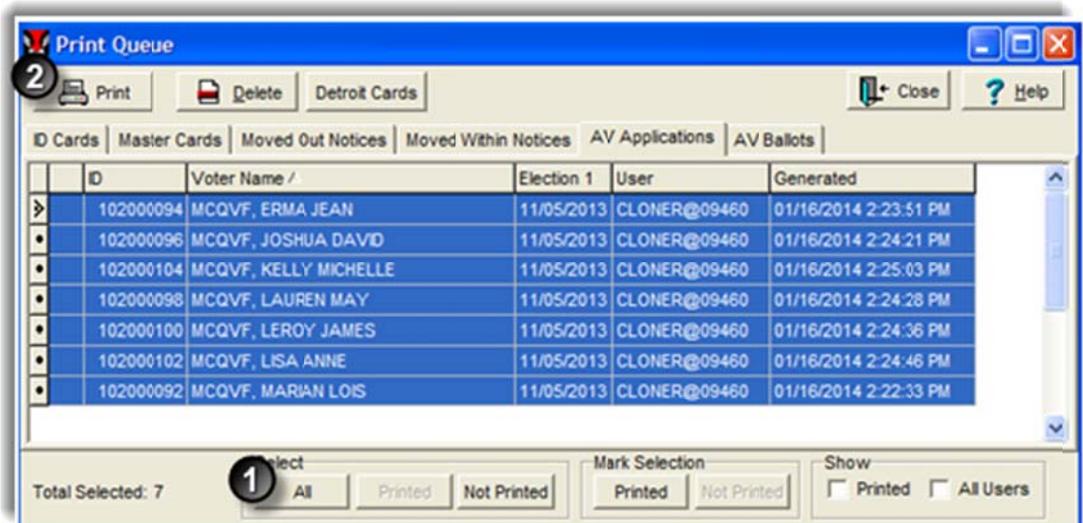
Here is an introduction to the Print Queue screen and the module's functionality.

- Use the Select buttons to select All voters, those voters whose document has already been Printed, or those voters whose document is Not Printed yet.
- Use the Mark Selection buttons to either mark selected rows as Printed or Not Printed
- Add a checkmark to the Show Printed box if you want to see printed documents included in the list of voters with documents yet to be printed. *Print jobs are not deleted until you delete them or they have been automatically deleted after 30 days.
- Add a checkmark to the Show All Users box if you want to see print jobs sent by all QVF users in your jurisdiction.
- To delete a print job for a voter, select the rows you wish to delete, and click Delete.

Printing from the Print Queue

To print the documents for all the voters listed for that document type:

- Click Select All
- Click Print

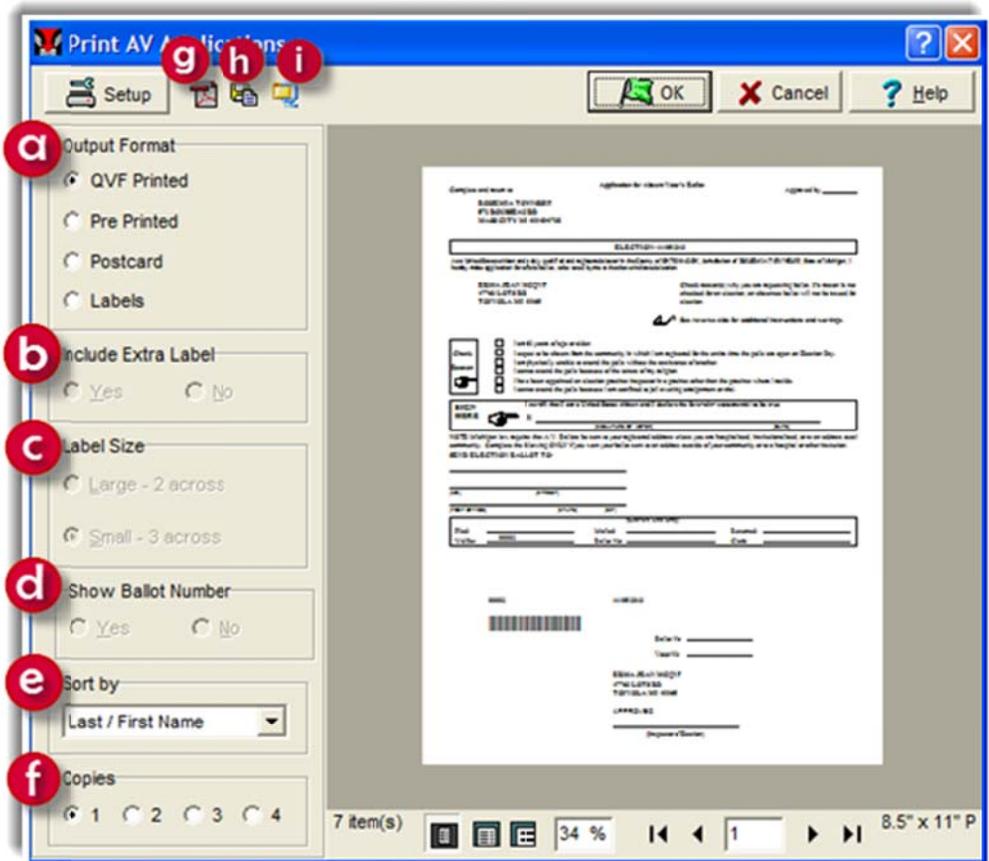


The next window that appears shows a preview of the document(s) you are about to print. You can also change the Output Format of the document if it was sent to the Print Queue in the wrong format. You can manage other printing options (when applicable) before printing from this screen.

Those options include:

- a. Output Format
- b. Include Extra Label: prints a residential address label as well as a mailing address label (default)
- c. Label Size
- d. Show Ballot Number: includes the ballot number on the AV Ballot Envelope label
- e. Sort By
- f. Copies
- g. Save to a PDF
- h. Save to a Comma Separated Text file (.csv, compatible with spreadsheets)
- i. Save to Zip file

*Clicking Setup will allow you to change paper size, orientation, and printer.



When you are finished selecting your options, click OK to print.

After sending the print job to your printer, you will be returned to the main Print Queue screen. The items you printed will no longer display unless you have a checkmark in the Show Printed box. Remember, even after being printed, print jobs stay in the Print Queue until either you delete them or they are 30 days old and are deleted automatically.