

Setting Up Your ComScore Swift Automation

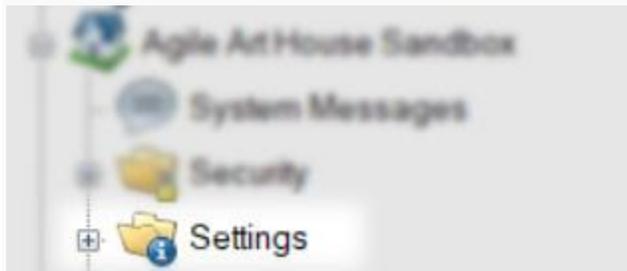
Agile Ticketing Solutions now has the ability to send automatic nightly reports to ComScore Swift. In order to take advantage of this functionality, there are a few setup steps that need to happen before this information can be pushed to Swift.

Adding your ComScore/Rentrak Theatre ID

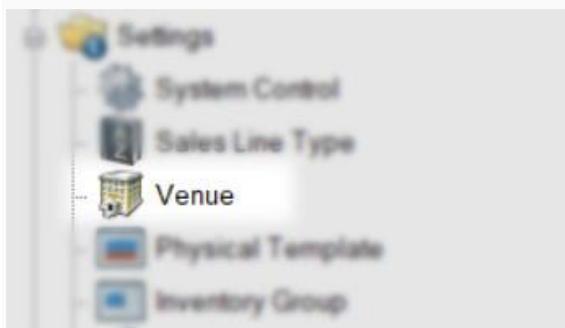
1. Log in to **Administration**
2. Click on the **Organization House** icon



3. Open the **Settings** folder



4. Select the **Venue** icon



5. Right click on a **Venue** and select **Properties**

Name	Short Name	City
Agile Art House 1	AAH1	HERMITAGE

A context menu is open over the first row, with the following options: New, Properties (highlighted with a red box), and Delete.

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:** *Organizations 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.*

Venue: Agile Art House 1

Agile Art House Sandbox 1188

General Description Directions Web Call Text Notes

Internal Name: Agile Art House 1

External Name: Agile Art House 1

Short Name: AAH1

Address 1: 4124 Central Pike

Address 2:

City: HERMITAGE

State / Province: Tennessee

Zip / Postal Code: 37076

Website:

comScore Theatre ID: 9999999

comScore Theatre Name: Agile Art House

Display Sequence: 0

Enabled:

Delete OK Cancel Apply

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

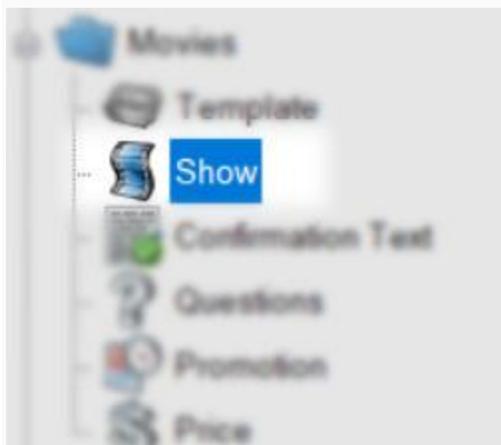
Adding Distributors List and Marking Events For Reporting

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.

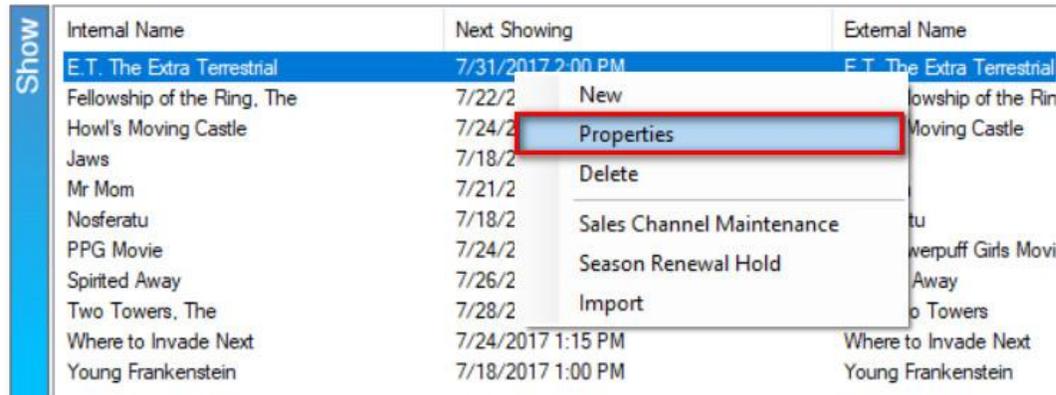


2. Click on the **Show** icon.



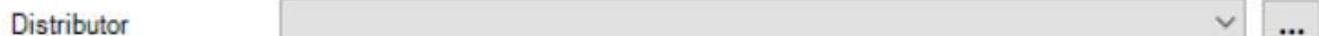
3. Right click on the **Show** and select **Properties**.

Show	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	Howship 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



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.

