Managing Reserved Seating Inventory

1. Log into Administration.

- 2. Click on the House Icon.
- 3. Open the **blue folder** that houses your shows.



4. Click on the **Show** icon.



5. Select the **Show** that needs inventory holds.

S.	Internal Name	Next Showing	External Name	Event Type	Enabled
Ĕ	Giselle	7/28/2017 8:00 PM	Giselle	Reserved	True
S					

6. Right click on the showing and select Seat Maintenance.

g	Start Date		Venue				
N.	7/28/2017 8:0	0 PM	Agile Theatre				
2	8/9/2017 3:00	PM	Agile Theatre				
S	8/9/2017 9	New	Agile Theatre				
	8/10/2017		Agile Theatre				
	8/10/2017	Properties	Agile Theatre				
	8/15/2017	Delete	Agile Theatre				
	<u>8/15/2017</u>		Acile Theatre				
m	Area Name	Sales Channel Maintenance	Display Sequence				
Ve	Floor	Seat Maintenance					

7. This will open the seat map. At the top of the screen select the Area and

the **Section.** Select the **Inventory Group View** radio button.

A Section: Classic				- a ×
Community Ballet Company - Floor - Classic				
Area Roor V Section Class	sic 🗸			Zoom 100% ~
View Type:	O Seat View	Aisle View Inventory Group View	O Priority Subsection View	
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Refresh				OK Cancel Apply
Selection: 1 Bows, 1 Columna Boor: 216 Seats - Cla	assic: 205 Seats			

8. Select the seats that will be placed on **Hold**. (Once you have selected the seat it should become highlighted.) Right click and select **Set Inventory Group/Tier**.

Ρ	1	2	3	4									13	14	15	16		
Ν	1	2	3	4									13	14	15	16		
М	1	2	3	4									13	14	15	16		
L	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16		
К	1	2	3	4	5	6	7	8	9	10	11	12	13	14	W	W	W	
J	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16		
Н	1	2	3	4	5	6	7	8	9	10	11	12	13	14	W	W	W	
G	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16		
F	1	2	3	4	5	6	7	8	9	10	11	12	13	14	W	W	W	
Е	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16		
D	1	2	3	4	5	6	7	8	9	10	11	12	13	14	W	W	W	
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9. The **Inventory Group/Tier window** will open. In the Inventory Group drop-down, select the **Hold Type** for those specific seats(i.e. Hold, Artist Hold, ADA, etc.).

Inventory Grou	up / Tier		>
Inventory Group	Open		~
Tier	Floor		~
		OK	Cancel

a. If you need to add an additional inventory group, click on the **ellipsis button** next to the drop-down.

ip / Tier		×
Open	~	
Roor	~	
	open Floor	Open ~

b. Enter the Name for the new Inventory Group.

A Inventory Group:	New	-	×
Agile Ar	t House Sandbox	t.	
General Notes			
Name	Hold		
Restriction Type	Inventory Group	p Unrestricted View	~
Available Display Character	h		
		Consignment	
ADA			
Enabled			
Color		~	
	ОК	Cancel	Apply

c. You will need to designate a restriction type. This will manage who is able to see these types of holds.

Restriction Type	Inventory Group Unrestricted View	~
	Inventory Group Unrestricted View	
	Inventory Group Restricted View	

d. Enter the character you wish to represent that hold in the Available Display

Character box (example: h = Holds, A=Artist Hold, etc.).



e. Once you have all of that information filled out you can click **Apply** and **OK**.

Inventory Group:	New	-		×
Agile Ar	t House San	dbox		
eneral Notes				
Name	Hold			
Restriction Type	Inventory (Group Unrestricted View	~	
Available Display Character	h			
Default		Consignment		
ADA				
Enabled				
Color			V	
	C	OK Cancel	Apr	bly

10. Once the **Inventory Group** has been selected, make sure to choose the correct Pricing Tier and click **OK** to close the window. The character on the selected seats will now change to that hold character.

A	Inv	ent	ory (Grou	/ qı	Tier									>	<	
lr	iven	tory	Gro	up	Ho	ld								~]	
Tier					Flo	or								~]	
5				•					0	ĸ			Ca	ance	1		
P	1	2	3	4									13	14	15	16	
M	1	2	3	4									13	14	15	16	
L	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	
к	1	2	3	4	5	6	7	8	9	10	11	12	13	14	W	W	V
J	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	
н	1	2	3	4	5	6	7	8	9	10	11	12	13	14	W	W	V
G	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	
F	1	2	3	4	5	6	7	8	9	10	11	12	13	14	W	W	V
E	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	
D	1	2	3	4	5	6	7	8	9	10	11	12	13	14	W	W	V
С	h	h	3	4	5	h	h	h	9	10	11	12	13	14	h	h	
В	h	h	3	4	5	6	7	8	9	10	11	12	13	14	W	W	V
A	h	h	3	4	5	6	7	8	9	10	11	12	13	14	h	h	

11. Once all of the changes have been made click on **Apply** and **OK** in the corner to save

your work.

A Section: Classic						- 0 ×
Community Ballet Company - Floor - Classic						
Area Roor V Section Classic V						Zoom 100% ~
View Type:	O Seat View	Aisle View	Inventory Group View	O Priority Subsection View		
						Hide Ordered/Disabled Legend Symbols: Section and seat disabled. Ordered Section is disabled. Value Section is disabled. Value Value A Artist Hold held Open Background Colors: No seet No inventory Inventory Inventory Inventory Eloor Balcomy
					13 Floor Open	
Refreah						OK Cancel Apply
Selection: 1 Rows, 3 Columns Roor: 216 Seats - Classic: 205 Seats						