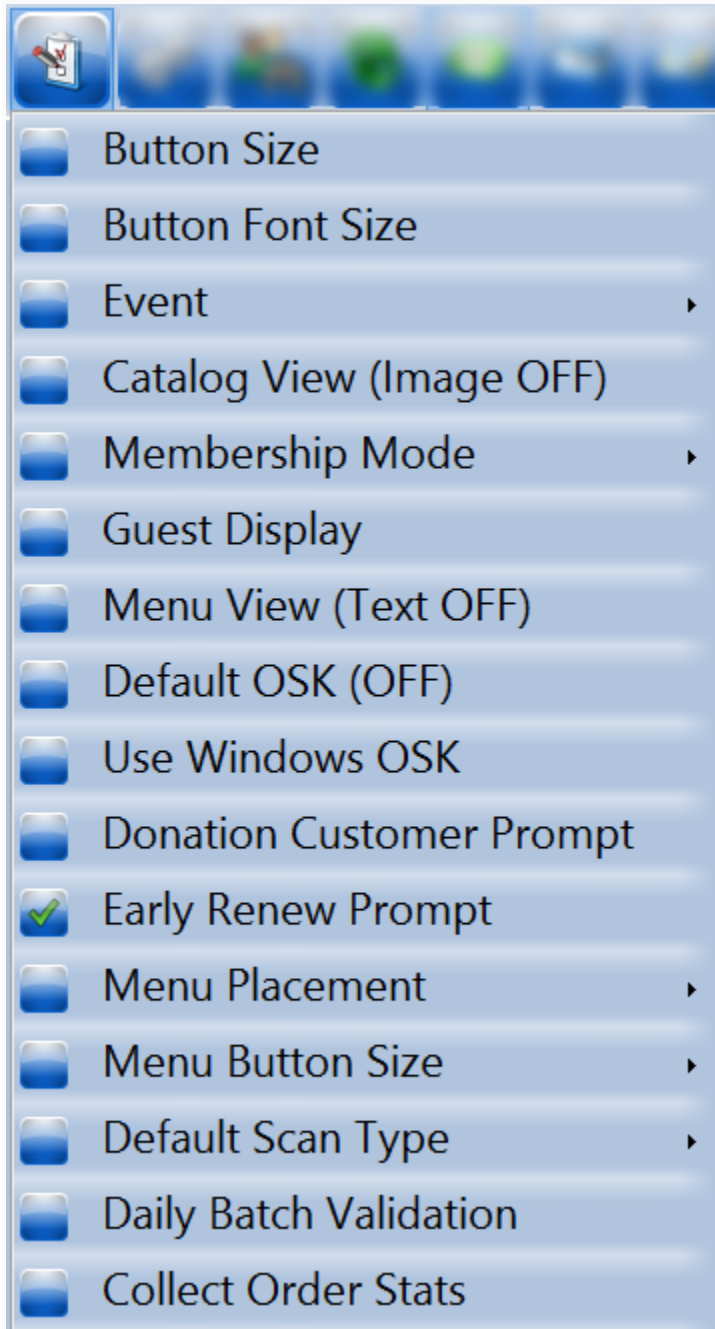


MENU ITEMS

Settings



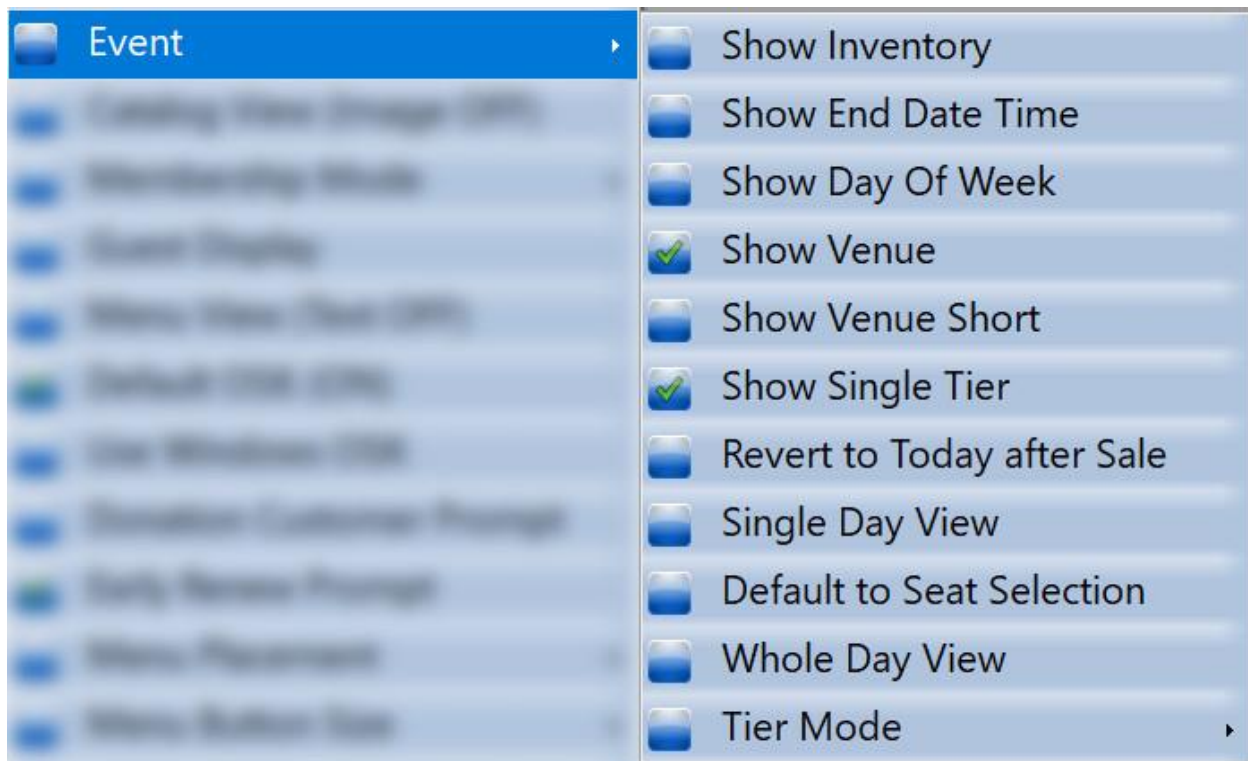
- **Button Size:** choose the size of the buttons on the screen. The default is “210 x 100.” Buttons with “+5” or “-5” are available for manual customization.

Button Size

- **Button Font Size:** choose the size of the font on the buttons. The default is “Regular/Bold Regular.” Buttons with “+0.2” and “-0.2” are available for manual customization.

Button Font Size

- **Event:**



-**Show Inventory:** displays the inventory remaining for the event.

-**Show End Date Time:** displays the end time of the event.

-**Show Day Of Week:** displays the day of week the event occurs on.

-**Show Venue:** displays the venue of the event.

-**Show Venue Short:** displays the short name of the venue.

-**Show Single Tier**: displays a single tier, if you have multiple tier inventories and pricing.

-**Default to Seat Selection**: automatically pulls up seat selection map when clicking on a seated event.

-**Single Day View**: allows you to see events that are currently on-sale for today's date. As events pass, the screen will refresh and the past event will drop from the screen.

-**Whole Day View**: displays all the events that occur within a day, even after that event has gone off sale.

-**Tier Mode**: allows you to display tiers and pricing if you have multiple tiers. These views can add or decrease button click through.

-**Tier And Price**: shows the tier and price with on click.

-**Tier Only**: shows the tier that you will choose and then shows the price under that tier.

