Setting Up Your ComScore Swift Automation

Agile Ticketing Solutions now has the ability to send automatic nightly reports to ComScore Swift. In order to take advantage of this functionality, there are a few setup steps that need to happen before this information can be pushed to Swift.

Adding your ComScore/Rentrak Theatre ID

1. Log in to **Administration**

2. Click on the **Organization House** icon

3. Open the **Settings** folder
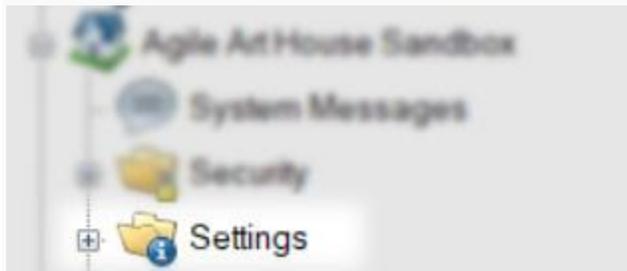
4. Select the **Venue** icon
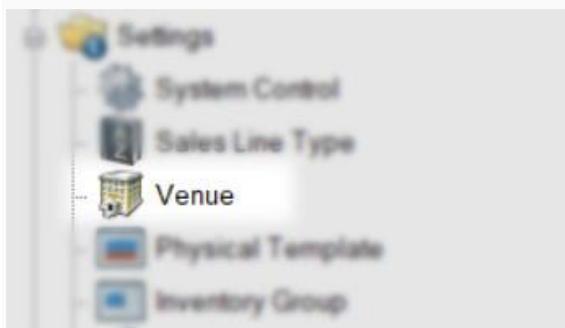
5. Right click on a **Venue** and select **Properties**

6. On the bottom of the **Venue Information** window, enter the **comScore Theatre ID**and the **comScore Theatre Name** that was assigned to your organization. **NOTE:** O*rganizations that have multiple venues need to make sure that the Theatre ID is populated for all venues even if you only have one Theatre ID for your entire Organization.*

7. Click **Apply** to save the information.

Adding Distributors List and Marking Events For Reporting

Since **Swift** is being adopted by the various distributors, it is very important that you add the name of the distributor to the Show for proper reporting. Follow these steps to add the **Distributor** name to your **Show(s)**. **NOTE:** *You will need to do this for all films for your organization.*

1. Open the **Blue Folder** where your **Shows** are built.

2. Click on the **Show** icon.
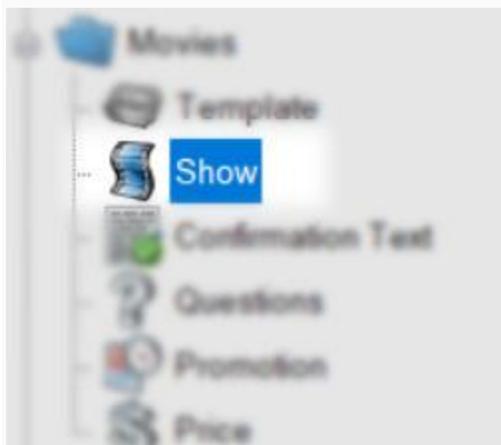
3. Right click on the **Show** and select **Properties**.

Internal Name	Next Showing	External Name
E.T. The Extra Terrestrial	7/31/2017 2:00 PM	E.T. The Extra Terrestrial
Fellowship of the Ring, The	7/22/2	lowship of the Rin
Howl's Moving Castle	7/24/2	Moving Castle
Jaws	7/18/2	
Mr Mom	7/21/2	
Nosferatu	7/18/2	tu
PPG Movie	7/24/2	werpuff Girls Movi
Spirited Away	7/26/2	Away
Two Towers, The	7/28/2	o Towers
Where to Invade Next	7/24/2017 1:15 PM	Where to Invade Next
Young Frankenstein	7/18/2017 1:00 PM	Young Frankenstein

