

# Welcome to

# The Complete

# Ticketing System®

# Extended

# Operator's Manual

Use this manual to reference operation of The Complete Ticketing System®, referred to as TCTS. The layout of this manual is based upon the screens encountered by the operator during normal operation of this system. Detailed descriptions, definitions and help are contained within each module screen. The use of this manual should answer any questions relating to the function of the module and the operation of the features included.

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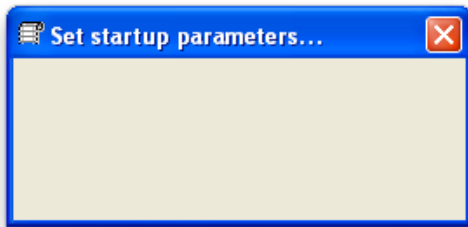
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## Launching the Application



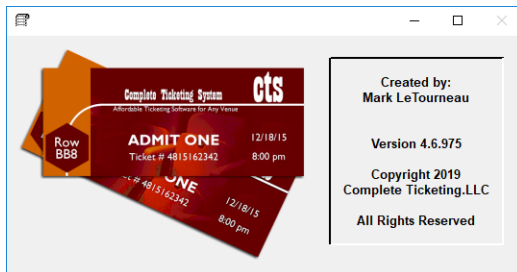
An icon, labeled “Tickets”, located on the opening screen after computer startup launches TCTS. Double clicking on this icon loads the software. During startup, TCTS will access and load updates during the startup procedures.

## Start Up Parameters



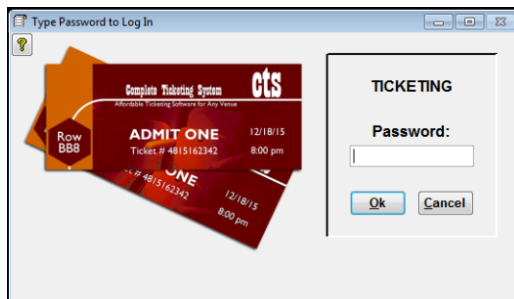
Pressing the spacebar will bypass this window. This is used by the Programmer only.

## Startup Opening Splash Screen



A box appears on the screen and is a part of starting procedures. Operators can ignore this or press the space bar to bypass. This box will appear for 4 seconds and then disappear. Creator, version and copyright details are displayed.

## Login

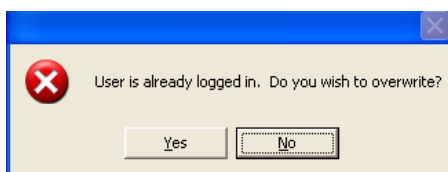


During startup, the operator is required to input their unique password for login. The administrator provides this password to the operator. Failure to input password will deny operator use of TCTS. Each password is assigned a designated level of activity within the system and, therefore, some modules may not be available to the operator. These will appear in gray. The system administrator determines this according to the operators' level of responsibility and assigns them.

Note: Each password is case sensitive

Note: Any screen that contains a “?” displays context-sensitive help to aid the operator.

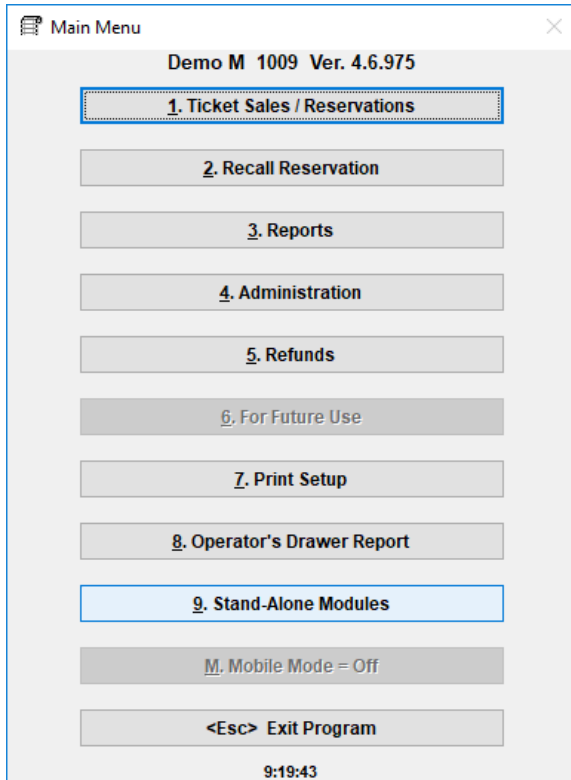
Note: If no password is entered the software quits after 2 minutes and returns to the desktop.



Note: An operator cannot be logged into more than one computer at a time. A warning screen will appear indicating, “User is already logged in.” The option to overwrite is given, yes or no. If “no” is entered, the program will return to the login screen.

Once the password is entered, the next screen that appears is the Main Menu.

## Main Menu



The Main Menu contains the links to the different modules used by the various operators. An operator can only access modules that are active (not grayed.) Each module can be accessed by various methods:

1. Using a mouse, click on the button of the desired module.
2. Use the arrow keys to navigate to the desired button and press "enter."
3. If there is an underlined number or letter on the button, which can be pressed on the keyboard to access the module.

The **Main Menu** consists of the following options:

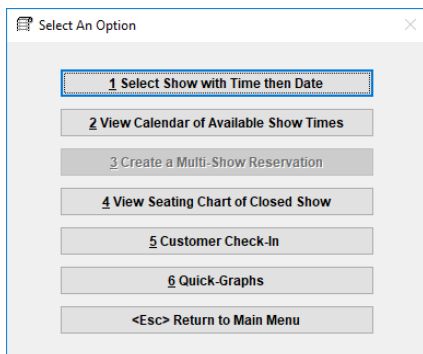
1. [Ticket Sales/Reservations](#) – create sales and reservations
  2. [Recall Reservation](#) – access previously created reservations by confirmation number, customer or group information
  3. [Reports](#) – various reports can be generated based upon given parameters
  4. [Administration](#) – only available to system administrator for system setup and accounting
  5. [Refunds](#) – previous sales can be refunded in part or in whole
  6. For Future Use –
  7. [Print Setup](#) – destination printer is selected for tickets, credit card receipts and reports
  8. [Operator's Drawer Report](#) – sales detail and voucher report for the logged in operator for end of shift accounting.
  9. [Stand Alone Modules](#) – limited access to contact manager, accounts receivable and Fixit!.
- M. For Future Use – as indicated.
- <Esc> Exit Program – closes the program and returns to desktop. **Note:** Any Stand Alone Modules that have been initiated within the program will not be closed with this action.



## Module 1: Ticket Sales/Reservations -

### 1. Ticket Sales / Reservations

Return to [Main Menu](#). Return to [Table of Contents](#).



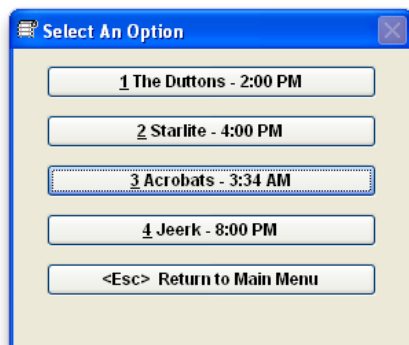
1. [Select Show with Time then Date](#) –
2. [View Calendar of Available Show Times](#) –
3. [Create a Multi-Show Reservation](#) –
4. [View Seating Chart of Closed Shows](#) –
5. [Customer Check-In](#) –
6. [Quick Graphs](#) –
7. <Esc> Return to [Main Menu](#).

### 1-1 Select Show with Time then Date -

#### 1 Select Show with Time then Date

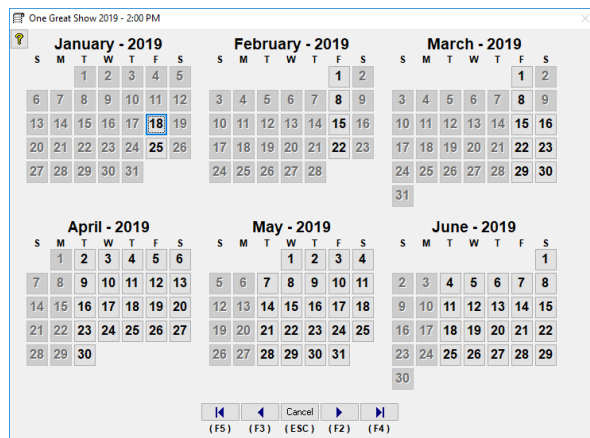
Ticket sales can be generated by first selecting a specific show from a list of available times and dates. Opens Show List. Return to [Ticket Sales/Reservations](#).

