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Category	Product
Course	Labels
Version	1.1
Client	Generic
Software	2.18.5

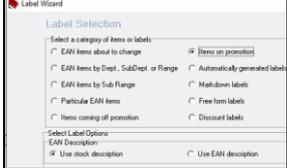
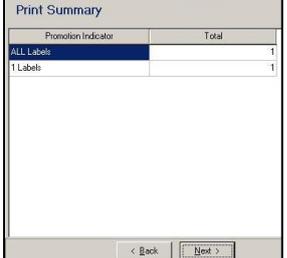
Hints and Tips

- ✓ For information about printing HOST promotion Tickets, refer to the [PRO-4a Process HOST Fact Sheet](#).
- ✓ **EAN Description** 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.
- ✓ The **Items coming off Promotion** option is useful to ensure that the correct prices are displayed when this occurs. Your store may not use this option if you have a large number of products to manage.
- ✓ If there's a HOST price change when a product is on promotion, you'll usually need to reprint the promotion ticket for this product if the 'save' amount is different. Follow your stores process if the new normal price is lower than the promotional price, and for the timing of hanging the new shelf ticket produced in HOST labels.

Print Promotional Tickets by Indicator

Use the Labels Wizard function to print promotional tickets.

Procedure to Print Promotional Tickets

1.	<p>From the BOS Tools menu, select Labels Wizard.</p> <p><i>*Or click the Labels shortcut icon.*</i></p>							
2.	<p>Click Next.</p>							
3.	<table border="1"> <tr> <td>To print:</td> <td>then:</td> </tr> <tr> <td>promotional tickets (in-store or HOST)</td> <td>select Items on Promotion. Optionally select Use EAN Description to print the EAN Description on tickets instead. Click Next. Go to step 4.</td> </tr> <tr> <td>normal retail price tickets for items due to finish promotion</td> <td>select Items Coming off Promotion. Optionally select Use EAN Description to print the EAN Description on tickets instead. Click Next. Select the promotion finish date. Select tickets to print for Only stocked items. Click Next. <i>*A Print Summary is displayed.*</i> Click Next. Go to step 13.</td> </tr> </table>	To print:	then:	promotional tickets (in-store or HOST)	select Items on Promotion . Optionally select Use EAN Description to print the EAN Description on tickets instead. Click Next . Go to step 4.	normal retail price tickets for items due to finish promotion	select Items Coming off Promotion . Optionally select Use EAN Description to print the EAN Description on tickets instead. Click Next . Select the promotion finish date. Select tickets to print for Only stocked items . Click Next . <i>*A Print Summary is displayed.*</i> Click Next . Go to step 13.	  
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4.	<p>Select tickets for either promotions that start or are active on the selected date.</p> <p><i>*As At Date ignores the start time of promotions.*</i></p>							
5.	<p>If required, select a Duration or EAN to limit the ticket request.</p> <p><i>*To reprint a ticket, select and type the EAN Item.*</i></p>							
6.	<p>Select tickets to print for Only stocked items.</p>							
								

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Hints and Tips

- ✓ The following filters are useful to select when you're printing tickets for promotions that are active on an **As At** date:
 - **Only Best Promotion for Each Item:** the best promotion is chosen after all other filters selected have been applied.
 - **Only Items Where Different Promotion is now Active:** this may be due to:
 - a new promotion starting
 - an active promotion being changed after its start date
 - a previous active promotion ending and a new one starting
 - a previous active promotion ending and there's an older one that's still active (e.g. a month long promotion)
 - **Exclude Loyalty Promotions:** ignores loyalty promotions when searching for a promotion, so that a normal promotion can be identified for printing.
- ✓ Products on promotion are grouped by **Promotion Indicator (Total** is number of promotions with that indicator). This lets you match the ticket stationary to products with different promotion indicators.
- ✓ **Labels Subrange Update screen**
 - You can add or edit **Ext Desc 1/2/3** text for just this ticket run, or select **Save to Sub Range** to save your changes against the sub-range (in the **Tools -> Codes & Descriptions** function).
 - If you previously saved sub-range descriptions on the **Stock** screen in the **Ext Desc** fields, select **GetDesc From Stock** to import it.
 - **Sub-range Item Cnt:** the number of products in the sub-range; click **[+]** to expand a sub-range to item level.
 - **Promo Item Count:** the number of products on promotion that belong to this sub-range.

