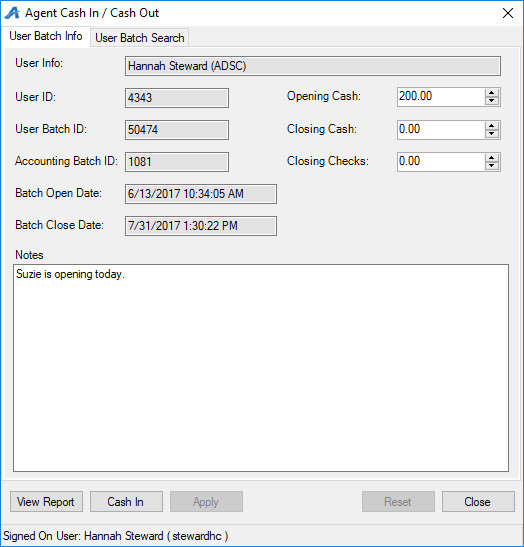
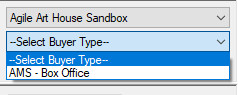
Express Sale in AMS allows box office staff to quickly sell tickets to a single show or event on the night of the show. In order for Express Sale to work, there **must** be a printer attached to the computer.

1. Login to **Sales**.

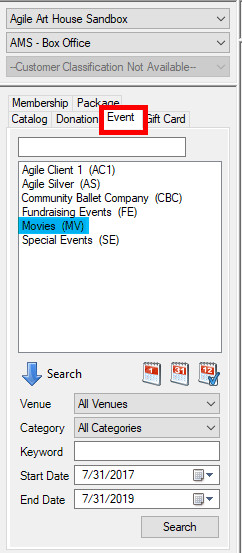
2. **Cash In** for the day. ([Click here to learn how to cash in](https://support.agiletix.com/hc/en-us/articles/204319670-Cashing-In-and-Create-a-Daily-User-Batch-in-AMS).)



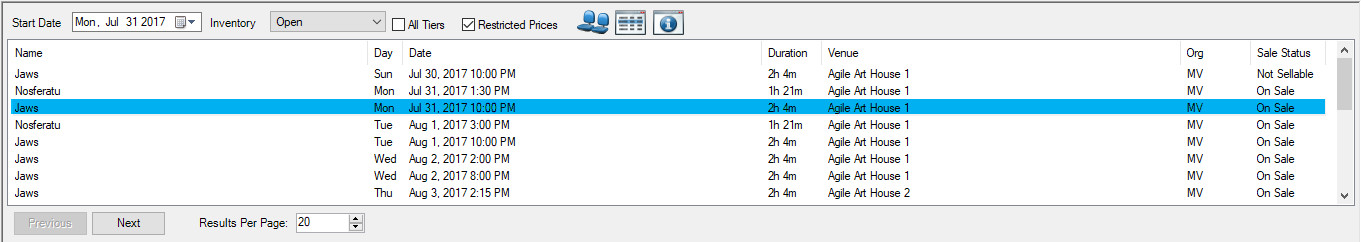
3. Select the **Buyer Type** from the drop-down menu on the left side of the screen.



