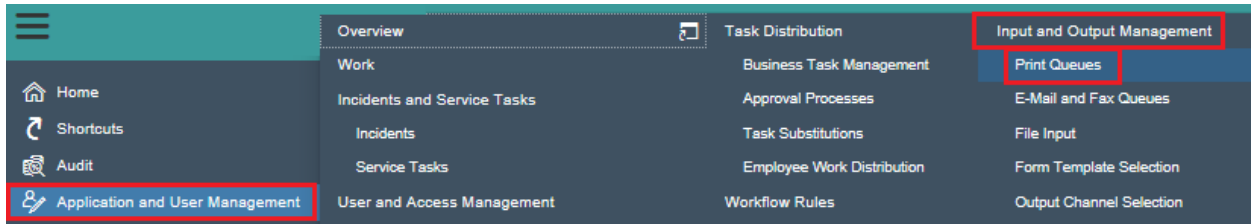


## How to Clear the Print Queue

You can set up and maintain print queues to manage the process-integrated printing of business documents. You can also manage the document print jobs in your print queues. Here is a guide on how to clear your print queue.

1. Go to the Print Queue work center (Application and User Management > Input and Output Management > Print Queues).



2. Select the Print Queue you want to clean up.

Print Queues  
You can set up and maintain print queues to manage the process-integrated printing of business documents. You can also manage the document print jobs in your print queues.

Group By: None

Queue ID	Assigned User	No. of Queued D...	Size of Queued Documents	Printer Lang...	Used in Output Rules	Queue Status
DEFAULT		205	10.46 MB	PDF	No	Started
INVOICES	PRT_001	3	267.96 KB	PDF	Yes	Started
NO_OUTPUT	PRT_001	4	235.58 KB	PDF	No	Started

Details: NO\_OUTPUT

Queue Status: Started

Queue Usage: Central Printing via the Print Manager

Assigned User: PRT\_001

Last Web Service Access:

Printer Language: PDF

Description

Queue Load

	Size	No. Of Documents
Queued Docum...	235.58 KB	4
Processed Docu...	0 KB	0
Total	235.58 KB	4

Used in Output Rules

Business Document	No. Of Rules
No records found	

3. Click the Edit button.
4. Click the Queued Documents list. Since none of these documents are physically printed, they remain in the Queued Documents list.
5. Select multiple rows by pressing CTRL or SHIFT and clicking on the rows you want to delete.

Save Close Test Print Refresh

Queued Documents Processed Documents Details

You can view all documents waiting in the print queue.

Delete

Document Name	Number of Copies	Sender	Size	Submitted On
Customer Invoice 1INV-126	1	EMA NICOLAS	56.21 KB	06/08/2018 10:16:36 AM MST
Customer Invoice 1INV-125	1	_BYDESIGN	58.65 KB	06/06/2018 05:20:30 PM MST
Customer Invoice 1INV-103	1	_BYDESIGN	60.08 KB	05/27/2018 10:15:03 AM MST
Customer Invoice 1INV-89	1	Daniel Edelman	60.64 KB	05/25/2018 11:21:20 AM MST

6. Click the Delete button.

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