#### 1-1-1 Show List -



1. Each show can be selected to make a reservation.  
Shows groups that are connected will open a similar window for individual selection.  
This opens the [Show Calendar](#).
2. <Esc> Return to Main Menu – Returns to [Main Menu](#).

#### 1-1-1-1 Show Calendar -



This is a calendar of dates that are available for the show and time selected.

Click on the date to make a reservation for that show and day.  
This opens the [Seating Chart](#).

## 1-1-1-1 Seating Chart -

Go to [Seating Chart](#).

## 1-2 View Calendar of Available Show Times -

**2 View Calendar of Available Show Times**

A list of shows, including All Shows, is displayed. Return to [Ticket Sales/Reservations](#).

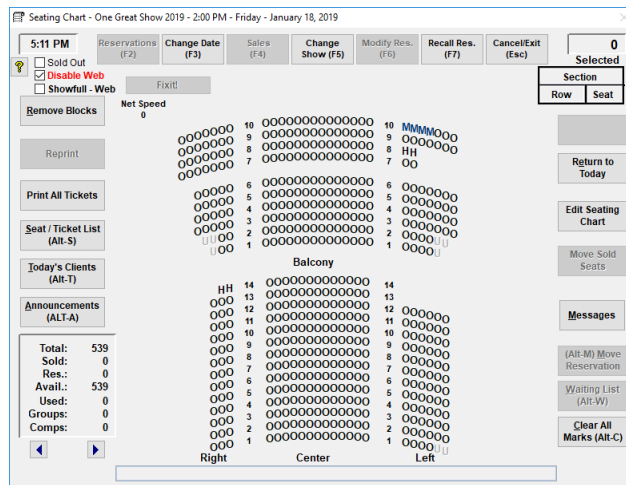
### 1-2-1 Show List -

1. Choose a show or all shows – Opens the [Show Calendar](#).
2. <Esc> Cancel - Return to [Ticket Sales/Reservations](#).

### 1-2-1-1 Show Calendar -

1. Select a show. This opens the [Seating Chart](#).
2. Arrow Keys – Previous or next month.

## 1-2-1-1 Seating Chart -



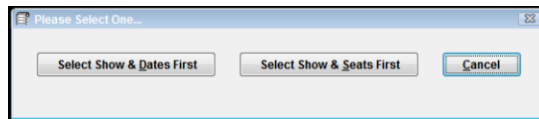
Go to [Seating Chart](#).

## 1-3 Create a Multi-Show Reservation -

**3 Create a Multi-Show Reservation**

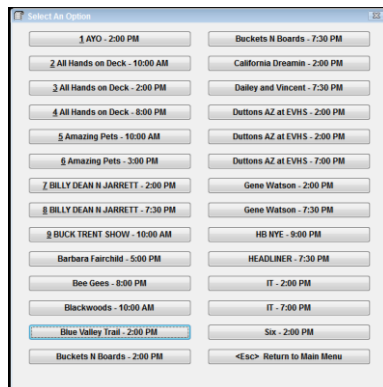
Opens Show Selection query. Return to [Ticket Sales/Reservations](#).

### 1-3-1 Show Selection Query -



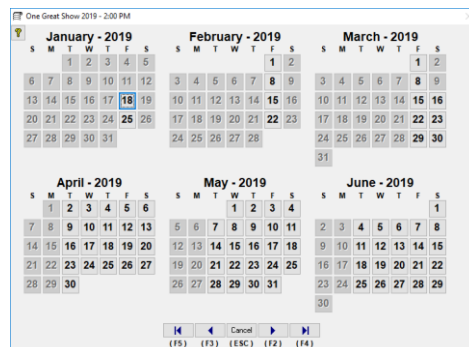
1. [Select Show & Dates First](#) –
2. [Select Show & Seats First](#) –
3. Cancel – Returns to [Main Menu](#).

### 1-3-1-1 Select Show & Dates First –



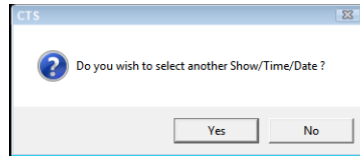
1. Selecting a show with its corresponding time opens a show calendar.
2. <ESC> Returns to [Main Menu](#).

### 1-3-1-1-1 Show Calendar -



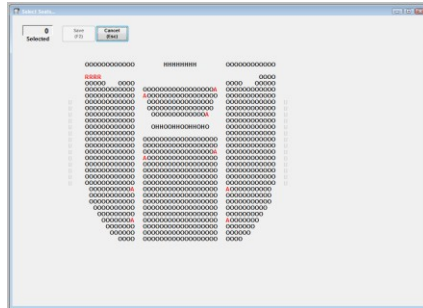
1. Clicking on a date adds that date to a list and returns to calendar for additional dates. Clicking Done opens query for selecting another show/time/date.
2. Right-click on a date to select that day of the week to a selectable ending date.

### 1-3-1-1-1-1 Add Show/Time/Date -



1. Yes- opens the Show List and repeats the process.
2. No- opens [Seat Selection](#).

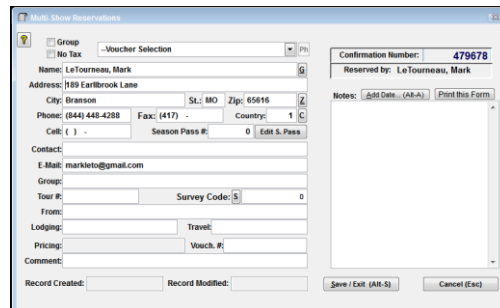
### 1-3-1-1-1-1-2 Seat Selection -



The Seat Selection chart represents all of the show/times/dates selected.

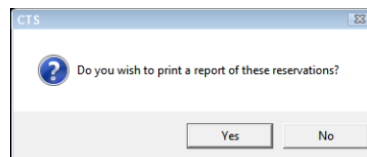
1. Select the number of seats desired.
2. Save opens a [Reservation Form](#).
3. Cancel – Aborts process and Returns to [Main Menu](#).

### 1-3-1-1-1-1-2-1 Reservation Form -



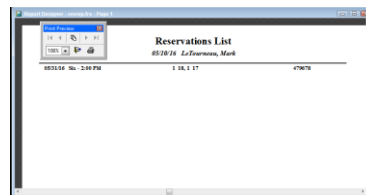
1. Enter information required.
2. Save/Exit - records all reservations and information and open report query.
3. Cancel – Returns to [Main Menu](#).

### 1-3-1-1-1-1-2-1-2 Query

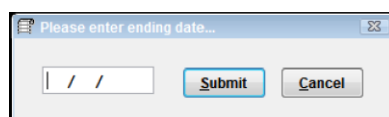


1. Yes- displays the report and allows for printing.
2. No – Returns to [Main Menu](#).

### 1-3-1-1-1-1-2-1-2-1 Report -



### 1-3-1-1-1-2 Ending Date –



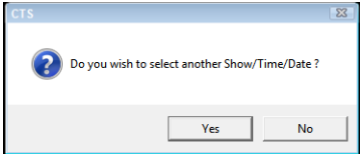
Enter date to set the end date for the Multi-Show Reservation.

1. Submit – Sets the ending date and

opens the query to Add Show Date and Time.

2. Cancel – Cancels the date range and returns to the Show Calendar.

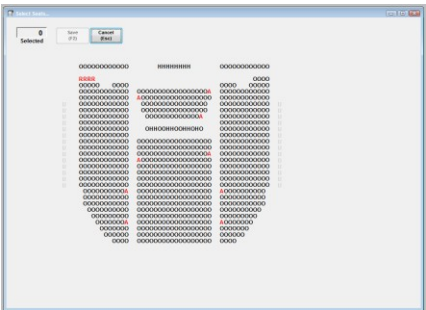
1-3-1-1-1-2-1 Add Show/Time/Date -



1. Yes- opens the Show List and repeats the process.

2. No- opens Seat Selection.

1-3-1-1-1-2-1-1 Seat Selection -



The Seat Selection chart represents all of the show/times/dates selected.

