Mariner Software

How do I combine receipts or documents already added into Paperless?

Jim Henson - 2024-05-13 - Viewing/ Editing Library Items

How Do I Combine Receipts or Documents Already Added into Paperless?

Combining receipts already added into Paperless is simple. Here's how:

1. Select the documents or receipts you wish to combine.
2. Do a right-click on one of the highlighted documents.
3. Choose Combine Receipts if you're in a Receipt Library, or Choose Combine Documents if you're in a Document Library.