# Tip of the Week

#### 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"

• SINGLE-CLICK TO SELECT ANY ORDER

PATRON'S

#### • CLICK "PRINT/EMAIL TICKETS"

					•Ticket	Donation	•Event •Mail List	•Pass •F	Relation •Order	<ul> <li>Payment</li> </ul>	•Let
•Ticket Donat	ion •Event	•Mail List	Pass     •Relation	•Order •Payment	•	Patron # First	Name Last Name Com	ipany	Order #1 -	Cart # Dat	2
					<b>Ö</b>	255400 Soph				4019616 JUN	
tus Order #		Date	Event Title	SectionRowSeat		255400 Soph			1862157		13 20
	15M-TA 1-M		The Assassin	General Admission		255400 Soph			1860620 1860619		7 201
		NOV 23 20 MAY 9 2016		General Admission		255400 Soph 255400 Soph			1860512		7 201
		T MAR 26 20				255400 5001			1000512	Jun	
		T SEP 19 2015	Gentleman's Guide I.			ntion 🤗 sub no	eds work 📋 cart 🔁 p	vroiget 🔥 bain		250 0	atron
1 15 656		JE NOV 17 20		Balc Ctr Left/2/UC/27							
					12 New	/ 🔑 Open	🍣 Payment 🗎	Invoice	Transfer 🎴 Print	/Email Ticket	
sub		k 📁 cart 🏢 gift	ed 🕬 used pass 🔆 no	ot printed BLUE you owe pa			DESELE	CT AL	L BUT "I	RINT	
📱 Tickets 🛛 🔎	Detail 🏾 🍧	Refund 🛛 🖂 Pr	int/Email Tickets 🛛 🗞	Un-Print 🙀 Map							
							ADDRES	58 I I C	KET" OPT	IIONS	
•Ticket Donat	tion •Event	•Mail List	•Pass •Relation	•Order •Payment •L			Salast additional or	tions to manage	e how tickets are printed		₹
Dedau #	Durat Durf	Dete	Duran Tala	Cartie Bau Cart				-			
	15M-TA 1-M	Date NOV 23 20		SectionRowSeat General Admission		-	Cicket Header		print additional tickets long with the tickets that		
		NOV 23 20	The Assassin Theatre Manager 1st.	General Admission				Print Add	dross Ticket		
		T MAR 26 20							dit Card Receipt		
1464607		T SEP 19 2015						Print Cre	un caru kecerpi		
1598656		JE NOV 17 20		Balc Ctr Left/2/UC/27			Ticket Items		print additional tickets		
								contained with tickets that we	hin the same orders alor ere selected.	ig with the	
subscription 😁	sub needs wor	k 📁 cart 🗰 gift	ed 🕬 used pass 嵡 no	t printed BLUE you owe patr	c			🗌 Include T	Fickets		
ket GRAY archive	d							🗌 Include P	asss		
🖁 Tickets 🔎	Detail 🤤	Refun V Pr	int/Email Tickets	Un-Print 🧖 Map	/			🗌 Include 🛛	Donations		
🛯 HCKEts 📈	Detall	Kerun Pr	int/Email fickete	Un-Print Map							
							Ticket Printing	actually printin	the tickets as printed, w ng the tickets to the prir	ithout nter.	
					×	ei,		Mark Tic	kets as Printed		
				S. 10	PROCTORS Schenectady, New Yor 5 (tickets, proctors.org FREE PARKING and PROCTORS events	in the Broadway Gara tate Ford Dealers AREA • UpstateFord.or	Cutting Options		only works if your thern rts the feature. Use it to		
					NC octo	tate			ription' tickets for a patr		
					CTT CTT	C d D		Cut Each	Ticket	-	
			Sophia Mor	ris	PRO C Streng	For For		-	Last Ticket Printed f	for Patron	
			2019 Camp	nell Ave.	AT TY	ARt			Cut Tickets	orration	
			2019 Campt	J. NY 10004	620	Sent Sent		Donot			
		Ĩ	Schenecta	rris bell Ave. dy NY 12306	ticks 346	AGN	🕜 Explain		🛛 🙆 Dont Print	💽 Print.	
			Schenectar		518•	RE					
					43						
						_					

## VOILÀ !

Want to Share a TM Tip or Cool Feature? E-Mail Sophia: <u>smorris@proctors.org</u>