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Category	Product
Course	Labels
Version	1.0
Client	Generic
Software	2.14.100







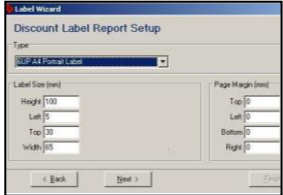

# Print Discount Tickets

Use the BOS Labels Wizards function to print tickets for discounts created in Discount Wizard or hosted as retail offers.

## Procedure to Print Discount Tickets

### Hints and Tips

- ✓ The system doesn't distinguish between discounts set up by your Head Office, the store, and the supplier; they're all listed together.
  - Discounts without a ticket associated to it aren't listed.
- ✓ Refer to the [PRO-4b Process Supplier Retail Offers Fact Sheet](#) for information on retail offers.
- ✓ The **Type** of label that you select at step 11 determines the print size of the text.
  - You can choose from 1up, 2up, 3up, 4up, 6up, and 9up.
  - You can print the same ticket in multiple sizes to suit the stock display e.g. shelf and/or end.
  - Select the page orientation (landscape, portrait) that matches the ticket design.
- ✓ Your business usually sets the correct **Label Size** and **Margins** for each label type, so you won't need to change them unless your stationary changes.
  - The **Size Height** and **Width** alters the *printable* area (size) of the label; text wraps in the available width, and if it's too long will go on the next label.
  - The **Size Top** and **Left** values alter the position of the *printable* area in relation to the top left of the page; any text that doesn't fit is cut off.
  - The **Margins** section determines the available *page* area to print the label/s; e.g. a large top margin means that a 1UP label (or first row of labels) starts printing lower down the page.

1.	From the BOS <b>Tools</b> menu, select <b>Labels Wizard</b> . <i>*Or click the <b>Labels</b> icon.*</i>	
2.	Click <input type="button" value="Next &gt;"/> .	
3.	Select <b>Discount Label</b> .	
4.	Click <input type="button" value="Next &gt;"/> .	
5.	In the <b>Discount Date</b> section, select the date that you want to print tickets for. <i>*Based on either the <b>Start At</b> date of discounts, or all discounts currently on sale (<b>Active As</b>).*</i>	
6.	Select the <b>Page Layout</b> you want to print. <i>*This filters for tickets created in this layout.*</i>	
7.	Click  . <i>*The discounts with tickets that match your criteria are displayed.*</i>	
8.	Select the <b>Print</b> check box for the ticket/s you want print on the same stationary. <i>*Or click <b>Select All Visible</b> to print every discount.*</i>	
9.	In the <b>QTY</b> field, type the number of tickets that you want to print. <i>*Defaults to 1.*</i>	
10.	Click <input type="button" value="Next &gt;"/> .	
11.	In the <b>Type</b> field, select the required stationary. <i>*The <b>Label Size</b> and <b>Page Margin</b> default dimensions are populated; see Hints &amp; Tips.*</i>	
12.	Click <input type="button" value="Next &gt;"/> .	
13.	Click <input type="button" value="Finish"/> .	

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**Hints and Tips**

- ✓ Tickets print in columns, from the top left side of the paper.
- ✓ Check that the correct ticket paper, in sufficient quantity, is in the printer before you click **Print**.
- ✓ Delete tickets after they've printed successfully and you no longer require them.
  - If you click **Continue** at step 16, the system doesn't let you print other tickets in this session until you either delete them or reprint them (the original label qty will be duplicated).
- If you simply click **Close** at step 16, the tickets are also automatically deleted; they won't be duplicated if you re-open Labels Wizard and select to print the same tickets.



<p>14. 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></p>	
<p>15. Click <input type="button" value="Close"/> once the tickets have printed.</p>	
<p>16. <b>To:</b> print the ticket again on a different size ticket  <b>then:</b> press <input type="button" value="Back"/>.  <i>*The Label Reports screen is displayed.*</i>                  Return to step 11.</p> <hr/> <p>print a different discount ticket  <b>then:</b> press <input type="button" value="Back"/>.  <i>*The Label Reports screen is displayed.*</i>                  Press <input type="button" value="Back"/>.  <i>*The Select Label screen is displayed.*</i>                  Return to step 5 or 8 as required.</p> <hr/> <p>print different tickets  <b>then:</b> click <input type="button" value="Delete Labels"/>.                  Click <b>Yes</b> to confirm the delete.  <i>*The Labels Wizard welcome screen is displayed.*</i>                  Click <input type="button" value="Next &gt;"/>.  <i>*Refer to the applicable fact sheet.*</i></p> <hr/> <p>finish  <b>then:</b> click <input type="button" value="Delete Labels"/>.                  Click <b>Yes</b> to confirm the delete request.  <i>*The Labels Wizard welcome screen is displayed.*</i>                  Click <input type="button" value="Close"/>.</p>	

