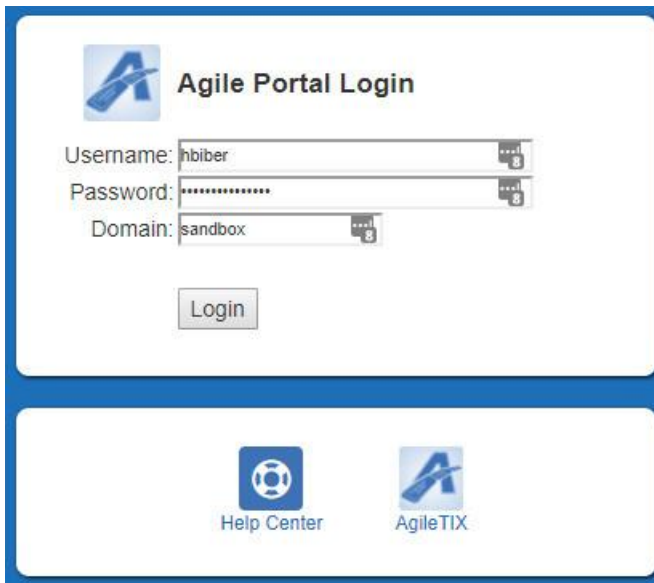


Pulling Cash Out Daily User Batch Reports

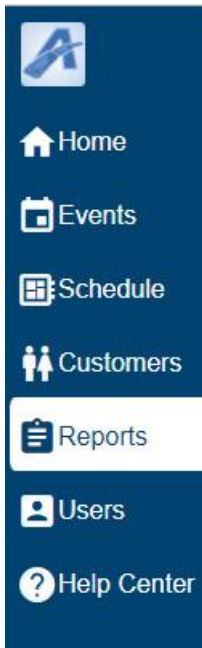
Clients can pull Daily User Batch reports from the reporting portal. To do this follow these steps.

1. Open portal.agiletix.com
2. Log In with your user information



The image shows the Agile Portal Login interface. It features the Agile logo (a stylized 'A') and the text 'Agile Portal Login'. Below this, there are three input fields: 'Username:' with the value 'hbieter', 'Password:' with a masked password '*****', and 'Domain:' with the value 'sandbox'. A 'Login' button is positioned below the input fields. At the bottom of the form, there are two icons: a 'Help Center' icon (a circle with a question mark) and the 'AgileTIX' logo.

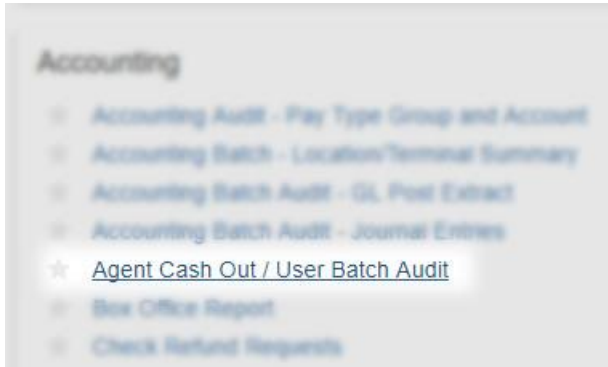
3. Select Reports from the menu



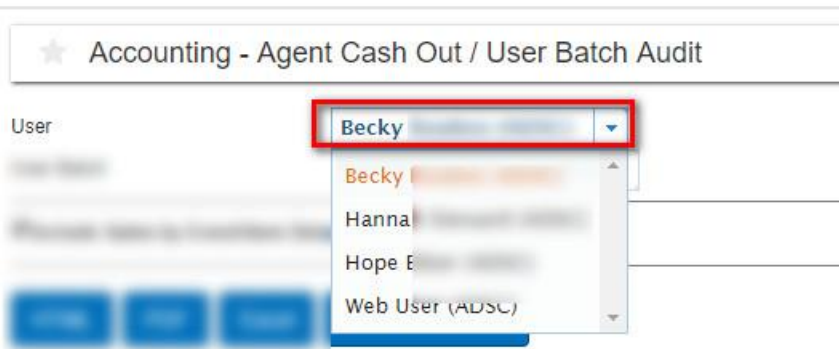
4. Open the Accounting category

Accounting

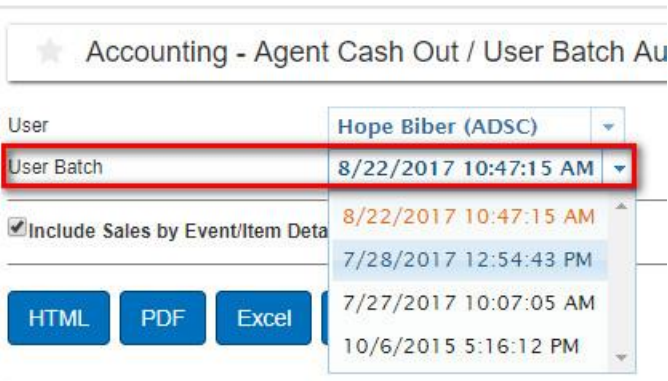
5. Select Agent Cash Out/User Batch Audit



6. Choose the User from the Drop Down menu



7. Choose the User Batch date that you wish to pull



8. Check Include Sales by Event/Item Details. This will pull all of the detail information that this user sold.



9. Click on the PDF button to pull the report.



10. Save to your computer.