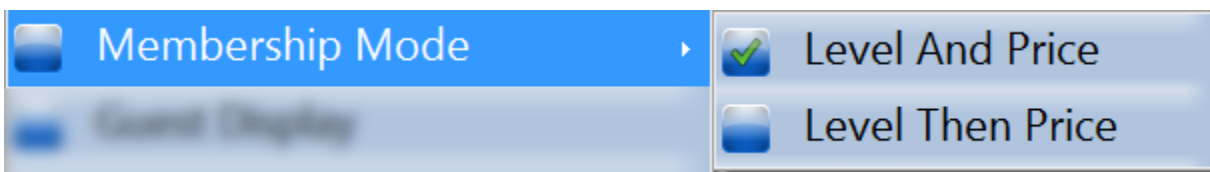
-**Event Then Tier**: shows the event, the Tier, and then the price under the tier (multiple clicks to get to the price).



- **Catalog View (Image ON/OFF)**: displays images of catalog items when checked. Great for showing concessions items images on the pricing buttons.

A screenshot of a button labeled 'Catalog View (Image ON)'. The button has a blue background and a white checkmark icon on the left.

- **Membership Mode**: displays the memberships in different ways.
 - **Level And Price**: displays the memberships all together with the pricing.
 - **Level Then Price**: displays the memberships grouped by level, then price.



- **Guest Display:** If you have a POS that has a Display panel on the back of the terminal, you can set up display messages that will appear for the customer to see (i.e. "Thank you for supporting us!", "Welcome to the Theater", etc.).

Guest Display

- **Menu View (Text ON/OFF):** displays the titles of the menu buttons if on.

Menu View (Text ON)

- **Default OSK (ON/OFF):** displays the On-Screen Keyboard when checked.

Default OSK (OFF)

- **Use Windows OSK:** uses Windows On-Screen Keyboard when checked.

Use Windows OSK

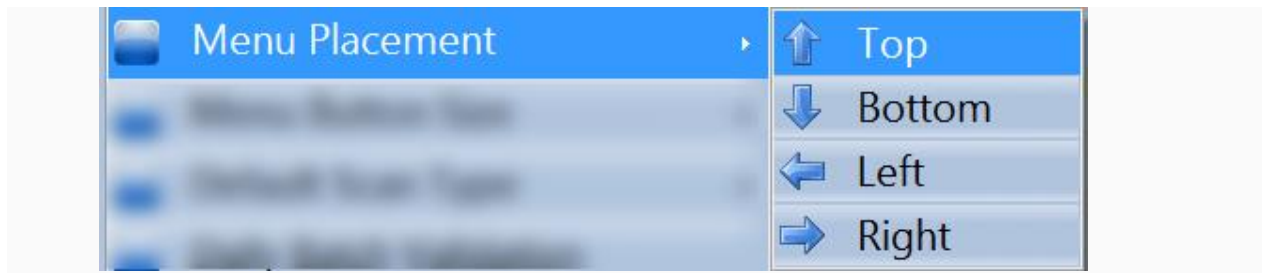
- **Donation Customer Prompt:** If you have a donation set up in the system, this prompt will collect customer information.

Donation Customer Prompt

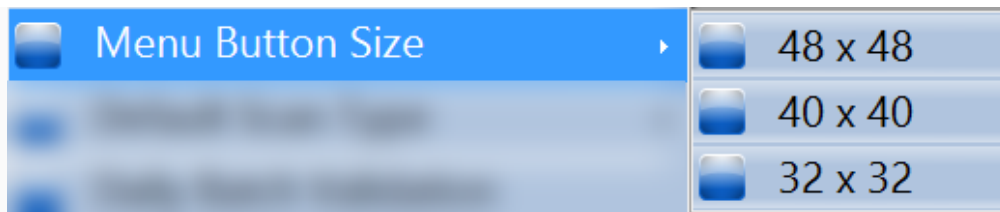
- **Early Renewal Prompt:** When this is set up, it will notify the cashier that a membership is due to expire at a predetermined number of days. (i.e. "Membership is due to expire 30 days from today"). This allows the cashier to remind the member that they are about to expire and ask if they would like to renew at that point.