Movie

64790

General Description Images Ticket Verbiage Web Descriptions Web Availability Extra HTML Confirmation Show Info Custom Properties Included Shots Notes

Event Type: Feature

External Name: E.T. The Extra Terrestrial

Internal Name: E.T. The Extra Terrestrial

Duration: 1 hours 55 minutes

Color: [Dropdown]

Project Code: [Dropdown]

Distributor: Sony

comScore (Rentrak)

Enabled

Options: Fox Searchlight, MGM, New Line Cinema, Sony, Twentieth Century Fox, Universal Pictures

Last Modified: 10/6/15 1:30 PM

Created: 10/1/15 10:14 AM

Buttons: Delete, OK, Cancel, Apply

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

Movie

64790

General Description Images Ticket Verbiage Web Descriptions Web Availability Extra HTML Confirmation Show Info Custom Properties Included Shots Notes

Event Type: Feature

External Name: E.T. The Extra Terrestrial

Internal Name: E.T. The Extra Terrestrial

Duration: 1 hours 55 minutes

Color: [Dropdown]

Project Code: [Dropdown]

Distributor: Sony

comScore (Rentrak)

Enabled

Last Modified: 10/6/15 1:30 PM

Created: 10/1/15 10:14 AM

Buttons: Delete, OK, Cancel, Apply

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

Do these steps for any new film that you build.

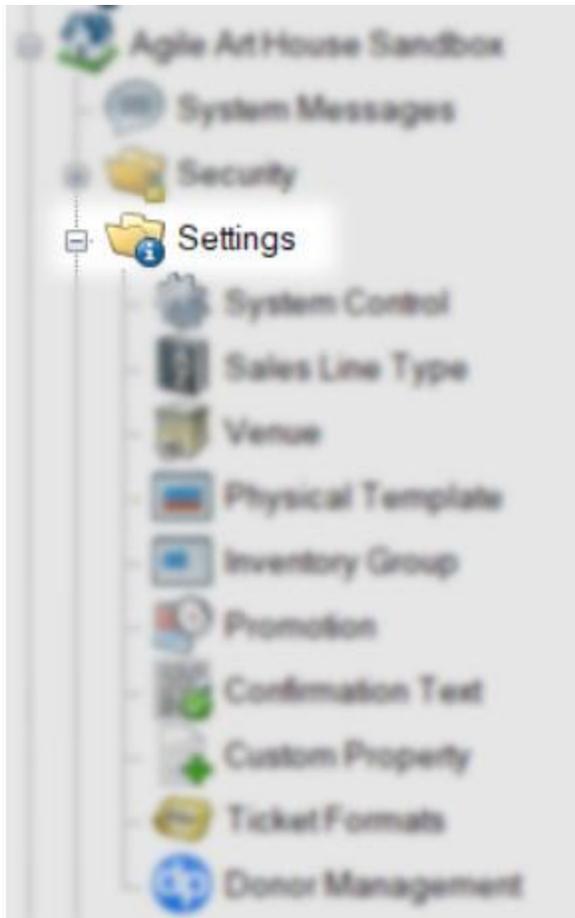
Turn on the Automation Switch

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.*

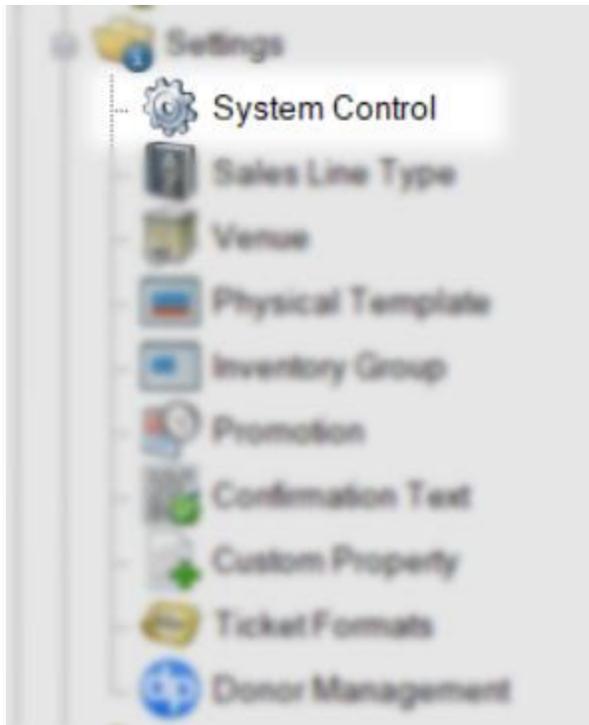
1. In **Administration**, open the **Organization House** icon.



2. Select the **Settings** folder.

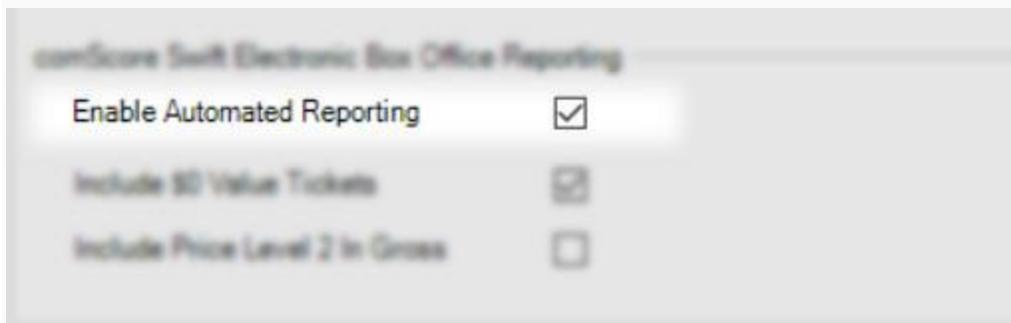


3. Click on **System Control**.



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	<input type="checkbox"/>
Include \$0 Value Tickets	<input checked="" type="checkbox"/>
Include Price Level 2 In Gross	<input type="checkbox"/>

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	<input type="checkbox"/>
Include \$0 Value Tickets	<input type="checkbox"/>
Include Price Level 2 In Gross	<input checked="" type="checkbox"/>