Searching and Filtering in Bulk Fulfillment

1. Log into Sales

2. Click on Support Functions, Fulfillment, and Regular

Support Functions Hel	р			
Web Portal	t		20.	F
Fulfillment	>	Regular		ł
Free Form Tickets	>	Package	2	H
Phone:	E-ma	Membe	rship	I
Date Tue , Feb 28 2017 (Inve	Gift Car entory Ope	d en	f

3. This will take you to the **Bulk Fulfillmen**t area. Click on **Will Call** from the **Delivery**

Methods section on the left.

		0.1											
Delivery Methods Fulfil	Iment Batch	Urders To Fulfil	Earlinet Verus	Ora	BuyarTuma	Order #	Customer#	Name	Ralance Due	Tickate	_		
		1/20/2015 6-15 AM	Central Pike Cinema	Anile Film	AMS - BoxOffice	86570	23640	Agile Many	\$0.00	2		_	_
Agie nim	· · ·	2/5/2015 12:45 PM	Elm Hill Cinema	Agile Film	AMS - BoxOffice	5354	22241	Steward Richard	\$0.00	2			
Delivery Method	Tickets	2/5/2015 12:45 PM	Central Pike Cinema	Agile Film	AMS - BoxOffice	15972	23668	Steward Many	\$0.00	2			
Will Call	131	2/6/2015 6:00 PM	Acile Main Stace	Agile Film	Web - Advanced	5127	23419	lopes loe	\$0.00	1			
USPS First Class	3	2/6/2015 6:00 PM	Central Pike Cinema	Agile Film	AMS - BoxOffice	76427	23541	Agile Joe	\$10.00	2			
		3/13/2015 1:00 PM	Anile Theatre (Screen1)	Agile Film	AMS - BoxOffice	126950	63952	Agile DeeDee	\$0.00	2			
		3/13/2015 1:00 PM	Agile Theatre (Screen1)	Agile Film	AMS - BoxOffice	126951	73968	Gateby Jay	\$0.00	18			
		3/13/2015 1-00 PM	Agile Theatre (Screen1)	Acile Film	AMS - BoxOffice	126952	72969	Buchanan Daiau	\$0.00	3			
		3/13/2015 1:00 PM	Agile Theatre (Screen1)	Agile Film	AMS - BoxOffice	126953	73946	Anile Peter	\$0.00	2			
		3/13/2015 1-00 PM	Agile Theatre (Screen1)	Agile Film	AMS - BoxOffice	126954	23541	Agile, Ice	\$0.00	6			
		2/12/2015 1:00 PM	Agile Theatre (Screen1)	Agile Film	AMS - BoxOffice	120055	1224	Smith John	e0.00	12			
		Ede/2015 E.20 PM	Agrie Triedule (Screentr)	Agile Film	AMS - BoxOffice	E1E4	22050	Dev Seeute	e0.00	2			
		0/16/2010 0.30 PM	Central Pike Cinema	Agile Film	AMS - BoxOffice	127020	04365	Buy Scouts	\$0.00	2			
		2/2/2017 2:00 PM	Central Pike Cinema	Aglie Film	AMS - BoxOffice	137033	04305	Harper, Sabrina	50.00				
		2/2/2017 2:00 PM	Central Pike Cinema	Aglie Film	AMS - BoxUnice	137644	34365	Harper, Sabrina	\$0.00	1			
		2/2/2017 2:00 PM	Central Pike Cinema	Agile Film	AMS - BOXUTICE	13/962	84254	Potter, Harry	\$0.00	12			
		2/3/2017 1:30 PM	Agile Main Stage	Agile Film	Web - Advanced	12/265	84236	Steward, Hichard	\$0.00	1			
		2/3/2017 7:00 PM	Agile Main Stage	Agile Film	AMS - BoxOffice	13/455	23541	Agile, Joe	\$28.00	2			
		2/3/2017 7:00 PM	Agile Theatre (Screen 3)	Agile Film	Web - Advanced	137460	73945	Agile, Dot	\$0.00	2			
		2/3/2017 7:00 PM	Agile Theatre (Screen 3)	Agile Film	AMS - BoxOffice	137538	23542	Agile, Melinda	\$0.00	4			
		2/3/2017 7:00 PM	Elm Hill Cinema	Agile Film	AMS - BoxOffice	137595	63952	Agile, DeeDee	\$0.00	8			
		2/4/2017 4:00 PM	Elm Hill Cinema	Agile Film	AMS - BoxOffice	137536	63952	Agile, DeeDee	\$0.00	4			
		2/4/2017 4:00 PM	Central Pike Cinema	Agile Film	AMS - BoxOffice	137537	73956	Munster, Lily	\$100.00	4			
		2/4/2017 4:00 PM	Elm Hill Cinema	Agile Film	AMS - BoxOffice	137961	84254	Potter, Harry	\$0.00	2			
		2/5/2017 4:00 PM	Agile Theatre (Screen1)	Agile Film	AMS - BoxOffice	137461	94324	Laufeyson, Loki	\$0.00	4			
		2/6/2017 4:00 PM	Agile Main Stage	Agile Film	Web - Advanced	137477	53936	Biber, hope	\$0.00	2			
		2/6/2017 7:00 PM	Elm Hill Cinema	Agile Film	Web - Advanced	137478	73945	Agile, Dot	\$0.00	2			
		2/7/2017 11:00 AM	Central Pike Cinema	Agile Film	AMS - BoxOffice	137597	73968	Gatsby, Jay	\$0.00	4			
		2/7/2017 7:00 PM	Agile Theatre (Screen1)	Agile Film	Web - Advanced	137459	73945	Agile, Dot	\$0.00	1			
		2/8/2017 11:00 AM	Agile Main Stage	Agile Film	AMS - BoxOffice	137596	23541	Agile, Joe	\$0.00	4			
		3/8/2017 6:00 PM	Agile Theatre (Screen 3)	Agile Film	AMS - BoxOffice	137964	94325	Quinzel, Harleen	\$0.00	2			
		4/5/2017 2:00 PM	Agile Main Stage	Agile Film	AMS - BoxOffice	137963	84254	Potter, Harry	\$0.00	3			
		12/14/2017 6:00 PM	Central Pike Cinema	Agile Film	AMS - BoxOffice	137878	23541	Agile, Joe	\$0.00	4			
		1/15/2018 7:00 PM	Central Pike Cinema	Agile Film	AMS - BoxOffice	26073	22915	XYZ Church	\$0.00	2			
		2/27/2018 7:00 PM	Central Pike Cinema	Agile Film	AMS - BoxOffice	26143	23541	Agile, Joe	\$0.00	2			
		2/27/2018 7:00 PM	Central Pike Cinema	Agile Film	AMS - BoxOffice	26146	23541	Agile, Joe	\$0.00	2			
Options		2/27/2018 7:00 PM	Central Pike Cinema	Agile Film	AMS - BoxOffice	26147	22241	Steward, Richard	\$0.00	2			
Hide Orders With Bala	ance Due	2/27/2018 7:00 PM	Central Pike Cinema	Agile Film	Web - Advanced	26149	23541	Agile, Joe	\$0.00	2			
Line orders with ball								1000 CT					
Hide Orders Less Tha	n 24 🜩 Hours Old	🖌 o 🗢 🗟 🕻	Search)									