Early Renew Prompt

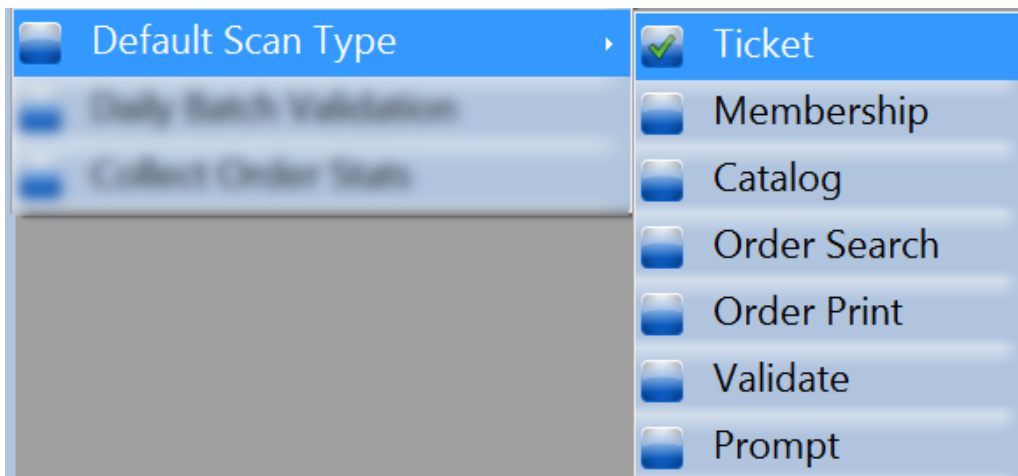
- **Menu Placement:** changes where the menu is located. The default is “Top.”



- **Menu Button Size:** changes the size of the menu buttons. The default is “48 x 48”.



- **Default Scan Type:** indicates to the system what type of barcode is scanned.
 - **Ticket:** Set to Scan Tickets Only.
 - **Membership:** Set to scan Membership cards only.
 - **Catalog:** Set to scan Catalog items only.
 - **Order Search:** allows you to search for Orders when scanning either a confirmation QR Codes or a Barcode of a ticket.
 - **Order Print:** allows you to scan a confirmation QR Code and print that order.
 - **Validate:** Allows you to scan a ticket and validate that it is a valid ticket.
 - **Prompt:** Allows you to scan any barcode or QR code then gives you a pop up menu to choose what function you would like the system to do. **Most used as it gives all options listed above.*



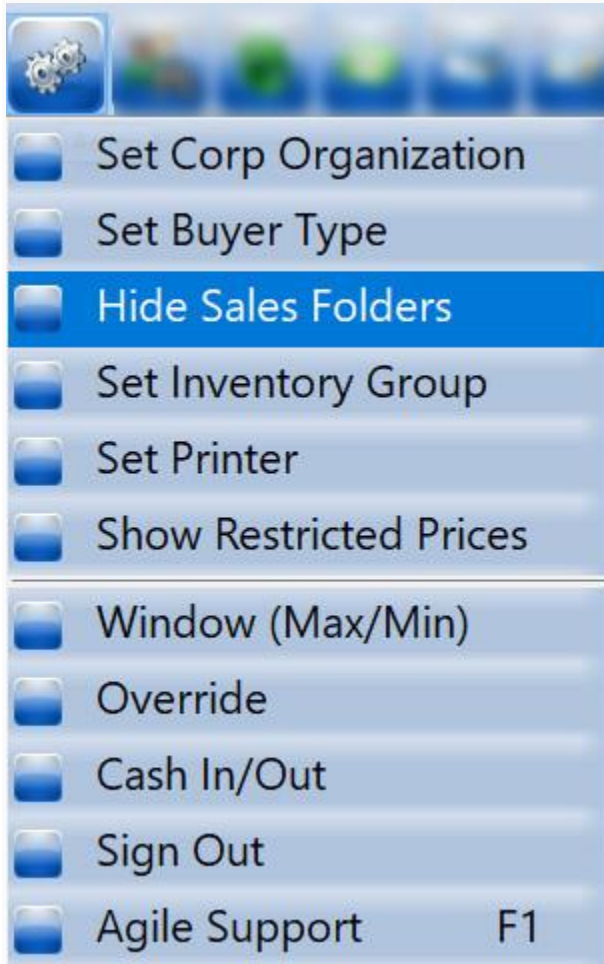
- **Daily Batch Validation:** allows the ticket to be validated as soon as it is printed. No need to scan.

