

Manage/Adjust/Transfer Inventories

- 1) Log in to the **Administration** side of Agile.
- 2) Find the **event/show/template** you wish to adjust.
- 3) In the **Tier/Inventory** tier, expand the tier.

Template		
Name	Venue	Enabled
Late Night Series	Plytania Theater	True
MATINEE: Agile Theater Screen 3	Agile Theatre (Screen 3)	True
Opening Gala Template	Best Theater	True
REGULAR SCREENING: Agile Theater Screen 1	Agile Theatre (Screen1)	True
REGULAR: Best Theater	Best Theater	True
REGULAR:Agile Theatre (Screen 1)	Agile Theatre (Screen1)	True
SPECIAL EVENT: Elm Hill Cinema	Elm Hill Cinema	True

Tier / Inventory										
Name	Sales Line Type	Priority	G/A	Enabled	Default	ADA	Other	Order	Disabled	Total
Admission	General Admission	1	True	True	100	0	0	0	0	100
Open				True	100	0	0	0	0	100

- 4) Right-click the **Inventory**.

Transferring Inventory from One Tier to Another

- 5a) Right-click the **tier** from which you wish to remove inventory and select **Transfer Inventory**.

Tier / Inventory	
Name	Sales Line Type
Admission	General Admission
Open	

Event Price	
Sales C	Ticket Type
AMS Bk	Matinee - Adult
Web Adv	Matinee - Adult
AMS Bk	Member
Web Advanced	Member

New Tier
New Inventory
Adjust Inventory
Delete
Multi Inventory
Transfer Inventory
Show In Process

5b) Change the **Transfer To** drop-down list to the correct inventory.

Inventory Group: Properties

2015 Agile Film Festival

Tier Admission

Transfer From Open

Transfer To Open

Specify quantity to

- Open
- Transferable Seats
- Artist Hold
- handicap companion
- Handicap Accessible
- Management Hold

5c) Enter the specific quantity to transfer and click **Apply** and **OK**. The inventory's quantity should now reflect this change.

Inventory Group: Properties

2015 Agile Film Festival

Tier Admission

Transfer From Open

Transfer To Artist Hold

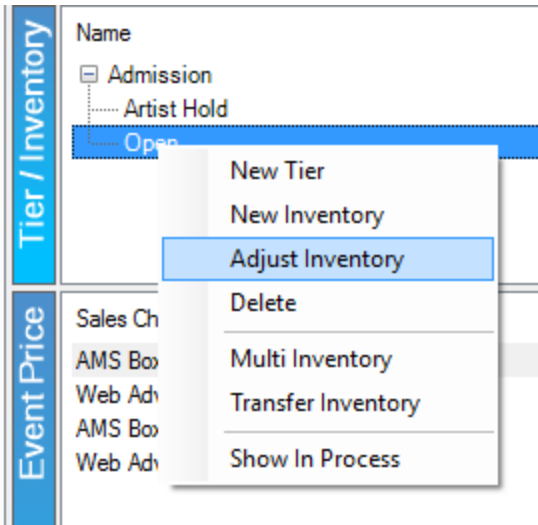
Specify quantity to transfer 12

OK Cancel Apply

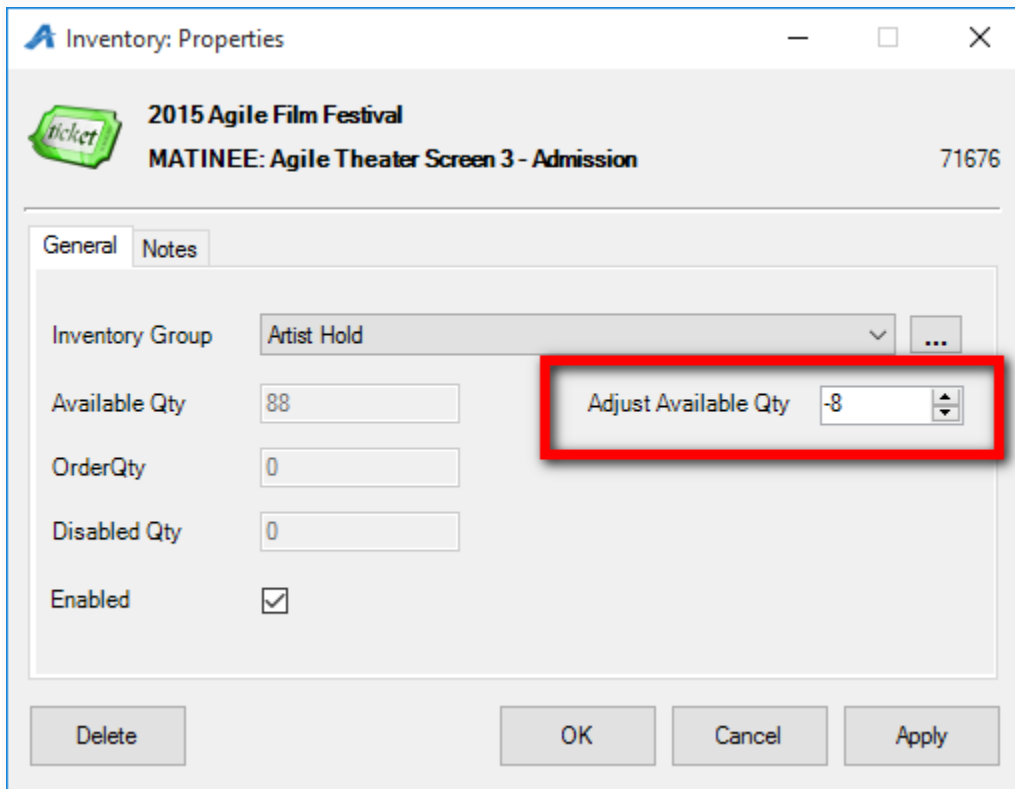
Adjusting Inventory Within a Single Inventory Tier

6a) Right-click the **tier** you wish to adjust and select **Adjust Inventory**.

Tier / Inventory	Name	Sales Line Type	Priority	G/A	Enabled	Default	ADA	Other	Order	Disabled	Total
	<input type="checkbox"/> Admission	General Admission	1	True	True	100	0	12	0	0	112
	<input type="checkbox"/> Artist Hold				True	0	0	12	0	0	12
	<input type="checkbox"/> Open				True	100	0	0	0	0	100



6b) Enter the amount you wish to adjust in the **Adjust Available Qty** box. To remove inventory, enter a **negative** number (e.g. -47). To add inventory, enter a **positive** number (e.g. 28).

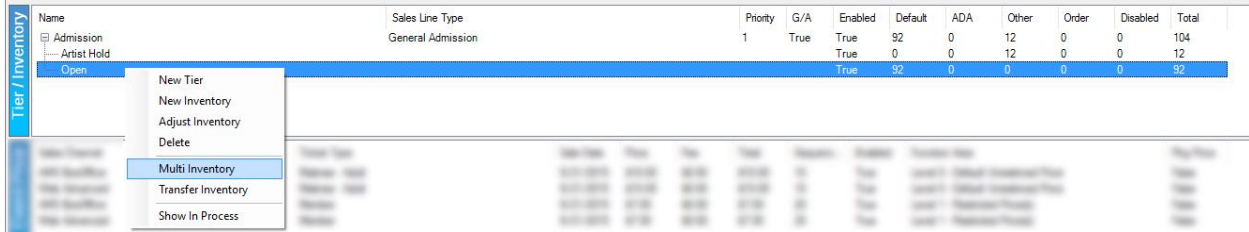


6c) Click **Apply** and **OK**. The inventory quantity should now reflect this change.

