

PRO-5f Page| 1 of 1

Category	Product
Course	Tickets
Version	1.1
Client	Generic
Software	2.18.5

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.

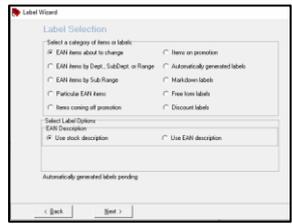
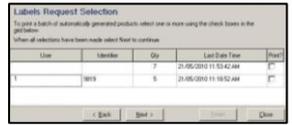
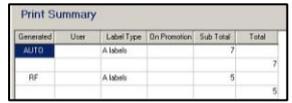
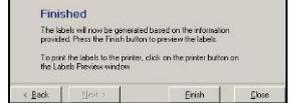
- ✓ Check that the correct ticket paper is in the printer before you press **Print**.
 - If the product is on promotion, the normal price prints unless you select a promotion label report.

- ✓ If you don't **delete** the tickets and you have other auto tickets to print, the first tickets will also be reprinted.

Print Automatically Queued Tickets

Use the BOS Label Wizard function to print your label batch

Procedure to Print Automatically Queued Tickets

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