Reprinting A Partial Order

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

- 1. 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.

Order #		√
Last Name		√
	Exact Match	

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

Order # Last Name Customer # Document #	V Exact Match	Last orders for Agile Admin - Regix V Last orders you sold or maintained Barcode Membership (All) V Member # List orders for an event	* * * ~						
Name	Order #	Order Date	Orm	Dissos Turco	Chu	State	Changed	Liner	
ivame	Order #	Urder Date	Urg	buyer Type	City	State	Changed	User	
Agile, DeeDee	/65/9	6/16/2015 4:09 PM	Agile Theatre	AMS - BoxOffice	HERMITAGE	IN	6/16/2015 4:09 PM	sa	
Agile, Bill	/65/6	6/16/2015 1:29 PM	Agile Theatre	AMS - BoxOffice	HERMITAGE	IN	6/16/2015 1:41 PM	sa	
Agle, DeeDee	/6561	6/15/2015 10:04 AM	Agile Theatre	AMS - BoxOffice	HERMITAGE	IN	6/15/2015 10:56 AM	sa	
Agile, DeeDee	76560	6/11/2015 12:43 PM	Agile Theatre	AMS - BoxOffice	HERMITAGE	TN	6/12/2015 3:34 PM	\$8	_
Agile, Mary	/6461	5/7/2015 10:13 AM	Agile Theatre	AMS - BoxOffice	Hermitage	IN	6/12/2015 11:38 AM	sa .	
Agile, Joe	/6559	6/9/2015 2:14 PM	Agile Theatre	Web - Advanced	Hermitage	IN	6/9/2015 2:16 PM	agileweb	
Agle, Joe	76552	6/4/2015 11:02 AM	Agile Theatre	Web - Advanced	Hermitage	TN	6/4/2015 11:05 AM	agileweb	
Agie, Joe	76520	5/22/2015 12:18 PM	Agile Travel	Web - Retail	Hermitage	TN	5/22/2015 12:20 PM	agileweb	
Agle, Joe	/6518	5/22/2015 11:09 AM	Agile Travel	Web - Retail	Hermitage	IN	5/22/2015 11:10 AM	agileweb	
Agile, Joe	/6501	5/20/2015 3:54 PM	Agile Travel	Web - Retail	Hermitage	IN	5/20/2015 3:56 PM	agileweb	
Agile, Joe	/6500	5/20/2015 3:52 PM	Agile Travel	Web - Retail	Hermitage	IN	5/20/2015 3:52 PM	agileweb	
Agle, Joe	76498	5/18/2015 3:25 PM	Aglie Club	Web - Retail	Hermitage	TN	5/18/2015 3:33 PM	agileweb	
Agile, Joe	/649/	5/18/2015 3:23 PM	Agile Club	AMS - Boxoffice	Hermitage	IN	5/18/2015 3:24 PM	sa	
Agile, Joe	/6480	5/18/2015 12:48 PM	Agile Club	Web - Retail	Hermitage	IN	5/18/2015 12:52 PM	agileweb	
Agile, Joe	/6462	5/11/2015 4:08 PM	Agile Theatre	Web - Advanced	Hermitage	IN	5/11/2015 4:11 PM	agileweb	
Agile, Mary	/6455	5/5/2015 11:57 AM	Agile Theatre	AMS - BoxOffice	No City		5/5/2015 11:58 AM	sa	
Agre, Joe	/6446	4/23/2015 8:59 AM	Aglie Theatre	vveb - Advanced	Hermtage	IN	4/23/2015 9:04 AM	sa	
Agile, Joe	/6435	4/21/2015 10:56 AM	Agile Theatre	AMS - BoxOffice	Hermitage	IN	4/21/2015 11:01 AM	sa	
Agile, Joe	/6434	4/21/2015 10:33 AM	Agile Theatre	AMS - BoxOffice	Hermitage	IN	4/21/2015 10:55 AM	sa	
Agile, Joe	76431	4/21/2015 8/34 AM	Aglie Sports	AM5 - Advanced	Hemitage	IN	4/21/2015 8:45 AM	5 8	

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

🗢 Item Summary									
EventName	Event Time	Venue	Price	Fee	Service Fee	Delivery	Sold For	Transaction	Fulfilled
🗏 🗌 Bride Flight	9/18/2015 1:45 PM	Central Pike Cinema				E-Delivery - No Charge			
🗆 🖃 🛄 2 General Admission - General Admission									
Student / Senior Ticket			\$8.00	\$0.00	\$0.00			78147	6/22/2015 11:05 AM
L Ticket			\$10.00	\$0.00	\$0.00			78147	6/22/2015 11:05 AM
Delivery Fee	Delivery Price Type	i.	Delivery Fee	i.				Transaction	
E-Delivery	No Charge		\$0.00					78263	
VAIL Coll	No-Charge	/	\$0.00					78147	
⊻ □ !* 1 - ⊠ 0 < × \$ 5	9 . .	i i i i i i i i i i i i i i i i i i i	କ୍ଟେ କ୍ଟେ ବ	343	Ф Ф				Proceed >
Cashed In Training Mode					1				hamman and a second sec

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.

A	Agile Ticketing	×				
Some selected tickets have already been printed. Selecting "Print All" will invalidate all these previously printed tickets. How would you like to proceed?						
	Print All Cano	el				

6. The ticket will now print.