This KM explains how to reprint a batch sheet in ICBS.

End User Solution

To reprint a batch sheet, follow these steps and refer to the attached document for screenshots:

1. On the Task menu, click **Task Console**.
2. On the Search tab, search for the batch sheet of your choice using one or more of the following criteria:
   - Activity Group
   - Task Status
   - Reference Parameters
   - Task Type
   - Start Task After
3. To increase the number of records to be searched, type 200 in the Max Records text box.
4. Click **Search**.
5. On the Task List screen, click to select the BatchNo. of your choice.
6. On the Batch Detail dialog box, click **Print**.
7. On the Print dialog box, do the following:
   a. Click on the Print Service Name dropdown arrow, then click to select the PIPrintTaskList.
   b. Click the Printer Name dropdown arrow, and then click to select the printer of your choice.
   c. In the No. of Copies text box, type of the number of copies desired.
8. Click **OK**. The batch sheet should print.

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