

Printing And Reprinting An Entire 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 order you wish to reprint. This will open the **Item Summary** page for this order.

Order # Last orders for

Last Name Last orders you sold or maintained

Exact Match Barcode

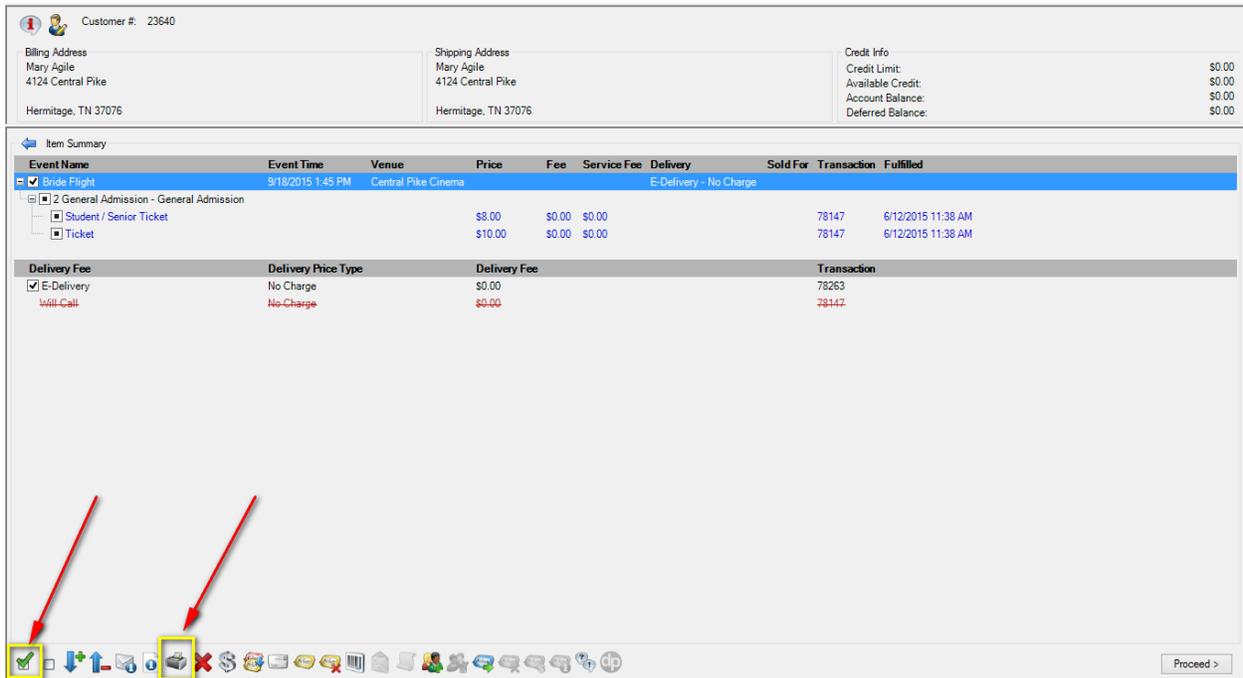
Customer # Membership

Document # Member #

Credit Card Gift Card List orders for an event

Name	Order #	Order Date	Org	Buyer Type	City	Slate	Changed	User
Agile, DeeDee	76579	6/16/2015 4:09 PM	Agile Theatre	AMS - BoxOffice	HERMITAGE	TN	6/16/2015 4:09 PM	sa
Agile, Bill	76576	6/16/2015 1:29 PM	Agile Theatre	AMS - BoxOffice	HERMITAGE	TN	6/16/2015 1:41 PM	sa
Agile, DeeDee	76561	6/15/2015 10:04 AM	Agile Theatre	AMS - BoxOffice	HERMITAGE	TN	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	sa
Agile, Mary	76461	5/7/2015 10:13 AM	Agile Theatre	AMS - BoxOffice	Hemitage	TN	6/12/2015 11:38 AM	sa
Agile, Joe	76559	6/9/2015 2:14 PM	Agile Theatre	Web - Advanced	Hemitage	TN	6/9/2015 2:16 PM	agileweb
Agile, Joe	76552	6/4/2015 11:02 AM	Agile Theatre	Web - Advanced	Hemitage	TN	6/4/2015 11:05 AM	agileweb
Agile, Joe	76520	5/22/2015 12:18 PM	Agile Travel	Web - Retail	Hemitage	TN	5/22/2015 12:20 PM	agileweb
Agile, Joe	76518	5/22/2015 11:09 AM	Agile Travel	Web - Retail	Hemitage	TN	5/22/2015 11:10 AM	agileweb
Agile, Joe	76501	5/20/2015 3:54 PM	Agile Travel	Web - Retail	Hemitage	TN	5/20/2015 3:56 PM	agileweb
Agile, Joe	76500	5/20/2015 3:52 PM	Agile Travel	Web - Retail	Hemitage	TN	5/20/2015 3:52 PM	agileweb
Agile, Joe	76498	5/18/2015 3:25 PM	Agile Club	Web - Retail	Hemitage	TN	5/18/2015 3:33 PM	agileweb
Agile, Joe	76497	5/18/2015 3:23 PM	Agile Club	AMS - Boxoffice	Hemitage	TN	5/18/2015 3:24 PM	sa
Agile, Joe	76482	5/18/2015 12:48 PM	Agile Club	Web - Retail	Hemitage	TN	5/18/2015 12:52 PM	agileweb