1. Select the number of seats desired.

2. Save - opens a Reservation Form.

3. Cancel – Aborts process and Returns to Main Menu.

1-3-1-1-1-2-1-2-1 Reservation Form -

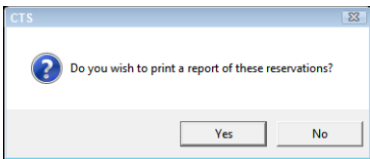
A screenshot of a "Reservation Form" window. It contains various input fields for reservation details: Name (LeTourneau, Mark), Address (101 Earlbrook Lane), City (Brandon), State (MD), Zip (65616), Phone (844) 448-4288, Fax (417), Country (1), Email (markleto@gmail.com), Group, Survey Code (S), and Confirmation Number (479678). There are also buttons for "Save/Exit (Alt-S)" and "Cancel (Esc)".

1. Enter information required.

2. Save/Exit - records all reservations and information and open Print Report query.

3. Cancel –

1-3-1-1-1-2-1-2-1-1 Query -



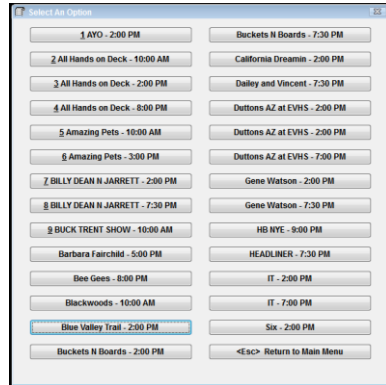
1. Yes- displays the report and allows for printing.

2. No – Returns to [Main Menu](#).

1-3-1-1-1-2-1-2-1-1-1 Report -

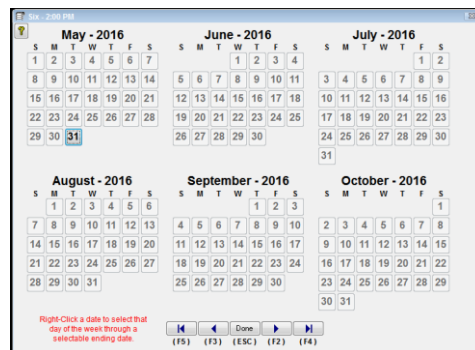


## 1-3-1-2 Select Show & Seats First –



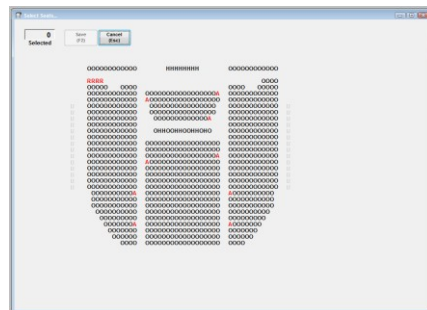
1. Selecting a show with its corresponding time opens a Show Calendar.
2. <ESC> Return to [Main Menu](#).

## 1-3-1-2-1 Show Calendar -



1. Clicking on a date adds that date to a list and returns to calendar for additional dates. Clicking Done opens query for selecting another show/time/date.
2. Right-click on a date to select that day of the week to a selectable ending date.

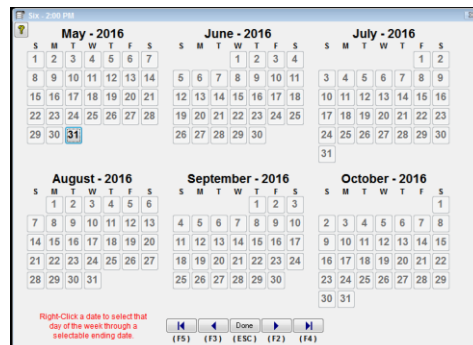
## 1-3-1-2-1-1 Seating Chart -



The Seat Selection Chart opens for the date selected.

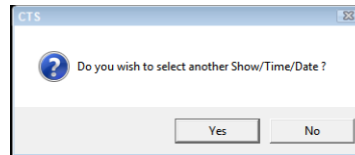
1. Select the number of seats desired.
2. Save - opens Calendar to add multiple dates for this show.
3. Cancel – Aborts process and returns to [Main Menu](#).

## 1-3-1-2-1-1-1 Calendar -



1. Once all of the dates desired are chosen, clicking Done opens a query.
2. A dialog box may appear if the seats selected are not available for that show/time/date.

### 1-3-1-2-1-1-1-1 Query –



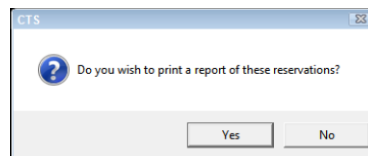
1. Yes- opens the Show List and repeats the process.
2. No- opens Reservation Form.

### 1-3-1-2-1-1-1-1-1 Reservation Form -

A complex form titled 'Multi-Show Reservations'. It contains numerous input fields for personal and contact information (Name, Address, City, State, Zip, Phone, Fax, Email, etc.) and reservation details (Confirmation Number, Reserved By, Notes, etc.). There are also buttons for 'Add Data', 'Print this Form', 'Save / Exit (Alt-S)', and 'Cancel (Esc)'.

1. Enter information required.
2. Save/Exit - records all reservations and information and open Print Report query.
3. Cancel –

### 1-3-1-2-1-1-1-1-1-2



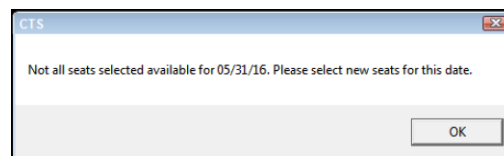
1. Yes- displays the report and allows for printing.
2. No – Returns to [Main Menu](#).

### 1-3-1-2-1-1-1-1-1-2-1 Report -

A screenshot of a window titled 'Reservations List'. It displays a table with reservation information. The table has columns for reservation number, date, time, and name. The data shown includes reservation number 882878, date 05/31/16, time 2:00 PM, and name LeTourneau, Mark.

Reservation #	Date	Time	Name
882878	05/31/16	2:00 PM	LeTourneau, Mark

### 1-3-1-2-1-1-1-2 Query –



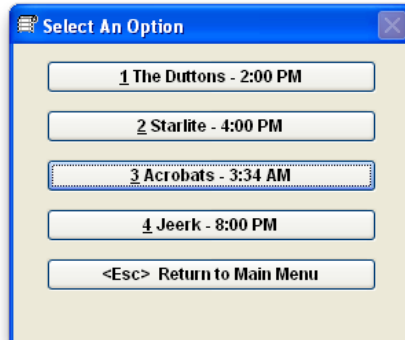
- OK – Returns to Seating Chart to select alternate seats.

## 1-4 View Seating Chart of Closed Show -

**3 View Seating Chart of Closed Show**

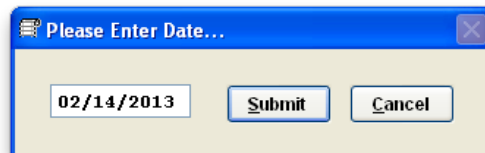
Opens a list of available shows by show name. Return to [Ticket Sales/Reservations](#).

### 1-4-1 Show List -



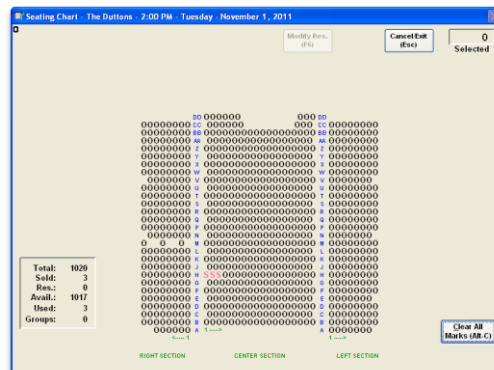
1. Choose a show. Opens a Date Entry.
2. <Esc> Return to Main Menu – Returns to [Main Menu](#).

