Readsoft: How to view the number of invoices processed in INVOICES

Summary
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Support Article

Occasionally, it may be useful to view the number of invoices processed within a certain period of time in INVOICES.

To view the number of invoices, do the following:

1. Within Invoices Manager, click Administration, and then click Production history.

2. Go to the Time period section, click the From field and then select the desired start date.
3. Click the To field, and then select the desired end date.

When finished, a new report will be displayed below.

To view additional information, right-click one of the report columns to display a shortcut menu with the following options:

- **List Invoices**: Opens the Invoice Dialog
- **View Process Log**: Opens the Process Log Dialog
- **Refresh List**: Refreshes the graph to display the latest results.

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**Note:**
This information can only be viewed within the Manager application, it cannot be extracted.

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Keywords: Search