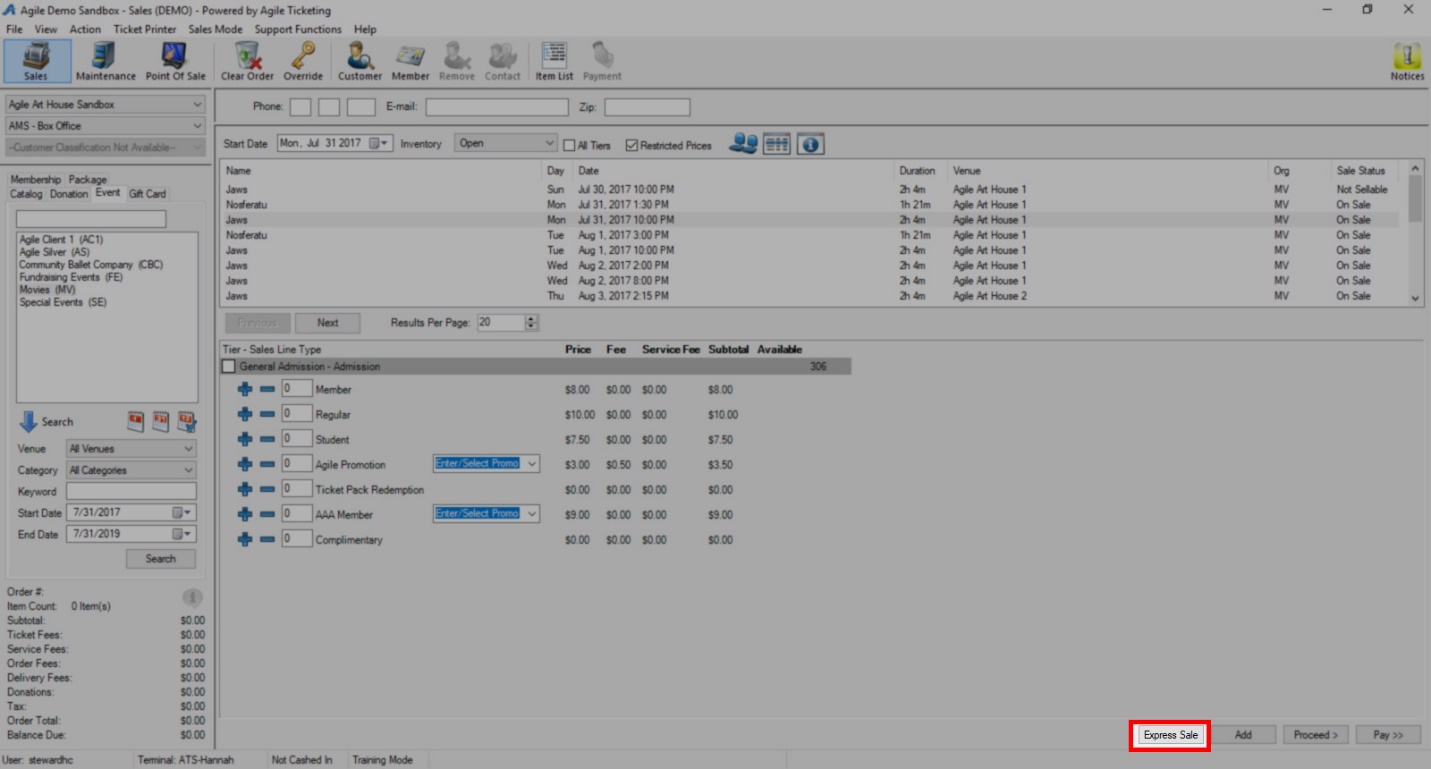
4. Click the **Event**tab and select the group that houses the event you wish to sell.



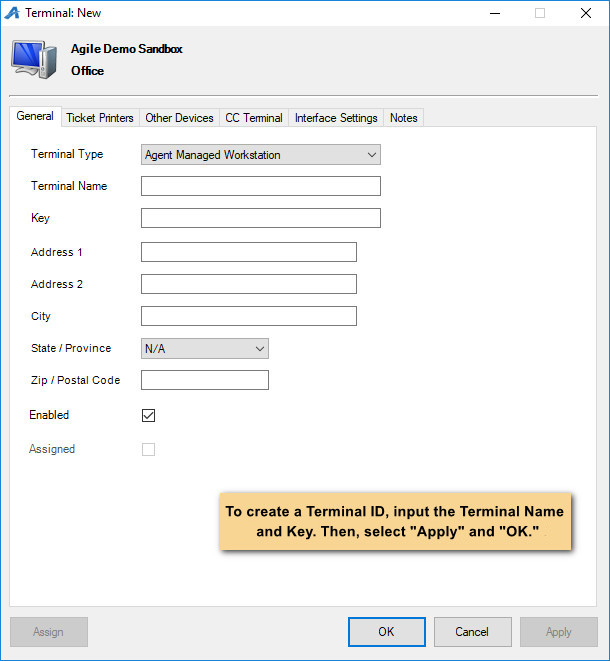
5. Select the **Event**. (Please note that if you have restricted prices to sell, you will need to check the **Restricted Prices** box before going into **Express Sale.**)

