Reprinting A Partial Order

At times, you may need to reprint a single ticket from an order.

1. Log in to Sales.

2. Select **Maintenance**.

3. Search for the customer by entering the **Order #** or the customer's **Last Name**. Then, click the appropriate green check mark.

4. Double-click the correct order to bring up the order contents on the **Item Summary** page.

5. Click the box next to the ticket that you are selling or reprinting. Then, select the **Ticket** icon from the bottom toolbar.
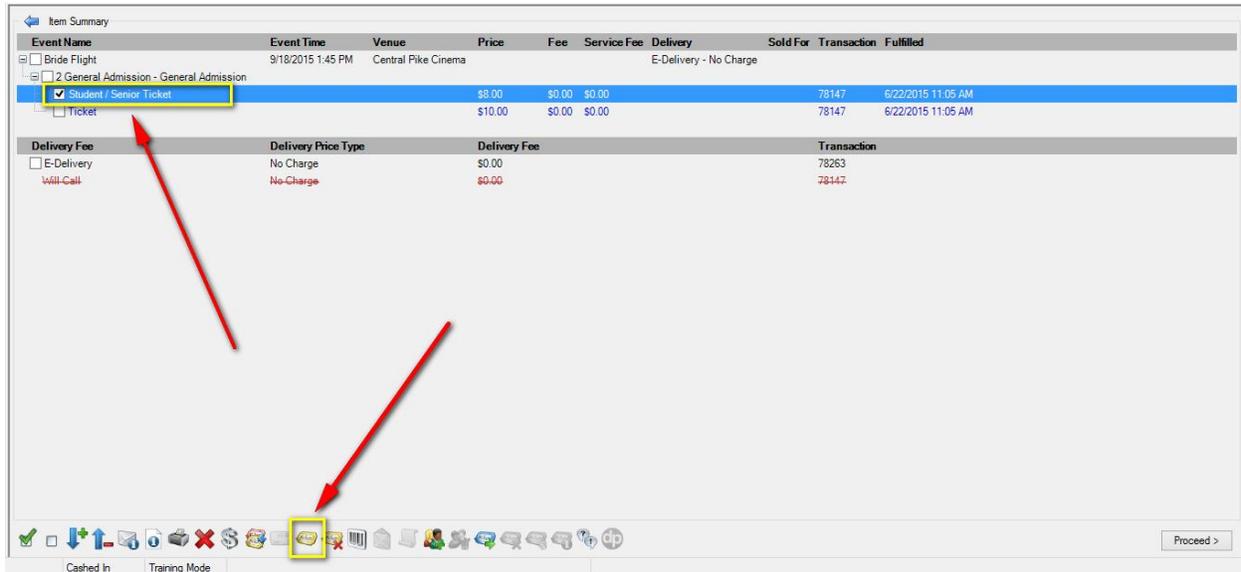
Note: If the tickets you are printing have already been printed, a pop-up window will appear stating that the previously printed tickets will be invalidated. To proceed, click **Print All.*
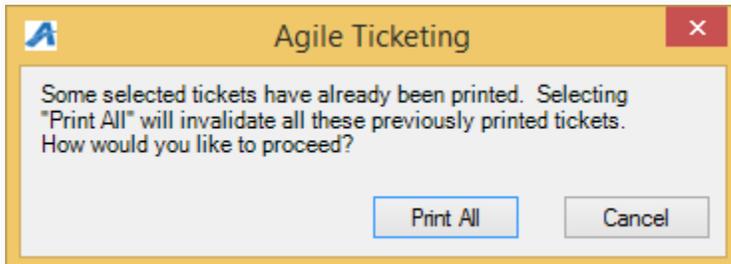
6. The ticket will now print.