Using the Pick Ticket Report Buttons



These buttons are to make filling in fields much easier and quicker. However, there are certain precautions to take before and while using them to ensure that they work correctly.

**Note:** The HAWK buttons work the same way, but will only be loaded when logged in under hawksales.

**Rule #1:**

When you first open the window, it will probably lag for a second. This is normal, please wait for it to finish loading. It should automatically set the **Pick Ticket Type** field to **Both**. **Do not click on any of the buttons until “Both” is properly selected, otherwise they will not work correctly.**

**Rule #2:**

Due to P21’s default programming, we could not incorporate the dates and ending route in one rule. To solve this issue, we have made START and END buttons for each printer type. So to use the ZHOT printer, you would first have to click on ZHOT-START. Once the fields have finished, then you will need to click on ZHOT-END. This can take a while sometimes – do not click it more than once or you will risk bogging it down and/or data being entered incorrectly. You must follow this procedure for all four buttons.

**Rule #3:**

GIGA-SALES is the only role that can see ZHOT, GREEN, and WHITE. HAWK-SALES is the only role that can see the HAWK buttons. **Note:** Though the ZHOT, GREEN and WHITE buttons are invisible for HAWK-SALES, and the HAWK buttons are invisible for GIGA-SALES, ***the buttons are still there***. Please be careful when clicking so as not to click on them by accident. We have anticipated this to some degree and have thus moved the invisible buttons far over to the side to decrease the likelihood of them being pressed, but they are still there, so just keep this in mind.

**Rule #4:**

These rules will not print for you; you will still have to select a printer in the box. All these buttons do is fill out the predefined information for you, dates included. They will not auto-print for you. Keep this in mind when using them.

Remember, you MUST use the START and then the END button for the respective printer that you wish to use.