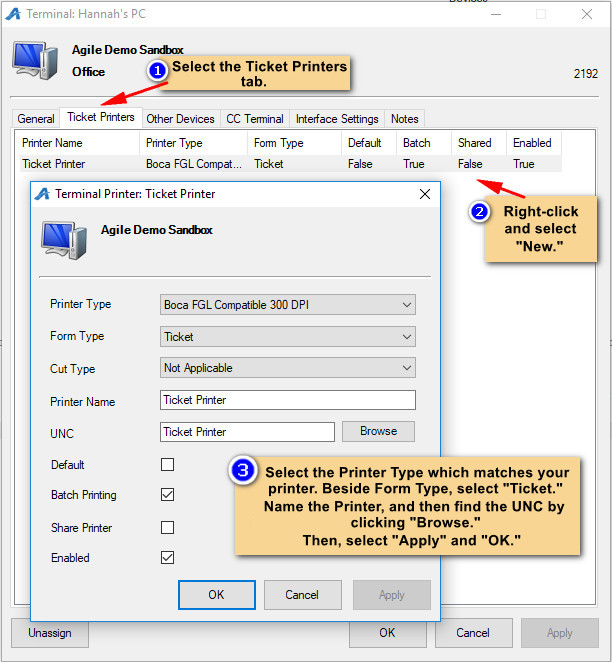
[](https://support.agiletix.com/hc/article_attachments/115012885463/IMage_4.jpg)

6. Once you have selected your event, click the**Express Sale** button at the bottom right of the screen.

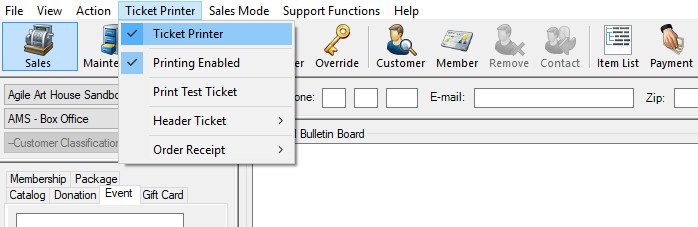
[](https://support.agiletix.com/hc/article_attachments/115012885423/Image_5.jpg)

(Note: If the ***Express Sale*** button is not available, make sure that the ***Terminal ID*** is set up and that you have a***printer assigned to that terminal.***The Terminal and Printer are both set up in Administration in the Settings folder, under Location.)

