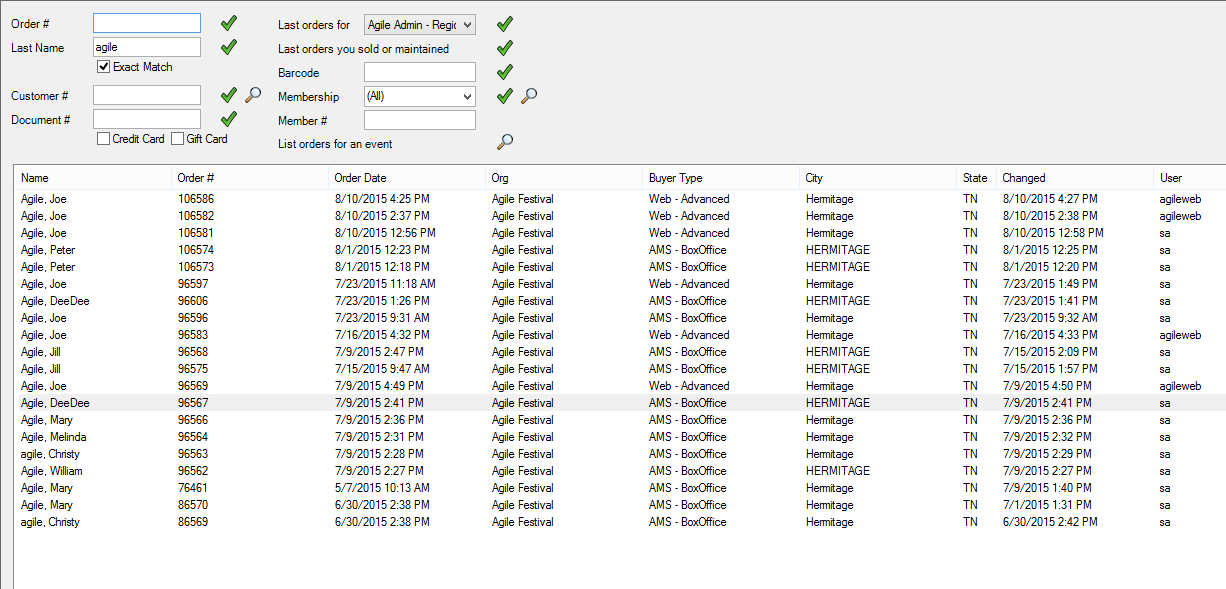
**Adding New Items to an Existing Order**

1. [Log in](https://support.agiletix.com/hc/en-us/articles/200617005-Log-In) to Sales.

2. Click the Maintenance icon  and find the existing order.

(See [Order Maintenance: Viewing Specific Orders](https://support.agiletix.com/hc/en-us/articles/204477924-Order-Maintenance-Viewing-Specific-Orders-or-Last-Orders-Sold-or-Maintained) for more information.)

[](https://support.agiletix.com/hc/en-us/article_attachments/202965440/order_look_up.png)

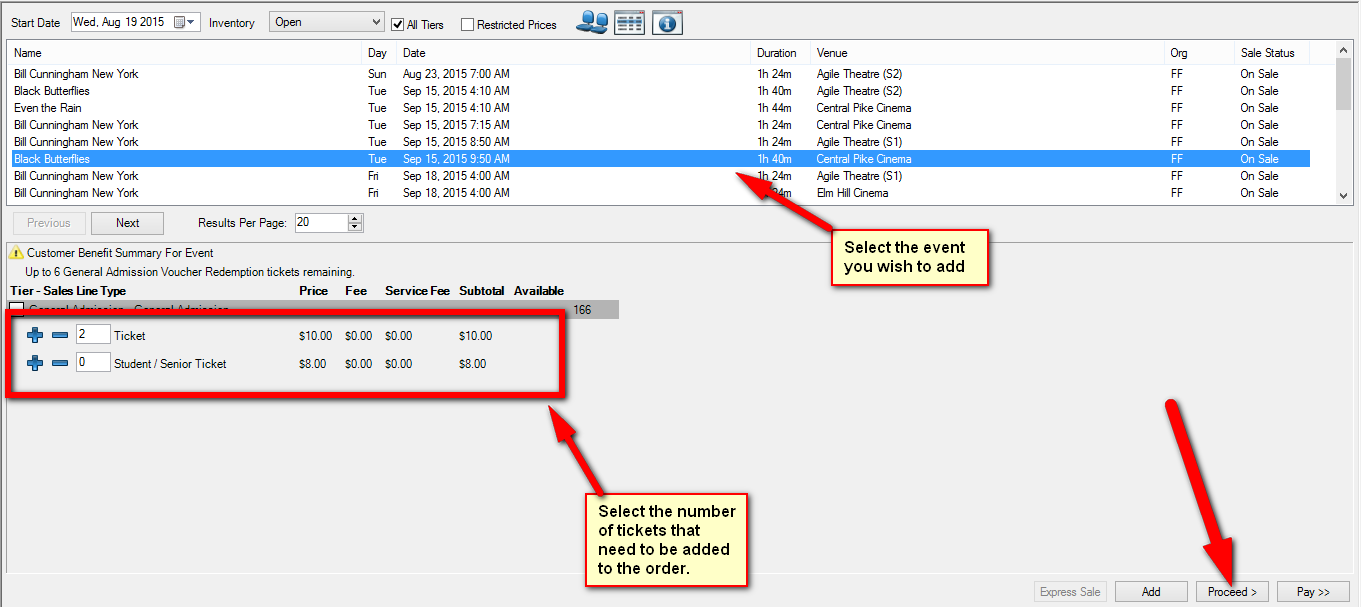
3. Open the existing order and view the Order Summary.

