

Category	Product
Course	Tickets
Version	1.1
Client	Generic
Software	2.18.5

Hints and Tips

- ✓ **EAN items about to change** tickets can result from:
 - **In-store:** created on the Stock screen Schedule Changes tab.
 - **Imported:** HOST price changes (except for HOST promotions, which are printed using the **Promotions On** label selection option).
 - **New Lines:** new product record/s imported by HOST; your store doesn't stock these products yet, so you don't usually print tickets for them; if you decide to stock the product in your store, a ticket is automatically generated when you receipt or invoice it.
 - **Moving EANs:** EAN's (barcodes) that have been moved from one stock record to another; these are imported by HOST.


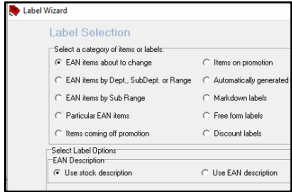
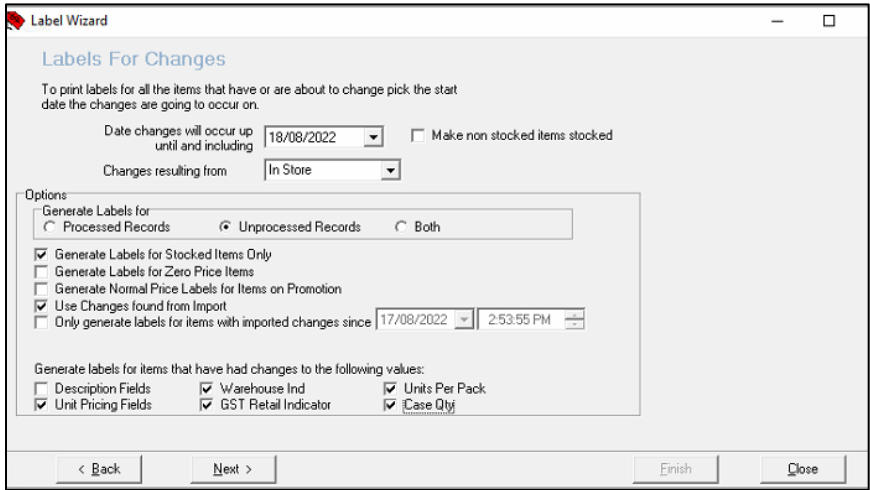
- ✓ For more information about printing HOST tickets, refer to the [PRO-4a Process HOST Fact Sheet](#).

- ✓ **Generate Labels for:**
 - **Processed Records:** prints tickets for changes that are effective (deal promo/price update has run).
 - **Unprocessed Records:** prints tickets for changes that aren't effective. The tickets are separated into groups; changes, price increases and price decreases.
 - **Both:** (default) prints tickets for both processed and unprocessed changes.

Print Scheduled Changes Tickets

Use the BOS Labels Wizard function to print shelf tickets.

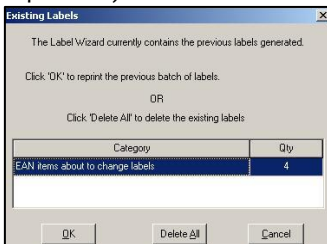
Procedure to Print Tickets for Scheduled Changes

1.	From the BOS Tools menu, select Labels Wizard . <i>*Or click the Labels icon.*</i>	
2.	Click Next .	
3.	Select EAN items about to change .	
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.	Complete the following steps: <ol style="list-style-type: none"> a. Select the start date of the applicable changes. b. Select if imported items should be stocked. c. Select which Changes resulting from to print. d. Under Options, select which changes to generate labels for (or leave at defaults). <i>*If printing in-store changes, ensure the Use Changes found from HOS check box is unselected.*</i> <i>*If printing additional HOST files imported during the day, select the Only generate labels for items with import changes since last label print run check box if you don't want to reprint tickets for earlier hosts already imported and printed today.*</i> 	

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Hints and Tips

- ✓ Check that the correct ticket paper, in sufficient quantity, is in the printer before you press **Print**.
- ✓ If you print **Quaint** tickets, only the products registered with this label type will print when you select **Special Quaint Label** stationary; you won't be printing all the tickets that were listed in the Print Summary.
- ✓ Delete tickets after they've printed successfully and you no longer require them.
 - If you click **Continue** at step 14, the system doesn't let you print other tickets in this session until you either delete them or reprint them (the original ticket quantity will be duplicated).
- If you simply click **Close** at step 14, the tickets are also automatically deleted and won't be duplicated if you re-open Labels Wizard and select to print the same tickets.



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.	To: return to print Quaint tickets (if they were listed on the Print Summary screen in step Error! reference source not found.)	
	then: click Back . Select Special Quaint Label . Click Next . Click Finish . Print the labels. Click [x] to close the preview.	
	print different tickets	
	finish	
	click Delete Labels .	
	Click Yes to confirm the delete request.	
	The Label Wizard welcome screen is displayed.	
	Click Close .	