

## Re-sending Print at Home Tickets

1. [Log in](#) to Sales.
2. Select **Maintenance**.



3. Search for the customer by entering the **Order #** or the customer's **Last Name**. Then click the appropriate green check mark.

Order #  ✓

Last Name  ✓

Exact Match

4. Double click the correct order to bring up the customers purchased contents on the **Item Summary** page.

Order #  ✓ Last orders for  ✓

Last Name  ✓ Last orders you sold or maintained  ✓

Exact Match ✓ Barcode  ✓

Customer #  ✓ Membership  ✓

Document #  ✓ Member #  ✓

Credit Card  Gift Card List orders for an event  ✓

Name	Order #	Order Date	Org	Buyer Type	City	State	Changed	User
Agile, DeeDee	76579	6/16/2015 4:09 PM	Agile Theatre	AMS - BoxOffice	HERMITAGE	TN	6/16/2015 4:09 PM	sa
Agile, Bill	76576	6/16/2015 1:29 PM	Agile Theatre	AMS - BoxOffice	HERMITAGE	TN	6/16/2015 1:41 PM	sa
Agile, DeeDee	76561	6/15/2015 10:04 AM	Agile Theatre	AMS - BoxOffice	HERMITAGE	TN	6/15/2015 10:56 AM	sa
Agile, DeeDee	76560	6/11/2015 12:43 PM	Agile Theatre	AMS - BoxOffice	HERMITAGE	TN	6/12/2015 3:34 PM	sa
Agile, Mary	76461	5/7/2015 10:13 AM	Agile Theatre	AMS - BoxOffice	Hermitage	TN	6/12/2015 11:38 AM	sa
Agile, Joe	76559	6/9/2015 2:14 PM	Agile Theatre	Web - Advanced	Hermitage	TN	6/9/2015 2:16 PM	agileweb
Agile, Joe	76552	6/4/2015 11:02 AM	Agile Theatre	Web - Advanced	Hermitage	TN	6/4/2015 11:05 AM	agileweb
Agile, Joe	76520	5/22/2015 12:18 PM	Agile Travel	Web - Retail	Hermitage	TN	5/22/2015 12:20 PM	agileweb
Agile, Joe	76518	5/22/2015 11:09 AM	Agile Travel	Web - Retail	Hermitage	TN	5/22/2015 11:10 AM	agileweb
Agile, Joe	76501	5/20/2015 3:54 PM	Agile Travel	Web - Retail	Hermitage	TN	5/20/2015 3:56 PM	agileweb
Agile, Joe	76500	5/20/2015 3:52 PM	Agile Travel	Web - Retail	Hermitage	TN	5/20/2015 3:52 PM	agileweb
Agile, Joe	76498	5/18/2015 3:25 PM	Agile Club	Web - Retail	Hermitage	TN	5/18/2015 3:33 PM	agileweb
Agile, Joe	76497	5/18/2015 3:23 PM	Agile Club	AMS - Boxoffice	Hermitage	TN	5/18/2015 3:24 PM	sa
Agile, Joe	76490	5/18/2015 12:48 PM	Agile Club	Web - Retail	Hermitage	TN	5/18/2015 12:52 PM	agileweb
Agile, Joe	76462	5/11/2015 4:08 PM	Agile Theatre	Web - Advanced	Hermitage	TN	5/11/2015 4:11 PM	agileweb
Agile, Mary	76455	5/5/2015 11:57 AM	Agile Theatre	AMS - BoxOffice	** No City **	-	5/5/2015 11:58 AM	sa
Agile, Joe	76446	4/23/2015 8:59 AM	Agile Theatre	Web - Advanced	Hermitage	TN	4/23/2015 9:04 AM	sa
Agile, Joe	76435	4/21/2015 10:56 AM	Agile Theatre	AMS - BoxOffice	Hermitage	TN	4/21/2015 11:01 AM	sa
Agile, Joe	76434	4/21/2015 10:33 AM	Agile Theatre	AMS - BoxOffice	Hermitage	TN	4/21/2015 10:55 AM	sa
Agile, Joe	76431	4/21/2015 8:44 AM	Agile Sports	AMS - Advanced	Hermitage	TN	4/21/2015 8:45 AM	sa

5. Once in the Item Summary page, select the tickets you would like to email out.

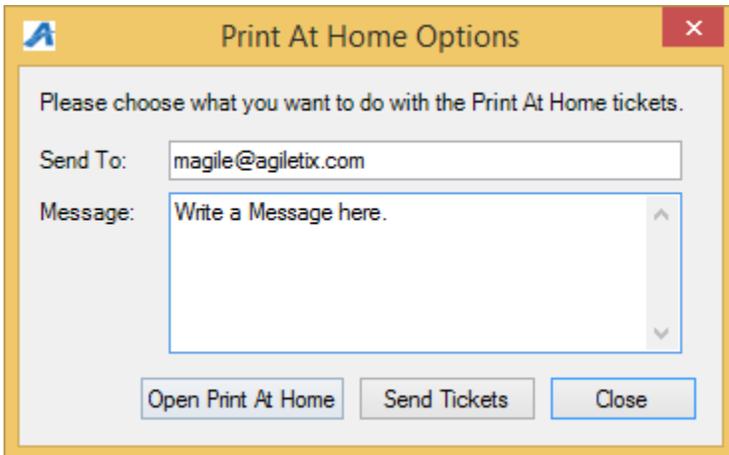


Event Name	Event Time	Venue	Price	Fee	Service Fee	Delivery	Sold For	Transaction	Fulfilled
<input checked="" type="checkbox"/> Bride Flight	9/18/2015 1:45 PM	Central Pike Cinema				E-Delivery - No Charge			
2 General Admission - General Admission									
<input type="checkbox"/> Student / Senior Ticket			\$8.00	\$0.00	\$0.00		78147	7/9/2015 1:40 PM	
<input type="checkbox"/> Ticket			\$10.00	\$0.00	\$0.00		78147	7/9/2015 1:40 PM	
Delivery Fee			Delivery Price Type			Delivery Fee		Transaction	
<input type="checkbox"/> E-Delivery		No Charge	\$0.00				78263		
<input checked="" type="checkbox"/> Will Call		No Charge	\$0.00				78147		

6. Then at the bottom of the page, select the **Print at Home tickets** button.



7. The **Print At Home Options** will pop up. The customer's email address should automatically populate in the **Send To** field if it has been entered in the customer record. If the email address does not appear, you can enter the email address prior to sending the confirmation. In the area labeled **Message** you can write a customize message that will be included on the print at home tickets for that customer only.



**Print At Home Options**

Please choose what you want to do with the Print At Home tickets.

Send To:

Message:

8. If you wish to see the print at home tickets before you send it out click the **Open Print At Home** button.



**Bride Flight**  
Friday, Sep 18, 2015 1:45 PM

General Admission  
Student / Senior Ticket

SEC	Price
GA	\$8.00



24251267977176



### UPCOMING PROMOTIONS

8/26/2010 New Orleans Zephyrs  
7:05PM  
Throwback Thursday

8/27/2010 New Orleans Zephyrs  
7:05PM  
Adult T-Shirt (VSM)

010 New Orleans Zephyrs  
M  
orks

010 New Orleans Zephyrs  
M  
ppreciation Night

9. To send the Print At Home Tickets, press the **Send Tickets** button.

**Print At Home Options**

Please choose what you want to do with the Print At Home tickets.

Send To:

Message:

8. You will see a pop up that confirms that the email was sent. (Image 8)

