# Reprinting A Partial Order

At times, you may need to reprint a single ticket from an order.

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

2. Select **Maintenance**.



3. Search for the customer by entering the **Order #** or the customer’s **Last Name**. Then, click the appropriate green check mark.



4. Double-click the correct order to bring up the order contents on the **Item Summary** page.



5. Click the box next to the ticket that you are selling or reprinting. Then, select the **Ticket**icon from the bottom toolbar.



\*\*Note: If the tickets you are printing have already been printed, a pop-up window will appear stating that the previously printed tickets will be invalidated. To proceed, click ***Print All***.



6. The ticket will now print.