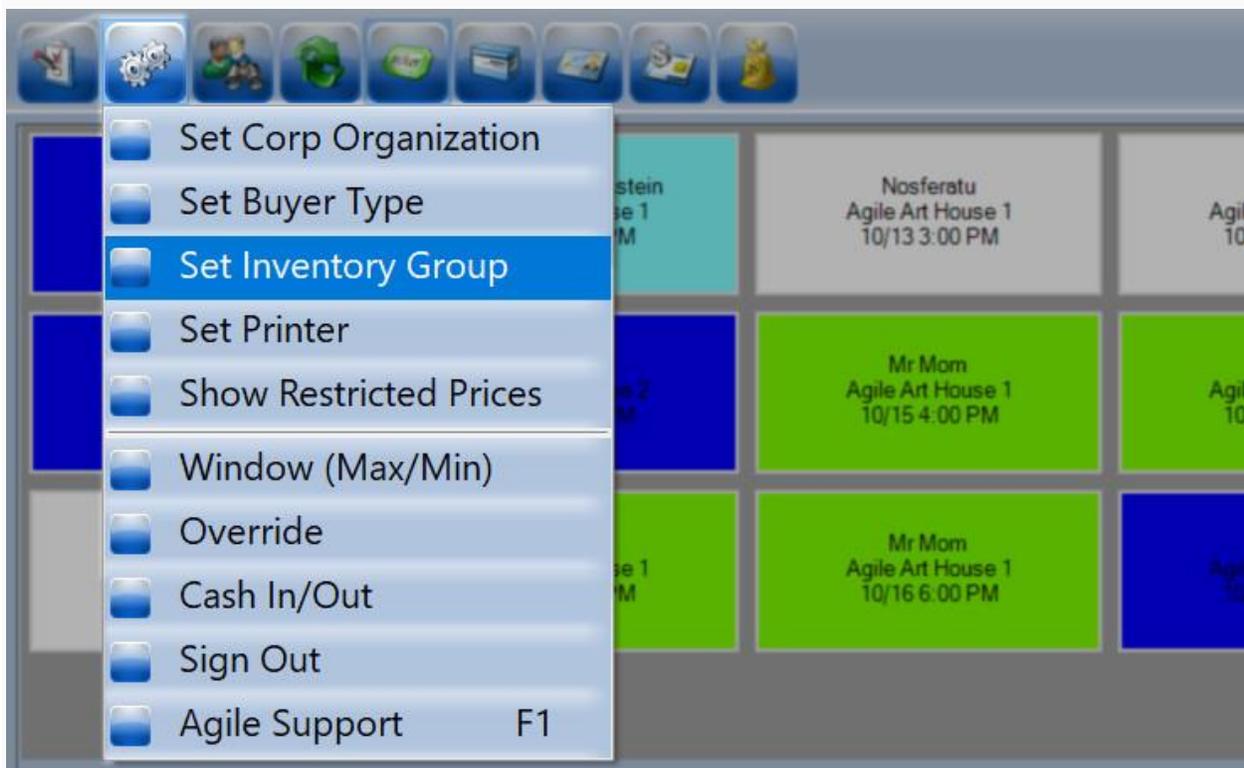


Selling From An Inventory Hold In POS

Want to learn more? Sign up today for our ATSU Learning Webinar: [The ABC's of Basic Sales in Agile](#)

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**.



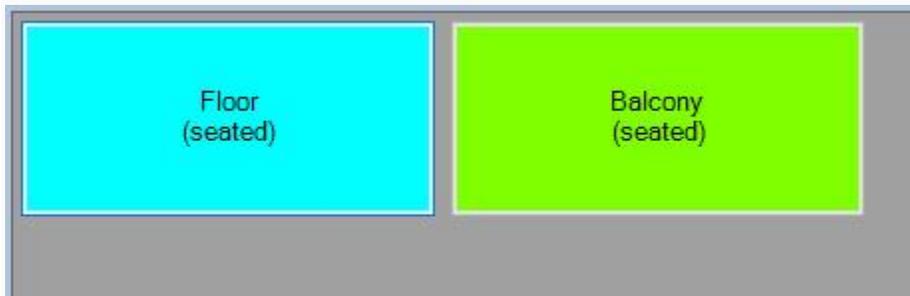
2. Choose the **Inventory Group Hold** that you wish to sell from.



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.



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

2 - Giselle : 10/18/17 8:00 PM
Floor [Adult]

ev Page

Customer:
Customer #:
Member #:
Order #: 139142
Item Count: 2 Item(s)

Subtotal:	\$100.00
Fees:	\$4.00
Donations:	\$0.00
Tax:	\$0.00
Order Total:	\$104.00
Amount Tendered	\$0.00
Change Due	\$0.00

6. Process the payment.

The screenshot shows a payment processing interface. At the top, there is a row of buttons for different amounts: \$1, \$5, \$10, \$20, \$50, and \$100. A printer icon is also visible. Below this, a dialog box titled "Enter Payment" is open. The dialog box contains the following fields and options:

- Amount: 104.00
- (Choose Method) [dropdown menu]
- Document Number [text input]
- Card Holder Name [text input]
- Expiration Date: (Mo.) [dropdown] (Year) [dropdown]
- Security Code [text input]
- Card Present
- PROCEED [button]
- CANCEL [button]

In the background, a partial view of a customer's order summary is visible, showing the date and time "18/17 8:00 PM" and the customer type "Adult".

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

The screenshot shows an orange order summary window titled "Last Order". The window contains the following information:

Customer:	
Customer #:	
Member #:	
Order #:	139142
Item Count:	2 Item(s)
Subtotal:	\$100.00
Fees:	\$4.00
Donations:	\$0.00
Tax:	\$0.00
Order Total:	\$104.00
Amount Tendered:	\$104.00
Change Due:	\$0.00

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