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## Create Draft Invoices in Bulk

View a 4-minute how-to video: <https://vimeo.com/213903704>

Fast forward to 2:53 to view bulk invoicing.

1. From the Smokeball desktop application, click the Billing icon or go to <https://billing.smokeball.com> and login.
2. Click Invoices (on the left)
3. Click the Create Invoices tab
4. Choose filters:
  - a. Date range: enter From and To dates.
  - b. Select an Attorney Responsible from the list of abbreviations.
  - c. Select any other relevant filters.
5. A list of draft invoices will appear in the center.
6. Select the top checkbox to select all the invoices.
7. Click the blue CREATE button. In the dialogue box:
  - a. Edit the date issued.
  - b. Edit the due date.
  - c. Click Save As Draft.
8. A list of the draft invoices will appear. Click the top checkbox to select all the draft invoices.
9. Click Combine in PDF.
10. A PDF window will open in your browser containing the invoices with a "DRAFT" watermark.
11. Review, download or print the invoices and forward them to the appropriate attorney for review.