### 1-4-1-1 Date Entry -



1. Enter Date –
2. Submit - This opens the [Seating Chart](#).
3. Cancel - Returns to [Main Menu](#).

### 1-4-1-1-1 Non-editable Seating Chart -



1. Cancel/Exit (Esc) – Returns to [Main Menu](#).
2. Click on a seat displays the information associated with the sale.
3. Clear All Marks – Deselects any highlighted seats.

## 1-5 Customer Check-In -

**4 Customer Check-In**

Open Sow List with available times. See [Select Show with Time then Date](#). Return to [Ticket Sales/Reservations](#).

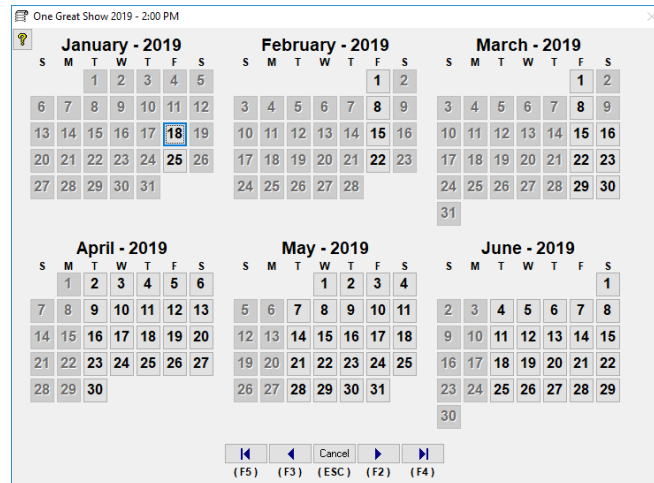
### 1-5-1 Show List -



1. Select a show – Opens Show Calendar.
2. <Esc> Return to Main Menu - Returns to [Main Menu](#).

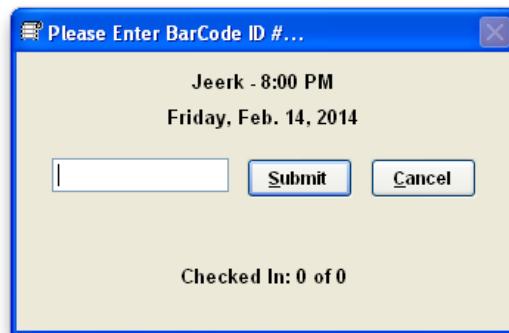


## 1-5-1-1 Show Calendar -



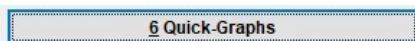
1. Select a show by date – Opens Customer Number Entry.
2. Navigation Bar – See [Navigation Bar](#).

## 1-5-1-1-1 Customer Number Entry -



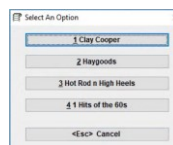
1. Bar codes are scanned from the customer ticket or entered via keyboard.
2. Submit – Records the hand-entered number, displays the status and updates the count.
3. Cancel - Returns to [Main Menu](#).

## 1-6 Quick Graphs -



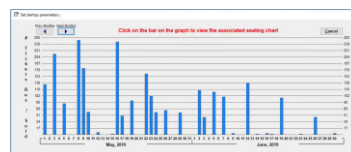
1. Opens List of Shows – Return to [Ticket Sales/Reservations](#).

### 1-6-1 List of shows



1. Select show name
2. <Esc> Return to Main Menu - Returns to [Main Menu](#).

### 1-6-1-1 Graphic display of reservations



1. Click bar to see associated Seating Chart
2. Arrow Buttons – Move 2 months. Will not go to month prior to current date.
3. Cancel – Return to [Main Menu](#) -

## 1-7 <Esc> Return to [Main Menu](#) -

<Esc> Return to Main Menu

As indicated. Return to [Ticket Sales/Reservations](#).

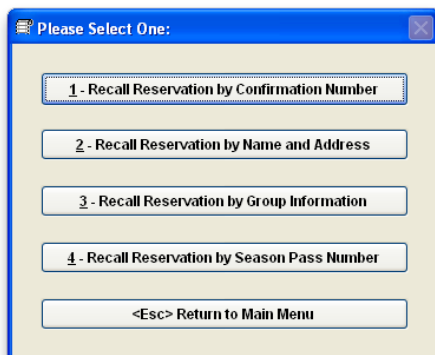
## Module 2: Recall Reservation -

### 2. Recall Reservation

Return to [Main Menu](#).

Opens a Selection Box of available options for recalling a reservation.

Return to [Table of Contents](#).



A dialog box titled "Please Select One:" with a close button in the top right corner. It contains five buttons stacked vertically: "1 - Recall Reservation by Confirmation Number", "2 - Recall Reservation by Name and Address", "3 - Recall Reservation by Group Information", "4 - Recall Reservation by Season Pass Number", and "<Esc> Return to Main Menu".

1. [Recall Reservation by Confirmation Number](#) –
2. [Recall Reservation by Name and Address](#) –
3. [Recall Reservation by Group Information](#) –
4. [Recall Reservation by Season Pass Number](#) –
5. <Esc> Return to Main Menu - Returns to [Main Menu](#).

### 2-1 Recall Reservation by Confirmation Number -

#### 1 - Recall Reservation by Confirmation Number

Opens a box to enter the Confirmation Number. Return to [Recall Reservation](#).

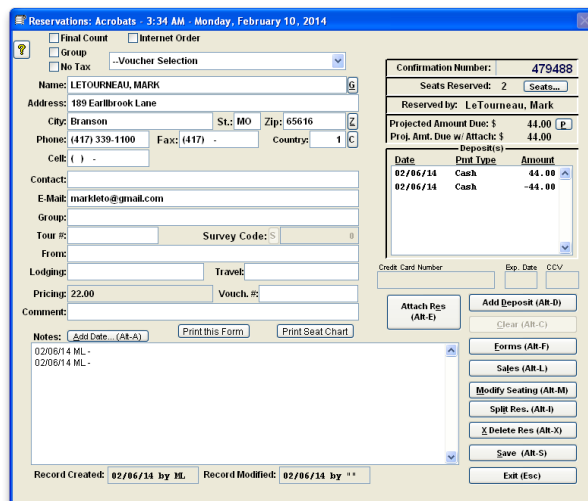
#### 2-1-1 Confirmation Number Entry -



A dialog box titled "Recall Reservation by Confirmation Number:". It has a text input field labeled "Confirmation #:". Below the field are two buttons: "Recall Reservation" and "Cancel (Esc)".

1. Confirmation # Entry –
2. Recall Reservation – Opens Reservation Form.
3. Cancel (Esc) - Return to [Recall Reservation](#).

#### 2-1-1-1 Reservation Form -



A screenshot of the "Reservations: Acrobats" form. The form is titled "Reservations: Acrobats - 3:34 AM - Monday, February 10, 2014". It contains various fields for reservation details, including Name, Address, City, State, Zip, Phone, Fax, Country, Email, Group, Survey Code, Lodging, Travel, Pricing, and Voucher. There are also buttons for "Print this Form" and "Print Seat Chart". The form is divided into sections for "Reservation Details", "Financials", and "Actions". The "Reservation Details" section includes fields for Confirmation Number, Seats Reserved, and Reserved by. The "Financials" section includes fields for Projected Amount Due, Proj. Amt. Due w/ Attach, and Deposits. The "Actions" section includes buttons for Attach Res, Add Deposit, Forms, Sales, Modify Seating, Split Res, Delete Res, Save, and Exit.

1. Go to [Reservation Form](#).

### 2-2 Recall Reservation by Name and Address -

#### 2 - Recall Reservation by Name and Address

Allows a reservation to be recalled by customer name or address.

Return to [Recall Reservation](#).

## 2-2-1 Customer Information -

**Recall Reservation by Name and Address:**

Name:

Address:

City:  St.:  Zip:

Phone: ( ) -  Fax: ( ) -

☒ Not Sold ☐ Sold ☐ Deleted

1. Customer Information –
2. Not Sold, Sold, Deleted –
3. Instant Search – Opens [Search Result List](#).
4. Search – Opens [Search Result List](#).
5. Clear – Clears the form.
6. Cancel (Esc) - Return to [Recall Reservation](#).

