

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 In / Cash Out

User 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 Batch ID: 1081      Closing Checks: 0.00

Batch Open Date: 6/13/2017 10:34:05 AM

Batch Close Date: 7/31/2017 1:30:22 PM

Notes

Suzie is opening today.

View Report    Cash In    Apply    Reset    Close

Signed On User: Hannah Steward (stewardhc)

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.

Agile Art House Sandbox

AMS - Box Office

-Customer Classification Not Available-

Membership Package

Catalog Donation **Event** Gift Card

Agile Client 1 (AC1)

Agile Silver (AS)

Community Ballet Company (CBC)

Fundraising Events (FE)

**Movies (MV)**

Special Events (SE)

Search

Venue All Venues

Category All Categories

Keyword

Start Date 7/31/2017

End Date 7/31/2019

Search

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
<b>Jaws</b>	<b>Mon</b>	<b>Jul 31, 2017 10:00 PM</b>	<b>2h 4m</b>	<b>Agile Art House 1</b>	<b>MV</b>	<b>On Sale</b>
Nosferatu	Tue	Aug 1, 2017 3:00 PM	1h 21m	Agile Art House 1	MV	On Sale
Jaws	Tue	Aug 1, 2017 10:00 PM	2h 4m	Agile Art House 1	MV	On Sale
Jaws	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

Start Date Mon, Jul 31 2017 Inventory Open  All Tiers  Restricted Prices

Previous Next Results Per Page: 20

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

Agile Demo Sandbox - Sales (DEMO) - Powered by Agile Ticketing

File View Action Ticket Printer Sales Mode Support Functions Help

Sales Maintenance Point Of Sale Clear Order Override Customer Member Remove Contact Rem List Payment

Agile At House Sandbox  
AMS - Box Office  
\*Customer Classification Not Available

Membership Package  
Catalog Donation Event Gift Card

Agile Client 1 (ACT)  
Agile Silver (AS)  
Community Ballet Company (CBC)  
Fundraising Events (FE)  
Movies (MV)  
Special Events (SE)

Search

Venue: All Venues  
Category: All Categories  
Keyword:  
Start Date: 7/31/2017  
End Date: 7/31/2019

Order #: Item Count: 0 Item(s)  
Subtotal: \$0.00  
Ticket Fees: \$0.00  
Service Fees: \$0.00  
Order Fees: \$0.00  
Delivery Fees: \$0.00  
Donations: \$0.00  
Tax: \$0.00  
Order Total: \$0.00  
Balance Due: \$0.00

Phone: E-mail: Zip:

Start Date: Mon, Jul 31 2017 Inventory: Open All Tiers Restricted Prices

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
Nooferratu	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
Nooferratu	Tue	Aug 1, 2017 3:00 PM	1h 21m	Agile Art House 1	MV	On Sale
Jaws	Tue	Aug 1, 2017 10:00 PM	2h 4m	Agile Art House 1	MV	On Sale
Jaws	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

Results Per Page: 20

Tier - Sales Line Type

General Admission - Admission	Price	Fee	Service Fee	Subtotal	Available
0 Member	\$8.00	\$0.00	\$0.00	\$8.00	306
0 Regular	\$10.00	\$0.00	\$0.00	\$10.00	
0 Student	\$7.50	\$0.00	\$0.00	\$7.50	
0 Agile Promotion	\$3.00	\$0.50	\$0.00	\$3.50	
0 Ticket Pack Redemption	\$0.00	\$0.00	\$0.00	\$0.00	
0 AAA Member	\$9.00	\$0.00	\$0.00	\$9.00	
0 Complimentary	\$0.00	\$0.00	\$0.00	\$0.00	

Express Sale Add Priced > Pay >>

User: stewarhc Terminal: ATS-Hannah Not Cashed In Training Mode

(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.)

Terminal: New

Agile Demo Sandbox  
Office

General | Ticket Printers | Other Devices | CC Terminal | Interface Settings | Notes

Terminal Type: Agent Managed Workstation

Terminal Name:

Key:

Address 1:

Address 2:

City:

State / Province: N/A

Zip / Postal Code:

Enabled:

Assigned:

**To create a Terminal ID, input the Terminal Name and Key. Then, select "Apply" and "OK."**

Assign OK Cancel Apply

The screenshot shows the 'Agile Demo Sandbox' interface with the 'Ticket Printers' tab selected. A table lists printer configurations, and a dialog box is open for configuring a 'Ticket Printer'. Three numbered callouts provide instructions:

- 1** Select the Ticket Printers tab.
- 2** Right-click and select "New."
- 3** Select the Printer Type which matches your printer. Beside Form Type, select "Ticket." Name the Printer, and then find the UNC by clicking "Browse." Then, select "Apply" and "OK."

Printer Name	Printer Type	Form Type	Default	Batch	Shared	Enabled
Ticket Printer	Boca FGL Compat...	Ticket	False	True	False	True

**Terminal Printer: Ticket Printer**

Printer Type: Boca FGL Compatible 300 DPI

Form Type: Ticket

Cut Type: Not Applicable

Printer Name: Ticket Printer

UNC: Ticket Printer

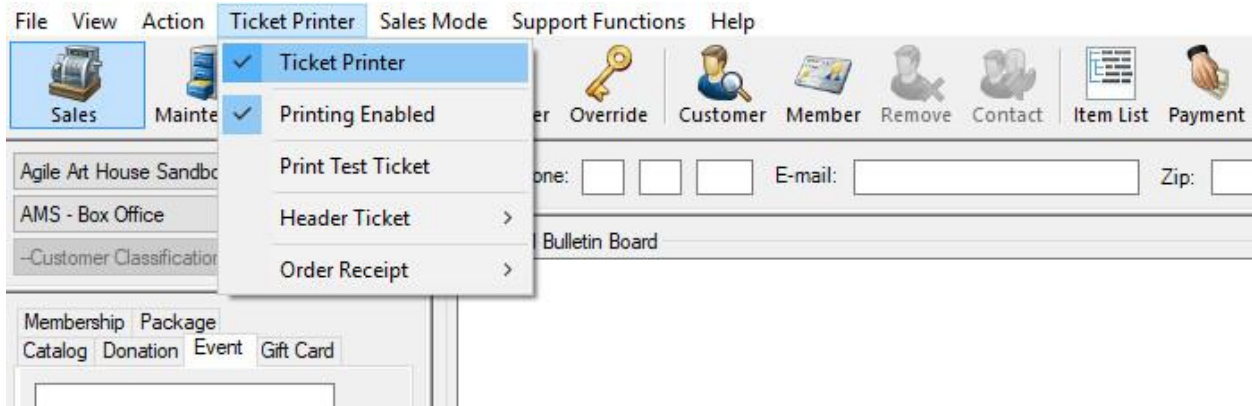
Default:

Batch Printing:

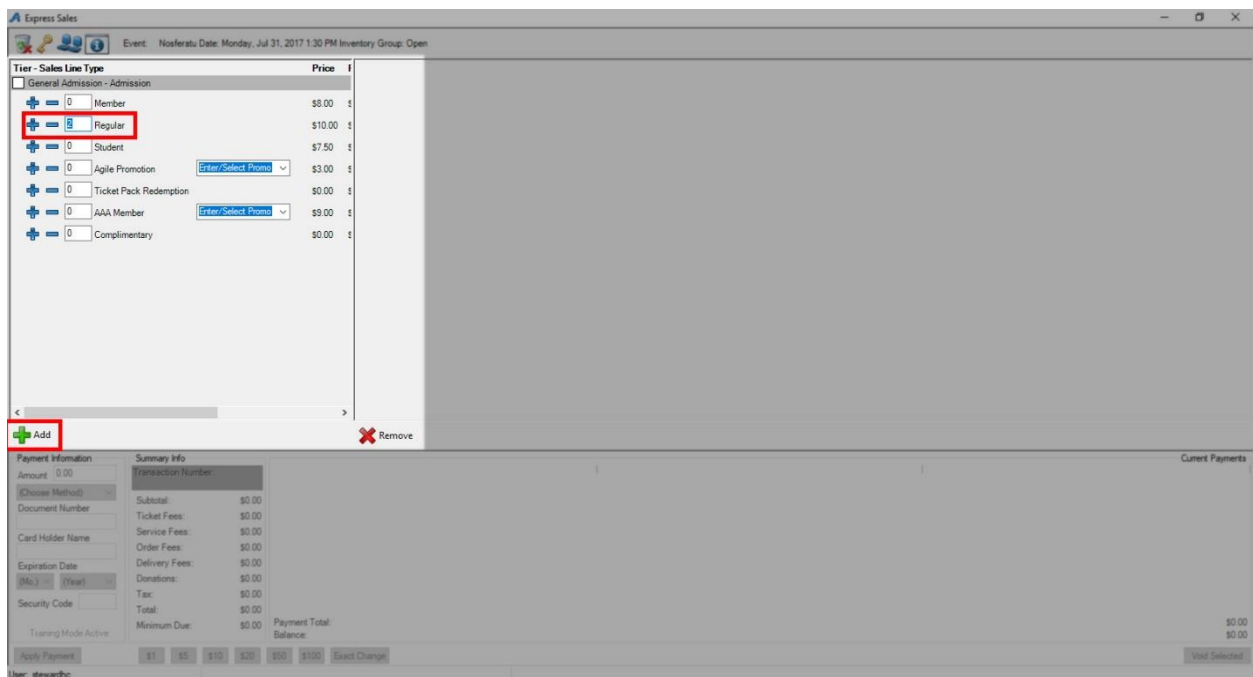
Share Printer:

Enabled:

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



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.

The screenshot displays the Express Sales interface. At the top, a red box highlights the 'Order Information' section, which includes a table of event details and a delivery fee section. Below this, another red box highlights the 'Payment Information' section, which contains fields for amount, document number, card holder name, expiration date, security code, and a summary of fees and totals. A yellow callout box labeled 'Order Information' points to the top table, and another yellow callout box labeled 'Payment Information' points to the bottom section.

Tier - Sales Line Type	Price	Event Name	Event Time	Venue	Price	Fee	Service Fee
General Admission - Admission		Noosferatu	7/31/2017 1:30 PM	Agile Art House 1			
Member	\$8.00	2 General Admission - Admission			\$10.00	\$0.00	\$0.00
Regular	\$10.00	Regular			\$10.00	\$0.00	\$0.00
Student	\$7.50	Regular			\$10.00	\$0.00	\$0.00
Agile Promotion	\$3.00	Delivery Fee					
Ticket Pack Redemption	\$0.00	Delivery Price Type			No Charge		
AAA Member	\$9.00	Delivery Fee			\$0.00		
Complimentary	\$0.00	Print Immediately					

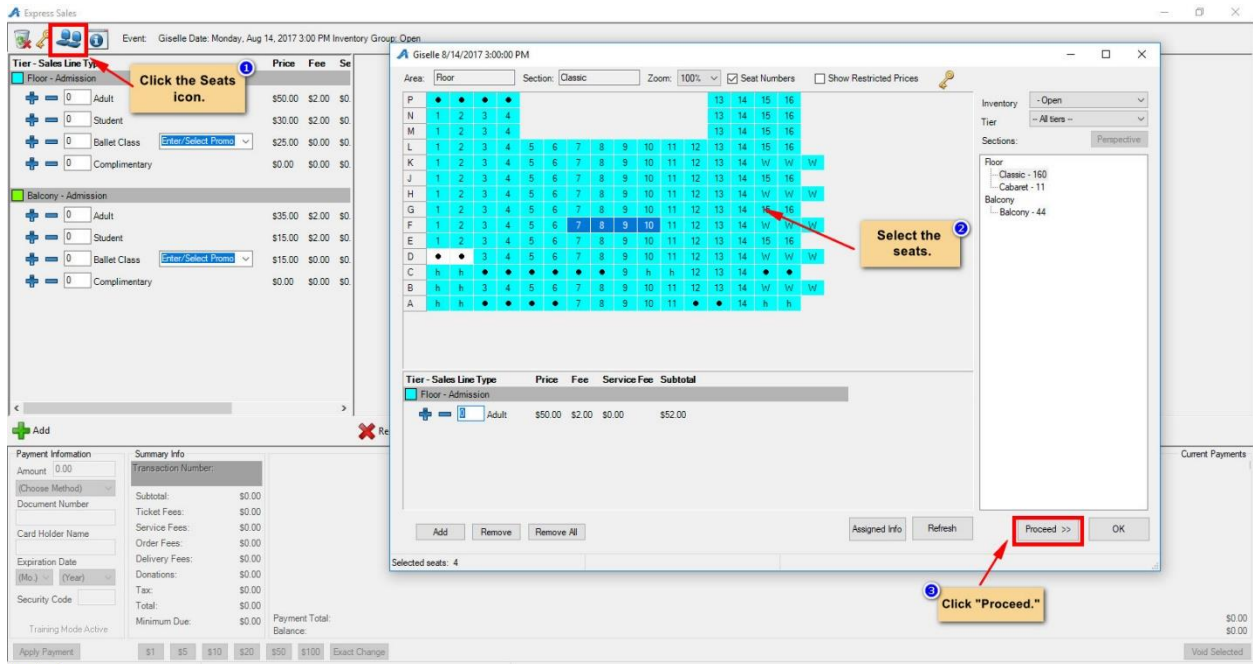
Payment Information Summary:

- Amount: 20.00
- Transaction Number: 141259
- Subtotal: \$20.00
- Ticket Fees: \$0.00
- Service Fees: \$0.00
- Order Fees: \$0.00
- Delivery Fees: \$0.00
- Donations: \$0.00
- Tax: \$0.00
- Total: \$20.00
- Minimum Due: \$20.00
- Payment Total: \$0.00
- Balance: \$20.00

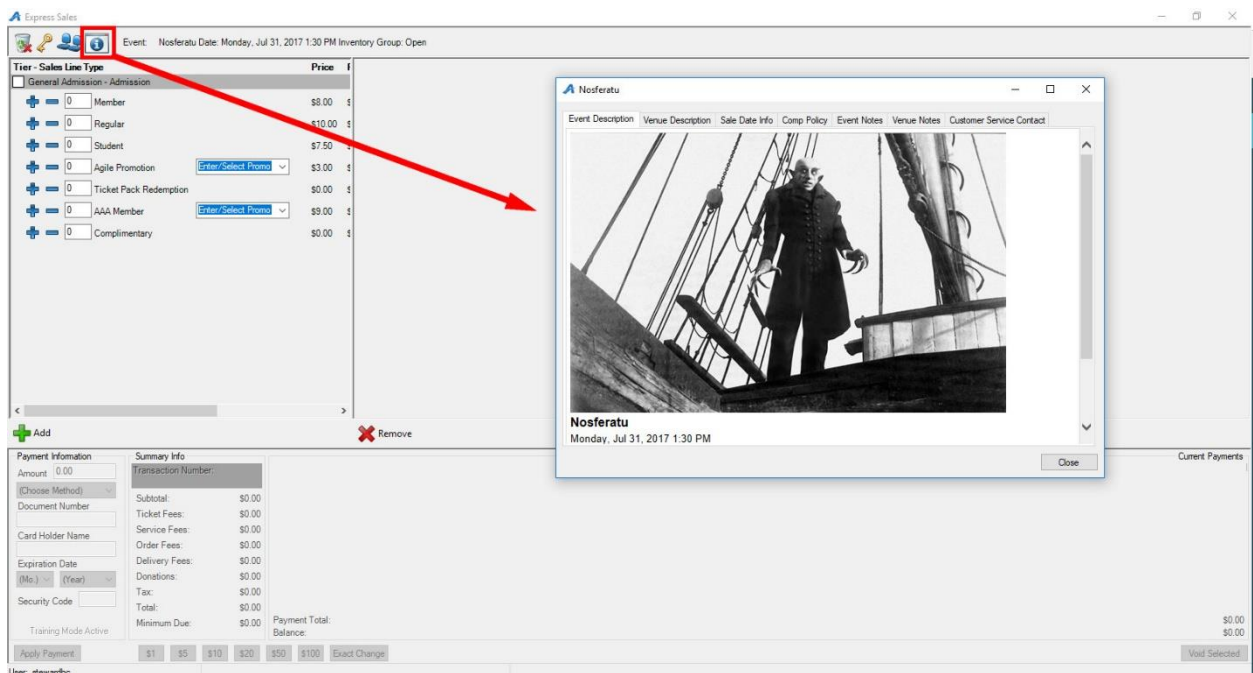
9. If you need to clear an order, you must do so before you process the payment. Click the **Trash** icon at the top of the screen.

This screenshot is identical to the one above, but with a red box highlighting the Trash icon (a trash can) located at the top left of the Express Sales window, next to the application logo.

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**.



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.