

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.

The screenshot shows the iPlace Sales Order interface. The sidebar on the left contains navigation links: Dashboard, Customers, Vendors, Items, Sales, AR, Purchasing, Warehouse, Jobs, Tools, Documents, Reports, and Sync. The main content area displays a Sales Order for 'ABC Company'. Key details include: Order Date: 09/21/2025, Customer PO #: [blank], Payment Terms: 10th of month, Sales Rep: Lon Stone, Order Source: [blank], Shipped Via: Truck 2, Contact: [blank], Email: [blank], Job ID: [blank]. A table lists line items with columns: Actions, Qty Ord, Item #, Qty Ship, Qty SO, Price, Qty Rtn, Description, PO, PO #, Unit Price, Net Price, and Line Total. The table shows two line items for 'ACURA LEGEND 91-93 - Front bumper cover (4dr sedan; LS; prime)'. At the bottom right, there are buttons for 'Send Email', 'Print' (highlighted with a green arrow), 'Save', 'Help', and 'Close'.

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.

The screenshot shows the 'Printing Options' dialog box. It has a table with three columns: 'Qty', 'Document(s) to Print', and 'Properties'. The table contains two rows, both with 'Qty' set to 1 and 'Document(s) to Print' set to 'Documents'. The 'Properties' column contains icons for deleting and editing. At the bottom, there are 'Close' and 'Preview' buttons.

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 Byron

CONTACT NAME

Quot FOR

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

Items	Item Description	Qty Ord	Qty Ship	Qty Prior Shipped	Disc %	Net Price	Tax	Line Total
AC1000120	ACURA LEGEND 91-93 - Front bumper cover (4dr sedan; L/R; prime)	1	1	0	0.0%	\$140.00		\$140.00
AC1000120	ACURA LEGEND 91-93 - Front bumper cover (4dr sedan; L/R; 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.

Print

1 sheet of paper

Destination

L3250 Series(Network)

Pages

All

Copies

1

Color

Color

More settings

5250521-0003

05/21/2026 15:08:05

Page 1 of 1

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

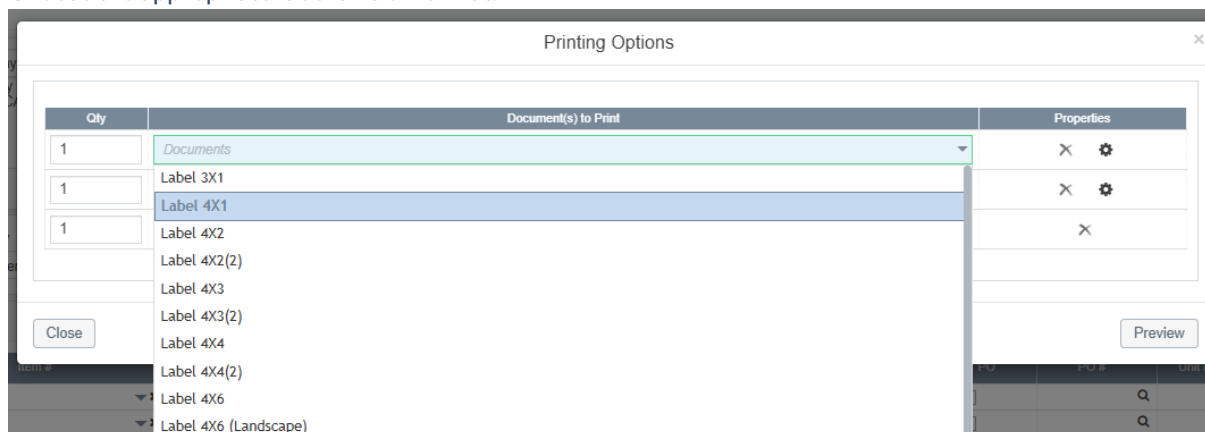
Close Preview

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

- Navigate to Customers and open the desired Customer Record.
- Go to the Customer Detail screen and select the Communications tab.
- Locate the Default Printed Documents section.
- 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.

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:
 - **Sales Orders**
 - **Quotes**
 - **Invoices**
 - **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.

How to Configure Print Settings

Overview

Print Settings in 1place allow you to configure how documents, labels, and company logos are handled when printing.

The **Printed Transactions and Labels (Output Option)** screen contains three main sections:

- **Printed Transactions** – Select how documents are printed:
 - **Simple** – Allows printing one or more documents using the browser's default printer.
 - **Advanced** – Allows you to pre-select individual printers for each document being printed. This requires the **OS Printer Connect** desktop application.
- **Print Defaults** – Set the default documents, number of copies, logos, and printers associated with different document types.
- **Logo Defaults** – Add and manage company logos that can be used when printing documents. This section also allows you to configure information for companies that use multiple company names or logos.

