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.)

A Agent Cash In	/ Cash Out			
Jser Batch Info	Jser Batch Search			
User Info:	Hannah Steward (ADSC)			
User ID:	4343	Opening Cash:	200.00	.
User <mark>Batch ID</mark> :	50474	Closing Cash:	0.00	* *
Accounting Batch	n ID: 1081	Closing Checks:	0.00	÷
Batch Open Date	6/13/2017 10:34:05 AM			
Batch Close Date	e: 7/31/2017 1:30:22 PM			
Notes				
View Report	Cash In Apply		Reset	Close

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 Ava	ilable- 🗸
Membership Catalog Dor		Card
	· (AS) Ballet Company (C Events (FE)	BC)
Searc	-h 🛐	5 1 ,
Venue	7	
Venue	All Venues	
	7	•
Venue Category	All Venues	· · · · · · · · · · · · · · · · · · ·
Venue Category Keyword	All Venues All Categories	······································

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
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

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

Agile Demo Sandbox - S		vered by Agile Ticketing Mode Support Functions Help			- o
J 1	2	Clear Order Override Customer Member Remove Co	ntact Rem List Payment		h
gle Art House Sandbox MS - Box Office	~	Phone: E-mail:	Zip:		
Customer Classification Not /	Available- ~	Start Date Mon, Jul 31 2017 . Inventory Open	📉 🗌 All Tiers 🗹 Restricted Prices 2 💐 🌐		
Membership Package		Name	Day Date	Duration Venue	Org Sale Status
atalog Donation Event (Gift Card	Jaws	Sun Jul 30, 2017 10:00 PM	2h 4m Aglie Art House 1	MV Not Sellable
and a second sec		Nosferatu	Mon Jul 31, 2017 1:30 PM	1h 21m Agle Art House 1	MV On Sale
		Jaws	Mon Jul 31, 2017 10:00 PM	2h 4m Agle At House 1	MV On Sale
Agle Client 1 (AC1)		Nosferatu	Tue Aug 1, 2017 3:00 PM	1h 21m Agle Art House 1	MV On Sale
Agle Silver (AS)		Jaws	Tue Aug 1, 2017 10:00 PM	2h 4m Agle Art House 1	MV On Sale
Community Ballet Company Fundraising Events (FE)	(CBC)	Jaws	Wed Aug 2, 2017 2:00 PM	2h 4m Aglie Art House 1	MV On Sale
Movies (MV)		Jaws Jaws	Wed Aug 2, 2017 8:00 PM Thu Aug 3, 2017 2:15 PM	2h 4m Agle Art House 1 2h 4m Agle Art House 2	MV On Sale MV On Sale
		Tier - Sales Line Type	Price Fee ServiceFee Subtotal Available	x	
		General Admission - Admission		X	
		de member	\$8.00 \$0.00 \$0.00 \$8.00		
Jearch		🖶 💳 🖸 Regular	\$10.00 \$0.00 \$0.00 \$10.00		
Venue All Venues	~	- O Student	\$7.50 \$0.00 \$0.00 \$7.50		
Category All Categories	~	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		a AAA Member	59.00 \$0.00 \$9.00		
End Date 7/31/2019		🖶 💳 0 Complimentary	\$0.00 \$0.00 \$0.00 \$0.00		
	Search				
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m Count: Ultern(s) btotal:	\$0.00				
:ket Fees:	\$0.00				
rvice Fees:	\$0.00				
der Fees:	\$0.00				
livery Fees:	\$0.00				
nations: x	\$0.00				
ik: der Total:	\$0.00				
lance Due:	\$0.00				Express Sale Add Proceed > 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						
				a Terminal II Key. Then, se			200000000000000000000000000000000000000
			and	key. Then, se	lect App	iy and O	A.

-	Agile Demo 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	Name	Printer Type	Form Type	Default	Batch	Shared	Enabled	
Ticket F	rinter	Boca FGL Compat	Ticket	False	True	False	True	
	Agile D)emo Sandbox				2	Right-cli and sele "New."	ct
Pr	rinter Type	Boca FGL Comp	atible 300 DPI		~			
Fo	orm Type	Ticket			~			
C	ut Type	Not Applicable			~			
		Ticket Printer						
Pr	rinter Name	Hower I miller						
	rinter Name NC	Ticket Printer		Brows	e			
U			Select th			nich mat	ches you	ir
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Then, make sure that the printer is selected in the Sales screen.

File \	View	Action	Tick	et Printer	Sales Mode	Su	pport Functions	Help					
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Sal	les	Mainte	~	Printing I	Enabled		er Override C	ustomer	Member	Remove	Contact	Item List	Payment
Agile A	Art Hou	se Sandbo		Print Test	t Ticket		one:		E-mail:				Zip:
AMS -	Box Of	fice		Header T	ïcket	>							
Custo	omer Cl	assificatior		Order Re	ceipt	>	Bulletin Board						
		Package nation Eve	ent (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 ×
% ? ! 0	Event: Nosferatu Date: M	onday, Jul 31	I, 2017 1:30 PM Inve	entory Group: Open							
Tier - Sales Line Type			Price I	EventName	Event Time	Venue	Price	Fee	Service Fee		
General Admission - Adm	nission			🗆 🔲 Nosferatu	7/31/2017 1:30 PM	Agile Art House 1					
💠 💳 🛛 Member	r		\$8.00 \$	General Admission - Admission Regular			\$10.00		\$0.00		
💠 🛑 0 Regular			\$10.00 \$	Regular			\$10.00		\$0.00		
💠 🕳 0 Student			\$7.50 \$					077707			
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a a a Me		sect Promo	✓ \$9.00 \$								
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<			>	X Remove	Order Infe	ormation					
Payment Information Amount 20.00	Summary Info Transaction Number:									a	urrent Payments
(Choose Method)		141259									
Document Number	Subtotal: Ticket Fees:	\$20.00 \$0.00			Payment Infor	mation					
Card Holder Name	Service Fees: Order Fees:	\$0.00 \$0.00									
Expiration Date	Delivery Fees:	\$0.00 \$0.00									
(Mo.) 🗸 (Year) 🗸	Donations: Tax:	\$0.00									
Security Code	Total:	\$20.00									
Training Mode Active	Minimum Due:		ayment Total: Ialance:								\$0.0 \$20.0
Apply Payment	\$1 \$5 \$10	\$20 \$5	50 \$100 Exact	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.

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Event: Nosferatu Date: Monday, ,	Jul 31, 2017 1:30 PM Inven	tory Group: Open						
r - Sales Line Type	Price F	EventName	Event Time	Venue	Price	Fee	Service Fee	
General Admission - Admission		B Nosferatu	7/31/2017 1:30 PM	Agile Art House 1				
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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**.

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Floor - Admission Click the Seats	FILE	ree se	1	Area:	Floor		Sec	tion: Cla	ssic		Zoom:	100%	. ~ 6	Seat	Numbe	rs 🗌	Show Rea	tricted Price	• 2				
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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.