TICKET CONFIGURATION

To we work with tickets the first step must be the configuration of them, therefore we must entrer in the menu **Maintenance** and select **Ticket Configuration**.

In this screen are defined the fields that will be printed on the ticket, this way just like its positioning inside layout of the ticket.

The first item to be configured will be the **Spacing** of the impression lines. There are two standards, 6 lpp and the lpp. This configuration will vary according to the model of the ticket to be used.

Soon after configure the printing margins.

General superior margin: the value that has been filled out will be the number of lines that will be empty on the superior part of the ticket.

General left margin: the value that has been filled out will be the number of the columns that will be empty on the left part of the ticket.

Inferior Margin: the value filled out will be the number of lines that will be empty on the inferior part of each ticket.

Ticket N°

This number is the number of the last ticket that have been printed. It is automatically updated everytime that a ticket is printed. It is also possible to alter manually.

After have done the configurations above it is time to define what quais fields will be printed and what positioning of each one of them inside of the layout of the ticket.

Click on the button [ ] to select the field, after fill out the left lateral margin, and in which line of the ticket the field must be printed. In case of the field have the option text, fill out the text to be showed and click on save.

After saved the field starts to be showed on the listing localized on the superior part of the screen.

Repeat this last step with all the fields that you want to add to the ticket.
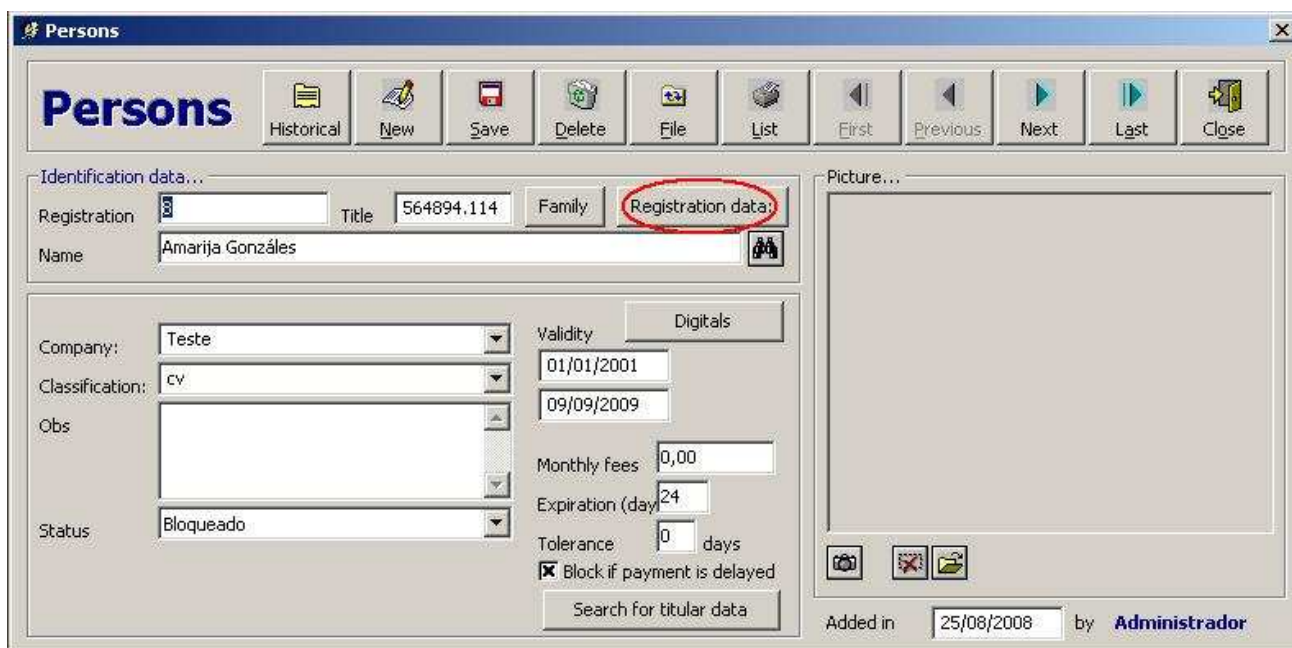
PAYMENT MANNER

After concluding the configuration of the ticket we must so, create a manner of payment or edit one already existing, in a way that make the ticket generation to be automatic.

To do that enter in the menu Register and in the option Manner of Payment. Add or edit a manner of payment according to the Standard Registration and mark the option Generate Ticket. The manners of payment, if there was this option registered, will generate automatically the tickets.

The next step will be to link this manner of payment to each associated. Therefore we must enter in the registration of persons and click on the button Registered Data.

On the screen of registered data we have the field Manner of Payment, in it we must select the manner of payment that we previously have created. Besides of the manner of payment, we must configure other items so that the ticket start to be successfully emited.

In this same screen there is a button called Collection Data, click on it and fill out the data correctly, because this will be the address used to the sending of the ticket.
After the completion of this informations save the registration of the associated.

ALTERAÇÃO E EMISSÃO

With the configurations above filled out correctly the system starts to generate automatically the tickets according to the example above. The tickets will be able to be printed individually or ina sequential manner. To print a single ticket, open the screen of bills to pay, select the wanted ticket click on the button Ticket.

Obs. Only will be possible to made the printing in case of there aren't any tickets on the standby list to be printed.

The number of the ticket will be manually edited by clicking on Alter Payment and altering the value of the field N° of the ticket.

To make the sequential printing of tickets we must use the screen of Emission of tickets located on the menu Moviments.

In this screen we can select the tickets to be printed just like alter their number. After clicking on print the system wll make the printing of all the tickets that are with the field print as Yes. Through the button Relation we can print the reports about the listing of tickets printed or that are in the listing.

AUTOMATIC QUITTANCE

Other function that we have is the automatic quittance of monthly fees. Through a text file received from the database we can import to the system the quittance of the emitted tickets.

To make this importation we use the screen of receive listing of quittance, also located on the menu Moviments.

The procedures to the importation and configuration is similar to the

reception of accesses via text file. To more informations consult the help of the system located on the menu Help, Content of the Help, and verify the guide Receive from file.