

Agile Fulfillment Delivery Switch

Clients that use Agile Ticketing Solution's fulfillment services now may assign a specific delivery method that will allow Agile to differentiate between what Agile will fulfill for the client and what the client will fulfill themselves.

1. Log into Administration.



2. Click the House Icon , and then open the folder where the item you wish Agile to fulfill is.



3. Under the Delivery Method tab, you will see all the Delivery Methods that are available to you. Check the box next to the Mail (Agile Fulfilled).

Membership: New

Membership 1045

Notes

General Sales Channel Delivery Access Buyer Types Ticket Verbiage Short Descriptives Description Extra HTML Confirmation Text Images

Delivery Method

Mail (Agile Fulfilled)

Print At Home

Print Immediately

Standard Mail

Will Call

Delete OK Cancel Apply

4. Checking the box for Mail (Agile Fulfilled) will make Start Fulfillment appear in the blue header of the window. Underneath the blue header, indicate the Date for Agile to start fulfillment.

Delivery Method **Start Fulfillment**

Mail (Agile Fulfilled)

Print At Home

Print Immediately

Standard Mail

Mail (Agile Fulfilled) Fulfillment

Tuesday, January 21, 2020

January 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Today: 1/21/2020

If there are any specific instructions that we will need to know about how to fulfill your item (such as extra brochures, cards, or promotions that need to be included in the envelope), put those instructions in the Mail (Agile Fulfilled) Fulfillment Notes field at the bottom of the window. We recommend that you update the Notes Field as soon as you start making any changes to how you want Agile to fulfill the item.

Membership: New 1045

Membership

Notes

General Sales Channel Delivery Access Buyer Types Ticket Verbiage Short Descriptives Description Extra HTML Confirmation Text Images

Delivery Method **Start Fulfillment**

Mail (Agile Fulfilled)
 Print At Home
 Print Immediately
 Standard Mail
 Will Call

Mail (Agile Fulfilled)
Fulfillment Notes
 Please include a parking pass for Castle level members

Wednesday, July 26, 2017

July 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Today: 7/13/2017

Delete OK Cancel Apply

Please note that there is a 24-hour mail hold for Agile Fulfillment. This allows our clients to make any changes to an order 24 hours before we print it. If you want to have this feature removed, please call us.