Daily Batch Validation

- **Collect Order Stats:** allows the cashier to collect an email, phone number or zip code without having to capture customer information. Used for marketing statistics.

Collect Order Stats

Action



- **Set Corp Organization:** Select the organization you wish to sell from.

Set Corp Organization

- **Set Buyer Type:** Select the correct buyer type.

Set Buyer Type

- **Hide Sales Folder:** allows you to hide items in the selected folders you do not want available in the POS interface.

Hide Sales Folders

- **Set Inventory Group:** Select the inventory group you wish to sell from.

Set Inventory Group

- **Set Printer:** select the printer.

Set Printer

- **Show Restricted Prices:** Check this box if restricted prices should always be available.

Show Restricted Prices


- **Window (Max/Min):** maximizes or minimizes the POS window.

Window (Max/Min)


- **Override:** available for a manager to override and allow a sale. The manager enters in their login information and can select either “Single Order” (meaning the override will only be good for one order) or “Until Cleared” (meaning the override will be good until it is cleared).

Override


- **Cash In/Out:** This is where you cash in and out. See [Cashing In to use POS and create a Daily User Batch](#) for more details.

 Cash In/Out


- **Sign Out:** signs out of Agile and returns to the login screen.

 Sign Out

- **Agile Support:** opens up Agile Help Desk in your browser.

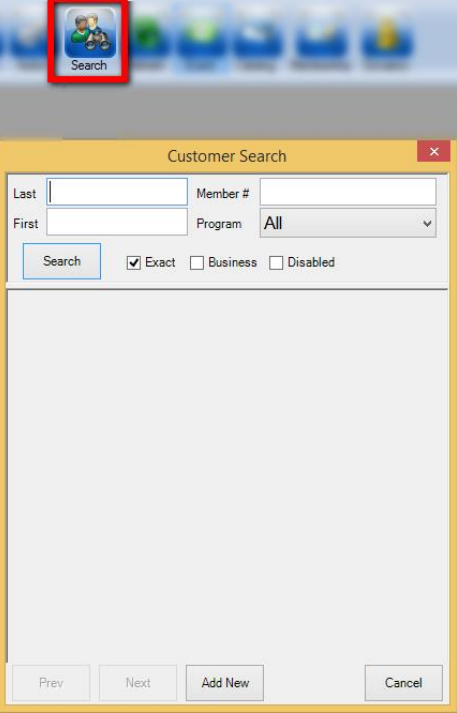
 Gate Control

- **Gate Control:** Opens the Gate Control panel and allows you to scan tickets, memberships, and Passes for entry.

 Agile Support F1

Search

Use this to search for an existing customer or member. See the POS section of [this article](#) for more details.



The image shows a screenshot of a software interface. At the top, there is a navigation bar with several icons. The first icon, which depicts two people, is highlighted with a red rectangular box and has the word "Search" written below it. Below the navigation bar is a dialog box titled "Customer Search" with a close button (X) in the top right corner. The dialog box contains the following elements:

- Input fields for "Last" and "First" names.
- An input field for "Member #".
- A dropdown menu for "Program" with "All" selected.
- A "Search" button.
- Three checkboxes: "Exact" (checked), "Business", and "Disabled".
- A large empty area for search results.
- Buttons at the bottom: "Prev", "Next", "Add New", and "Cancel".

Refresh

Refreshes Agile. Use this, if changes have been made, to see the most updated information.



Event

Displays events available for purchase.



Catalog

Displays catalog items available for purchase.



Membership

Display memberships available for purchase.



Gift Card

Displays gift cards available for purchase.



