

Creating a Gate Control Batch

1. [Log in](#) to Administration.



2. Click the **house** icon . Open the **Gate Control** folder and select the **Gate Control Batch**. (Image 1)

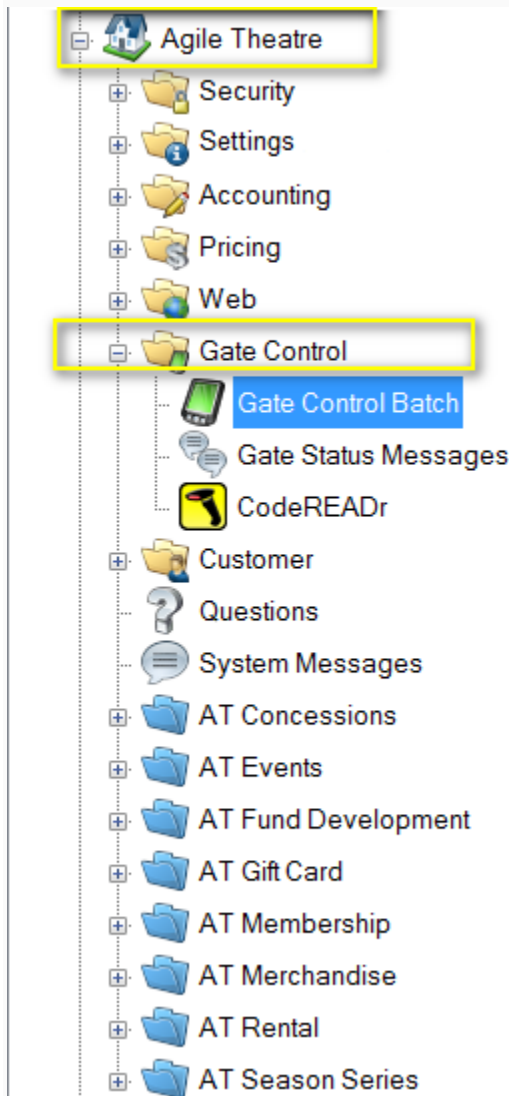


Image 1

3. Right-click in the **Gate Control Batch** area and select the type of batch you want to create. For this example, we will be creating a **New Event Batch**. (Image 2)

Description	Event	Tier	Open Date	Close Date
daily batch			3/12/2013 11:17:27 AM	
Catalog 2			3/12/2013 11:19:22 AM	
Being Elmo 2/26	Being Elmo:		1/13/2015 5:41:22 PM	
Agile Symphony 1/16/2015	Agile Symphony		1/15/2015 1:04:30 PM	

- New
- New Daily Batch
- New Event Batches
- Open
- Close
- Properties

Image 2

4. In the Batch Type drop-down, you will see the different selections of Validation types. (Image 3)

- **Live Validation** is for scanners that are connected to the internet and scans are being recorded in the software immediately.
- **On-Device Validation** allows you to scan and validate tickets once you have downloaded your barcodes to the devices that will be scanning. For this procedure, you will need to be connected to the internet. On your scanning device, once the event has been selected, you will be prompted to download your data. If you are not prompted, select settings and then choose download. The device will then let you know how many barcodes have been downloaded. Once the data is downloaded the device will validate those specific barcodes as you scan. Any ticket sold after the download will work the same way as the On-Device Record. Once finished you will need to upload the barcodes back into Agile. You will need to connect to the internet, go to your settings, and select upload. The barcode data will be uploaded into Agile and you will be able to pull reports at that point.
- **On- Device Record** allows you to scan and track without having to be connected to the internet. The scans are stored on the individual device until you can have the scanner connected to the internet. Once connected to the internet, you will then be able to download all of the scan data into Agile.

For this exercise, we will create a **Live Validation** batch.