### 2-2-1-1 Search Result List -

**Recall Reservation by Name and Address:**

Click "F" button to expand information Click Confirmation Number to Recall Reservation Click "C" or [Esc] (Close Window) to cancel operation

Name	Address	City	St.	Zip	Phone	Conf. #	Seats	Date
LETOURNEAU, MARK	189 Earlbok Lane	Branson	MO	65616	(417) 339-1100	479433	Starline - 400 PM	01/09/12
LETOURNEAU, MARK	189 Earlbok Lane	Branson	MO	65616	(417) 339-1100	479459	The Dutton - 2:00 PM	08/19/13
LETOURNEAU, MARK	189 Earlbok Lane	Branson	MO	65616	(417) 339-1100	479483	The Dutton - 2:00 PM	08/19/13
LETOURNEAU, MARK	189 Earlbok Lane	Branson	MO	65616	(417) 339-1100	479482	The Dutton - 2:00 PM	08/20/13
LETOURNEAU, MARK	189 Earlbok Lane	Branson	MO	65616	(417) 339-1100	479486	Starline - 4:00 PM	08/22/13
LETOURNEAU, MARK	189 Earlbok Lane	Branson	MO	65616	(417) 339-1100	479487	Starline - 4:00 PM	08/29/13
LETOURNEAU, MARK	189 Earlbok Lane	Branson	MO	65616	(417) 339-1100	479488	Starline - 4:00 PM	08/24/13
LETOURNEAU, MARK	189 Earlbok Lane	Branson	MO	65616	(417) 339-1100	479479	Starline - 4:00 PM	08/28/13
LETOURNEAU, MARK	189 Earlbok Lane	Branson	MO	65616	(417) 339-1100	479471	Indianapolis Day - 6:00 PM	09/16/13
LETOURNEAU, MARK	189 Earlbok Lane	Branson	MO	65616	(417) 339-1100	479481	Indianapolis Day - 6:00 PM	09/20/13
LETOURNEAU, MARK	189 Earlbok Lane	Branson	MO	65616	(417) 339-1100	479482	Starline - 4:00 PM	12/18/13
LETOURNEAU, MARK	189 Earlbok Lane	Branson	MO	65616	(417) 339-1100	479484	Starline - 4:00 PM	12/18/13
LETOURNEAU, MARK	189 Earlbok Lane	Branson	MO	65616	(417) 339-1100	479485	Starline - 4:00 PM	01/14/14
LETOURNEAU, MARK	189 Earlbok Lane	Branson	MO	65616	(417) 339-1100	479486	Joshi - 8:00 PM	02/14/14
LETOURNEAU, MARK	189 Earlbok Lane	Branson	MO	65616	(417) 339-1100	479488	Acrobats - 3:34 AM	02/10/14
LETOURNEAU, MARK	189 Earlbok Lane	Branson	MO	65616	(417) 339-1100	479481	Starline - 4:00 PM	02/13/14

1. Select the Confirmation Number from the list. This opens a Reservation Form.

### 2-2-1-1-1 Reservation Form -

**Reservations: Acrobats - 3:34 AM - Monday, February 10, 2014**

☐ Final Count ☐ Internet Order

☐ Group ☐ No Tax

Name: LETOURNEAU, MARK

Address: 189 Earlbok Lane

City: Branson St.: MO Zip: 65616

Phone: (417) 339-1100 Fax: (417) - Country: 1

Cell: ( ) -

Contact:

E-Mail: marketo@gmail.com

Group:

Tour #:  Survey Code:

From:

Lodging:  Travel:

Pricing: 22.00 Vouch. #:

Comment:

Notes:

Record Created: 02/06/14 by ML Record Modified: 02/06/14 by "

Confirmation Number: 479488

Seats Reserved: 2

Reserved by: LeTourneau, Mark

Projected Amount Due: \$ 44.00

Proj. Amt. Due w/ Attach: \$ 44.00

Deposit(s):

Date	Print Type	Amount
02/06/14	Cash	44.00
02/06/14	Cash	-44.00

Credit Card Number:  Exp. Date:  CCV:

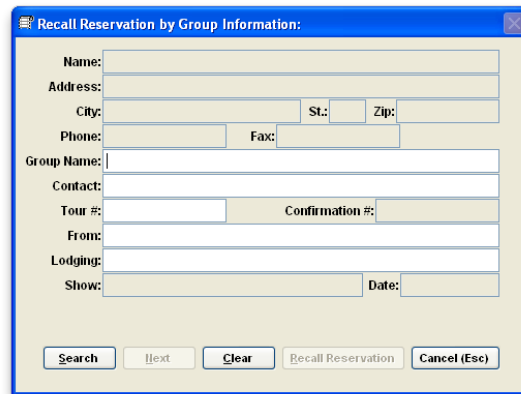
Go to [Reservation Form](#).

## 2-3 Recall Reservation by Group Information -

Allows reservations to be recalled by group information lookup.  
Return to [Recall Reservation](#).

**3 - Recall Reservation by Group Information**

## 2-3-1 Group Information -



Recall Reservation by Group Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ St.: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Group Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Tour #: \_\_\_\_\_ Confirmation #: \_\_\_\_\_

From: \_\_\_\_\_

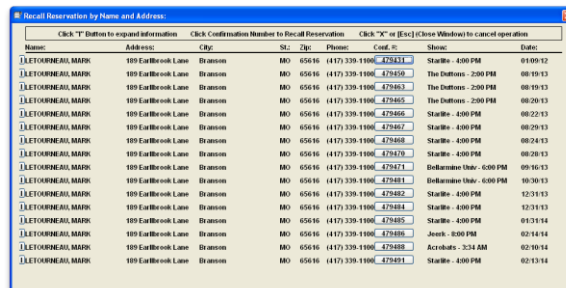
Lodging: \_\_\_\_\_

Show: \_\_\_\_\_ Date: \_\_\_\_\_

Search Next Clear Recall Reservation Cancel (Esc)

1. Enter the group information to create a search.
2. Search - This opens a [Search Result List](#).
3. Clear – Clears all input in the window.
4. Cancel (Esc) - Return to [Recall Reservation](#).

### 2-3-1-1 Search Result List -



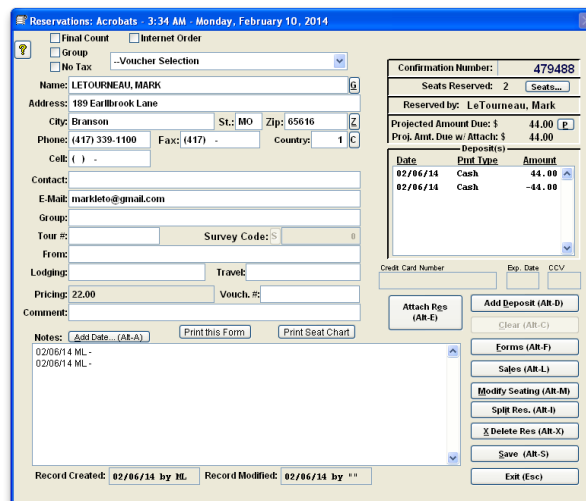
Recall Reservation by Name and Address:

Click "F" button to expand information. Click Confirmation Number to Recall Reservation. Click "C" or [Esc] (Close Window) to cancel operation.

