

Printing Option when Distributing Scale Ticket

Direct Printing is a nice feature to have at the point of weighing a truck. Once the Ticket is distributed, it will automatically prints with several copies and it does not need to manually click the Print button. This will eliminate the waiting time to view the ticket report and select a printer to print.

1. Install latest [i21 Launcher](#).
2. From **Ticket Management** > click **Ticket Formats**.
3. Insert new **Ticket Format** and select **Ticket Format Selection**. Click **Save**.

The screenshot shows the 'Ticket Formats' window with a table for 'Ticket Format Selection'. The table has columns: Ticket Format, Ticket Format Selection, Suppress Company Name, Form Feed Each Print Copy, Header Text, and Footer Text. The 'Main' row is selected, and the 'Form Feed Each Print Copy' checkbox is 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 checked="" type="checkbox"/>		
<input type="checkbox"/> Farmers	Half 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"/> CE Receipt	Combined Elevator Receipt	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		

In every Ticket Format Selection, there are printing options available that should be setup in Scale Station Settings.

4. From **Ticket Management** > **Scale Station Settings**, open an existing Scale Station. Under **Printing tab**, select the **Ticket Format** and set it to **Default**.
5. Enter the **Number of Copies** to be printed.
6. Select **Ticket Printer Selection**. All available printer installed on your machine should be listed. If the field is blank, default printer installer on your machine will be used to print the ticket.
7. Select **In Out** (Ex. All). This means, the selected Ticket format will be applied to all Ticket Types.
8. Select the **Printing Option** and click **Save**.

The screenshot shows the 'Scale Station Settings' window with the 'Printing' tab selected. The table shows the 'Main' ticket format selected, with 'Number of Copies' set to 1, 'Issue Cut Code' set to 'Never', 'Ticket Printer Selection' set to 'All', and 'In Out' set to 'All'. The 'Printing Option' dropdown is open, showing options: 'Before Distribution', 'After Distribution', and 'On Demand'.

Ticket Format	Default Format	Print for each split customer	Number of Copies	Issue Cut Code	Ticket Printer Selection	Ticket Type	In Out	Printing Option
<input checked="" type="checkbox"/> Main	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	Never		All	All	<div>Printing Option Before Distribution After Distribution On Demand</div>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0					

- a. If the selected Printing Option is **'Before Distribution'** - when distributing Scale Ticket, it will print the Scale Ticket first before it display that the Ticket is successfully distributed.
- b. If the selected Printing Option is **'After Distribution'** - when distributing Scale Ticket, Scale Ticket should be printed after the Ticket is successfully distributed.
- c. If the selected Printing Option is **'On Demand'** - it will not print Scale Ticket when ticket is distributed successfully.

Note: Printing Option will be applied if the Ticket Completion Options from Ticket Pool is set to 'Auto'. Else, On Demand will be applied only.

If you don't have an installed i21 Launcher, set the Printing Option to 'On Demand'.

