

Tickets – Pushing Workorders AV Ref # 622

There is also a video showing how to perform this function:
Tickets – Pushing Workorders (6:05) – AV Ref# 302

About:

In HITS BPOS, your system can be set up to **automatically** push open workorders to the next business day. This would auto-push all remaining open workorders to the next day once you close your store date. You can also opt to include pushing your batch-closed tickets if you are a wholesaler who doesn't close tickets until the following business day. Please contact the HITS Technical Support Department if you would like your system set to auto-push your workorders.

If you do not have auto-push turned on, you can manually push at the end of your day. This document will show you that process.

How:

1. Click on Views → Sales Counter.
2. Click on the **Tickets** drop-down menu at the top of the screen, then click on **Push Workorders**.
3. Verify the dates displayed, edit if necessary.
4. If you also would like to push your Batch Closed tickets, check the box to **Include Batch Tickets**.
5. Click on the **Push** button and it will tell you when complete:

