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.)

Agent Cash Ir	n / Cash Out			1
Jser Batch Info	User Batch Search			
User Info:	Hannah Steward (ADSC)			
User ID:	4343	Opening Cash:	200.00	-
User Batch ID:	50474	Closing Cash:	0.00	÷
Accounting Bate	h ID: 1081	Closing Checks:	0.00	÷
Batch Open Date	e: 6/13/2017 10:34:05 AM			
Batch Close Dat	ie: 7/31/2017 1:30:22 PM			
Notes				
View Report				

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

Agile Art House Sandbox	~
-Select Buyer Type-	~
Select Buyer Type	
AMS - Box Office	

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

	se Sandbox	*
AMS - Box Of	fice	~
-Customer Cl	assification Not Avai	lable- 🗸
Membership Catalog Dor	Package nation Event Gift (Card
Agile Client Agile Silver Community Fundraising Movies (M Special Ev	1 (AC1) (AS) Ballet Company (Cl Events (FE) (V) ents (SE)	BC)
Searc	-h 🏹	6 6 .
Searce Venue	th	
Venue Category	h IVenues	
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Venue Category Keyword Start Date	h All Venues All Categories	
Venue Category Keyword Start Date End Date	h All Venues All Categories 7/31/2017 7/31/2019	

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**.)

Name	Day	Date	Duration	Venue	Org	Sale Status
Jaws	Sun	Jul 30, 2017 10:00 PM	2h 4m	Agile Art House 1	MV	Not Sellable
Nosferatu	Mon	Jul 31, 2017 1:30 PM	1h 21m	Agile Art House 1	MV	On Sale
Jaws	Mon	Jul 31, 2017 10:00 PM	2h 4m	Agile Art House 1	MV	On Sale
Nosferatu	Tue	Aug 1, 2017 3:00 PM	1h 21m	Agile Art House 1	MV	On Sale
laws	Tue	Aug 1, 2017 10:00 PM	2h 4m	Agile Art House 1	MV	On Sale
laws	Wed	Aug 2, 2017 2:00 PM	2h 4m	Agile Art House 1	MV	On Sale
Jaws	Wed	Aug 2, 2017 8:00 PM	2h 4m	Agile Art House 1	MV	On Sale
Jaws	Thu	Aug 3, 2017 2:15 PM	2h 4m	Agile Art House 2	MV	On Sale

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

A Agile Demo Sandbox - Sales (DEMO) - P File View Action Ticket Printer Sale	owered by Agile Ticketing s Mode Support Functions Help			- ø ×
Sales Maintenance Point Of Sale	Clear Order Override Customer Member Remove Conta	t item List Payment		Notices
Agle Art House Sandbox	Phone: E-mail:	Zip:		
AMS - Box Office ~		80 22 22		
-Customer Classification Not Available-	Start Date Mon. Jul 31 2017	All Tiers Restricted Prices		
Membership Package	Name	Day Date	Duration Venue	Org Sale Status A
Catalog Donation Event Gift Card	Jaws	Sun Jul 30, 2017 10:00 PM	2h 4m Agle Art House 1	MV Not Sellable
	Nosferatu	Mon Jul 31, 2017 1:30 PM Mon Jul 31, 2017 10:00 PM	Th ZIm Agle Art House 1 Th Am Ania Art House 1	MV On Sale
(Anda Cheret 1 (AC1)	Nosferatu	Tue Aug 1, 2017 3:00 PM	Th 21m Agle Art House 1	MV On Sale
Agle Silver (AS)	Jaws	Tue Aug 1, 2017 10:00 PM	2h 4m Agle At House 1	MV On Sale
Community Ballet Company (CBC) Exectations Events (EE)	Jaws	Wed Aug 2, 2017 2:00 PM	2h 4m Agle Art House 1	MV On Sale
Movies (MV)	Jawa	Wed Aug 2, 2017 8:00 PM Thu: Aug 3, 2017 2:15 PM	2h 4m Agie Art House 1 3h 4m Anie Art House 2	MV On Sale
	Next Results Per Page 20 Tier - Sales Line Type General Admission - Admission 4 6 Image: Second	Price Fee Service Fee Subtobal Available 306 \$8.00 \$0.00 \$8.00 \$8.00		
J. Search 🕅 🕅 🗐	🔹 🚥 🛛 Regular	\$10.00 \$0.00 \$0.00 \$10.00		
Venue Al Venues V	🖶 🛑 🚺 Student	\$7.50 \$0.00 \$0.00 \$7.50		
Category All Categories V	and Agile Promotion	S3.00 \$0.50 \$0.00 \$3.50		
Keyword	Ticket Pack Redemption	\$0.00 \$0.00 \$0.00 \$0.00		
Start Date 7/31/2017	and the second s	S9.00 \$0.00 \$0.00 \$9.00		
End Date 7/31/2019 •	🔹 📼 🛛 Complimentary	\$0.00 \$0.00 \$0.00 \$0.00		
Order # 0 Item Coart: O Item(s) 00 Ticket Feese: 50 00 Service Fees: 50 00 Order Fees: 50 00 Desireur, Fees: 50 00 Donations: 50 00 Date: \$0 00 Orac: \$0 00 Orac: \$0 00 Order Teal: \$0 00				Epres Sale Add Piscend > Pay >>

