



# How to restrict user from printing duplicate document?

## Scenario:

Some companies enforce a rule where transaction documents are only printed once for sending to clients or suppliers. To ensure users don't print the document multiple times, access rights are adjusted accordingly.

Note: To see how many times a transaction has been printed, you can search for that specific transaction, Info tab, then look for "Print Count".

The sample below display that user has printed 2 times

**Purchase Requisitions**

Details Supplier Deliver To Others Notes Files Approvals **Info**

View Variants

First Created Date	First Created User	Last Modified Date	Last Modified User	Print Count
09/04/2024 4:31:14 PM	WONG	09/04/2024 10:42:04 PM	ADMIN	2

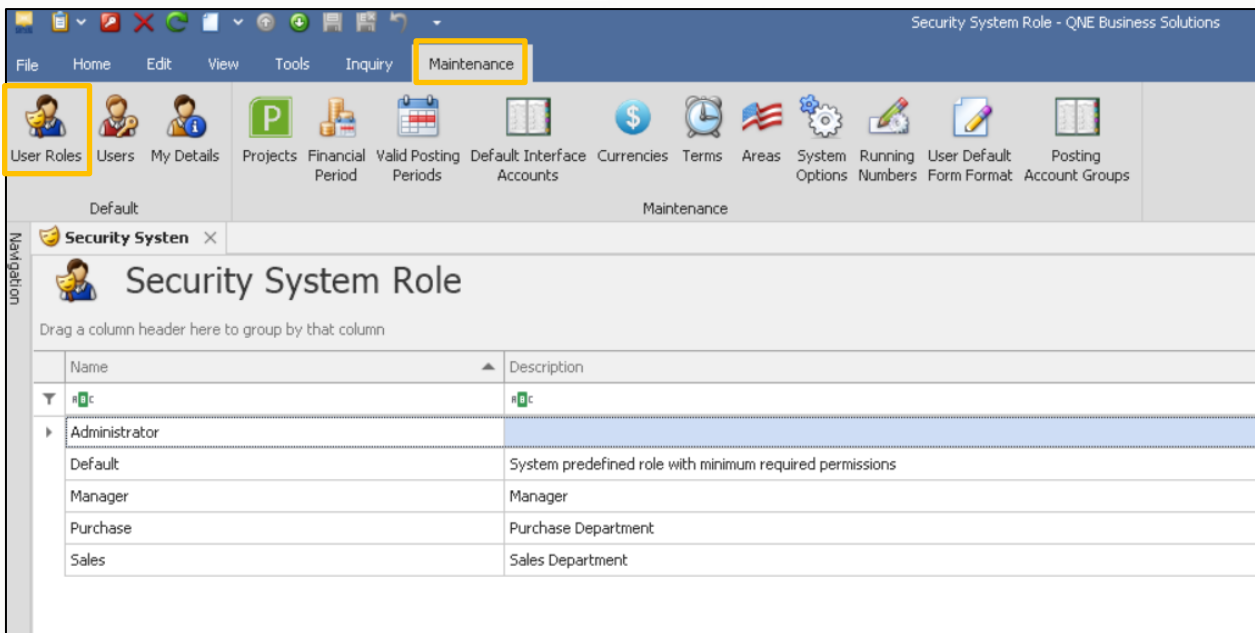
Scan Item...

Stock Code	Description	Qty	UOM	Unit Pr...	Disc	Amount	Tax C...	Tax	Net
1 AMD-XP/1800	AMD XP 1800	1	UNITS	595.00		595.00			595.00
2 CANON210SP	CANON BJC-210 SP	1	UNITS	180.00		180.00			180.00
3 INSTALL	INSTALLATION CHARGES	1	HOURS	200.00		200.00			200.00

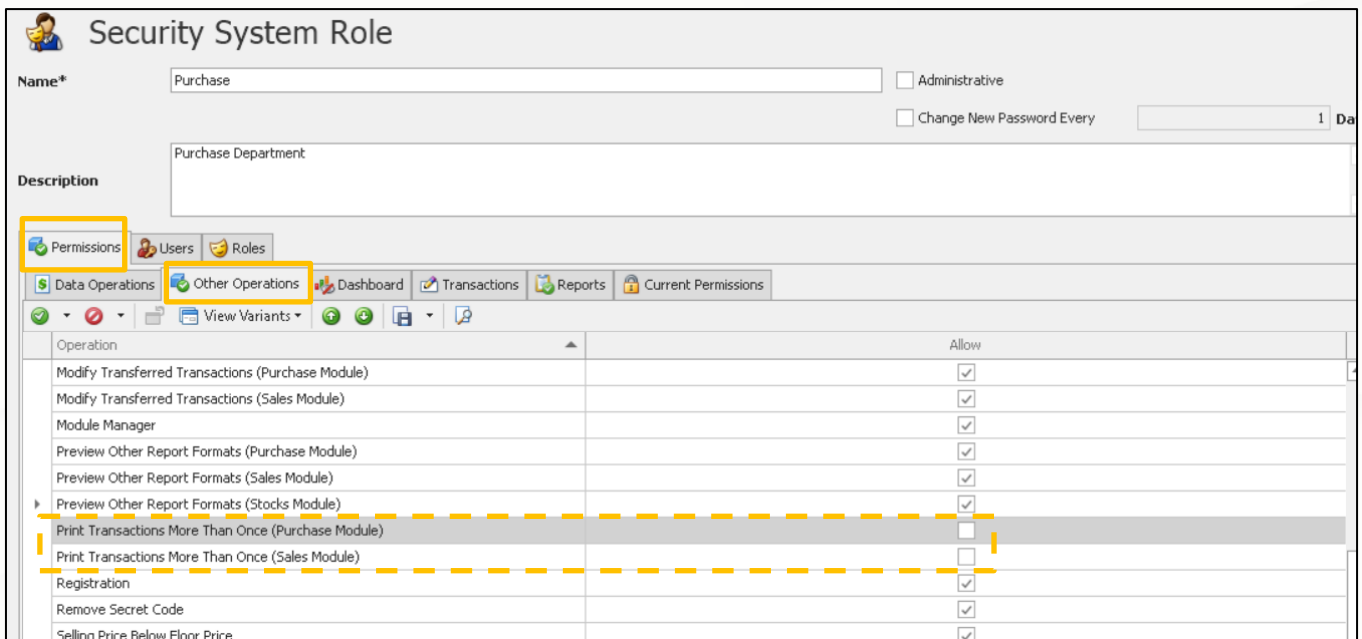
Taxable 975.00 Tax Rounding Adj Due Amount 975.00

## Solution

1. Maintenance > User Role > Select the user roles you would like to control



2. Permission > Other Operations, unticked the setting as below
  - Print Transaction more than once (Purchase Module)
  - Print Transaction more than once (Sales Module)



- A message will appear in the transaction if it has been printed more than once.

**Purchase Requisitions (Transferred)**

Details Supplier Deliver To Others Notes Files Approvals Info

Supplier: 800-D001 Currency: RM Rate: 1.0000  
 From: DELL ENTERPRISE SDN. BHD. Attention: VINCENT Doc Date: 16/01/2011  
 Term: 60 DAYS Purchaser: ALVIN Requisition No.: PR 00003  
 Location: Require Date: 08/04/2011 Reference No.:  
 Project: ☐ Tax Inclusive ☐ Rounding

Scan Item.. View Variants

	Stock Code	Description	Qty	UOM	Unit Pr...	Disc	Amount	Tax C...	Tax	Net
1.	CANON21...	CANON BJC-210 SP	10	UNITS	180.00	20%	1,800.00			1,440.00

**QNE Business Solutions**

PR 00003 report cannot be printed more than once. Please check User's access right.

OK



System controls the transaction by 2 settings

- Print Transaction more than once (Purchase Module)
- Print Transaction more than once (Sales Module)