Name	Address	City	St.	Zip	Phone	Conf. #	Show	Date
LETOURNEAU, MARK	189 Earlbrook Lane	Branson	MO	65616	(417) 339-1100	479488	Starline - 4:00 PM	01/09/12
LETOURNEAU, MARK	189 Earlbrook Lane	Branson	MO	65616	(417) 339-1100	479489	The Buffers - 2:00 PM	06/19/13
LETOURNEAU, MARK	189 Earlbrook Lane	Branson	MO	65616	(417) 339-1100	479490	The Buffers - 2:00 PM	06/19/13
LETOURNEAU, MARK	189 Earlbrook Lane	Branson	MO	65616	(417) 339-1100	479491	The Buffers - 2:00 PM	06/20/13
LETOURNEAU, MARK	189 Earlbrook Lane	Branson	MO	65616	(417) 339-1100	479492	Starline - 4:00 PM	06/22/13
LETOURNEAU, MARK	189 Earlbrook Lane	Branson	MO	65616	(417) 339-1100	479493	Starline - 4:00 PM	06/29/13
LETOURNEAU, MARK	189 Earlbrook Lane	Branson	MO	65616	(417) 339-1100	479494	Starline - 4:00 PM	06/24/13
LETOURNEAU, MARK	189 Earlbrook Lane	Branson	MO	65616	(417) 339-1100	479495	Starline - 4:00 PM	06/20/13
LETOURNEAU, MARK	189 Earlbrook Lane	Branson	MO	65616	(417) 339-1100	479496	Delamare Univ. - 6:00 PM	09/16/13
LETOURNEAU, MARK	189 Earlbrook Lane	Branson	MO	65616	(417) 339-1100	479497	Delamare Univ. - 6:00 PM	10/30/13
LETOURNEAU, MARK	189 Earlbrook Lane	Branson	MO	65616	(417) 339-1100	479498	Starline - 4:00 PM	12/31/13
LETOURNEAU, MARK	189 Earlbrook Lane	Branson	MO	65616	(417) 339-1100	479499	Starline - 4:00 PM	12/31/13
LETOURNEAU, MARK	189 Earlbrook Lane	Branson	MO	65616	(417) 339-1100	479500	Starline - 4:00 PM	01/31/14
LETOURNEAU, MARK	189 Earlbrook Lane	Branson	MO	65616	(417) 339-1100	479501	Jacks - 8:00 PM	02/14/14
LETOURNEAU, MARK	189 Earlbrook Lane	Branson	MO	65616	(417) 339-1100	479502	Acrobats - 3:34 AM	02/10/14
LETOURNEAU, MARK	189 Earlbrook Lane	Branson	MO	65616	(417) 339-1100	479503	Starline - 4:00 PM	02/13/14

1. Select the Confirmation Number from the list. This opens a [Reservation Form](#).

### 2-3-1-1-1 Reservation Form -



Reservations: Acrobats - 3:34 AM Monday, February 10, 2014

☐ Final Count ☐ Internet Order

☐ Group ☐ No Tax

Voucher Selection: \_\_\_\_\_

Name: LETOURNEAU, MARK

Address: 189 Earlbrook Lane

City: Branson St.: MO Zip: 65616

Phone: (417) 339-1100 Fax: (417) \_\_\_\_\_ Country: US

Cell: ( ) - \_\_\_\_\_

Contact: \_\_\_\_\_

E-Mail: marketo@gmail.com

Group: \_\_\_\_\_

Tour #: \_\_\_\_\_ Survey Code: % \_\_\_\_\_

From: \_\_\_\_\_

Lodging: \_\_\_\_\_ Travel: \_\_\_\_\_

Pricing: 22.00 Vouch. #: \_\_\_\_\_

Comment: \_\_\_\_\_

Notes: (Add Date... (Alt-A)) Print this Form Print Seat Chart

Record Created: 02/06/14 by ML Record Modified: 02/06/14 by ML

Confirmation Number: 479488

Seats Reserved: 2 (Seats...)

Reserved by: LeTourneau, Mark

Projected Amount Due \$ 44.00

Proj. Amt. Due w/ Attach \$ 44.00

Date	Print Type	Amount
02/06/14	Cash	44.00
02/06/14	Cash	-44.00

Credit Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ CCV: \_\_\_\_\_

Attach Res (Alt-E) Add Deposit (Alt-D)

Clear (Alt-C)

Forms (Alt-F)

Sales (Alt-L)

Modify Seating (Alt-M)

Split Res. (Alt-I)

Delete Res. (Alt-X)

Save (Alt-S)

Exit (Esc)

Go to [Reservation Form](#).

## 2-4 Recall Reservation by Season Pass Number – Return to [Recall Reservation](#).

### 4 - Recall Reservation by Season Pass Number

Allow a reservation to be recalled by a Season Pass number. Opens [Season Pass Number Entry](#).

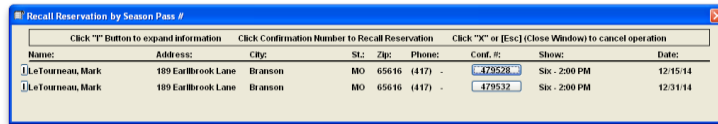
## 2-4-1 Season Pass Number Entry -



A dialog box titled "Recall Reservation by Confirmation Number:". It contains a text input field labeled "Season Pass Number" with the value "0". Below the input field are two buttons: "Recall Reservation" and "Cancel (Esc)".

1. Season Pass # Entry – Enter Season Pass number.
2. Recall Reservation – Opens Recall Reservation by Season Pass # List.
3. Cancel (Esc) - Return to [Recall Reservation](#).

### 2-4-1-1 Recall Reservation by Season Pass # List-



A window titled "Recall Reservation by Season Pass #" displaying a list of reservations. It includes instructions at the top: "Click 'T' button to expand information", "Click Confirmation Number to Recall Reservation", and "Click 'X' or [Esc] (Close Window) to cancel operation". The table below lists reservation details.

Name:	Address:	City:	St.:	Zip:	Phone:	Conf. #:	Show:	Date:
LeTourneau, Mark	189 Earlbreek Lane	Branson	MO	65616	(417) -	479528	Six - 2:00 PM	12/15/14
LeTourneau, Mark	189 Earlbreek Lane	Branson	MO	65616	(417) -	479532	Six - 2:00 PM	12/31/14

1. Select the Confirmation Number from the list. This opens the [Reservation Form](#) associated with that reservation.

2-5 <Esc> Return to [Main Menu](#) -  
As indicated.

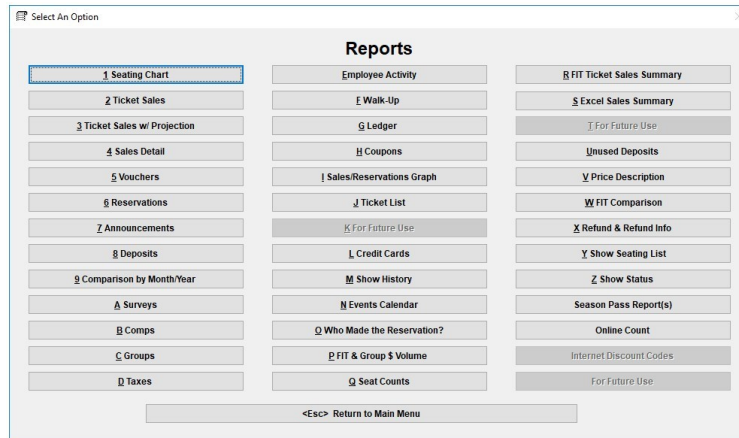
<Esc> Return to Main Menu

## Module 3: Reports -

### 3. Reports

Return to [Main Menu](#).

Return to [Table of Contents](#).



1. [Seating Chart](#) -
  2. [Ticket Sales](#) -
  3. [Ticket Sales w/Projection](#) -
  4. [Sales Detail](#) -
  5. [Vouchers](#) -
  6. [Reservations List](#) -
  7. [Announcements](#) -
  8. [Deposit Report](#) -
  9. [Comparison By Month/Year](#) -
  - A. [Surveys](#) -
  - B. [Comps](#) -
  - C. [Groups](#) -
  - D. [Taxes](#) -
  - E. [Employee Activity](#) -
  - F. [Walk-Up](#) -
  - G. [Ledger](#) -
  - H. [Coupons](#) -
  - I. [Sales/Reservations Graph](#) -
  - J. [Ticket List](#) -
  - K. [For Future Use](#) -
  - L. [Credit Cards](#) -
  - M. [Show History](#) -
  - N. [Events Calendar](#) -
  - O. [Who Made the Reservation?](#) -
  - P. [FIT & Group \\$ Volume](#) -
  - Q. [Seat Counts](#) -
  - R. [FIT Ticket Sales Summary](#) -
  - S. [Excel Sales Summary](#) -
  - T. [For Future Use](#) -
  - U. [Unused Deposits](#) -
  - V. [Price Description](#) -
  - W. [FIT Comparison](#) -
  - X. [Refund & Refund Info](#) -
  - Y. [Show Seating List](#) -
  - Z. [Show Status](#) -
  - [Season Pass Report\(s\)](#) -
  - [Online Count](#) -
  - [Internet Discount Codes](#) -
  - [For Future Use](#)
- <ESC> Return to [Main Menu](#).