7.	<p>If required, select filters to limit the tickets that print if a product has multiple promotions active as at the same time:</p> <table border="1"> <tr> <td>To:</td> <td>then:</td> </tr> <tr> <td>print tickets for only the best promotion for each product</td> <td>select the Only Best Promotion for Each Item check box.</td> </tr> <tr> <td>print tickets only for products where its promotion state has changed on the selected date <i>*No ticket prints if it's unchanged.*</i></td> <td>select the Only Items where Different Promotion is now Active check box. <i>*If you only want one promotion to print, also select the Only Best Promotion... filter.*</i></td> </tr> <tr> <td>ignore loyalty promotions</td> <td>select the Exclude Loyalty Promotions check box.</td> </tr> </table>	To:	then:	print tickets for only the best promotion for each product	select the Only Best Promotion for Each Item check box.	print tickets only for products where its promotion state has changed on the selected date <i>*No ticket prints if it's unchanged.*</i>	select the Only Items where Different Promotion is now Active check box. <i>*If you only want one promotion to print, also select the Only Best Promotion... filter.*</i>	ignore loyalty promotions	select the Exclude Loyalty Promotions check box.					
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8.	<p>If required, select the Only Sub Range Items check box to only print tickets for products within a sub-range that are on promotion. <i>*This lets you add ticket text to describe the variety at step 11;*</i></p>													
9.	<p>Click Next. <i>*It may take several minutes to load the next screen if there's thousands of promotions.*</i></p>													
10.	<p>Select the Print check box/es for the indicator group/s that you want to print on the same stationary. <i>*Or select All Unprinted Labels to print all the tickets on the same stationary.*</i></p>	<table border="1"> <thead> <tr> <th>Promotion Indicator</th> <th>Total</th> <th>Print</th> </tr> </thead> <tbody> <tr> <td>All Unprinted Labels</td> <td>230</td> <td><input type="checkbox"/></td> </tr> <tr> <td>1</td> <td>218</td> <td><input type="checkbox"/></td> </tr> <tr> <td>2</td> <td>12</td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Promotion Indicator	Total	Print	All Unprinted Labels	230	<input type="checkbox"/>	1	218	<input type="checkbox"/>	2	12	<input type="checkbox"/>
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Hints and Tips

- ✓ You must select the correct ticket stationary report that matches your request.
 - Promotional prices will only print if you select a promotional ticket report
 - **Sub –range ext desc 1/2/3** text entered at step 11 will only print if you select a report designed to include these fields.

- ✓ 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 13, 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 13, the tickets are also automatically deleted; they won't be duplicated if you re-open Labels Wizard and select to print the same tickets.

12.	A Print Summary is displayed Click Next .										
13.	Select the type of label stationary you're going to print on. <i>*See Hints & Tips.*</i>										
14.	Click Next .										
15.	Click Finish . <i>*A preview of the tickets is displayed.*</i>										
16.	Click the Print icon to print the tickets. <i>*Click the Print Setup icon first, if you need to select a different printer.*</i>										
17.	After tickets have printed successfully, click the red [X] icon to close the preview screen.										
18.	<p>To: print tickets for a different promotional indicator</p> <p>then: click Back. The Label Report screen is displayed. Click Back. The Label Request Selection screen is displayed. Return to step 10. <i>*The label group/s that you have already printed aren't listed (they are listed the next time you open the Labels Wizard).*</i></p> <hr/> <p>print different tickets</p> <p>click Delete Labels. Click Yes to confirm the delete request. <i>*The Label Wizard welcome screen is displayed.*</i> Click Next. <i>*Refer to the applicable fact sheet.*</i></p> <hr/> <p>finish</p> <p>click Delete Labels. Click Yes to confirm the delete request. <i>*The Label Wizard welcome screen is displayed.*</i> Click Close.</p>	 <table border="1" data-bbox="1203 1196 1481 1285"> <thead> <tr> <th>Promotion Indicator</th> <th>Total</th> <th>Print</th> </tr> </thead> <tbody> <tr> <td>All Unprinted Labels</td> <td>12</td> <td><input type="checkbox"/></td> </tr> <tr> <td>2</td> <td>12</td> <td><input type="checkbox"/></td> </tr> </tbody> </table> 	Promotion Indicator	Total	Print	All Unprinted Labels	12	<input type="checkbox"/>	2	12	<input type="checkbox"/>
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