

Category	Product
Course	Tickets
Version	1.0
Client	Generic
Software	2.14.0.0



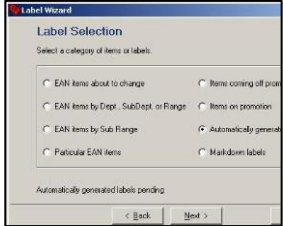
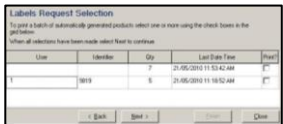

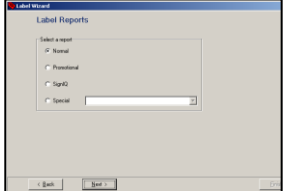


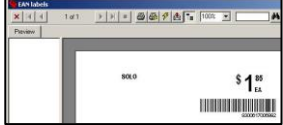
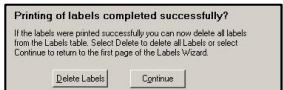

# Print Automatically Queued Tickets

Use the BOS Label Wizard function to print shelf tickets and promotional tickets.

## Procedure to Print Automatically Queued Tickets

### Hints and Tips

- ✓ A ticket is automatically queued when:
  - you request tickets using the WebRF software on a mobile scanning device; tickets print in scanned order
  - you request tickets on the BOS **Stock** screen
  - a new product becomes stocked in your store (as a result of receipting, invoice matching, or selling at POS).
  
- ✓ **How to identify which ticket batch to print:**
  - All tickets requested on the Stock screen or automatically queued when the product becomes stocked are listed in a single batch under a blank User and Identifier; so your ticket may be mixed in any other auto-pending tickets.
  - Tickets requested via the WebRF Stock function are listed in a single batch under the User logged onto the device and a blank Identifier; print them frequently, so the qty of tickets doesn't become confusing.
  - Only tickets requested via the WebRF Label function are in unique batches, under the User logged onto the device, and the Identifier entered against the ticket request.
  
- ✓ Check that the correct ticket paper is in the printer before you press **Print**.
  - If the product is on promotion, the normal price prints unless you select a promotion label report.
  
- ✓ If you don't **delete** the tickets and you have other auto tickets to print, the first tickets will also be reprinted.

1.	From the BOS <b>Tools</b> menu, select <b>Labels Wizard</b> . <i>*Or click the <b>Labels</b> icon.*</i>							
2.	Click <b>Next</b> .							
3.	Click <b>Automatically Generated</b> tickets. <i>* The message Automatic Labels Pending is displayed at the bottom of the screen.*</i>							
4.	Click <b>Next</b> .							
5.	Select the <b>Print</b> check box/es for the batch/s that you want to print. <i>*See Hints and Tips.*</i>							
6.	Click <b>Next</b> . A Print Summary is displayed.							
7.	Click <b>Next</b> .							
8.	Select the type of label stationary to print on.							
9.	Click <b>Next</b> .							
10.	Click <b>Finish</b> . <i>*A preview of the labels is displayed.*</i>							
11.	Click the <b>Print</b> icon to print the tickets. <i>*Click the <b>Print Setup</b> icon first, if you need to select a different printer.*</i>							
12.	After the tickets have printed successfully, click the red [x] icon.							
13.	Click <b>Delete Labels</b> if finished with them.							
14.	Click <b>Yes</b> to confirm the delete request.							
15.	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;"><b>To:</b></td> <td style="width: 50%;"><b>then:</b></td> </tr> <tr> <td>print other auto tickets (not selected in step 5)</td> <td>return to step 2.</td> </tr> <tr> <td>finish</td> <td>Only tickets that haven't been printed will be listed. Click <b>Close</b>.</td> </tr> </table>	<b>To:</b>	<b>then:</b>	print other auto tickets (not selected in step 5)	return to step 2.	finish	Only tickets that haven't been printed will be listed. Click <b>Close</b> .	
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