How to Access Print Settings

1. Click the **gear icon** in the upper-right corner of the Dashboard or the screen you are currently working in.
2. Select **Settings**.
3. Under **Settings Type**, select **System**.
4. Select **Print Settings**.

How to Select a Printing Method (Simple vs Advanced)

1place provides two printing methods for controlling how documents are sent to a physical printer: **Simple** and **Advanced**.

1. Go to **Settings > System > Print Settings**.
2. Under **Printed Transactions**, select the printing method you want to use.

Printed Transactions and Labels (Output Option)

Printed Transactions

- ☒ **SIMPLE:** Allows printing of 1 or more docs using the browsers default printer.
- ☐ **ADVANCED:** Allows pre-selection of individual printers for each document printed(Requires installation of separate desktop app called OS Printer Connect). Click [HERE](#) to download the osPrinterConnect.

Simple

Simple allows you to print one or more documents using the browser's default printer.

Select **Simple** when you want 1place to use the printer configured as the default printer in your browser or

computer.

Advanced

Advanced allows you to pre-select an individual printer for each document being printed. This provides more control when different documents need to be printed to different physical printers.

Advanced printing requires the separate **OS Printer Connect** desktop application.

For instructions on setting up the **OS Printer Connect** desktop application, see **How to Set Up OS Printer Connect**

3. Select **Simple** or **Advanced** based on how you want documents to be printed.

How to Configure Print Defaults and Document Copies

The **Print Defaults** section determines which document is automatically selected when a user clicks the **Print** button from different areas of 1place. It also allows you to define the number of copies, logo, and printer used for that document.

Action	Printed Doc Type	Printed Doc Name	# Copies	Logo #	Default Printer*
X	Shipping & Receiving - To Print	Picking Ticket(s)	2		
X	Invoice	Invoice	1		
X	Sales Order	Picking Ticket(s)	1		
X					

Save

Understanding Print Defaults

Printed Doc Type identifies the screen or printing area where the default applies:

- Quotation
- Invoice
- Sales Order
- Credit Memo
- Shipping & Receiving - To Print

Printed Doc Name identifies the specific document that will be automatically selected for that printing area.

Available documents may include:

- Credit Memo
- Invoice
- Different label sizes
- Packing Slip
- Picking Ticket
- Quotation
- Sales Order
- Stock Transfer

Copies determines the default number of copies that will be printed.

Logo # determines which company logo is used when the selected document is printed.

Default Printer determines which printer is assigned to the document when using the **Advanced** printing method.

How to Set a Print Default

1. Go to **Settings > System > Print Settings**.
2. Locate the **Print Defaults** section.
3. Select the **Printed Doc Type** you want to configure.
4. Select the desired **Printed Doc Name**.
5. Set the number of **Copies**.
6. Select the appropriate **Logo #**.
7. Select the **Default Printer**.
8. Repeat these settings for each **Printed Doc Type** as needed.
9. Click **Save**.

Once configured, 1place uses these settings when the user prints from the corresponding screen, so the user does not need to repeatedly select the document, number of copies, logo, or printer.

How to Configure Logo Defaults

The **Logo Defaults** section allows you to create and manage multiple company logos and the company information associated with each logo. This is useful for companies that operate under more than one company name or need to create invoices and other documents using different company logos.

Logo Defaults

☒ Our Company has more than 1 Company Name and/or Needs to Create Invoices with different Company Logo's.

Action	Logo #	Company Name	Company Full Address	Company Phone #	Company Logo
×					Logo Image* Choose File No file chosen

Save

How to Set Up a Company Logo

1. Go to **Settings > System > Print Settings**.
2. Locate the **Logo Defaults** section.
3. Check **Our Company has more than 1 Company Name and/or Needs to Create Invoices with different Company Logo's**.
4. Enter a **Logo #** to identify the logo.
5. Enter the **Company Name** associated with the logo.

6. Enter the **Company Full Address**.
7. Enter the **Company Phone #**.
8. Upload the company logo.
9. Save the settings.

How to Manage Company Logos Through Print Defaults

Once multiple logos have been created in **Logo Defaults**, they can be assigned to specific document types through the **Print Defaults** section.

For each **Printed Doc Type**, select the appropriate **Logo #**. This determines which company logo and associated company information will be used when that document is printed.

For example, an **Invoice** can be configured to use one **Logo #**, while a **Sales Order** or **Quotation** can use another. This allows different documents to automatically use the appropriate company name and logo without requiring the user to select it each time they print.