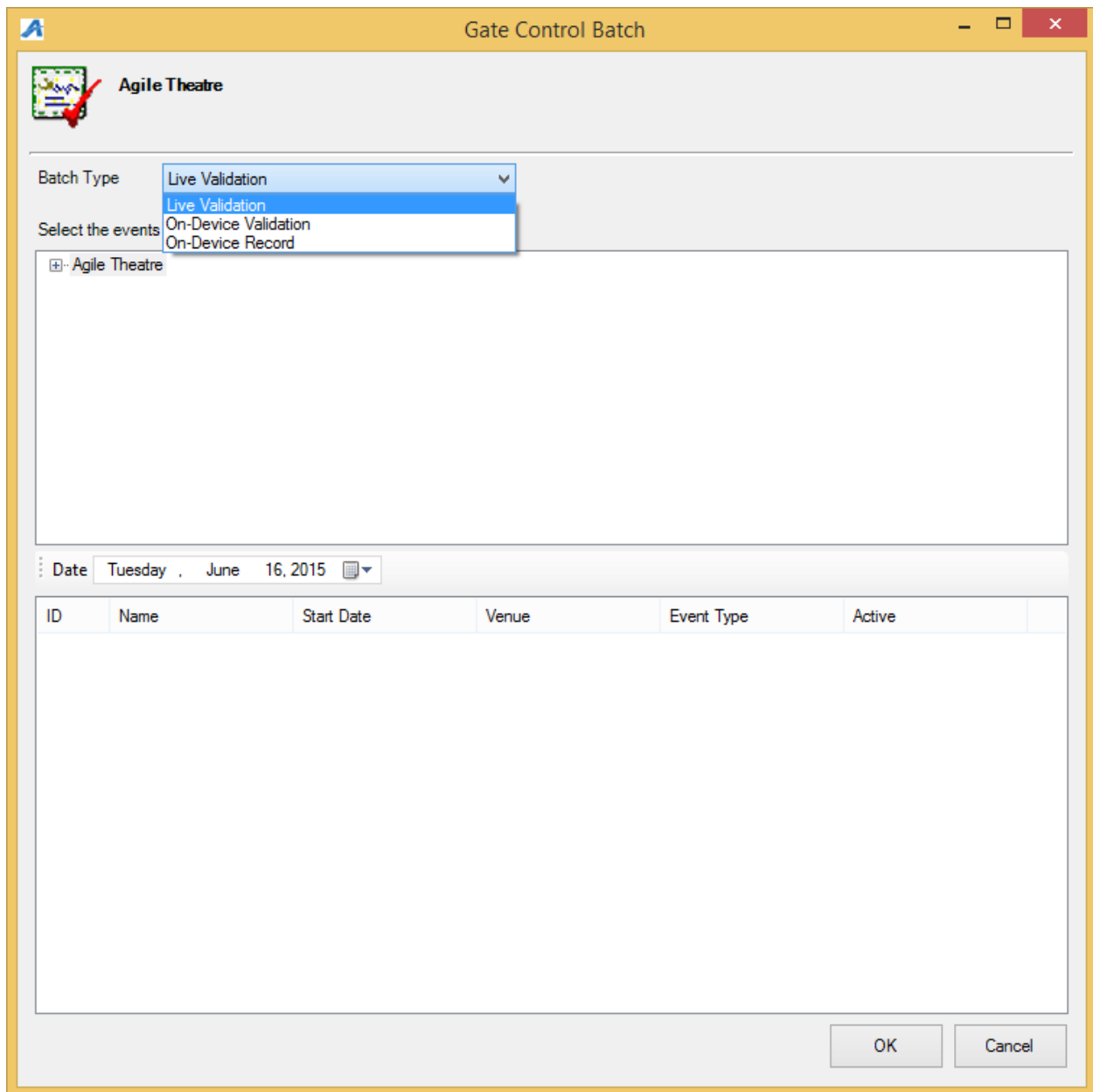


Image 3

5. Open the **Organization Tree** in the top screen and select the Sales Folder that has your events listed. In the lower screen, you will see the list of events. Select the event or events for which you wish to create a batch. Then click on **OK** to save the event batch. (Image 4)