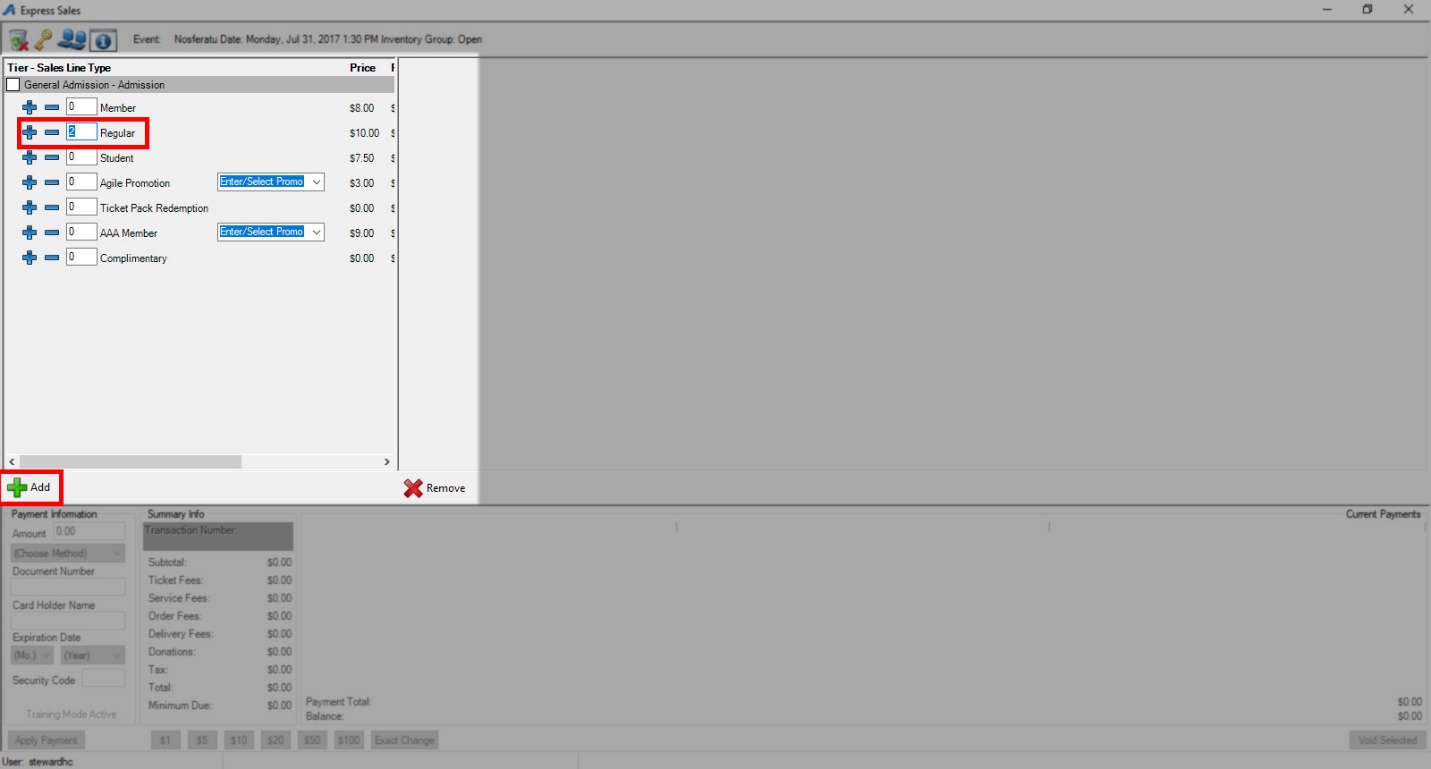
[](https://support.agiletix.com/hc/article_attachments/360047721032/ESstep6-2edit.jpg)

[](https://support.agiletix.com/hc/article_attachments/360047721532/ESstep6-3edit.jpg)

Then, make sure that the printer is selected in the Sales screen.

