

# How To Add New Ticket Format

- 1. From the **Ticket Management** menu, click on **Ticket Formats**.
- 2. Click **Insert** grid button
- 3. Enter **Ticket Format**, select a **Ticket Format Selection**. Both fields are required.
- 4. Click on **Save** button.

SaveUndoClose

+ Insert X Remove Export View Filter (F3)

Ticket Format*	Ticket Format Selection	Suppress Discount/Readings	Suppress Split	Suppress Company Name	Suppress Cash Price	Form Feed Each Print Copy	Header Text	Footer Text
<input type="checkbox"/> Main	Full Sheet	Suppress Discounts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		SIGN_____
<input type="checkbox"/> Farmers	Half Sheet	No Suppression	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> Grades	Grading Tag	No Suppression	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> Kiosk	80mm Kiosk (Narrow)	No Suppression	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> phil	Half Sheet	Suppress Readings and Discounts	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Thank you
<input checked="" type="checkbox"/> Half Sheet Ticket	Half Sheet	No Suppression	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Header Text	Footer Text
<input type="checkbox"/>		No Suppression	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

0.69s | Saved

Refresh

- a. **Ticket Format** - this is the ticket format name. This is a user-define.
- b. **Ticket Format Selection** - this is the printing layout of the Scale Ticket.  
These are the Ticket Selection Format lists:
  - i. Full Sheet
  - ii. Half Sheet
  - iii. Plant Ticket
  - iv. Grading Tag
  - v. 120mm Kiosk (Standard)
  - vi. 80mm Kiosk (Narrow)
  - vii. Combined Elevator Receipt
- c. **Suppress Discounts / Readings** - controls the display of Discounts and Readings when printing Scale Ticket.  
These are the lists of options:
  - i. No Suppression
  - ii. Suppress Readings and Discounts
  - iii. Suppress Discounts
- d. **Suppress Split** - controls the display of Split when printing Scale Ticket. Enabling the checkbox will not show / display the Split in Scale Ticket print.
- e. **Suppress Company Name** - controls the display of Company Name when printing Scale Ticket. Enabling the checkbox will not show / display the Company Name in Scale Ticket print.
- f. **Suppress Cash Price** - controls the display of Cash Price when printing Scale Ticket. Enabling the checkbox will not show / display the Cash Price in Scale Ticket print.

**i** If Ticket Format Selection = Full Sheet / Half Sheet then **Header Text** and **Footer Text** fields are enabled. Putting he Header Text here will print in on Scale Ticket when print.

If Ticket Format Selection <> Full Sheet / Half Sheet then **Header Text** and **Footer Text** fields are disabled.

1. From the **Ticket Management** menu, click on **Ticket Formats**.

The screenshot shows the 'Ticket Formats' window with a menu bar (Save, Undo, Close) and a toolbar (Insert, Remove, Report, View, Filter (F3)). Below the toolbar is a table with the following columns: Ticket Format, Ticket Format Selection, Suppress Company Name, Form Feed Each Print Copy, Header Text, and Footer Text. The table contains five rows, each with a checkbox in the 'Ticket Format' column. The 'Ticket Format Selection' column has values: Full Sheet, Full Sheet, Grading Tag, 80mm Kiosk (Narrow), and an empty row. The 'Suppress Company Name' and 'Form Feed Each Print Copy' columns have checkboxes, all of which are currently disabled (grayed out). The 'Header Text' and 'Footer Text' columns are empty.

Ticket Format	Ticket Format Selection	Suppress Company Name	Form Feed Each Print Copy	Header Text	Footer Text
<input type="checkbox"/>	Main	Full Sheet	<input type="checkbox"/>		
<input type="checkbox"/>	Farmers	Full Sheet	<input type="checkbox"/>		
<input type="checkbox"/>	Grades	Grading Tag	<input type="checkbox"/>		
<input type="checkbox"/>	Kiosk	80mm Kiosk (Narrow)	<input type="checkbox"/>		
<input type="checkbox"/>			<input type="checkbox"/>		

2. Enter **Ticket Format**, select a **Ticket Format Selection**. Both are mandatory.



If Ticket Format Selection = Full Sheet / Half Sheet then **Header Text** and **Footer Text** fields are enabled.

