

Printing on 1place

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Printing on 1place

With **1place**, users can easily print **sales** and **warehouse documents** directly from their current screen, helping keep workflows fast and uninterrupted.

This article explains how to print:

- Sales Orders
- Quotes
- Invoices
- Credit Memos
- Packing Slips
- Pick Tickets
- Labels

These documents can be printed individually from within a record or in bulk (where applicable).

Permissions Required

Users must have:

- Access to **Sales Transactions (Quotes, Sales Order, Invoice, Credit Memo and Purchase Order)**
- **Print permissions** enabled for transaction documents
- Access to **Warehouse (Shipping and Receiving)** functions (for pick tickets and packing slips)

If you cannot see the **Print** option, contact your system administrator.

Printing Sales Documents

This includes:

- Sales Orders

- Quotes
- Invoices
- Credit Memos

How to Print Sales Documents from Inside a Transaction

1. Navigate to the appropriate **module** (Sales Orders, Quotes, Invoices, or Credit Memos).
2. Open the **transaction record** you would like to print.
3. Click **Print** located at the bottom right corner of the screen.

4. In the printing window, select the **document type** and set the quantity to be printed.
5. Modify **print properties** as needed (see **Print Properties** section below for details).
6. Click **Preview** to review the document before printing.

7. Under **Destination**, select the **printer** to be used.
8. Set the **pages to print**, **number of copies**, and choose **Black & White** or **Color**.
9. Click **More Settings** to adjust **paper size**, **pages per sheet**, and **scale**. For additional printer options, select **Print using system dialog**.

10. Once all settings are confirmed, click **Print**.

ABC Auto Body Supply
125 E 100 N, #150
Heber City UT UT

SALES ORDER

SO # 5250521-0003
SO DATE 05/21/2026
DELIVERY DATE 05/23/2026
Terms 10th of month
CUSTOMER # 1121
ENTERED BY Sydon
CONTACT NAME
Cust PO#
SHIPPED VIA Truck 2
SALES REP Lon Stone

BILL TO
ABC Company
123 South Lily St.
Long Beach, CA 90815
8889998898

SHIP TO
ABC Company
123 South Lily St.
Long Beach, CA 90815
8889998898

Item	Item Description	Qty Ord	Qty Ship	Qty Price Shipped	Disc %	Net Price	Tax	Line Total
AC1000120	ACURA LEGEND 94-03 - Front bumper cover (48" sedan; L/S; prime)	1	1	0	0.0%	\$140.00		\$140.00
AC1000120	ACURA LEGEND 94-03 - Front bumper cover (48" sedan; L/S; prime)	0	0	0	0.0%	\$140.00		\$0.00
							Subtotal	\$140.00
							Tax	\$0.00
							Freight	\$0.00
							Total	\$140.00

NOTE TO CUSTOMER
Test Comments....
Please pay us. We would appreciate it.

5250521-0003 05/21/2026 15:08:05 Page 1 of 1

Print 1 sheet of paper

Destination: L3250 Series(Network)

Pages: All

Copies: 1

Color: Color

More settings: [dropdown arrow]

Print **Cancel**

How to Print Pick Tickets

Pick tickets are used by warehouse staff to pull items for an order.

1. Open the related **Sales Order**.
2. Verify the **order** is ready for picking by checking the **status**.
3. Click **Print** located at the lower right corner of the screen.
4. In the **printing options window**, select **Pick Ticket**.

