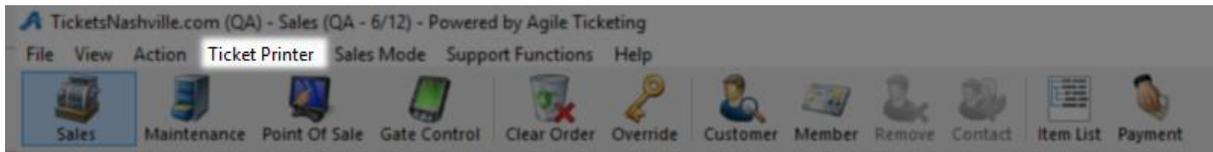


# Order Receipts in AMS

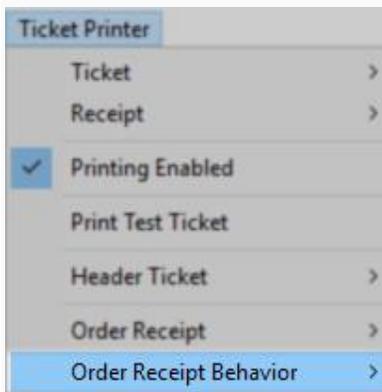
## Order Receipt Behaviors

You now have the ability to customize the way a terminal deals with order receipts.

1. In the sale screen, click the **Ticket Printer** option at the top of the screen.



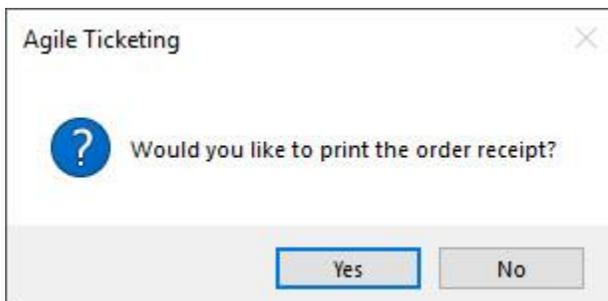
2. Next, hover the mouse over the **Order Receipt Behaviors** button.



3. There are three options that you can select for your order receipt behaviors:



- The first option is **Always Print**: this means that you will print an order receipt with every order.
- The second is **Prompt at Finalize**: this will generate a prompt while you are completing an order that asks whether a receipt should be printed.



- The third and final is **Print Manually**: if you select this you will have to print the order receipt manually.

Select the option that works best for your organization.

## Reprinting Order Receipts

You may have an instance where you will need to go back to an order and print or reprint the order receipt.

1. Click the **Maintenance** icon.



2. Look up and select the order.

Order #	<input type="text"/>	✓	Last orders for	Tickets Nashville II	✓
Last Name	Caraway	✓	Last orders you sold or maintained		✓
	<input checked="" type="checkbox"/> Exact Match		Barcode	<input type="text"/>	✓
Customer #	<input type="text"/>	✓	Membership	(All)	✓
Document #	<input type="text"/>	✓	Member #	<input type="text"/>	✓
	<input type="checkbox"/> Credit Card <input type="checkbox"/> GR Card		List orders for an event	<input type="text"/>	✓

Name	Order #	Order Date	Org	Buyer Type	City	State	Changed	User
Caraway, Nick	6464656	4/3/2018 11:27 AM	Theatre (GA)	AMS - Standard	Gallatin	UT	4/3/2018 11:33 AM	
Caraway, Nick	6464652	4/3/2018 10:40 AM	Agle Theater (GA)	Web - Standard	Gallatin	UT	4/3/2018 10:46 AM	belcouteuser
Caraway, Nick	6464651	4/3/2018 10:37 AM	Agle Theater (GA)	AMS - Advanced	Gallatin	UT	4/3/2018 10:37 AM	stewardhc
Caraway, Nick	6464650	4/3/2018 10:35 AM	Agle Theater (GA)	AMS - Advanced	Gallatin	UT	4/3/2018 10:36 AM	stewardhc
Caraway, Nick	6464644	4/3/2018 9:17 AM	Agle Theater (GA)	AMS - Advanced	Gallatin	UT	4/3/2018 9:23 AM	stewardhc

3. In the open order, click the **green checkmark** at the bottom of the page to select the items in the order.

Event Name	Event Time	Venue	Price	Preservation Fee	Service Fee	Delivery	Sold For	Transaction	Fulfilled
<input checked="" type="checkbox"/> Pub Fiction	4/4/2018 11:00 PM					Web Call - Pick up at box office			
<input type="checkbox"/> 1 General Admission - General Admission									
<input type="checkbox"/> Adult Matinee									
			\$8.50	\$0.00	\$1.50			8017423	
<b>Delivery Fee</b>									
<input checked="" type="checkbox"/> Web Call		Pick up at box office						8017423	
<b>Donation</b>									
<input checked="" type="checkbox"/> Give to the			\$25.00					8017423	

4. At the bottom of the screen, click the **Order Receipt** icon to print the order receipt.

The screenshot shows a software window titled "Item Summary" with a table of order details. A red arrow points from the table area down to a taskbar icon that represents the "Order Receipt" function.

Event Name	Event Time	Venue	Price	Preservation Fee	Service Fee	Delivery	Sold For	Transaction	Fulfilled
<input type="checkbox"/> Pulp Fiction	4/4/2018 11:00 PM	1925 Hall							
<input checked="" type="checkbox"/> 1 General Admission - General Admission			\$8.50	\$0.00	\$1.50			8017423	
<input checked="" type="checkbox"/> Adult Matinee									
Delivery Fee	Delivery Price Type	Delivery Fee	Transaction						
<input checked="" type="checkbox"/> Will Call	Pick up at box office.	\$0.00	8017423						
Donation	Amount	Transaction							
<input checked="" type="checkbox"/> Give to the Belcourt	\$25.00	8017423							

At the bottom of the window, there is a taskbar with various icons. A red arrow points to the icon that represents the "Order Receipt" function.