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
2/6/2015 6:00 PM	Agile Main Stage	Agile Film	Web - Advanced	5127	23419	Jones, Joe	\$0.00	1
2/6/2015 6:00 PM	Central Pike Cinema	Agile Film	AMS - BoxOffice	76427	23541	Agile, Joe	\$10.00	2
3/13/2015 1:00 PM	Agile Theatre (Screen1)	Agile Film	AMS - BoxOffice	126954	23541	Agile, Joe	\$0.00	6
2/3/2017 7:00 PM	Ag <mark>ile Main Stage</mark>	Agile Film	AMS - BoxOffice	137456	23541	Agile, Joe	\$28.00	2
2/8/2017 11:00 AM	Agile Main Stage	Agile Film	AMS - BoxOffice	137596	23541	Agile, Joe	\$0.00	4
12/14/2017 6:00 PM	Central Pike Cinema	Agile Film	AMS - BoxOffice	137878	23541	Agile, Joe	\$0.00	4
2/27/2018 7:00 PM	Central Pike Cinema	Agile Film	AMS - BoxOffice	26143	23541	Agile, Joe	\$0.00	2
2/27/2018 7:00 PM	Central Pike Cinema	Agile Film	AMS - BoxOffice	26146	23541	Agile, Joe	\$0.00	2
2/27/2018 7:00 PM	Central Pike Cinema	Agile Film	Web - Advanced	26149	23541	Agile, Joe	\$0.00	2
		-						
	Joe)						

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 Ven	ue	Org	Buye	гТуре
(Select A	JI)			
Elm Hill (Cinema			
Central P	ike Cine	ma		
Agile Th	neatre (S	creen1)		
Agile Th	neatre (S	creen 3)		
Agile Ma	ain Stage			
B Text Filter		V= Apply	Ҡ Clear	× Cancel

7. Select Apply to set your filter perimeters.

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