### 3-1 Seating Chart -

#### 1 Seating Chart

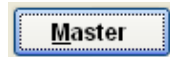
Allows operator to print a Master Seating Chart for a selected show on a selected day. It also allows operator to select an Individual Seating Chart based on Date or Confirmation Number. Return to [Reports Menu](#).

### 3-1-1 Seating Chart Option -



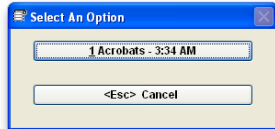
1. Opens [Master Seating Chart](#) –
2. Opens [Individual Seating Chart](#) –
3. Cancel – Return to [Reports Menu](#).

#### 3-1-1-1 Master Seating Chart -



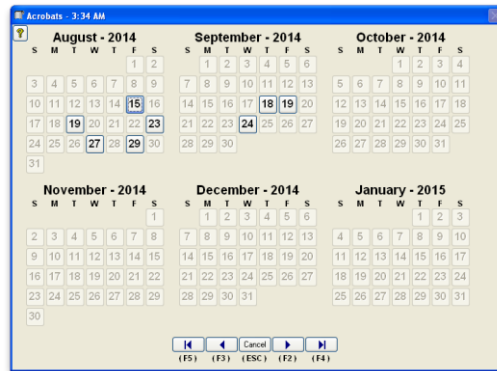
Opens a Show List.

##### 3-1-1-1-1 Show List -



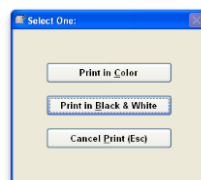
1. Choose a show from the Show List. This opens a Show Calendar.
2. <Esc> Cancel – Return to [Reports Menu](#).

##### 3-1-1-1-1-1 Show Calendar -



1. Choose the date by clicking on it. This opens Print Options.
2. Navigation Bar – [Navigation Buttons](#)

##### 3-1-1-1-1-1-1 Print Options -



1. Print in Color –
2. Print in Black & White –
3. Cancel Print (Esc) – Return to [Reports Menu](#).

#### 3-1-1-2 Individual Seating Chart -



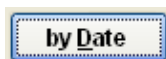
Opens Chart Options.

##### 3-1-1-2-1 Chart Options -



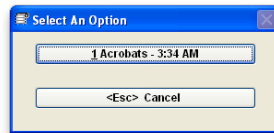
1. by Date –
2. by Conf. # -
3. Cancel – Return to [Reports Menu](#).

##### 3-1-1-2-1-1 by Date -



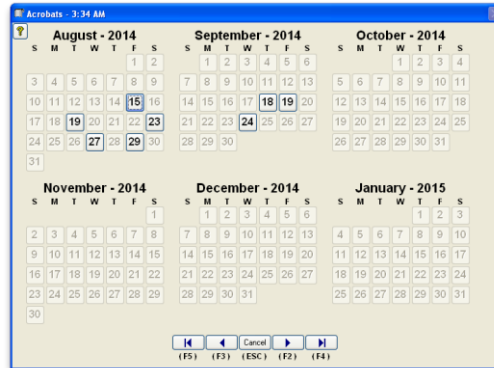
Opens a Show List -

### 3-1-1-2-1-1 Show List -



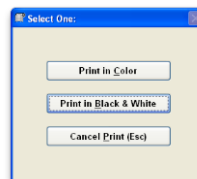
1. Opens the Show Calendar for that show.
2. <Esc> Cancel – Return to [Reports Menu](#).

### 3-1-1-2-1-1-1 Show Calendar -



1. Select the Date of the show opens Print Options.
2. Navigation Bar – [Navigation Buttons](#).

### 3-1-1-2-1-1-1-1 Print Options -



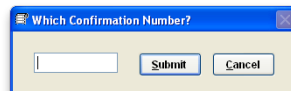
1. Print in Color – Sends report to Printer to print in color.
2. Print in Black & White – Sends report to Printer to print in b/w.
3. Cancel Print (Esc) – Return to [Reports Menu](#).

### 3-1-1-2-1-2 by Conf. # -



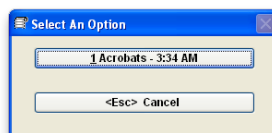
Opens a Confirmation Number Entry -

### 3-1-1-2-1-2-1 Confirmation Number Entry -



1. Number Entry – type Confirmation number .
2. Submit – Opens Show List
3. Cancel - Return to [Reports Menu](#).

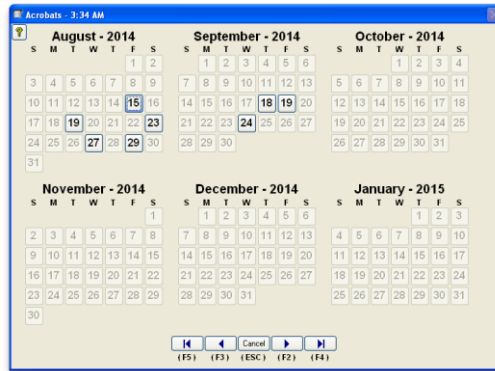
### 3-1-1-2-1-2-1-1 Show List -



1. Opens the Show Calendar for that show.
2. <Esc> Cancel – Return to [Reports Menu](#).

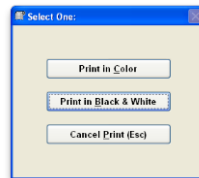


### 3-1-1-2-1-1-1 Show Calendar -



1. Select the Date of the show opens [Print Options.](#)
2. Navigation Bar – [Navigation Buttons.](#)

### 3-1-1-2-1-1-1 Print Options -



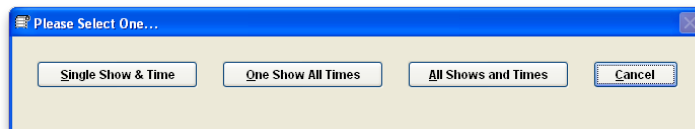
1. Print in Color – Sends report to Printer to print in color.
2. Print in Black & White – Sends report to Printer to print in b/w.
3. Cancel Print (Esc) – Return to [Reports Menu.](#)

### 3-2 Ticket Sales -

**2 Ticket Sales**

Allows operator to print a report of all or some Ticket Sales. Return to [Reports Menu.](#)

#### 3-2-1 Selection Options -



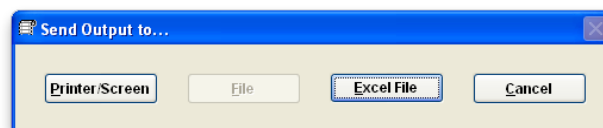
1. [Single Show & Time](#) –
2. [One Show All Times](#) –
3. [All Shows and Times](#) –
4. Cancel – Return to [Reports Menu.](#)

#### 3-2-1-1 Single Show & Time -

**Single Show & Time**

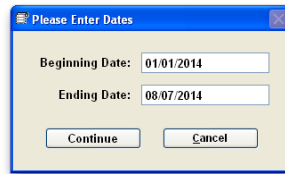
Opens Print/Export Options -

#### 3-2-1-1-1 Print/Export Options -



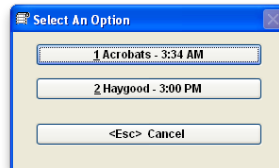
1. Printer/Screen – Opens Date Range.
2. File – Disabled.
3. Excel File – Creates [Excel File](#)
4. Cancel – Return to [Reports Menu.](#)

### 3-2-1-1-1-1 Date Range -



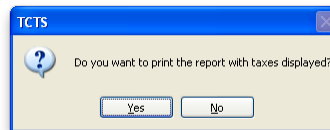
1. Beginning Date -
2. Ending Date -
3. Continue – Opens Show List.
4. Cancel – Return to [Reports Menu](#).