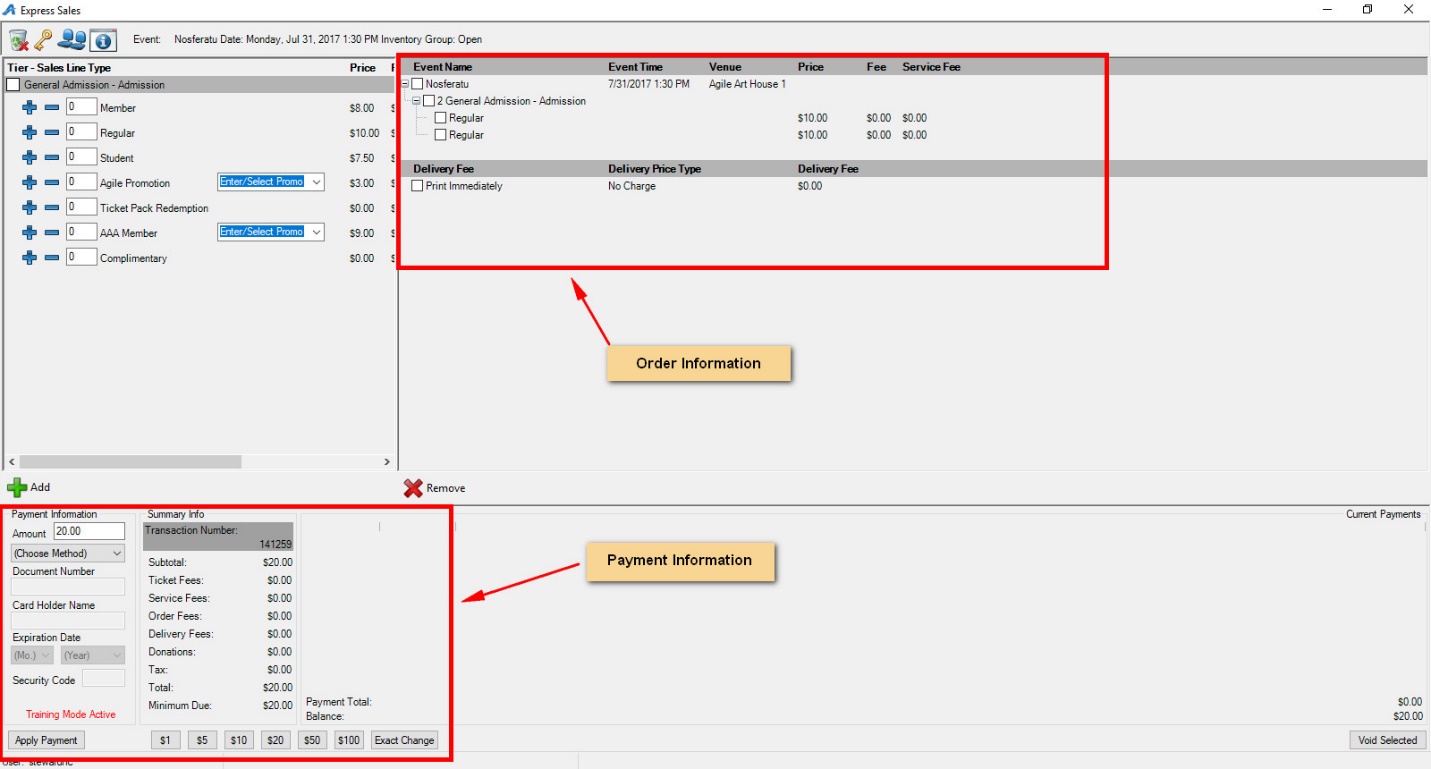
[](https://support.agiletix.com/hc/article_attachments/115012722646/Image_5.3.jpg)

7. The **Express Sale** screen will allow you to only sell tickets for a***single event*** which you have selected. From the **Express Sale** screen, you will enter the number of tickets you need to sell to a patron on the left-hand side of the screen. Then, click the green**+Add** button.

