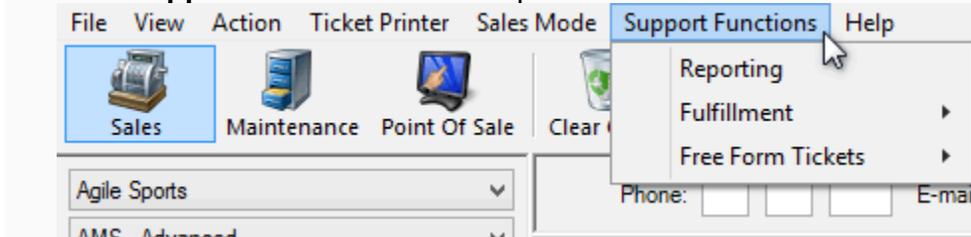


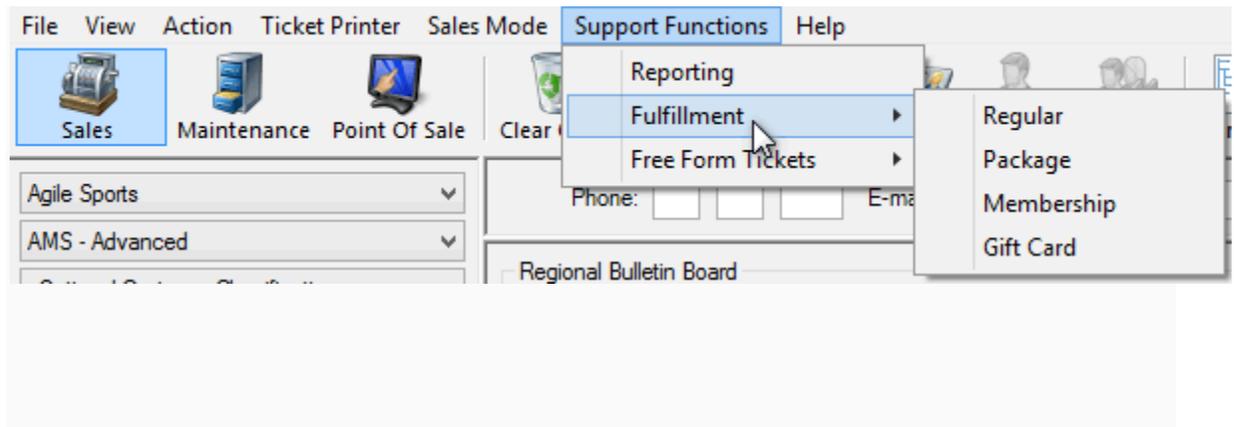
Printing Individual Tickets Using Regular Batch Fulfillment

1. [Log in](#) to Agile and **Cash In** for the day. (Please see "[How to Cash In and Create a Daily User Batch in AMS](#)" on how to Cash In.)

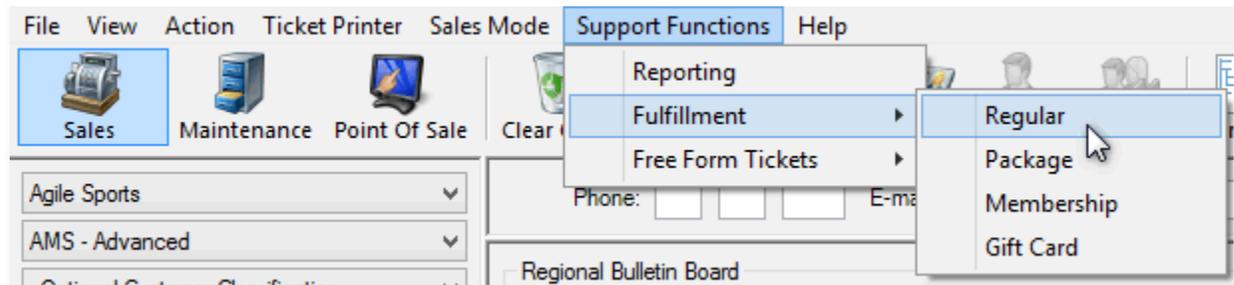
2. Click **Support Functions** at the top of the screen.



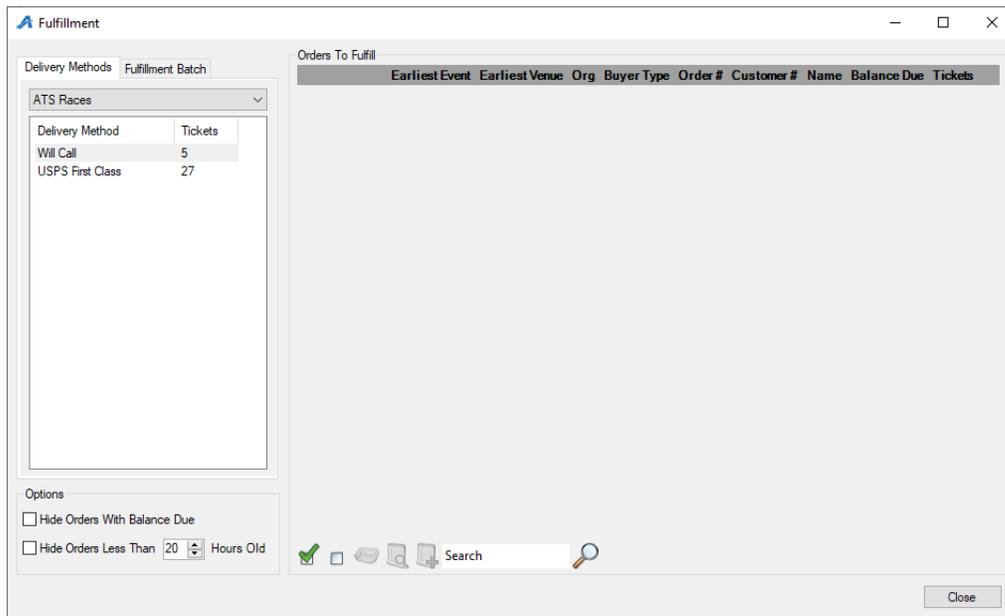
3. Move the cursor to **Fulfillment**.