If Ticket Format Selection <> Full Sheet / Half Sheet then **Header Text** and **Footer Text** fields are disabled.

4. Click on **Save**.

The screenshot shows the 'Ticket Formats' window after the 'Save' button has been clicked. The 'Save' button in the bottom toolbar is now highlighted with a red border and contains the text 'Saved'. The table data remains the same as in the previous screenshot, with the 'Suppress Company Name' checkbox for the 'Kiosk' format now checked.

Ticket Format	Ticket Format Selection	Suppress Company Name	Form Feed Each Print Copy	Header Text	Footer Text
<input type="checkbox"/>	Main	Full Sheet	<input type="checkbox"/>		
<input type="checkbox"/>	Farmers	Full Sheet	<input type="checkbox"/>		
<input type="checkbox"/>	Grades	Grading Tag	<input type="checkbox"/>		
<input type="checkbox"/>	Kiosk	80mm Kiosk (Narrow)	<input checked="" type="checkbox"/>		
<input type="checkbox"/>			<input type="checkbox"/>		



**Suppress Company Name**, **Form Feed Each Print Copy** indicators and **Header Text**, **Footer Text** fields are not mandatory.

1. From the **Ticket Management** menu, click on **Ticket Formats**.

The screenshot shows the 'Ticket Formats' window with a dark blue header bar containing 'Save', 'Undo', and 'Close' buttons. Below the header is a toolbar with '+ Insert', 'X Remove', 'View' (icon), and a search bar labeled 'Filter Records (F3)'. The main area contains a table with the following columns: 'Ticket Format', 'Ticket Format Selection', 'Suppress Company Name', 'Form Feed Each Print Copy', 'Header Text', and 'Footer Text'. The table has five rows, each with a checkbox in the 'Ticket Format' column. The first four rows are 'Main', 'Farmers', 'Grades', and 'Kiosk', each with a 'Full Sheet' or 'Grading Tag' selection and disabled checkboxes for the other three columns. The fifth row is empty. The status bar at the bottom shows a question mark, a globe icon, a lightbulb icon, an envelope icon, and the word 'Ready'.

Ticket Format	Ticket Format Selection	Suppress Company Name	Form Feed Each Print Copy	Header Text	Footer Text
<input type="checkbox"/> Main	Full Sheet	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> Farmers	Full Sheet	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> Grades	Grading Tag	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> Kiosk	80mm Kiosk (Narrow)	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		

2. Enter **Ticket Format**, select a **Ticket Format Selection**. Both are mandatory.



If Ticket Format Selection = Full Sheet / Half Sheet then **Header Text** and **Footer Text** fields are enabled.

If Ticket Format Selection <> Full Sheet / Half Sheet then **Header Text** and **Footer Text** fields are disabled.

4. Click on **Save**.

The screenshot shows the 'Ticket Formats' window after saving. The 'Kiosk' row is now selected, indicated by a blue highlight. The 'Ticket Format Selection' for 'Kiosk' is '120mm Kiosk (Standard)'. The 'Suppress Company Name' and 'Form Feed Each Print Copy' checkboxes are still disabled. The 'Header Text' and 'Footer Text' fields are now enabled and empty. The status bar at the bottom shows a question mark, a globe icon, a lightbulb icon, an envelope icon, and the word 'Saved' in a red box.

Ticket Format	Ticket Format Selection	Suppress Company Name	Form Feed Each Print Copy	Header Text	Footer Text
<input type="checkbox"/> Main	Full Sheet	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> Farmers	Full Sheet	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> Grades	Grading Tag	<input type="checkbox"/>	<input type="checkbox"/>		
<input checked="" type="checkbox"/> Kiosk	120mm Kiosk (Standard)	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		



**Suppress Company Name**, **Form Feed Each Print Copy** indicators and **Header Text**, **Footer Text** fields are not mandatory.