

# 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.

Show

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

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

Showing	Start Date	Venue
	7/28/2017 8:00 PM	Agile Theatre
	8/9/2017 3:00 PM	Agile Theatre
	8/9/2017 9:00 PM	Agile Theatre
	8/10/2017	Agile Theatre
	8/10/2017	Agile Theatre
	8/15/2017	Agile Theatre
	8/15/2017	Agile Theatre

Area	Area Name	Display Sequence
	Sales Channel Maintenance	
	Seat Maintenance	1

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.

Section: Classic  
Community Ballet Company  
- Floor - Classic

Area: Floor | Section: Classic

View Type:  Seat View  Aisle View  Inventory Group View  Priority Subsection View

Selection: 1 Rows, 1 Column | Floor: 216 Seats - Classic: 205 Seats

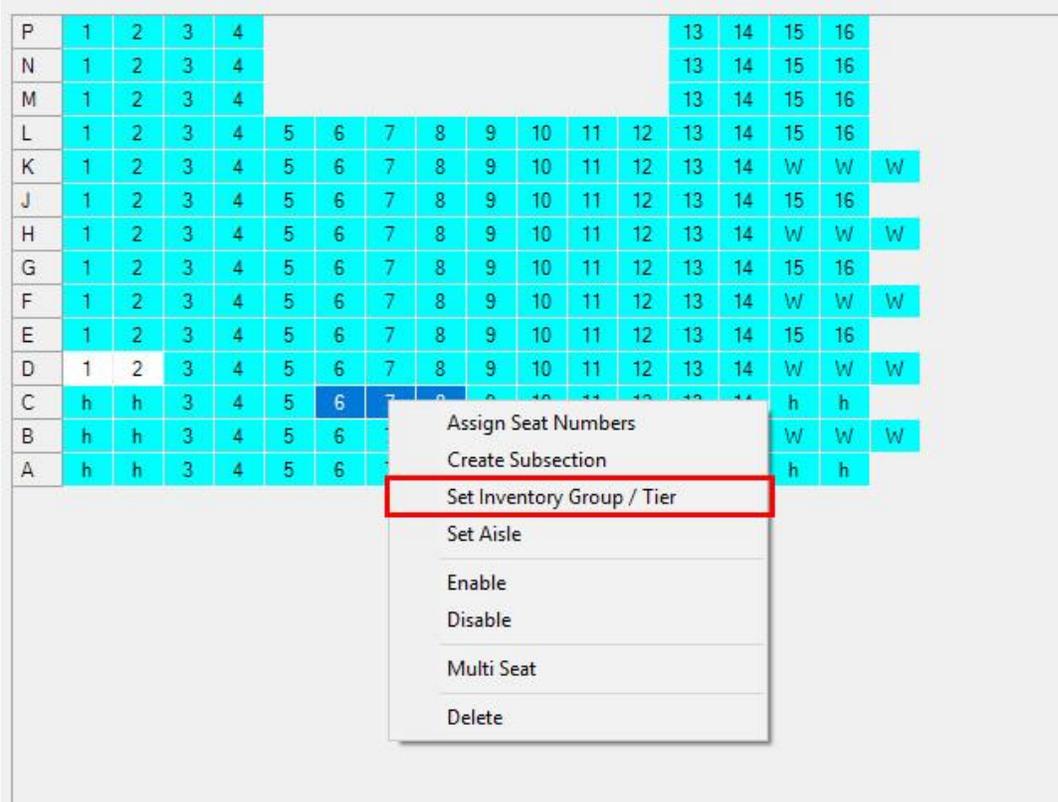
Legend:

- Hide Ordered/Disabled
- Section and seat disabled.
- Ordered
- Seat is disabled
- Section is disabled
- W ADA
- A Artist Hold
- h Hold
- Open

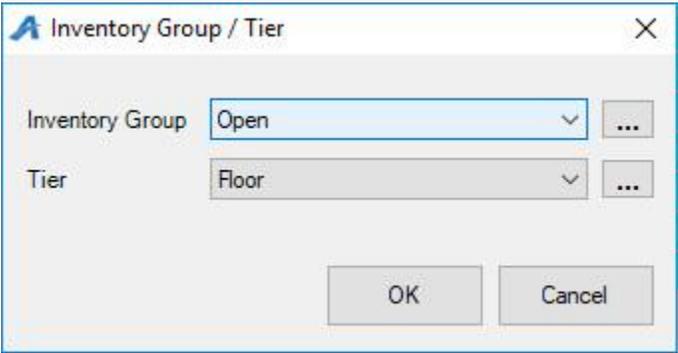
Background Colors:

- No seat
- No inventory
- Inventory Disabled
- Floor
- Balcony

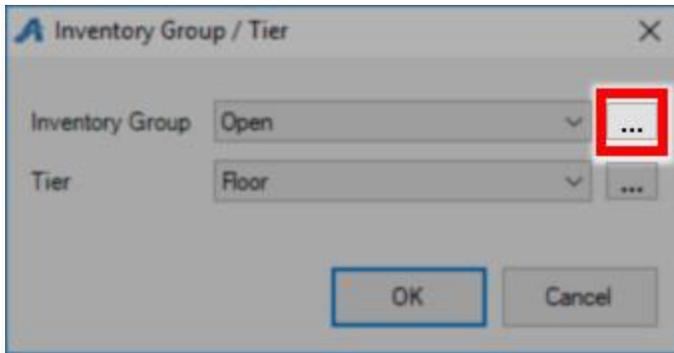
8. Select the seats that will be placed on **Hold**. (Once you have selected the seat it should become highlighted.) Right click and select **Set Inventory Group/Tier**.