Donation

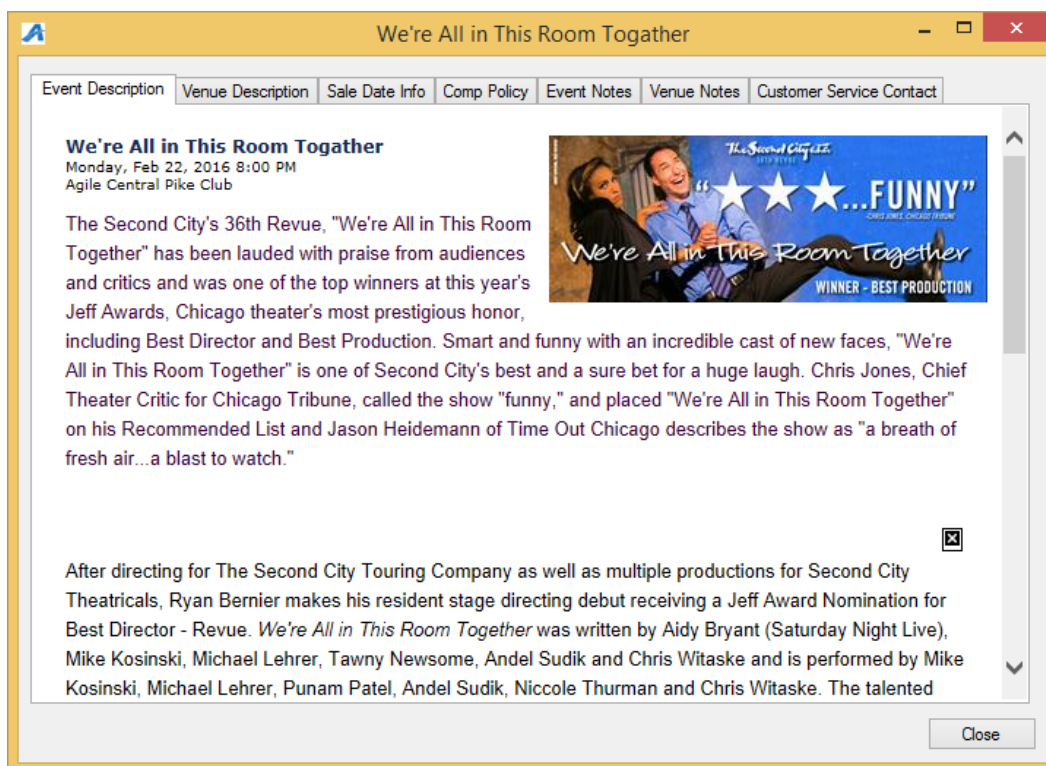
Displays available donations.



Information



You can click this icon and then on the event that you would like more information about. A pop-up will appear with information about the show or event.



The screenshot shows a browser window titled "We're All in This Room Together". The window contains a tabbed interface with the following tabs: "Event Description", "Venue Description", "Sale Date Info", "Comp Policy", "Event Notes", "Venue Notes", and "Customer Service Contact". The "Event Description" tab is active, displaying the following text:

We're All in This Room Together
Monday, Feb 22, 2016 8:00 PM
Agile Central Pike Club

The Second City's 36th Revue, "We're All in This Room Together" has been lauded with praise from audiences and critics and was one of the top winners at this year's Jeff Awards, Chicago theater's most prestigious honor, including Best Director and Best Production. Smart and funny with an incredible cast of new faces, "We're All in This Room Together" is one of Second City's best and a sure bet for a huge laugh. Chris Jones, Chief Theater Critic for Chicago Tribune, called the show "funny," and placed "We're All in This Room Together" on his Recommended List and Jason Heidemann of Time Out Chicago describes the show as "a breath of fresh air...a blast to watch."

