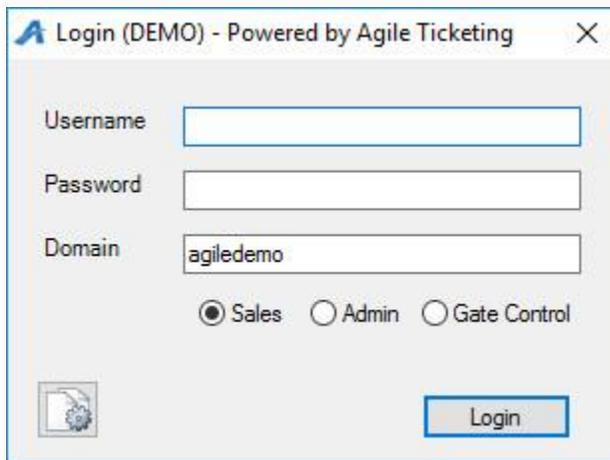


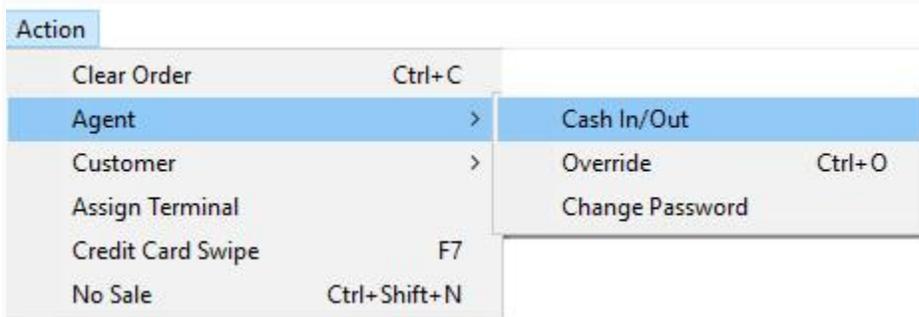
# Selling Concessions/Merchandise In AMS.

1. Log into the **Sales** side of Agile.



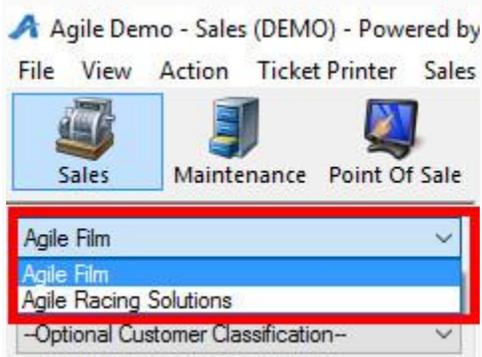
A screenshot of a login window titled "Login (DEMO) - Powered by Agile Ticketing". The window contains three input fields: "Username", "Password", and "Domain". The "Domain" field is pre-filled with "agiledemo". Below the fields are three radio buttons: "Sales" (selected), "Admin", and "Gate Control". A "Login" button is located at the bottom right of the window.

2. **Cash In** and create a daily user batch. Learn how to [Cash in](#)



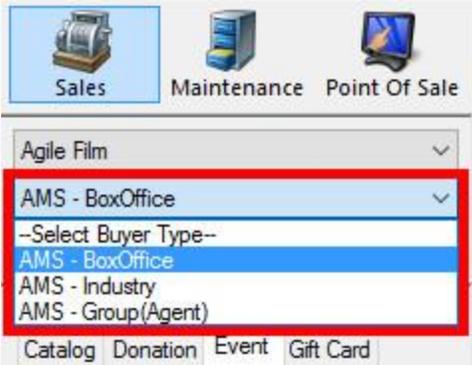
A screenshot of a software menu titled "Action". The menu is open, showing several options. The "Agent" option is highlighted, and a sub-menu is visible to its right. The sub-menu contains three items: "Cash In/Out", "Override" (with a "Ctrl+O" shortcut), and "Change Password". Other options in the main menu include "Clear Order" (Ctrl+C), "Customer" (with a right arrow), "Assign Terminal", "Credit Card Swipe" (F7), and "No Sale" (Ctrl+Shift+N).