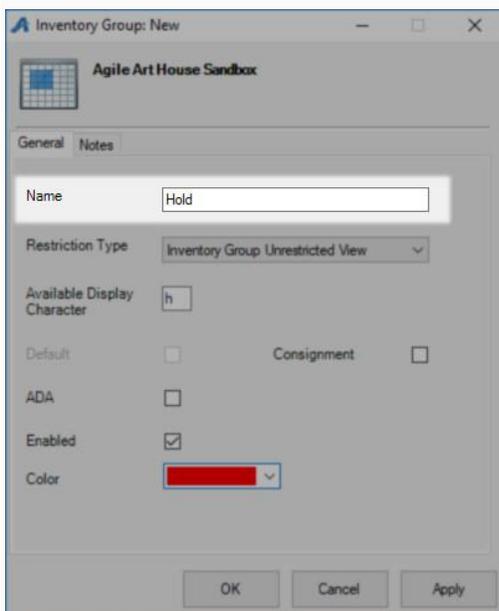
9. The **Inventory Group/Tier window** will open. In the Inventory Group drop-down, select the **Hold Type** for those specific seats(i.e. Hold, Artist Hold, ADA, etc.).



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



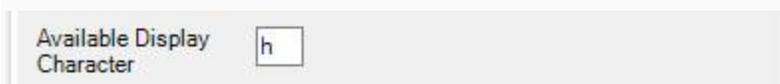
b. Enter the **Name** for the new **Inventory Group**.



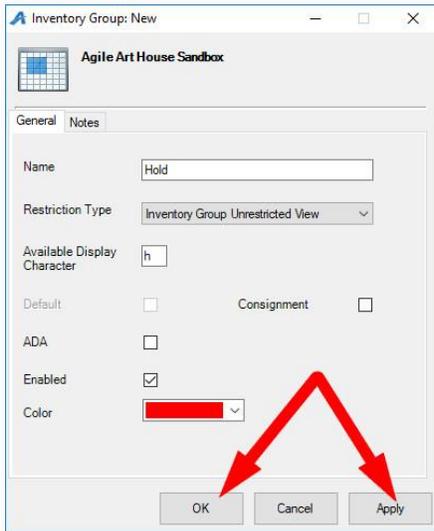
c. You will need to designate a restriction type. This will manage who is able to see these types of holds.



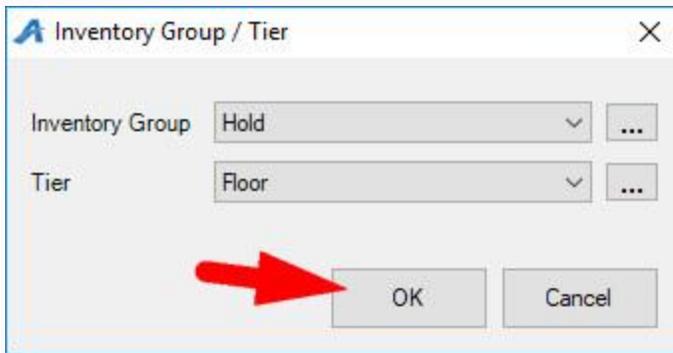
d. Enter the character you wish to represent that hold in the Available Display Character box (example: h = Holds, A=Artist Hold, etc.).



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



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.



P	1	2	3	4										13	14	15	16
N	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	
K	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	
H	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
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	w
C	h	h	3	4	5	h	h	h	9	10	11	12	13	14	h	h	
B	h	h	3	4	5	6	7	8	9	10	11	12	13	14	w	w	w
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.

Section: Classic

Community Ballet Company  
- Floor - Classic

Area: Floor Section: Classic Zoom: 100%

View Type:  Seat View  Aisle View  Inventory Group View  Priority Subsection View

P	1	2	3	4									13	14	15	16
N	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
K	1	2	3	4	5	6	7	8	9	10	11	12	13	14	W	W
J	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
H	1	2	3	4	5	6	7	8	9	10	11	12	13	14	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
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
C	h	h	3	4	5	h	h	h	9	10	11	12	13	14	h	h
B	h	h	3	4	5	6	7	8	9	10	11	12	13	14	W	W
A	h	h	3	4	5	6	7	8	9	10	11	12	13	14	h	h

13 Floor Open

Hide Ordered/Disabled

Legend

Symbols:

- Section and seat disabled.
- Ordered
- Seat is disabled.
- Section is disabled.

W ADA  
A Artist Hold  
h Hold  
Open

Background Colors:

- No seat
- No inventory
- Inventory Disabled
- Floor
- Balcony

Refresh

Selection: 1 Rows, 3 Columns Floor: 216 Seats - Classic: 205 Seats

OK Cancel Apply