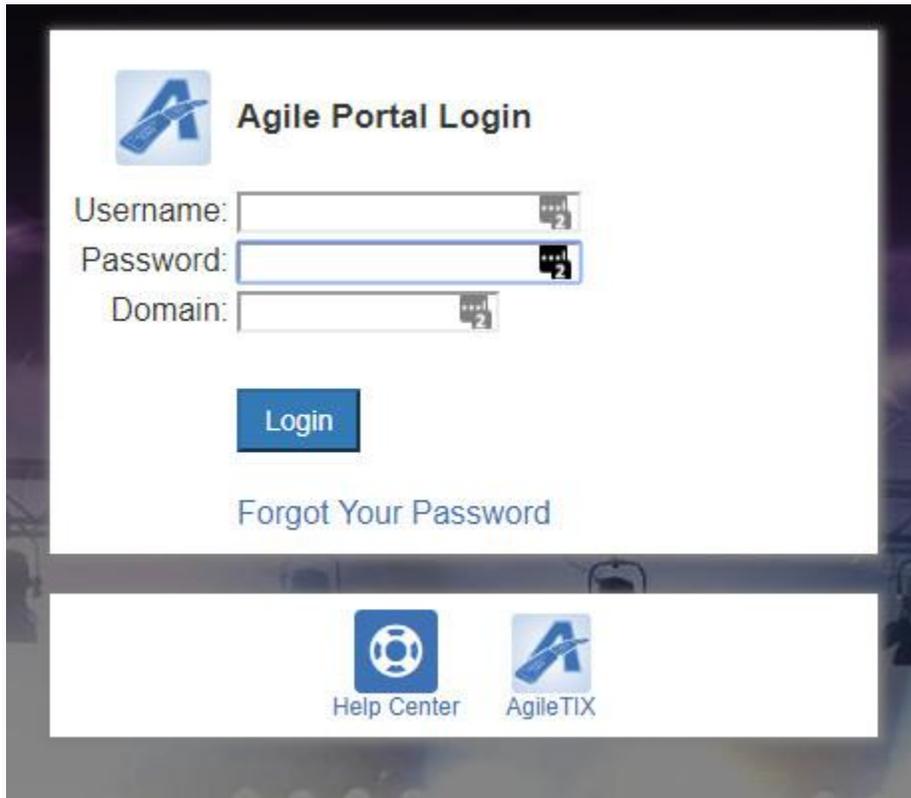


Pulling A Cash Out Daily User Batch Report

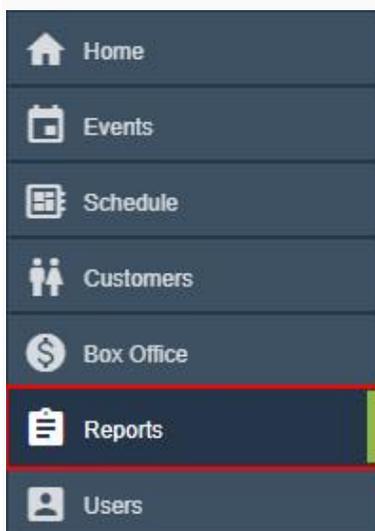
Clients can pull Daily User Batch reports from the reporting portal. Follow these steps:

1. Open portal.agiletix.com.
2. **Login** with your user information.



The screenshot shows the Agile Portal Login interface. At the top left is the Agile logo, followed by the text "Agile Portal Login". Below this are three input fields: "Username:", "Password:", and "Domain:". Each field has a small icon with the number "2" in the bottom right corner. A blue "Login" button is positioned below the input fields. Underneath the button is a link that says "Forgot Your Password". At the bottom of the page, there are two icons: "Help Center" and "AgileTIX".

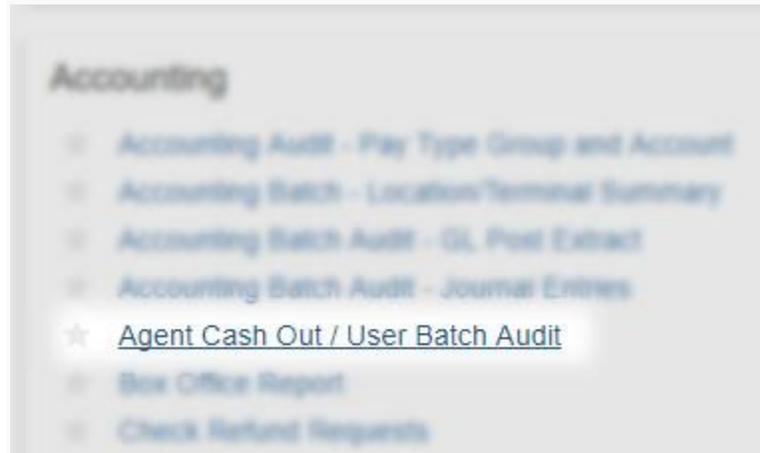
3. Select **Reports** from the menu.



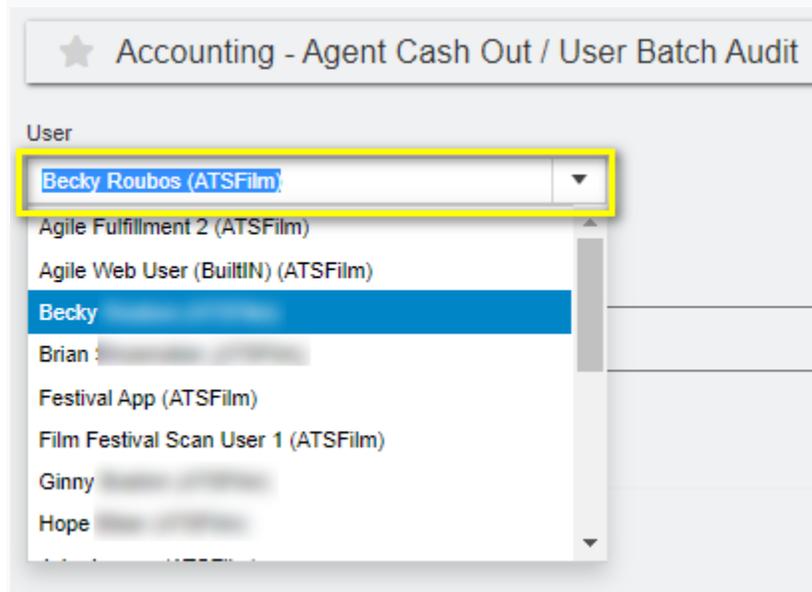
4. Open the **Accounting** category.

Accounting

5. Select **Agent Cash Out/User Batch Audit**.



6. Choose the **User** from the drop-down menu.



7. Choose the **User Batch** date that you wish to pull.

★ Accounting - Agent Cash Out / User Batch Audit

User
Becky

User Batch
Dec 05 2017 11:15:18 AM
Apr 15 2019 10:06:04 AM
Feb 15 2019 2:39:16 PM
Oct 09 2018 12:33:47 PM
Oct 08 2018 1:58:27 PM
Mar 05 2018 9:39:38 AM
Mar 02 2018 2:41:16 PM
Feb 16 2018 10:26:13 AM
Dec 05 2017 11:15:18 AM

8. Check **Include Sales by Event/Item Details**. This will pull all of the detail information that this user sold.

Include Sales by Event/Item Details

9. Click on the **PDF** button to pull the report.

HTML PDF Excel Schedule E-mail

10. Save to your computer.