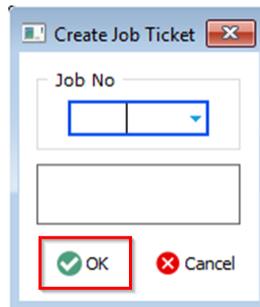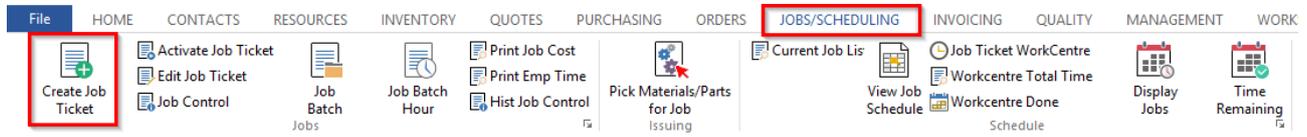## Creating a Job Ticket from the Jobs/Scheduling Tab

Job Tickets are usually created from the 'Orders' tab via the 'Process Sheet', but they can also be created from the 'Jobs/Scheduling' tab.

From the OPTO ribbon, select the 'Jobs/Scheduling' tab and **click** on the 'Create Job Ticket' icon. In the *Job No* field **press <F2>** and select an order from the pop-up list then **click** on OK.

A message appears to say the job ticket/s were successfully created, **click** on OK. The 'Print Job Tickets' window appears, **click** on 'Print' if required. If there are no production orders waiting for job ticket creation, when **<F2>** is used a message appears asking if the user is re-creating a job ticket. Please see *Job Re-creation Process* in this chapter.