How to Bulk View and Download PDF Invoices

How to · https://wpfactory.com/docs/bulk-view-download-pdf-invoices/

To bulk view or download invoices in PDF Invoices & Packing Slips Generator for WooCommerce, go to WPFactory > PDF Invoicing, open Doc: Invoice, and select View PDFs, Download PDFs, or both in the Bulk actions option. Then tick orders in WooCommerce > Orders, choose the action from the Bulk actions menu, and click Apply to get one merged PDF.

Enable the bulk actions

1. Go to **WPFactory > PDF Invoicing** (also reachable at **WooCommerce > Settings > PDF Invoicing**) and open the **Doc: Invoice** section.
2. In the **Bulk actions** option (`order_bulk_actions`), select **View PDFs**, **Download PDFs**, or both. Only **Download PDFs** is enabled by default.
3. Save changes.

Run a bulk action

1. Go to **WooCommerce > Orders**.
2. Tick the orders you want.
3. In the **Bulk actions** menu choose, for example, **Download PDFs: Invoice**, then click **Apply**.

The plugin merges the selected orders' documents into one PDF. **View PDFs** opens it in the browser; **Download PDFs** saves it as a file. Orders with no created document for that type are skipped.

Open View PDFs in a new tab

If you prefer **View PDFs** to open in a separate tab, enable **View PDFs in a new tab** (`alg_wc_pdf_invoicing_view_pdfs_new_tab`) in the General section. It is off by default. See General Settings Configuration.

> **Note:** the merged file is produced on the fly and named `docs.pdf`. Only orders that already have the document created are included, so create them first (manually or via a trigger).

Use cases

- Print a day's invoices in one pass before the courier arrives.
- Download a batch of invoices for your accountant at month end.



PDF INVOICING

Bulk actions are free for one document type. PDF Invoicing Pro adds bulk actions for each additional document type.

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