3. Select the correct **Sales Organization** from the left-hand drop-down, if applicable.



A screenshot of the "Agile Demo - Sales (DEMO) - Powered by" interface. The window title is "Agile Demo - Sales (DEMO) - Powered by". Below the title bar are menu items: "File", "View", "Action", "Ticket Printer", and "Sales". There are three icons: "Sales" (a printer), "Maintenance" (a server tower), and "Point Of Sale" (a computer monitor). Below the icons is a drop-down menu for "Sales Organization". The menu is open, showing three options: "Agile Film" (highlighted), "Agile Film", and "Agile Racing Solutions". Below this menu is another drop-down menu labeled "-Optional Customer Classification-".

4. Select the correct **Buyer Type** from the drop down.



5. Select the **Catalog Tab** from the left-hand side, then click on the corresponding folder name.



6. Select the **Concession/Merchandise** item from the list.

Restricted Prices 

Name	Sales Line Type	Group	Org	Sale Status
Popcorn	Concessions	Popcorn	ATC	On Sale
Iced Tea	Concessions	Non-Alcoholic Beverages	ATC	On Sale
Water-Cup	Concessions	Non-Alcoholic Beverages	ATC	On Sale
Wine	Concessions	Alcoholic Beverages	ATC	On Sale
Park City Brewery	Concessions	Alcoholic Beverages	ATC	On Sale
Candy-Theatre	Concessions	Candy	ATC	On Sale
Fountain Drink	Concessions	Food	ATC	On Sale
Potato Chips	Concessions	Food	ATC	On Sale
Pretzels	Concessions	Food	ATC	On Sale
Bottled Drinks	Concessions	Food	ATC	On Sale
Trail Mix	Concessions	Food	ATC	On Sale
Cookie	Concessions	Food	ATC	On Sale
Sandwich	Concessions	Food	ATC	On Sale
Morsele	Concessions	Food	ATC	On Sale

7. Enter in the quantity and type, then click **Add**.

Type	Price	Service Fee	Subtotal	Available
Large				Unlimited
<input type="text" value="2"/> Regular	\$3.00	\$0.00	\$3.00	
Small				Unlimited
<input type="text" value="0"/> Member Discount	\$1.00	\$0.00	\$1.00	
<input type="text" value="0"/> Regular	\$2.00	\$0.00	\$2.00	

**Add**   **Proceed >**   **Pay >>**

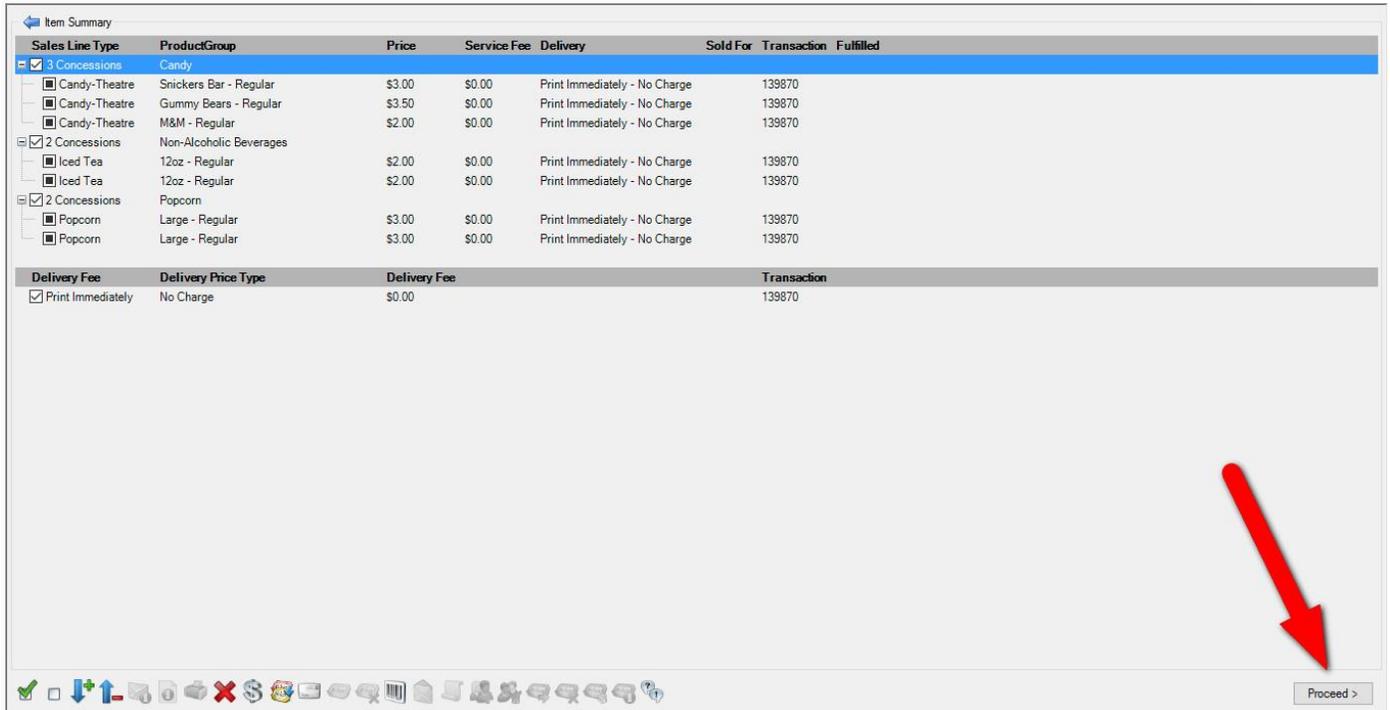
8. If adding more **Concession/Merchandise** items, add them to the cart. If finished, click **Proceed**.