[](https://support.agiletix.com/hc/en-us/article_attachments/202905794/order_summary.png)

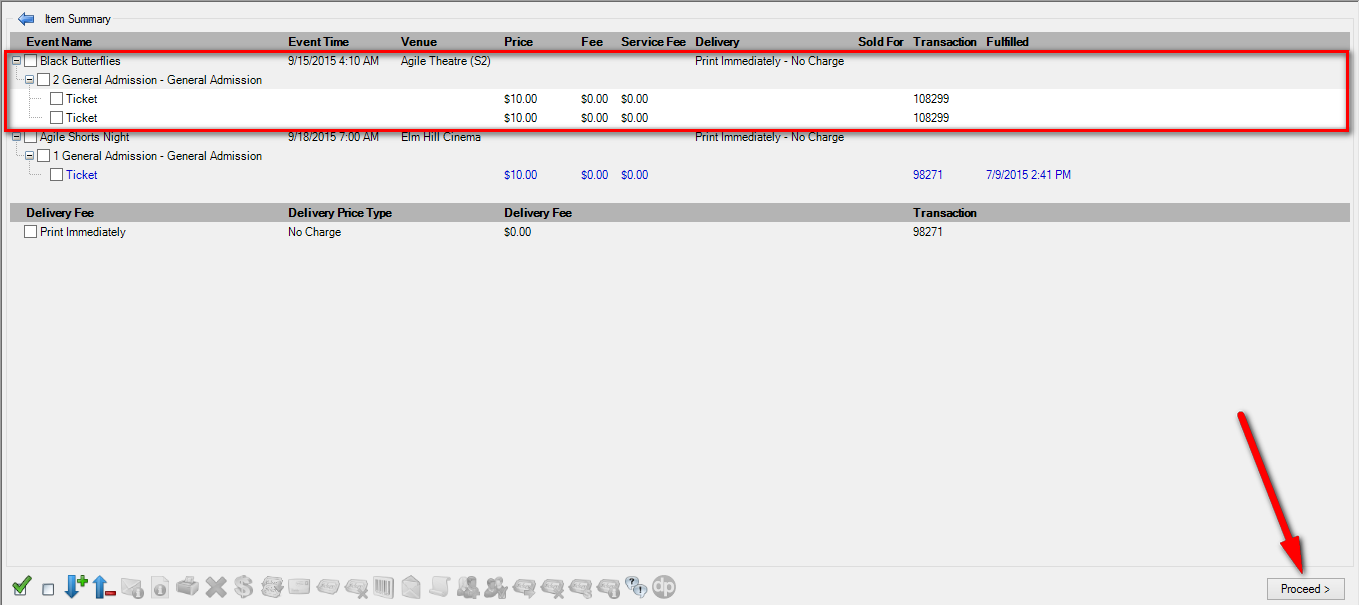
4. Click the Event tab.

[](https://support.agiletix.com/hc/en-us/article_attachments/202905784/event_tab.png)

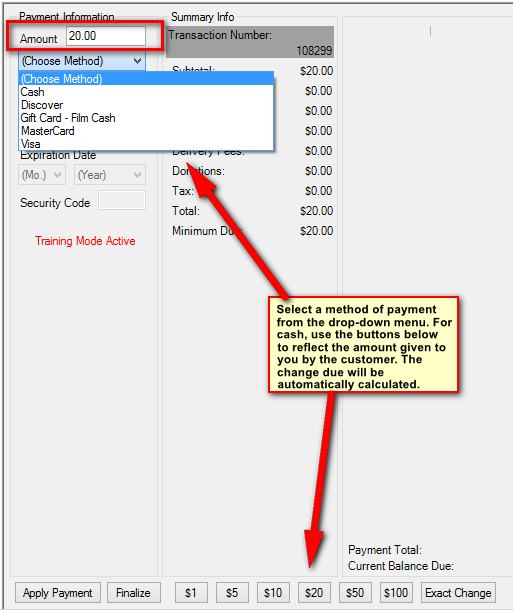
5. Find the item you wish to add to the order. Add the item(s) to the order and click Proceed.

[](https://support.agiletix.com/hc/en-us/article_attachments/202965430/add_tickets_to_order.png)

6. The Order Summary should now reflect the new items. Once all the new items have been added, click Proceed to move to the Payment Summary page.

[](https://support.agiletix.com/hc/en-us/article_attachments/202965410/new_items.png)

7. The amount of the new tickets will be displayed in the Payment Information. Select the method of payment from the drop-down or from the cash amount buttons at the bottom of the screen.



8. Once the payment has been processed, click Finalize.