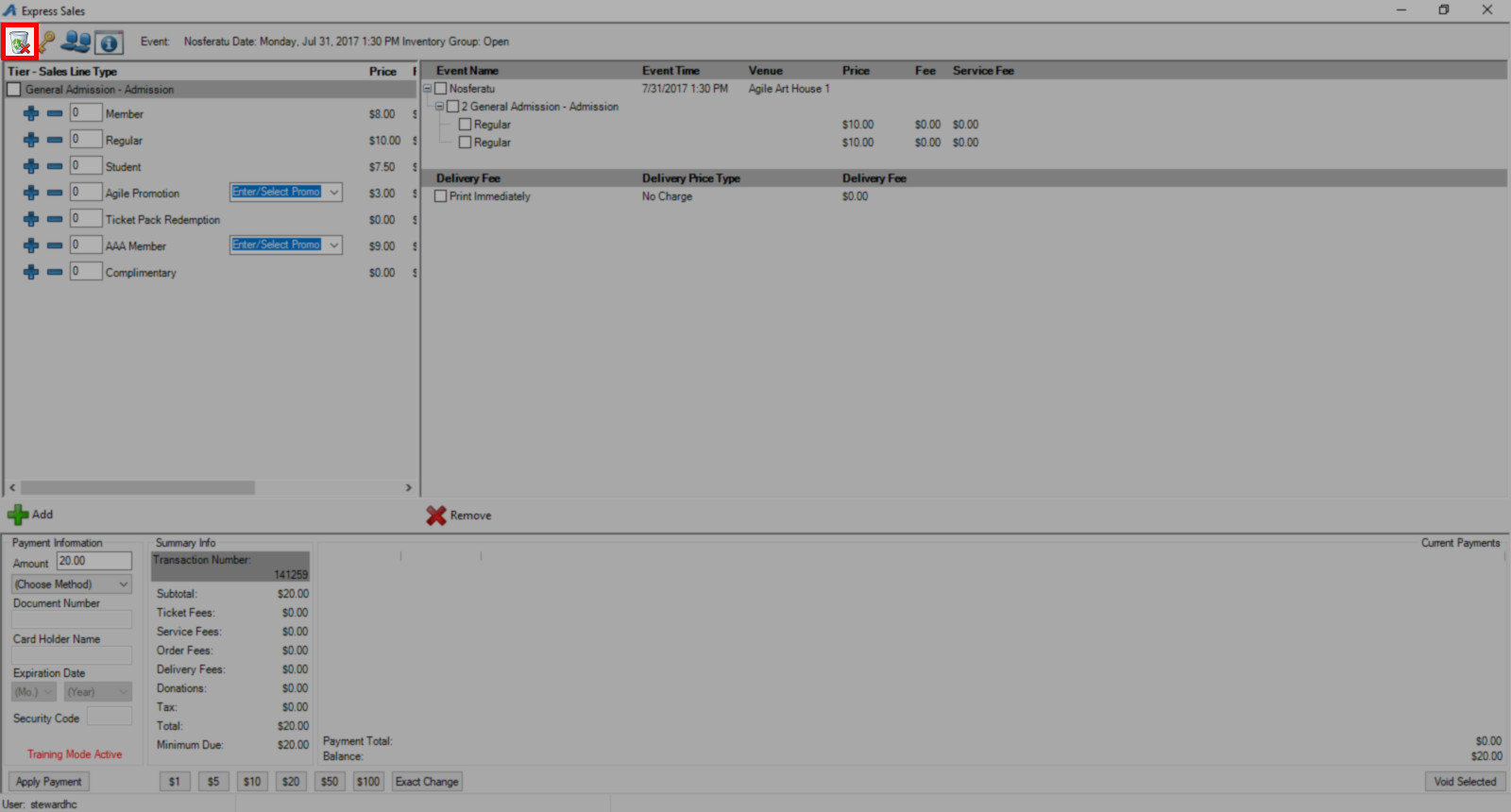
[](https://support.agiletix.com/hc/article_attachments/115012722626/Image_6.jpg)

8. At the right of the screen, you should now see the order information. The Payment information is on the bottom right of the screen. If a credit card swipe is attached to the computer, you may swipe the card.