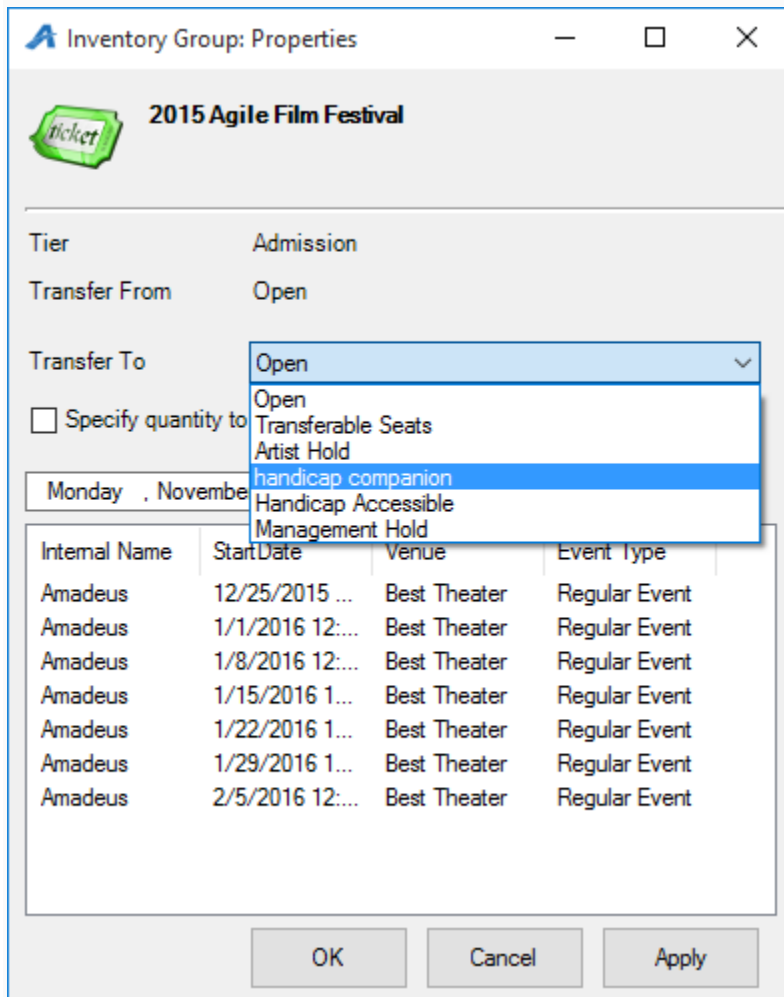
Name	Sales Line Type	Priority	G/A	Enabled	Default	ADA	Other	Order	Disabled	Total
Admission	General Admission	1	True	True	92	0	12	0	0	104
Artist Hold				True	0	0	12	0	0	12
Open				True	92	0	0	0	0	92

Transferring Inventory for Multiple Events

7a) Right-click the tier you wish to adjust and select **Multi Inventory**.



7b) Select the correct inventory from the **Transfer To** drop-down list.



7c) Enter the specific quantity to transfer.

Inventory Group: Properties

2015 Agile Film Festival

Tier Admission

Transfer From Open

Transfer To handicap companion

Specify quantity to transfer 8

Monday, November 30, 2015 List Templates

Internal Name	StartDate	Venue	Event Type
Amadeus	12/25/2015 ...	Best Theater	Regular Event
Amadeus	1/1/2016 12:...	Best Theater	Regular Event
Amadeus	1/8/2016 12:...	Best Theater	Regular Event
Amadeus	1/15/2016 1...	Best Theater	Regular Event
Amadeus	1/22/2016 1...	Best Theater	Regular Event
Amadeus	1/29/2016 1...	Best Theater	Regular Event
Amadeus	2/5/2016 12:...	Best Theater	Regular Event

OK Cancel Apply

7d) Set the date back to include all events that should be affected and click the white box to update. Click the check mark next to **List Templates** if you are adjusting templates.

