

# Searching and Filtering in Bulk Fulfillment

1. Log into Sales

2. Click on **Support Functions, Fulfillment, and Regular**



3. This will take you to the **Bulk Fulfillment** area. Click on **Will Call** from the **Delivery Methods** section on the left.



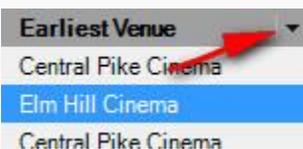
4. In order to search for an individual person, enter the **Name of the Person** in the **Search** field at the bottom of the screen. This will then pull all of the **Customer Orders** for anyone with that **Name**. Select the **Order(s)** you wish to print.

Orders To Fulfill

Earliest Event	Earliest Venue	Org	BuyerType	Order #	Customer #	Name	Balance Due	Tickets
<input type="checkbox"/> 2/6/2015 6:00 PM	Agile Main Stage	Agile Film	Web - Advanced	5127	23419	Jones, Joe	\$0.00	1
<input type="checkbox"/> 2/6/2015 6:00 PM	Central Pike Cinema	Agile Film	AMS - BoxOffice	76427	23541	Agile, Joe	\$10.00	2
<input type="checkbox"/> 3/13/2015 1:00 PM	Agile Theatre (Screen1)	Agile Film	AMS - BoxOffice	126954	23541	Agile, Joe	\$0.00	6
<input type="checkbox"/> 2/3/2017 7:00 PM	Agile Main Stage	Agile Film	AMS - BoxOffice	137456	23541	Agile, Joe	\$28.00	2
<input type="checkbox"/> 2/8/2017 11:00 AM	Agile Main Stage	Agile Film	AMS - BoxOffice	137596	23541	Agile, Joe	\$0.00	4
<input type="checkbox"/> 12/14/2017 6:00 PM	Central Pike Cinema	Agile Film	AMS - BoxOffice	137878	23541	Agile, Joe	\$0.00	4
<input type="checkbox"/> 2/27/2018 7:00 PM	Central Pike Cinema	Agile Film	AMS - BoxOffice	26143	23541	Agile, Joe	\$0.00	2
<input type="checkbox"/> 2/27/2018 7:00 PM	Central Pike Cinema	Agile Film	AMS - BoxOffice	26146	23541	Agile, Joe	\$0.00	2
<input type="checkbox"/> 2/27/2018 7:00 PM	Central Pike Cinema	Agile Film	Web - Advanced	26149	23541	Agile, Joe	\$0.00	2

At the bottom of the table, there is a search bar containing the text "Joe" and a magnifying glass icon, both highlighted with a red box.

5. You can **Filter** columns to show only the specific orders/items you wish to print. Choose the column header you wish to **Filter** and click on the up/down arrow. Choose the filter parameters you wish to see. (i.e. event, venue, org, buyer type, order number, confirmation number, name).



6. From here you can deselect information and narrow your search field.

Earliest Venue	Org	BuyerType
<input type="checkbox"/> (Select All)		
<input type="checkbox"/> Elm Hill Cinema		
<input type="checkbox"/> Central Pike Cinema		
<input checked="" type="checkbox"/> Agile Theatre (Screen1)		
<input checked="" type="checkbox"/> Agile Theatre (Screen 3)		
<input checked="" type="checkbox"/> Agile Main Stage		

**B** Text Filter ▾      Apply   Clear   Cancel

7. Select Apply to set your filter perimeters.

Orders To Fulfill								
Earliest Event	Earliest Venue	Org	BuyerType	Order #	Customer #	Name	Balance Due	Tickets
<input type="checkbox"/> 2/6/2015 6:00 PM	Agile Main Stage	Agile Film	Web - Advanced	5127	23419	Jones, Joe	\$0.00	1
<input type="checkbox"/> 3/13/2015 1:00 PM	Agile Theatre (Screen1)	Agile Film	AMS - BoxOffice	126950	63952	Agile, DeeDee	\$0.00	2
<input type="checkbox"/> 3/13/2015 1:00 PM	Agile Theatre (Screen1)	Agile Film	AMS - BoxOffice	126951	73968	Gatsby, Jay	\$0.00	18
<input type="checkbox"/> 3/13/2015 1:00 PM	Agile Theatre (Screen1)	Agile Film	AMS - BoxOffice	126952	73969	Buchanan, Daisy	\$0.00	3
<input type="checkbox"/> 3/13/2015 1:00 PM	Agile Theatre (Screen1)	Agile Film	AMS - BoxOffice	126953	73946	Agile, Peter	\$0.00	2
<input type="checkbox"/> 3/13/2015 1:00 PM	Agile Theatre (Screen1)	Agile Film	AMS - BoxOffice	126954	23541	Agile, Joe	\$0.00	6
<input type="checkbox"/> 3/13/2015 1:00 PM	Agile Theatre (Screen1)	Agile Film	AMS - BoxOffice	126955	1234	Smith, John	\$0.00	12
<input type="checkbox"/> 2/3/2017 1:30 PM	Agile Main Stage	Agile Film	Web - Advanced	127265	84236	Steward, Richard	\$0.00	1
<input type="checkbox"/> 2/3/2017 7:00 PM	Agile Theatre (Screen 3)	Agile Film	Web - Advanced	137460	73945	Agile, Dot	\$0.00	2
<input type="checkbox"/> 2/3/2017 7:00 PM	Agile Theatre (Screen 3)	Agile Film	AMS - BoxOffice	137538	23542	Agile, Melinda	\$0.00	4
<input type="checkbox"/> 2/3/2017 7:00 PM	Agile Main Stage	Agile Film	AMS - BoxOffice	137456	23541	Agile, Joe	\$28.00	2
<input type="checkbox"/> 2/5/2017 4:00 PM	Agile Theatre (Screen1)	Agile Film	AMS - BoxOffice	137461	94324	Laufeyson, Loki	\$0.00	4
<input type="checkbox"/> 2/6/2017 4:00 PM	Agile Main Stage	Agile Film	Web - Advanced	137477	53936	Biber, hope	\$0.00	2
<input type="checkbox"/> 2/7/2017 7:00 PM	Agile Theatre (Screen1)	Agile Film	Web - Advanced	137459	73945	Agile, Dot	\$0.00	1
<input type="checkbox"/> 2/8/2017 11:00 AM	Agile Main Stage	Agile Film	AMS - BoxOffice	137596	23541	Agile, Joe	\$0.00	4
<input type="checkbox"/> 3/8/2017 6:00 PM	Agile Theatre (Screen 3)	Agile Film	AMS - BoxOffice	137964	94325	Quinzel, Harleen	\$0.00	2
<input type="checkbox"/> 4/5/2017 2:00 PM	Agile Main Stage	Agile Film	AMS - BoxOffice	137963	84254	Potter, Harry	\$0.00	3

8. You are now ready to print the filtered or selected items in the fulfillment queue.