Selling From An Inventory Hold In POS

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Some organizations need to place a certain number of tickets on a hold status in order to accommodate specific use. These steps will show you how to sell directly from those holds in POS.

1. Click **Action** and select **Set Inventory Group**.



2. Choose the **Inventory Group Hold** that you wish to sell from.



3. Click the **Event** icon and select the **Event** you wish to sell.



4. Select the **Price** or section you are selling.



**NOTE: If selling a reserved seat, click on the Seat icon to see which seats are on hold.**

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5. The order will appear to the right of the screen.



6. Process the payment.



7. Once the payment has been processed, the order summary will turn orange.



**NOTE: Make sure to change your Inventory Hold back to Open once you have completed all transactions using the hold.**