Context menu:
- New
- **Properties**
- Delete
- Sales Channel Maintenance
- Season Renewal Hold
- Import
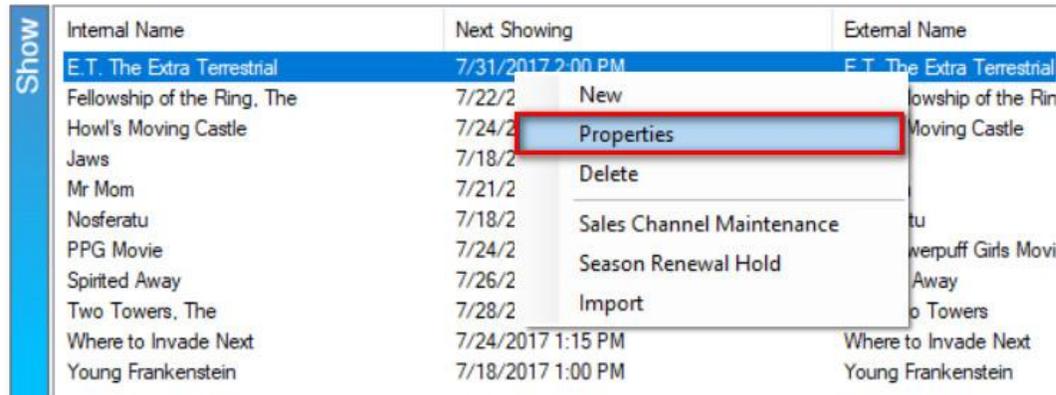
4. To add a **Distributor** to the list, click on the **Ellipsis** button to the right of the drop down menu.

Distributor [   ] ⌄ [...]
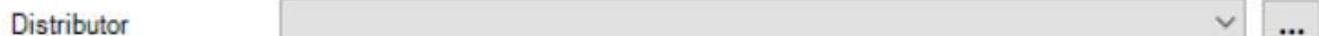
5. In the **Organization Type Maintenance Properties** window, enter the name of the**Distributor** and click **Add New**.

6. Select the **Distributor** for this **Show (Film)**from the drop down menu.

7. Check the box next to **comScore (Rentrak)**.

8. Click **Apply** to save the information.

Do these steps for any new film that you build.

Turn on the Automation Switch

Once you have set up the **Theatre ID** and added the **Distributor** to your films, you are now ready to turn on the automation switch. **NOTE:** *The previous days' information is pushed to Swift around 4:00 AM Eastern/3:00 AM Central/2:00 AM Mountain/ 1:00 AM Pacific time. It is sent nightly.* *No need to manually enter the information through the Swift portal. We do recommend that you pull the nightly box office report out of Swift.*

