Printing Individual Tickets Using Regular Batch Fulfillment

1. Log in to Agile and *Cash In* for the day. (Please see "<u>How to Cash In and Create a</u> <u>Daily User Batch in AMS</u>" on how to Cash In.)

2.	Click Suppo	ort Functio	ns at the	e top	o of the	e scr	een.		
	File View	Action Ticke	et Printer	Sales	Mode	Supp	oort Functions Help		
							Reporting		
	Sales	Maintenance	Point Of	Sale	Clear		Fulfillment		
		-		_			Free Form Tickets	- •	
	Agile Sports			~	1 '	Phon	e:	E-mail	
	AMS - Advance	her			<u> </u>				

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

File	View	Action	Ticke	t Printer	Sales	Mode	Supp	port Functions	Help				
(7					a		Reporting			R	120.	
	ales 🖉	Mainte	nance	Point Of	f Sale	Clear		Fulfillment	I	•	Regular		
								Free Form Tick	cets	•	Package		ł
Agile	Sports				~		Phon	e:	E-r	na	Members	hip	
AMS	6 - Advan	ced			~					-	Gift Card		
						Regi	onal B	ulletin Board		_	1		_

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

File	View	Action	Ticket	Printer	Sales	Mode	Sup	port Functions	Help				
	7					3		Reporting			R	100.	
	ales	Mainte	nance	Point Of	Sale	Clear		Fulfillment	•		Regular	N	
								Free Form Tick	ets 🕨 🕨		Package	13	
Agile	Sports				~		Phon	e:	E-m		Member	ship	
AMS	- Advan	ced			~			Matte Danal			Gift Card	1	
Ont	ional Cu	ntomor (15	onificatio		E.	Regi	ional E	Sulletin Board		_			_

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.

Fulfillment									-		×
	Orders To Fulfill										
Velivery Methods Fulfillment Batch		Earliest Event	Earliest Venue	Org	Buyer Type	Order#	Customer#	Name	Balance Due	Tickets	
ATS Races 🗸											
Delivery Method Tickets											
Will Call 5											
USPS HIR Lass 27											
Options											
Hide Orders With Balance Due											
Hide Orders Less Than 20 🖨 Hours Old	🖌 🗖 🥯	Ca Ca Searc	h	P							
										Close	

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

	Orders	To Fulfill								
Delivery Methods Fulfillment Batch		Earliest Event	Earliest Venue	Org	Buyer Type	Order#	Customer#	Name	Balance Due	Tickets
ATS Theatre V		2/18/2020 1:15 PM	Agile Theatre Screen 2	ATS Theatre	AMS - Box Office	00000	-	Company Frage	\$0.00	101
Delivery Method Tickets Will Call 146		2/18/2020 3:00 PM	Agile Theatre Screen 3	ATS Theatre	AMS - Box Office AMS - Box Office Web - Online AMS - Box Office		-	frame firms	\$450.00	25
		2/18/2020 3:45 PM	Agile Theatre Screen 1	ATS Theatre	Web - Online	(100)	1000	fram Seo	\$0.00	3
		2/18/2020 11:00 PM	Agile Theatre Screen 2	ATS Theatre	AMS - Box Office		(100)	(Since Second	\$0.00	1
		2/19/2020 12:30 PM	Agile Theatre Screen 2	ATS Theatre	AMS - Box Office	(1999)	-	female featto	\$0.00	5
		2/19/2020 9:00 PM	Agile Theatre Screen 2	ATS Theatre	Web - Online		-	600.000	\$0.00	7
		2/20/2020 6:15 PM	Agile Theatre Screen 3	ATS Theatre	Web - Online	(10.00)	0000	Colors unter	\$0.00	2
		2/21/2020 6:15 PM	Agile Theatre Screen 2	ATS Theatre	Web - Online		0000	other formation	\$0.00	1

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.

Order	rs To Fulfill									
	Earliest Event		Earliest Venue	▼ Org	Buyer Type	Order#	Customer#	Name	Balance Due	Tickets
\square	2/18/2020 1:15	PM	Agile Theatre Screen 2	ATS Theatre	AMS - Box Office	139981	95506	Jones, Patty	\$0.00	101
	2/18/2020 3:00	РМ	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
	2/18/2020 3:45	PM	Agile Theatre Screen 1	ATS Theatre	Web - Online	141264	96244	Riegal, Sam	\$0.00	3
\square	2/18/2020 11:00) PM	Agile Theatre Screen 2	ATS Theatre	AMS - Box Office	141462	96269	Biber, Hope	\$0.00	1
\square	2/19/2020 12:30) PM	Agile Theatre Screen 2	ATS Theatre	AMS - Box Office	139986	94927	Baker, Martha	\$0.00	5
	2/19/2020 9:00	PM	Agile Theatre Screen 2	ATS Theatre	Web - Online	141259 141261	96243	Bailey, Laura	\$0.00	7
\square	2/20/2020 6:15	PM	Agile Theatre Screen 3	ATS Theatre	Web - Online	141278	96254	O'Brien, Liam	\$0.00	2
\square	2/21/2020 6:15	PM	Agile Theatre Screen 2	ATS Theatre	Web - Online	141280	96256	Jaffe, Taliesin	\$0.00	1
\square	2/29/2020 7:30	PM	Agile Theatre Screen 4	ATS Theatre	Web - Online	139723	95702	McBride, Julian	\$0.00	1
		If all this I next need	orders need to be pri button. Otherwise, ch to each individual or Is to be printed.	nted, select leck the box der that						
< 1		Sea	ırch 🔎							

- 8. Once all the orders are selected, click the **Ticket** lcon 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.

A Fulfillment Options		×
Selected Options		
Header Format	Standard Order Header \checkmark	
Order Receipt	No Receipt Print \checkmark	
Print Payment Receipts		
Sort Orders By	Last Name \checkmark	
Batch Description	Fulfilling orders for Will Call.	
	I	
Available Printers	Selected Printers	
	> Dummy Receipt (Receipt) Dummy Ticket (Ticket) >>	
	<	
Fulfillment Summary		
Form Types: Ticket 3 Headers 6 Tickets/Vouchers 0 Receipts 9 Total		
	OK Car	ncel

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

Printing 3 orders to your 1 selected printer.	
Fulfillment Progress: 100%	
Printing started for Tickets Form type. Printing Order #5928 at Printer (Tickets). Printing Order #36187 at Printer (Tickets). Fulfillment process complete.	
	ОК

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