Type	Price	Service Fee	Subtotal	Available
M&M				Unlimited
<input type="text" value="0"/> Regular	\$2.00	\$0.00	\$2.00	
Gummy Bears				Unlimited
<input type="text" value="0"/> Regular	\$3.50	\$0.00	\$3.50	
JuJubes				Unlimited
<input type="text" value="0"/> Regular	\$2.00	\$0.00	\$2.00	
Snickers Bar				Unlimited
<input type="text" value="0"/> Regular	\$3.00	\$0.00	\$3.00	
Twizzlers				Unlimited
<input type="text" value="0"/> Regular	\$2.50	\$0.00	\$2.50	

**Add**   **Proceed >**   **Pay >>**

9. Confirm all the correct items are in the cart. If something is missing, return to the item list by clicking on the **Catolog** tab on the left-hand side of the screen. Once you have

completed adding items to your cart, click **Proceed** to go to the **Payment Information** page.



Sales Line Type	ProductGroup	Price	Service Fee	Delivery	Sold For	Transaction	Fulfilled
<b>3 Concessions</b>							
Candy							
<input type="checkbox"/>	Candy-Theatre	Snickers Bar - Regular	\$3.00	\$0.00	Print Immediately - No Charge	139870	
<input type="checkbox"/>	Candy-Theatre	Gummy Bears - Regular	\$3.50	\$0.00	Print Immediately - No Charge	139870	
<input type="checkbox"/>	Candy-Theatre	M&M - Regular	\$2.00	\$0.00	Print Immediately - No Charge	139870	
<b>2 Concessions</b>							
Non-Alcoholic Beverages							
<input type="checkbox"/>	Iced Tea	12oz - Regular	\$2.00	\$0.00	Print Immediately - No Charge	139870	
<input type="checkbox"/>	Iced Tea	12oz - Regular	\$2.00	\$0.00	Print Immediately - No Charge	139870	
<b>2 Concessions</b>							
Popcorn							
<input type="checkbox"/>	Popcorn	Large - Regular	\$3.00	\$0.00	Print Immediately - No Charge	139870	
<input type="checkbox"/>	Popcorn	Large - Regular	\$3.00	\$0.00	Print Immediately - No Charge	139870	
<b>Delivery Fee</b>							
Delivery Price Type							
<input checked="" type="checkbox"/>	Print Immediately	No Charge	\$0.00			139870	

Proceed >

10. On the payment page, you will see the total amount due. If the customer is paying with cash or check, **Choose the Method** of payment type from the drop-down and click Apply Payment to complete the order.

11. If they are paying with a credit card and you have a credit card swipe attached to your computer, all you will need to do is swipe the credit card and the card information will populate and start the authorization process. If you do not have a card swipe, you can manually enter the credit card information and then click "Apply Payment" to authorize the credit card.