1. In **Administration**, open the **Organization House** icon.

2. Select the **Settings** folder.
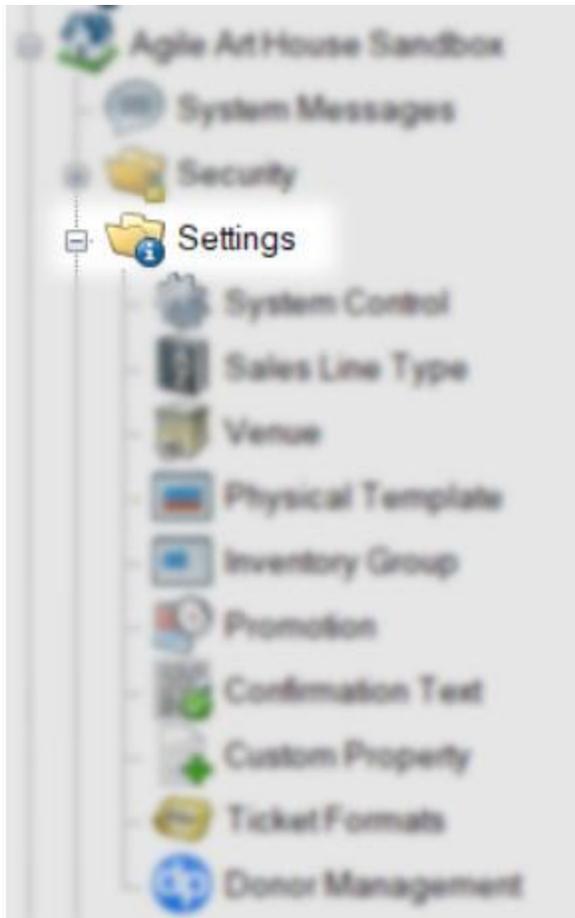
3. Click on **System Control**.
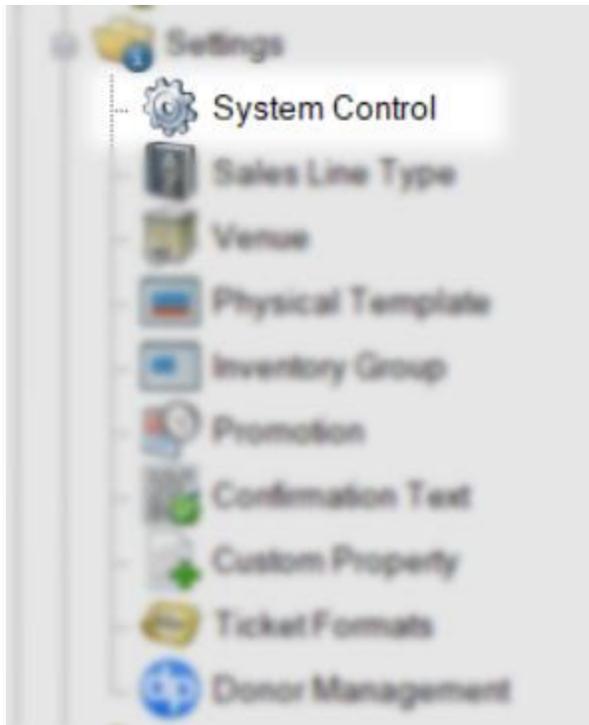
4. On the **General** tab, scroll to the bottom of the page to the **comScore Swift Electronic Box Office Reporting.**

5. Check mark **Enable Automatic Reporting.**
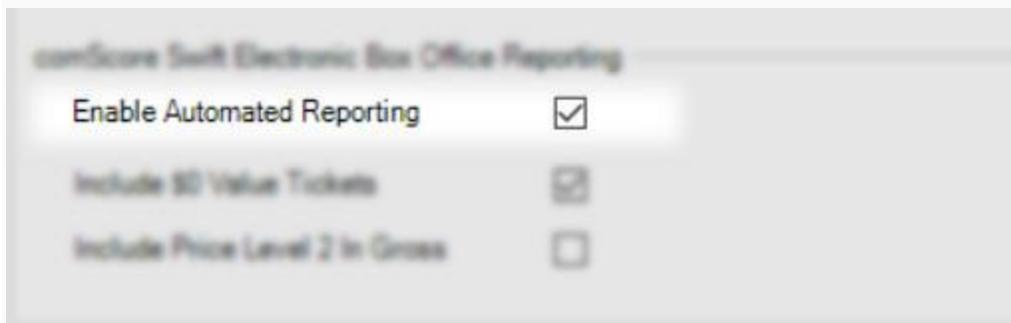
6. Check mark **Include $0.00 Value Tickets** if you want these to be reported.

comScore Swift Electronic Box Office Reporting

Enable Automated Reporting ☐

Include $0 Value Tickets ☑

Include Price Level 2 In Gross ☐

7. Check mark the box next to **Include Price Level 2 In Gross** if you want that to be reported.

comScore Swift Electronic Box Office Reporting

Enable Automated Reporting ☐

Include $0 Value Tickets ☐

Include Price Level 2 In Gross ☑