Inventory Group: Properties

2015 Agile Film Festival

Tier Admission

Transfer From Open

Transfer To handicap companion

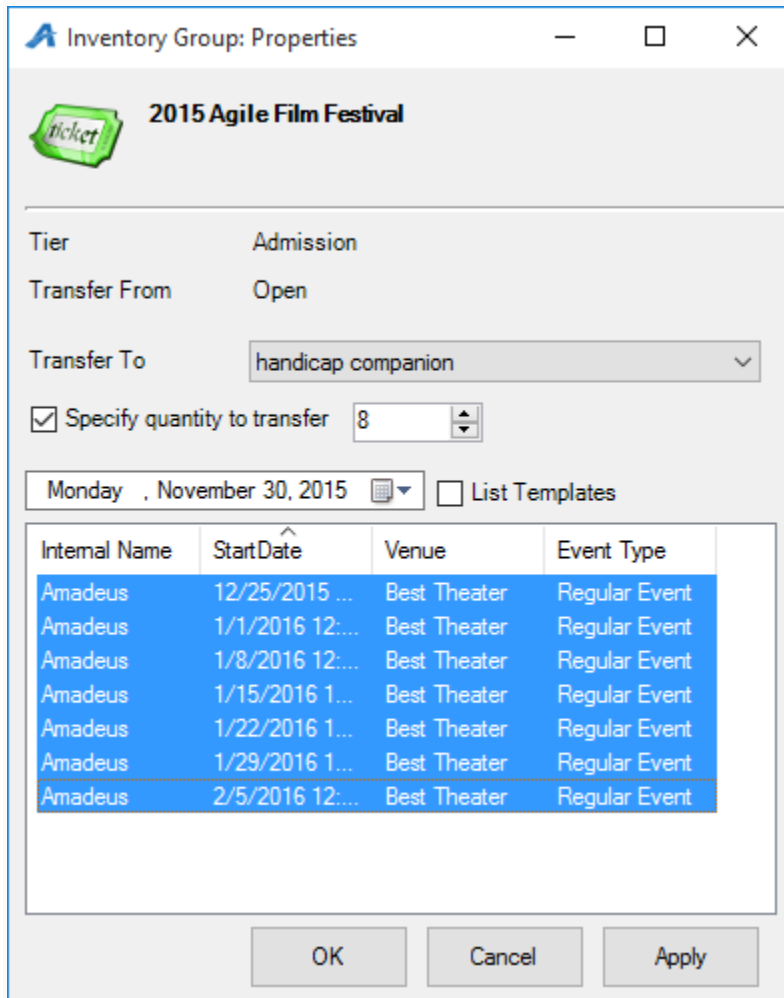
Specify quantity to transfer 8

Monday, November 30, 2015 List Templates

Internal Name	StartDate	Venue	Event Type
Amadeus	12/25/2015 ...	Best Theater	Regular Event
Amadeus	1/1/2016 12:...	Best Theater	Regular Event
Amadeus	1/8/2016 12:...	Best Theater	Regular Event
Amadeus	1/15/2016 1...	Best Theater	Regular Event
Amadeus	1/22/2016 1...	Best Theater	Regular Event
Amadeus	1/29/2016 1...	Best Theater	Regular Event
Amadeus	2/5/2016 12:...	Best Theater	Regular Event

OK Cancel Apply

7e) Select the correct events to adjust. Each column (Internal Name, Start Date, etc.) can be sorted for an easier selection process. Click **Apply** and **OK**. The inventory quantities should now reflect this change.



The screenshot shows a dialog box titled "Inventory Group: Properties" for the "2015 Agile Film Festival". The dialog includes a "ticket" icon and the following fields:

- Tier: Admission
- Transfer From: Open
- Transfer To: handicap companion (dropdown menu)
- Specify quantity to transfer: 8 (spin box)
- Monday, November 30, 2015 (calendar icon) List Templates

Internal Name	StartDate	Venue	Event Type
Amadeus	12/25/2015 ...	Best Theater	Regular Event
Amadeus	1/1/2016 12:...	Best Theater	Regular Event
Amadeus	1/8/2016 12:...	Best Theater	Regular Event
Amadeus	1/15/2016 1...	Best Theater	Regular Event
Amadeus	1/22/2016 1...	Best Theater	Regular Event
Amadeus	1/29/2016 1...	Best Theater	Regular Event
Amadeus	2/5/2016 12:...	Best Theater	Regular Event

At the bottom of the dialog are three buttons: OK, Cancel, and Apply.