

How to Reprint Multi-Count Worksheets

Overview

This document explains how to reprint a range of Multi-Count Worksheet pages. If you are re-printing pages because of a printer jam or malfunction, begin with Step 1. If you are re-printing pages for other reasons, begin with Step 4.

STEP 1 – Deselect Printer

If printer jams while printing the multi-count worksheets, press the Select button on the printer to de-select it so that printing stops.

STEP 2 – Cancel Print Job

Cancel the print job by pressing [F10] from Main Menu and then select Cancel Printer. Respond to the screen prompts.

```
Please enter printer you want to cancel reports for or 'q' to quit
```

After entering the printer #, you'll be prompted to enter the printer JOB#. Enter the Job# and then follow screen prompts to exit back to the main menu.

STEP 3 – Power printer OFF and back ON

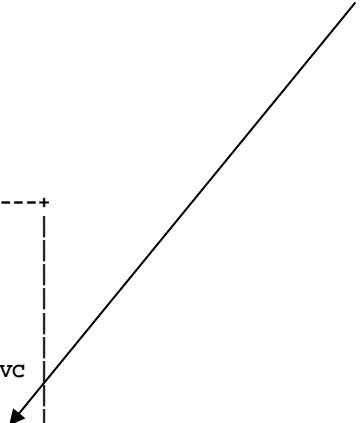
After canceling the report, power the printer off and back on again. Re-load the paper after clearing paper jam.

STEP 4 – Select R to Re-print Some Count Sheet Pages

Go to the Inventory Count Menu and re-select Multi Count Worksheet. A sample screen is shown below. Enter the printer # in Specify Output Device.

SELECT OUTPUT ORDER FOR REPORT: "R" – Re-print Some Count Sheet Pages

```
MULTI COUNT WORKSHEET REPORT FOR 12/23/2002
SPECIFY OUTPUT DEVICE 1 (PRINTER OR $ = FILE)
SPECIFY OUTPUT ORDER R
```

```
+----- SELECT OUTPUT ORDER FOR REPORT -----+
| 1 - Item Seq with Start/Stop VC & Item          |
| 2 - Item Seq with Selected VC                    |
| 3 - UPC Seq with Start/Stop UPC                  |
| 4 - Location with S/S Loc & S/S VC              |
| 5 - Location with S/S Loc & Select VC           |
| 6 - Location with Select Loc & S/S VC           |
| 7 - Location with Select Loc & Select VC        |
| 0 - Adhoc Index                                 |
| R - Re-print Some Count Sheet Pages             |
+-----+

```

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Step 5 – Respond to Prompts on Re-Print Count Sheet Report screen

A sample Re-Print Count Sheet Report screen is shown below. In this example, the count sheets beginning with Page 930 and ending with the last page will be reprinted.

```

RE-PRINT COUNT SHEET REPORT

PLEASE ENTER START PAGE NUMBER      930
PLEASE ENTER START SET NUMBER       1

PLEASE ENTER STOP PAGE NUMBER      999999 ←
PLEASE ENTER STOP SET NUMBER       99 ←

ORIGINAL OUTPUT ORDER              1 ←

 1 - Item Sequence with Start/Stop VC and Item
 2 - Item Sequence with Selected VC's
 3 - UPC Sequence with Start/Stop UPC
 4 - Location Sequence with Start/Stop Loc & Start/Stop VC
 5 - Location Sequence with Start/Stop Loc & Selected VC's
 6 - Location Sequence with Selected Loc's & Start/Stop VC
 7 - Location Sequence with Selected Loc's & Selected VC's
 0 - Addhoc Index
    
```

Press [Enter] for Stop Page# & Stop Set #.

Be sure to enter the Output Order you entered originally. In this example, Output Order 1 had been used when originally printing the sheets.

MAKE SURE THAT YOU ANSWER THE REMAINING QUESTIONS THE SAME WAY THAT YOU DID THE FIRST TIME OR YOU MIGHT NOT GET THE REPORT YOU EXPECT.

Step 6 – Complete Remaining Prompts on the Multi Count Worksheet Screen EXACTLY like you did the first time.

After completing the “Re-Print Count Sheet Report” screen, the Multi Count Worksheet Report screen redisplay. Respond to the remaining prompts EXACTLY like you did during the original printing of the count sheets.

```

MULTI COUNT WORKSHEET REPORT FOR 12/23/2002

SPECIFY OUTPUT DEVICE 1 (PRINTER OR $ = FILE)
SPECIFY OUTPUT ORDER R Re-print some of the Count Sheet Pages
VC ITEM / UPC NUMBER LOCATION
ENTER THE START NUMBER _____
ENTER THE STOP NUMBER _____
PRINT BY CODES? N (Y OR N)
STOCK * _____ (@=all non-blank, #=blank, F,M,S,X,0-9)
PRODUCT ** FREE FIELD **
SUPPLIER *** DIVISION **
SUB GROUP *
PRINT KITS N (Y OR N)
TOP OF FORM VENDOR/LOCATION Y (Y OR N)
PRINT QOH FIELD Y (Y OR N)
PRINT SERIAL NUMBERS N (Y OR N)
PRINT SCAN CODES N (Y OR N)
PRINT COST ON REPORT N (E, F, N)
PRINT QOH FIRST N (Y OR N)
PRINT HOW MANY SETS 4 (1-99)
PRINT ON HOW MANY PART PAPER 4 (1-6)

COUNT INVENTORY USING SCANNER N (Y, N or P-PRINT ONE SET)
    
```

In this example, the responses to the prompts are exactly as they were during the original printing of the count sheets.

Change the responses shown in the sample to match how YOU originally answered these prompts.