Printing Options

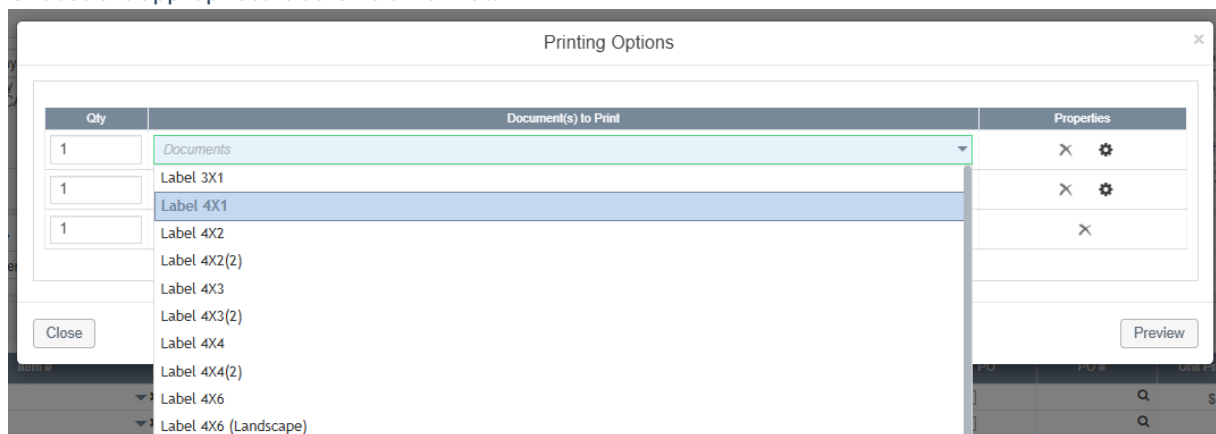
Qty	Document(s) to Print	Properties
1	Picking Ticket(s)	✕ ⚙
1	Label 4X2	✕ ⚙
1	Label 4X2(2)	✕ ⚙
1	Label 4X3	✕ ⚙
1	Label 4X3(2)	✕ ⚙
1	Label 4X4	✕ ⚙
1	Label 4X4(2)	✕ ⚙
1	Label 4X6	✕ ⚙
1	Label 4X6 (Landscape)	✕ ⚙
1	Packing Slip (1 line per bin)	✕ ⚙
1	Packing Slip (1 line per item)	✕ ⚙
1	Picking Ticket(s)	✕ ⚙
1	Picking Ticket(s) - With ALL Bin Locations	✕ ⚙
1	Picking Ticket(s) - With Components	✕ ⚙
1	Picking Ticket(s) Combined	✕ ⚙
1	Sales Order	✕ ⚙
1	Sales Order 2	✕ ⚙

Close **Preview**

5. Click **Preview** to review the document.
6. Click **Print** and provide the **pick ticket** to the warehouse staff.

How to Print Labels

1. Open the related **Sales Order**.
2. Click **Print** located at the lower right corner of the screen.
3. In the **printing options window**, select **Label**.
4. Choose the appropriate **label size** or format.



Note: Multiple label sizes are available and can be **customized**. These options are explained in another section of this article.

5. Click **Preview** to review the label before printing.
6. Click **Print** to generate the label.

How to Set Up Default Printed Transactions for Customers

1. Navigate to Customers and open the desired Customer Record.
2. Go to the Customer Detail screen and select the Communications tab.
3. Locate the Default Printed Documents section.
4. Configure the following fields based on your preferred printing setup:
 - Printed Doc Type – Select the type of document (Invoice, Sales Order, Quote, etc.).
 - Printed Doc Name – Choose the document template or label size to be used.
 - # Copies – Set the default number of copies to print.
 - Default Printer – Select the printer that will be used by default for this customer.
5. Save the changes.

Dashboard

Contacts

Tasks

Jobs

Custom Pricing

Settings

Communications

Credit Card

Sales History

Custom Fields

Marketing Info

Customer Item #s

Notes

Document Management

AuditLog

Customer Portal

API

Default Printed Documents

Action	Printed Doc Type	Printed Doc Name	# Copies	Default Printer*
X	Invoice	Invoice	0	
X	Sales Order	Sales Order	0	
X	Quotation	Quotation 2	0	
X	Sales Order		0	
X	Credit Memo		0	
X				

Customizing Print Properties

1place allows users to customize the print properties for each sales and warehouse document. Print properties control how information is displayed on printed documents, enabling businesses to tailor printed output to meet their operational and customer requirements.

Each document type includes its own set of configurable print properties. Depending on the selected document, options may include displaying or hiding specific fields, modifying the document layout, printing additional information, and other document-specific settings.

Accessing Print Properties

The steps for accessing print properties are the same for all supported sales and warehouse documents.

1. Open the appropriate module:
 - o Sales Orders
 - o Quotes
 - o Invoices
 - o Credit Memos
2. Open the transaction record you want to print.
3. Click **Print** in the lower-right corner of the transaction window.
4. In the **Print** window, select the desired **Document Type**.
5. Click the **Properties** (gear icon) next to the selected document.

The **Print Properties** window for the selected document will open, allowing you to configure its available printing options.

Note: The available print properties vary by document type. Each document includes its own set of configurable options based on the information that can be printed.