(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.)

eneral	Ticket Printers	Other Devices	CC Terminal	Interface Settings	Notes		
Termi	inal Type	Agent Manageo	Workstation	~			
Termi	inal Name]		
Key				1			
Addre	ess 1						
Addre	ess 2						
City							
State	/ Province	N/A	~				
Zip / I	Postal Code]				
Enable	ed	\checkmark					
Assign	ned						
			To create	a Terminal II	D, input th	e Terminal	Name
			and	Key. Then, se	lect App	iy" and "Ol	K."

-1	Office	Select the	Ticket Print tab.	ers				21
Gen <mark>e</mark> ral	Ticket Printers	Other Devices CC	Terminal Interfa	ce Settings	Notes			
Printer N	lame	Printer Type	Form Type	Default	Batch	Shared	Enabled	
Ticket F	ninter	Boca FGL Compat	Ticket	False	True	False	True	
	Agile D)emo Sandbox				2	Right-cli and sele "New."	ck ct
P	inter Type	Boca FGL Comp	atible 300 DPI		~			
F	orm Type	Ticket			~			
С	ut Type	Not Applicable			~			
Pi	inter Name	Ticket Printer						
		Ticket Printer		Brows	e			
U	NC							
U	NC efault		Select th	e Printer	Type wi	nich mat	ches vou	r I
U D Bi	NC efault atch Printing		Select th printer. I	e Printer Beside Fo	Type wi rm Type	nich mat e, select	ches you "Ticket."	r
U D Bi SI	NC efault atch Printing nare Printer		Select th printer. I Name the	e Printer Beside Fo Printer, a clickin	Type wh rm Type and the ng "Bro "Apply"	nich mat e, select n find the wse." ' and "O	ches you "Ticket." e UNC by K."	ات /
U D B SI E	NC efault atch Printing nare Printer nabled		Select th printer. I Name the The	e Printer Beside Fo Printer, a clickin en, select	Type wh rm Type and the ig "Bro "Apply"	nich mat e, select n find the wse." ' and "O	ches you "Ticket." e UNC by K."	, ,
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Then, make sure that the printer is selected in the Sales screen.

File View Actio	n T	icket Printe	r Sales Mo	de S	Support Functions Help
		 Ticket I 	Printer		🌓 🔑 🙎 📨 🔔 🕮 🖼 ዄ
Sales Mai	nte	 Printing 	g Enabled		er Override Customer Member Remove Contact Item List Payment
Agile Art House San	dbc	Print Te	est Ticket		one: E-mail: Zip:
AMS - Box Office		Header	Ticket	>	
Customer Classifica	tior	Order F	leceipt	>	- Bulletin Board
Membership Packa	ige				-
Catalog Donation	Even	t Gift Card			

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.



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.

A Express Sales										-	o ×
3220	Event: Nosferatu Date: M	onday, Jul	31, 2017 1:30 PM Inv	entory Group: Open							
Tier - Sales Line Type			Price I	EventName	Event Time	Venue	Price	Fee	Service Fee		
General Admission - Adr	mission			🖘 🛄 Nosferatu	7/31/2017 1:30 PM	Agile Art House 1					
💠 💳 🛛 Membe	er -		\$8.00 \$	G C General Admission - Admission			***				
💠 🛑 0 Regular	r		\$10.00 \$	Regular			\$10.00	\$0.00	\$0.00		
🚓 🕳 0 Student	t		\$7.50 \$					077707			
and anite Pr	tramotion	slect Promo	× \$3.00 \$	Delivery Fee	Delivery Price Type		Delivery Fee				
	Park Redemation		50.00 s		No Charge		\$0.00				
	rack recemption	1.10	30.00 8								
	ember Enclose	sect Promo	S9.00 S								
👘 💳 🛛 Complia	mentary		\$0.00 \$								
<			>	X Remove	Order Info	ormation	J				
Payment Information	Summary Info Transaction Number:									C.	ment Payments
(Choose Method)		141259									
Document Number	Subtotal: Ticket Feet	\$20.00			Payment Infor	mation					
Card Holder Name	Service Fees: Order Fees:	\$0.00 \$0.00									
Expiration Date	Delivery Fees:	\$0.00									
(Mo.) 😪 (Year) 🗠	Tax:	\$0.00									
Security Code	Total:	\$20.00									
Training Mode Active	Minimum Due:	\$20.00	Payment Total: Balance:								\$0.00 \$20.00
Apply Payment	\$1 \$5 \$10	\$20	\$50 \$100 Exac	t Change							Void Selected

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.

