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.



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).

A Memb	bership: New							<u></u>		×
<u> </u>	Membership									1045
Notes		D				_			Lancover	
General	Sales Channel	Delivery	Access Buyer Types	Ticket Verbiage	Short Descriptives	Description	Extra HTML	Confirmation Text	Images	
⊡ Mai	il (Agile Fulfilled)									
Prin	nt At Home									
🗌 Prin	nt Immediately									
Sta	ndard Mail									
	(Call									
	Delete						ОК	Cancel	Apply	6

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.

Star	t Fulf	illmer	nt					
Tues	Tuesday , January 21, 2020 🗐 🔻							
4	 January 2020 					Þ		
Sun	Mon	Tue	Wed	Thu	Fri	Sat		
29	30	31	1	2	3	4		
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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.

A Membership: New		<u>1775</u>		×
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 Mail (Agile Fulfilled) Fulfillmont Notes Please include a parking pass for Castle level members	Start Fulfillment Wednesday, July 26, 2017 July July 26, 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 30 31 1 2 3 4 5 5 7 7/13/2017			
Delete	ок	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.