After directing for The Second City Touring Company as well as multiple productions for Second City Theatricals, Ryan Bernier makes his resident stage directing debut receiving a Jeff Award Nomination for Best Director - Revue. *We're All in This Room Together* was written by Aidy Bryant (Saturday Night Live), Mike Kosinski, Michael Lehrer, Tawny Newsome, Anel Sudik and Chris Witaske and is performed by Mike Kosinski, Michael Lehrer, Punam Patel, Anel Sudik, Niccole Thurman and Chris Witaske. The talented

On the right side of the window, there is a promotional image for the show. The image features a man in a blue shirt and a woman in a black dress. The text on the image includes "The Second City LIVE", "...FUNNY" (with three stars), "We're All in This Room Together", and "WINNER - BEST PRODUCTION".

At the bottom right of the window, there is a "Close" button.

Daily View

Shows that day's events.



Daily View (by month)

This allows you to choose a future date to look at events on that day. Allows you to sell advanced tickets for a future event.



Page Up/Down

Use these buttons to scroll up and down.



Exact Change

Payment button to process orders with exact change or zero priced tickets.



Cash Amount

Allows you to select a cash dollar amount that the customer gives you and then the system will show you the change amount that the customer is due.



Enter Payment

Allows you to manually enter a payment amount and type. Can also be used if the customer is paying with multiple forms of payment (i.e. Partial payment on Visa and the remainder on a Gift Card).



Clear Order

This icon will clear out the entire order.



Order Search

This icon opens up the order search screen in POS.



Enter Desired Quantity

Allows you to enter a large quantity of tickets without having to click the button multiple times. Click the icon then click the ticket price. An up window will appear that will allow you to enter the number of tickets that needs to be added to the cart.



Inventory Summary

Gives you a quick view of what inventory is available for a specific event or events.



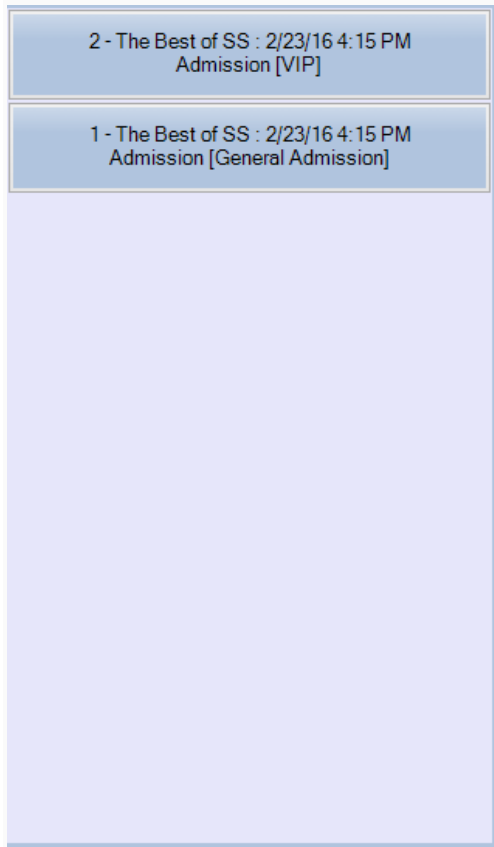
Manual Assign

If you have an event that has assigned seating, clicking this icon will bring you to the seat map. From here you may select the seat that the customer wants.



Order Summary

As you add items to your order, they will appear on the side of the screen in the Order Summary.



Payment Summary

This is where you can view the break-down of the payment information. As you add or delete tickets from an order, you can view the changes in the payment. After you have processed the order and the payment has gone through, the box will turn orange.



Customer:	Mercule Point
Customer #:	3540009
Member #:	
Order #:	6464639 (LastOrder)
Item Count:	1 Item(s)
Subtotal:	\$7.00
Fees:	\$0.00
Donations:	\$0.00
Tax:	\$0.00
Order Total:	\$7.00
Amount Tendered	\$7.00
Change Due	\$0.00

This Icon allows you to print the last order receipt.



Before you process the order, you are able to edit the customer that you have attached to the order by clicking on this icon. This will bring up the customer editing page.



Before you process the order, you are able to remove the customer from the order by clicking on this icon.



This icon turns on maintenance mode for the last order sold.



This icon prints the order receipt for the last order sold.



This icon allows you to send or re-send an order confirmation of the last order sold.