Agile, Joe	76480	5/11/2015 4:08 PM	Agile Theatre	Web - Advanced	Hemitage	TN	5/11/2015 4:11 PM	agileweb
Agile, Mary	76455	5/5/2015 11:57 AM	Agile Theatre	AMS - BoxOffice	**No City**	-	5/5/2015 11:58 AM	sa
Agile, Joe	76446	4/23/2015 8:59 AM	Agile Theatre	Web - Advanced	Hemitage	TN	4/23/2015 9:04 AM	sa
Agile, Joe	76435	4/21/2015 10:56 AM	Agile Theatre	AMS - BoxOffice	Hemitage	TN	4/21/2015 11:01 AM	sa
Agile, Joe	76434	4/21/2015 10:33 AM	Agile Theatre	AMS - BoxOffice	Hemitage	TN	4/21/2015 10:55 AM	sa
Agile, Joe	76431	4/21/2015 8:44 AM	Agile Sports	AMS - Advanced	Hemitage	TN	4/21/2015 8:45 AM	sa

5. Click the  in the bottom left corner to select all the line items in the **Item Summary**. Then, click the **Printer** icon on the bottom toolbar.



Customer #: 23640

Billing Address: Mary Agile, 4124 Central Pike, Hermitage, TN 37076

Shipping Address: Mary Agile, 4124 Central Pike, Hermitage, TN 37076

Credit Info: Credit Limit: \$0.00, Available Credit: \$0.00, Account Balance: \$0.00, Deferred Balance: \$0.00

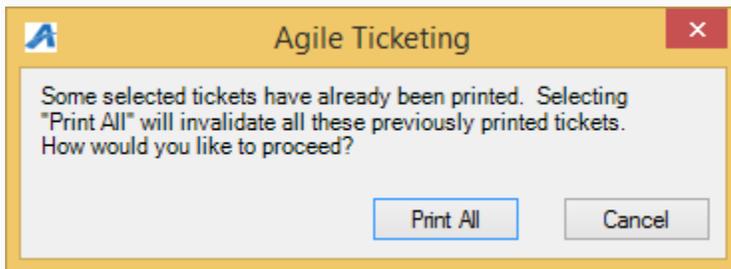
Event Name	Event Time	Venue	Price	Fee	Service Fee	Delivery	Sold For	Transaction	Fulfilled
<input checked="" type="checkbox"/> Bride Flight	9/18/2015 1:45 PM	Central Pike Cinema				E-Delivery - No Charge			
2 General Admission - General Admission									
<input type="checkbox"/> Student / Senior Ticket			\$8.00	\$0.00	\$0.00		78147	6/12/2015 11:38 AM	
<input type="checkbox"/> Ticket			\$10.00	\$0.00	\$0.00		78147	6/12/2015 11:38 AM	

Delivery Fee	Delivery Price Type	Delivery Fee	Transaction
<input checked="" type="checkbox"/> E-Delivery	No Charge	\$0.00	78263
<input type="checkbox"/> Will Call	No Charge	\$0.00	78142

Toolbar icons:                                         

Proceed >

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**.



All tickets for this order will now print with new barcodes on each ticket.