

## REMEMBER TO ACTIVATE YOUR TICKETS BEFORE LOADING

### RECEIVE PACK

1. Press the Maintenance Operations tab
2. Press the Pack Operations button.
3. Press the Receive tab at the top.
4. Scan either the shipment barcode or the barcode on the back of any ticket in the shipment to receive the entire order.\*
5. Press the Receive button at the bottom.
6. A receiving receipt will automatically print.

### ACTIVATE PACK

1. Press the Maintenance Operations tab.
2. Press the Pack Operations button.
3. Press the Activate tab at the top.
4. Scan the barcode on the back of any ticket in the pack.\*
5. Press the Activate button.
6. An activation receipt will automatically print.

### SETTLE PACK

1. Press the Maintenance Operations tab
2. Press the Pack Operations button.
3. Press the Settle tab at the top.
4. Scan the barcode on the back of any ticket in the pack.\*
5. Press the Settle button at the bottom.
6. A settlement receipt will automatically print.

\* Asterik indicates that retailers may also enter in the ticket barcode manually using the key pad.

