

# Configuring Tickets

Tickets are a type of Label, and can be printed from the [Label Printing](#) screen.

These are designed to be printed on a colour printer, and are for shop floor display. They come in three varieties:

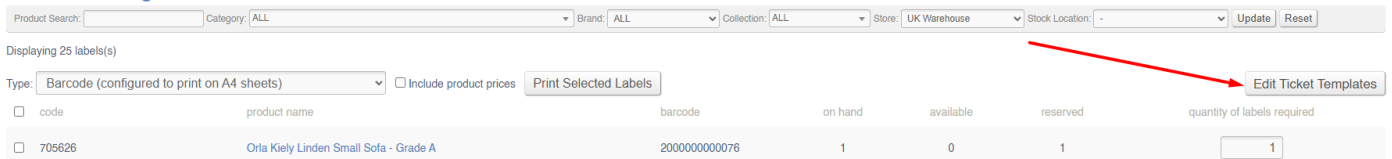
1. [Variant](#)
2. [Product](#)
3. [Collection](#)

Each Ticket can be given a header and a footer, and it is possible to set up multiple varieties of each for different events.

## Managing Templates

To add a new template, use the 'edit ticket templates' button on the Label Printing Screen.


### Label Printing



The screenshot shows the 'Label Printing' interface. At the top, there are several dropdown menus for 'Product Search', 'Category' (set to ALL), 'Brand' (set to ALL), 'Collection' (set to ALL), 'Store' (set to UK Warehouse), and 'Stock Location' (set to -). There are 'Update' and 'Reset' buttons to the right. Below this, it says 'Displaying 25 labels(s)'. There is a 'Type' dropdown set to 'Barcode (configured to print on A4 sheets)', an 'Include product prices' checkbox, and a 'Print Selected Labels' button. A red arrow points from the 'Edit Ticket Templates' button in the top right corner of the table area to the 'Edit Ticket Templates' button in the bottom right corner of the table area. The table has columns for 'code', 'product name', 'barcode', 'on hand', 'available', 'reserved', and 'quantity of labels required'. One row is visible with the following data: code: 705626, product name: Orla Kiely Linden Small Sofa - Grade A, barcode: 2000000000076, on hand: 1, available: 0, reserved: 1, quantity of labels required: 1.


This will then display a list of Templates which already exist.

## Key to icons

 = edit

 = delete

## Setup

If you click to edit a Template , or to add a Ticket Template , then you will be able to edit/add a new template.

Field	Purpose
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Name	<p><i>Enter a name for the Template</i></p> <p><i>This will be displayed when choosing a Label type to print</i></p>
Template Type	<p><i>Choose from:</i></p> <ul style="list-style-type: none"><li>• <i>Variant</i></li><li>• <i>Product</i></li><li>• <i>Collection</i></li></ul>
Template header	<p><i>This will display at the top of the ticket</i></p> <p><i>Upload a JPG, GIY or PNG</i></p> <p><i>1000px wide and up to 150px high</i></p>
Template footer	<p><i>This will display at the bottom of the ticket</i></p> <p><i>Upload a JPG, GIY or PNG</i></p> <p><i>1000px wide and up to 150px high</i></p>
Include QR Code	<p><i>Toggle the QR code on or off</i></p>

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