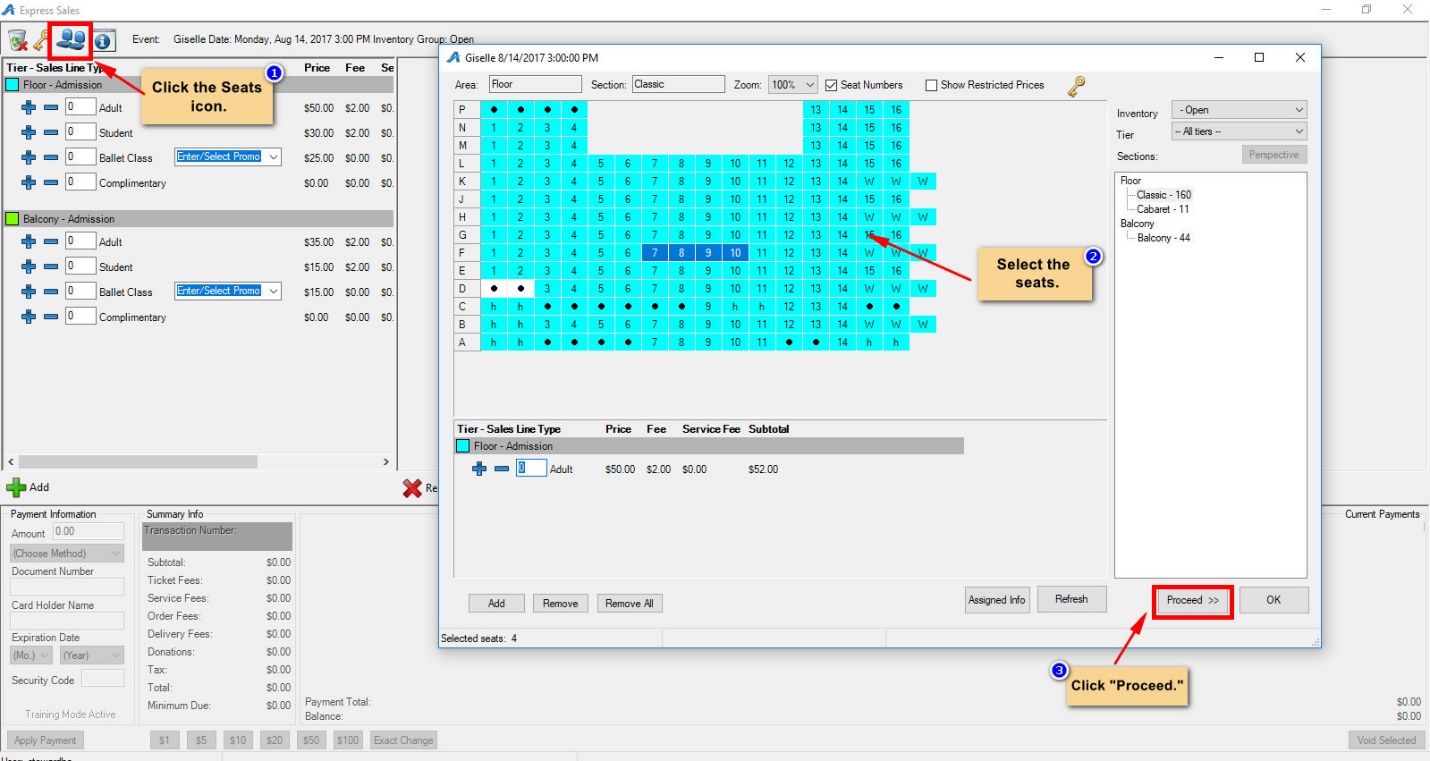
If you do not have a credit card swipe, choose the payment method from the drop-down menu and enter in the required information. If the patron is paying with cash, select the $ icons at the bottom of the screen based on the cash amount paid. Click the **Apply Payment** button to complete the transaction.

[](https://support.agiletix.com/hc/article_attachments/115012730546/Image_7.jpg)

