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.



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**.



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



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



Adjusting Inventory Within a Single Inventory Tier

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





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.



 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.



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.



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.