A Express Sales										0	×
R 2 2 0 1	Event: Nosferatu Date: M	Monday, Jul 31	1, 2017 1:30 PM I	Inventory Group: Open							
Tier - Sales Line Type			Price	I EventName	EventTime	Venue	Price	Fee	Service Fee		
General Admission - Adm	nission			🗟 🗌 Nosferatu	7/31/2017 1:30 PM	Agile Art House 1					
de 🚥 0 Member			\$8.00	g General Admission - Admission							
			e10.00	Regular			\$10.00	\$0.00	\$0.00		
Hegular			\$10.00	A Hegular			\$10.00	\$0.00	\$0.00		
👘 🚥 🛛 Student			\$7.50	1 Delivery Fee	Delivery Price Type		Delivery Fee				_
de 💼 🛛 🖉 Agile Pri	omotion Enter/S	Select Promo	~ \$3.00	1 Print Immediately	No Charge		\$0.00				_
📥 🚥 0 Ticket P	Pack Redemption		\$0.00	1							
	Enter/S	Salact Promo									
	moer	Actes Frence	53.00	-							
Complin	nentary		\$0.00	\$							
<				>							
Add				X Remove							
Payment Information	Summary Info							_		 Current Pa	ayments
Amount 20.00	Transaction Number:										
(Choose Method) ~		141259									
Document Number	Subtotal: Ticket Fees	\$20.00									
	Service Fees	\$0.00									
Card Holder Name	Order Fees	\$0.00									
Evolution Data	Delivery Fees:	\$0.00									
(Mo) V (Yest) V	Donations:	\$0.00									
And I have been been been been been been been be	Tax:	\$0.00									
Security Code	Total:	\$20.00									
Training Mode Arthur	Minimum Due:	\$20.00 F	Payment Total:								\$0.00
Intering Hode Active		a permanan perm									\$20.00
Apply Payment	\$1 \$5 \$10	\$20 \$	50 \$100 Ex	kact Change						Void Se	elected

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**.

A Express Sales																							10	- 0 ×
₹ 20	Event: Giselle Date: Monday, Aug	14, 2017 3:00 PM In	ventory Grou	p: Open																			_	
Tier - Sales Line Type		Price Fee	Se	A Gise	elle 8/14/2	017 3:00:0	00 PM														1000		×	
Floor - Admission	Click the Seats			Area:	Floor		Secti	on: Classi	D	Zoor	m: 100	% ~ 6	Seat	Numbers	s 🗆 S	how Res	tricted Priv	ces 🦉						
📥 🔲 🛛 Adult	icon.	\$50.00 \$2.00	s0.	P	• •	•	•					13	14	15 16						Inventory	- Open		~	
💠 💳 0 Student		\$30.00 \$2.00	s0.	Ν	1 2	3 4	4					13	14	15 16						Tier	- All tiers		~	
	Taxa Enter/Select Promo	e35.00 e0.00	*0	М	1 2	3 4	4	_				13	14	15 16						Sections		Perspectiv	10	
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Complin	mentary	\$0.00 \$0.00	\$0.	- K	1 2	3 4	4 D	6 7	8 9	10	11 1	2 13	14	15 16	W					Classic	160			
Balcony - Admission				H	1 2	3	4 5	6 7	8 9	10	11 1	2 13	14	WW	W					Cabaret	- 11			
📥 🔲 🛛 Adult		\$35.00 \$2.00	\$0	G	1 2	3	4 5	6 7	8 9	10	11 1	2 13	14	16 16					_	Balcony	- 44			
		e15.00 e2.00		F	1 2	3 4	4 5	6 7	8 9	10	11 1	2 13	14	WW	W		Sele	ct the	2					
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				Tier	Sales Lin	ю Туре	P	ice Fe	e Servi	e Fee S	Subtota													
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			-	-		Adult	\$5	0.00 \$2.	00 \$0.00	s	52.00													
Add Add			🚜 Re																					
Payment Information	Summary Info																							Current Payments
Amount 0.00	Transaction Number:																							
(Choose Method)	Subtotal: \$0.00																							
Document Number	Ticket Fees: \$0.00			4															_	_				
Card Holder Name	Service Fees: \$0.00				Add	Remov	e Ri	move All								Ass	gned info	Refres	h	F	hoceed >>	ОК		
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Poply Paymers	an ao an S20	900 \$100 E	taur unange																					void Selected

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.



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