

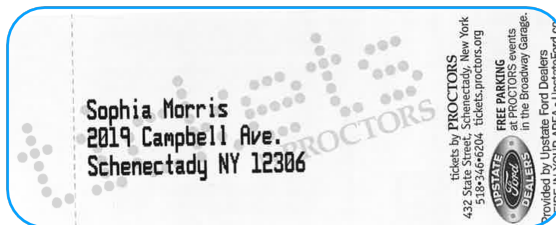
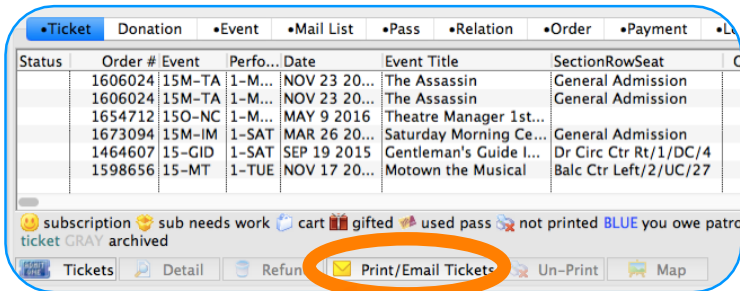
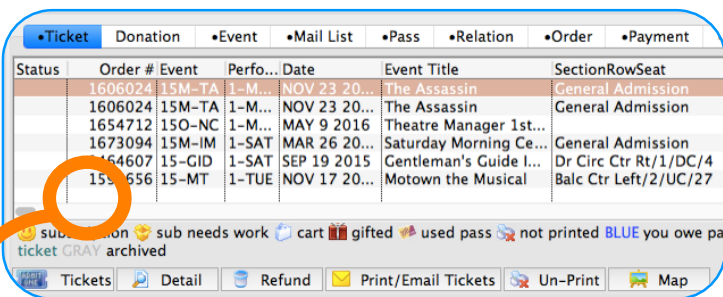


# PRINT PATRON ADDRESS TICKET

**SOMETIMES YOU JUST NEED A PATRON ADDRESS TICKET WITHOUT RUNNING BATCH OR PRINTING TICKETS/PASSES ...**

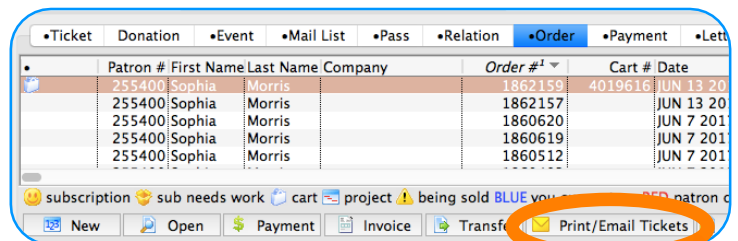
## OPTION 1 FROM PATRON'S TICKET TAB

- SINGLE-CLICK AN EMPTY LINE TO DE-SELECT ANY TICKETS
- CLICK "PRINT/EMAIL TICKETS"



## OPTION 2 FROM PATRON'S ORDER TAB

- SINGLE-CLICK TO SELECT ANY ORDER
- CLICK "PRINT/EMAIL TICKETS"



- DESELECT ALL BUT "PRINT ADDRESS TICKET" OPTIONS

Select additional options to manage how tickets are printed.

**Ticket Header** These options print additional tickets with extra information along with the tickets that were selected.

Print Address Ticket  
 Print Credit Card Receipt

**Ticket Items** These options print additional tickets for items contained within the same orders along with the tickets that were selected.

Include Tickets  
 Include Passes  
 Include Donations

**Ticket Printing** Click to mark the tickets as printed, without actually printing the tickets to the printer.

Mark Tickets as Printed

**Cutting Options** Ticket cutting only works if your thermal ticket printer supports the feature. Use it to keep 'Will Call' or 'Subscription' tickets for a patron together.

Cut Each Ticket  
 Cut after Last Ticket Printed for Patron  
 Do Not Cut Tickets

**VOILÀ !**

Want to Share a TM Tip or Cool Feature? E-Mail Sophia:  
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