4. Move the cursor to **Regular**.



5. A **Fulfillment** screen will pop up. On the left side of the screen you will see a list of Delivery Methods with the number of tickets to print.



6. Choose **Will Call** and the list of orders that are in will call will appear.



7. Click the boxes next to the orders you want to print. If you want to print the entire list, select the **Green Check Mark** icon at the bottom of the screen, and it will select all of the orders to be printed.

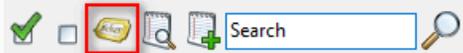
Orders To Fulfill

	Earliest Event	Earliest Venue	Org	Buyer Type	Order #	Customer #	Name	Balance Due	Tickets
<input checked="" type="checkbox"/>	2/18/2020 1:15 PM	Agile Theatre Screen 2	ATS Theatre	AMS - Box Office	139981	95506	Jones, Patty	\$0.00	101
<input checked="" type="checkbox"/>	2/18/2020 3:00 PM	Agile Theatre Screen 3	ATS Theatre	AMS - Box Office AMS - Box Office Web - Online AMS - Box Office	139982 139346 139591 139819	94904	Roubos, Becky	\$450.00	25
<input checked="" type="checkbox"/>	2/18/2020 3:45 PM	Agile Theatre Screen 1	ATS Theatre	Web - Online	141264	96244	Riegal, Sam	\$0.00	3
<input checked="" type="checkbox"/>	2/18/2020 11:00 PM	Agile Theatre Screen 2	ATS Theatre	AMS - Box Office	141462	96269	Biber, Hope	\$0.00	1
<input checked="" type="checkbox"/>	2/19/2020 12:30 PM	Agile Theatre Screen 2	ATS Theatre	AMS - Box Office	139986	94927	Baker, Martha	\$0.00	5
<input checked="" type="checkbox"/>	2/19/2020 9:00 PM	Agile Theatre Screen 2	ATS Theatre	Web - Online	141259 141261	96243	Bailey, Laura	\$0.00	7
<input checked="" type="checkbox"/>	2/20/2020 6:15 PM	Agile Theatre Screen 3	ATS Theatre	Web - Online	141278	96254	O'Brien, Liam	\$0.00	2
<input checked="" type="checkbox"/>	2/21/2020 6:15 PM	Agile Theatre Screen 2	ATS Theatre	Web - Online	141280	96256	Jaffe, Taliesin	\$0.00	1
<input checked="" type="checkbox"/>	2/29/2020 7:30 PM	Agile Theatre Screen 4	ATS Theatre	Web - Online	139723	95702	McBride, Julian	\$0.00	1

If all orders need to be printed, select this button. Otherwise, check the box next to each individual order that needs to be printed.

Search

8. Once all the orders are selected, click the **Ticket** Icon at the bottom of the screen.



9. The **Fulfillment Options** window will open. From the **Available Printer** list on the left side of the screen, double-click the ticket printer to move it to the **Selected Printers** column. Un-check **Print Payment Receipts**, and make sure that there is a **Header Format** selected. Also, make sure that the **Sort Orders By** is set to "**Last Name**," so that the tickets will print by last name in alphabetical order. Click **OK** to start printing the tickets.

Fulfillment Options

Selected Options

Header Format: Standard Order Header

Order Receipt: No Receipt Print

Print Payment Receipts:

Sort Orders By: Last Name

Batch Description: Fulfilling orders for Will Call.

Available Printers: [Empty]

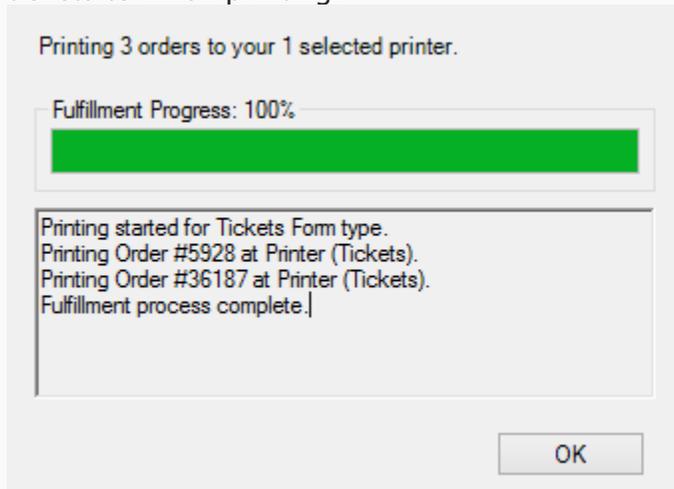
Selected Printers: Dummy Receipt (Receipt), Dummy Ticket (Ticket)

Fulfillment Summary

Form Types: Ticket
3 Headers
6 Tickets/Vouchers
0 Receipts
9 Total

OK Cancel

10. A progress screen will pop up. Once that is complete, click **OK** and wait for your tickets to finish printing.



Now your tickets are printed and can be stuffed into envelopes for will call or mail.