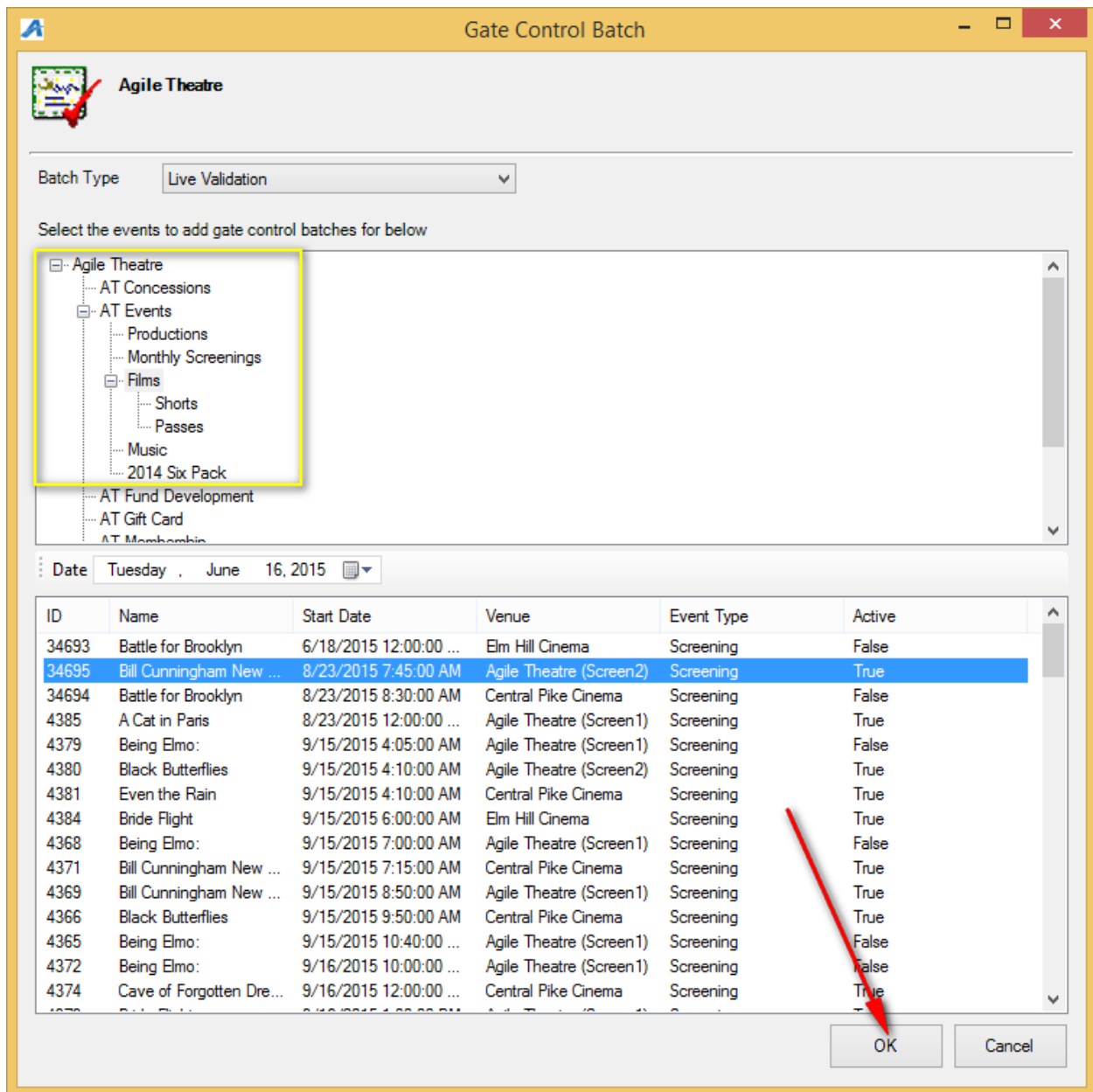


Image 4

6. To Open the batch, first select **Show All** in the drop-down menu. (Image 5)

Show Batches For		Show All	Event	Tier	Open Date	Close Date
Gate Control Batch	Description	All Open Batches				
		1 Month			3/12/2013 10:44:24 AM	3/12/2013 11:16:11 AM
	Catalog Batch	3 Months			3/12/2013 11:17:27 AM	
	daily batch	6 Months			3/12/2013 11:19:22 AM	
	Catalog 2	12 Months			3/12/2013 11:19:22 AM	
		Show All				
	Agile Opera 10/29		Agile Opera		3/5/2014 12:54:33 PM	1/13/2015 5:27:16 PM
	Agile Opera 10/30/2014		Agile Opera		10/3/2014 5:07:06 PM	1/13/2015 5:27:11 PM
	Agile Symphony 1/14/2015		Agile Symphony		1/13/2015 5:28:54 PM	1/15/2015 1:04:44 PM
	Being Elmo 2/26		Being Elmo:		1/13/2015 5:41:22 PM	
	Agile Symphony 1/16/2015		Agile Symphony		1/15/2015 1:04:30 PM	
	Daily Event					
	08/23/2015 07:45AM - Bill Cunningham New York		Bill Cunningham New York			
	08/23/2015 12:00PM - A Cat in Paris		A Cat in Paris			

Image 5

7. You will then see the list of batches. Right-click the event batch and select **Open**. You are now ready to scan batches. (Image 6)

Show Batches For		Show All	Event	Tier	Open Date	Close Date
Gate Control Batch	Description					
	Catalog Batch				3/12/2013 10:44:24 AM	3/12/2013 11:16:11 AM
	daily batch				3/12/2013 11:17:27 AM	
	Catalog 2				3/12/2013 11:19:22 AM	
	Agile Opera 10/29		Agile Opera		3/5/2014 12:54:33 PM	1/13/2015 5:27:16 PM
	Agile Opera 10/30/2014		Agile Opera		10/3/2014 5:07:06 PM	1/13/2015 5:27:11 PM
	Agile Symphony 1/14/2015		Agile Symphony		1/13/2015 5:28:54 PM	1/15/2015 1:04:44 PM
	Being Elmo 2/26		Being Elmo:		1/13/2015 5:41:22 PM	
	Agile Symphony 1/16/2015		Agile Symphony		1/15/2015 1:04:30 PM	
	Daily Event					
	08/23/2015 07:45AM - Bill Cunningham New York		Bill Cunningham New York			
	08/23/2015 12:00PM - A Cat in Paris					

Image 6