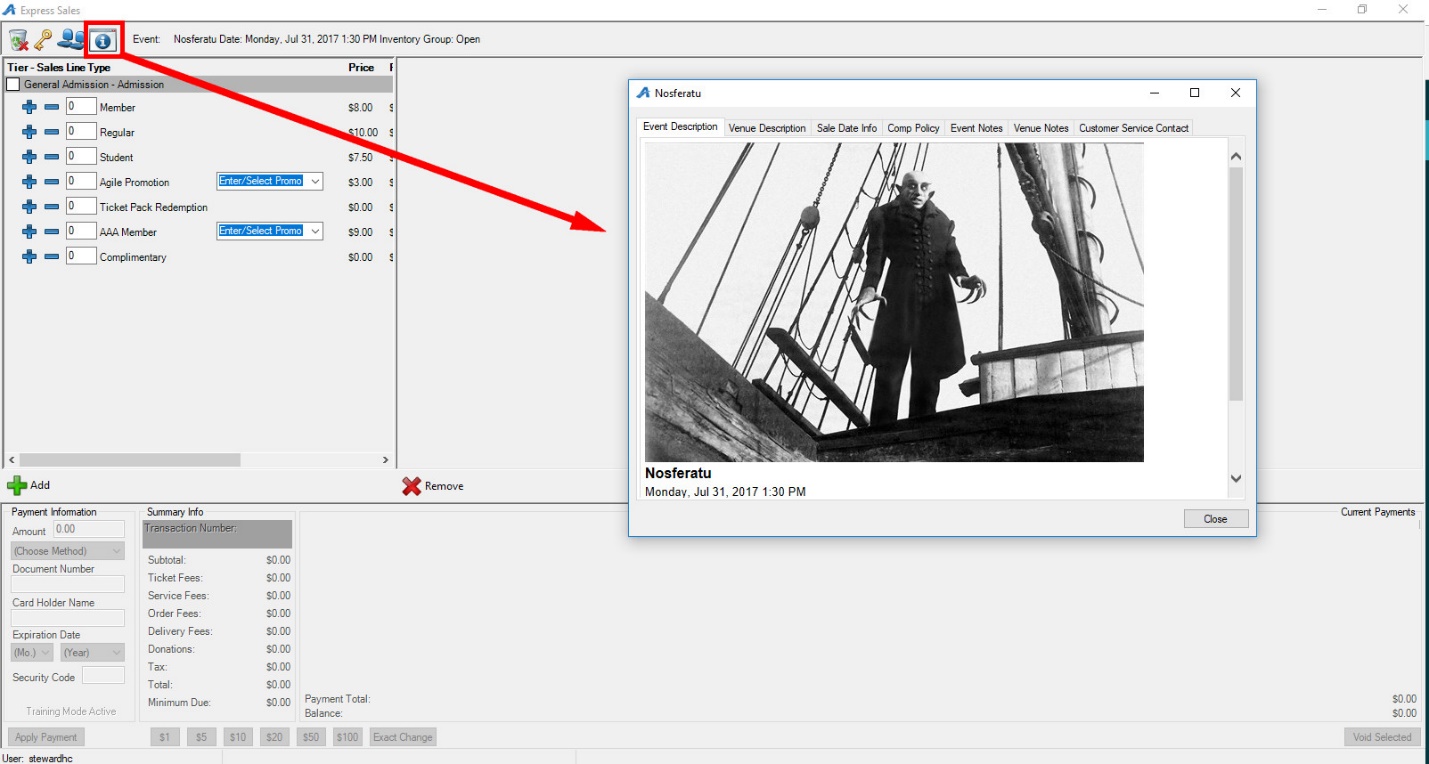
9. If you need to clear an order, you must do so before you process the payment. Click the **Trash** icon at the top of the screen.

[](https://support.agiletix.com/hc/article_attachments/115012730486/Image_8.jpg)

10. If you need to sell a reserved seat, click the seat icon at the top of the screen. You will then be taken to the seating chart, where you can select your seats. Then, click **Proceed**.

[](https://support.agiletix.com/hc/article_attachments/360047721732/ESstep10edit.jpg)

11. If you need to know any information about the event, you can click on the **Information** icon at the top of the screen. From here, you should see all the information about the event.

[](https://support.agiletix.com/hc/article_attachments/115012894303/IMage_10.jpg)

12. Once you have processed the payment, your screen should clear. You are ready to process your next order.