### 3-2-1-1-1-1 Show List -



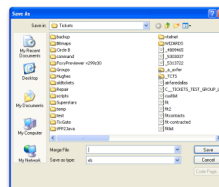
- 1 Choosing a show opens Tax Display Option.
2. Cancel - Return to [Reports Menu](#).

### 3-2-1-1-1-1-1 Taxes Displayed Option -



1. Choose the Tax display option.
2. Both opens the [Print Preview](#).

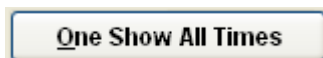
### 3-2-1-1-1-3 Excel File -



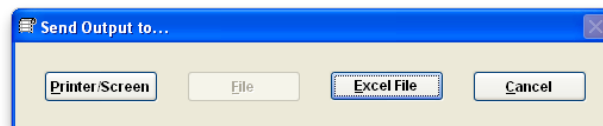
Opens Windows Dialogue -

1. Create or choose the file name –
2. Create or choose the file destination –
3. Save – Creates the file
4. Cancel – Return to [Reports Menu](#).

### 3-2-1-2 One Show All Times –

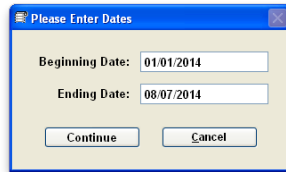


### 3-2-1-2-1 Print/Export Options -



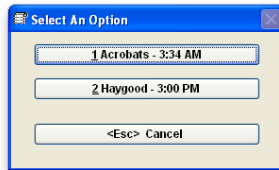
1. Printer/Screen – Opens Date Range.
2. File – Disabled.
3. Excel File –
4. Cancel – Return to [Reports Menu](#).

### 3-2-1-2-1-1 Date Range -

A dialog box titled "Please Enter Dates" with a blue header bar. It contains two text input fields: "Beginning Date:" with the value "01/01/2014" and "Ending Date:" with the value "08/07/2014". Below the fields are two buttons: "Continue" and "Cancel".

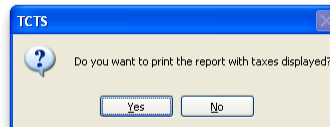
1. Beginning Date – Enter date.
2. Ending Date – Enter date.
3. Continue – Opens Show Name List.
4. Cancel – Return to [Reports Menu](#).

### 3-2-1-2-1-1-3 Show Name List -

A dialog box titled "Select An Option" with a blue header bar. It contains two list items: "1 Acrobats - 3:34 AM" and "2 Haygood - 3:00 PM". Below the list items is a button labeled "<Esc> Cancel".

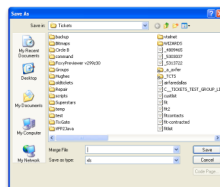
1. Choose a Show Name – Opens Tax display option.
2. <Esc> Cancel - Return to [Reports Menu](#).

### 3-2-1-2-1-1-3-1 Taxes Displayed Option -

A dialog box titled "TCTS" with a blue header bar. It contains a question mark icon and the text "Do you want to print the report with taxes displayed?". Below the text are two buttons: "Yes" and "No".

1. Choose the Tax display option.
2. Both opens the [Print Preview](#).

### 3-2-1-2-1-3 Excel File -

A "Save As" dialog box with a blue header bar. It shows a file explorer view with a list of files and folders. The "File name" field is empty, and the "Save in" field shows "My Computer".

Opens Windows Dialogue -

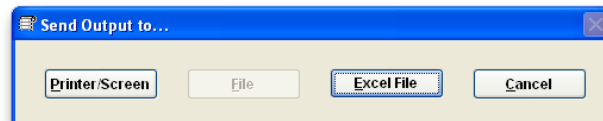
1. Create or choose the file name –
2. Create or choose the file destination –
3. Save – Creates the file
4. Cancel – Return to [Reports Menu](#).

### 3-2-1-3 All Shows and Times –

A button with a blue border and the text "All Shows and Times".

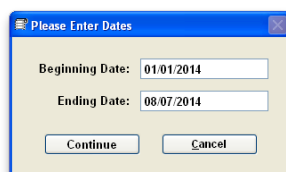
Opens Print/Export Options -

### 3-2-1-3-1 Print/Export Options -

A dialog box titled "Send Output to..." with a blue header bar. It contains four buttons: "Printer/Screen", "File", "Excel File", and "Cancel".

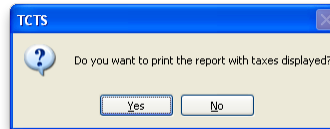
1. Printer/Screen – Opens Date Range.
2. File – Disabled.
3. Excel File –
4. Cancel – Return to [Reports Menu](#).

### 3-2-1-3-1-1 Date Range -

A dialog box titled "Please Enter Dates" with a blue header bar. It contains two text input fields: "Beginning Date:" with the value "01/01/2014" and "Ending Date:" with the value "08/07/2014". Below the fields are two buttons: "Continue" and "Cancel".

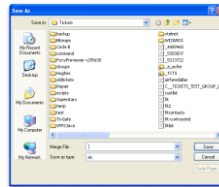
1. Beginning Date -
2. Ending Date -
3. Continue – Opens Tax display option.
4. Cancel – Return to [Reports Menu](#).

### 3-2-1-3-1-3 Taxes Displayed Option -



1. Choose the Tax display option.
2. Either choice opens the [Print Preview](#).

### 3-2-1-3-1-3 Excel File -



Opens Windows Dialogue -

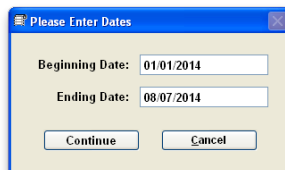
1. Create or choose the file name –
2. Create or choose the file destination –
3. Save – Creates the file
4. Cancel – Return to [Reports Menu](#).

### 3-3 Ticket Sales w/Projection -

#### **3 Ticket Sales w/ Projection**

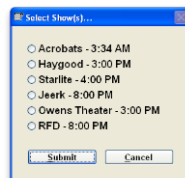
Similar to Ticket Sales Report, this report modifies the information displayed for Ticket Sales. A Range of Dates is selected and a list of available shows is displayed. One or more shows can be selected. Return to [Reports Menu](#).

#### 3-3-1 Date Range -



1. Beginning Date – Enter beginning date.
2. Ending Date – Enter ending date.
3. Continue – Opens Show Selection
4. Cancel – Return to [Reports Menu](#).

#### 3-3-1-1 Show Selection -



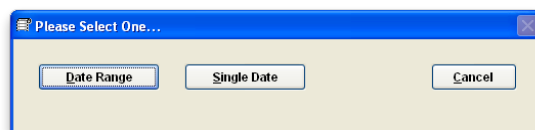
1. Choose Show and Date – Any combination.
2. Submit – Opens [Print Preview](#).
3. Cancel – Return to [Reports Menu](#).

### 3-4 Sales Detail -

#### **4 Sales Detail**

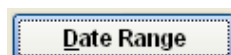
This report displays all payments received for a given date(s). Return to [Reports Menu](#).

#### 3-4-1 Date Range Option -



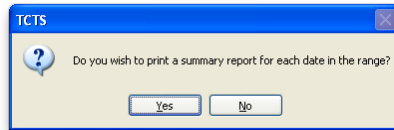
1. [Date Range](#) –
2. [Single Date](#) –
3. Cancel - Return to [Reports Menu](#).

#### 3-4-1-1 Date Range -



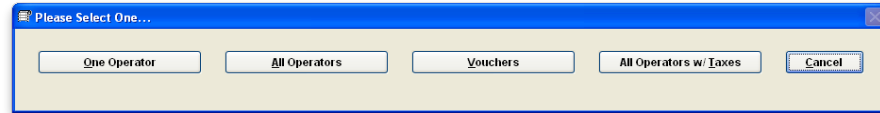
Opens Summary Report Option -

### 3-4-1-1-1 Summary Report Option -



1. Yes – Open Summary Report for each date.
2. No - Does not summarize each date.
3. Both open Operator Detail Option.

### 3-4-1-1-1-1 Operator Detail Option -



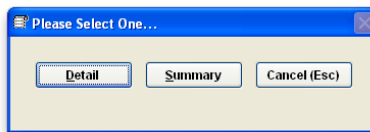
1. One Operator –
2. All Operators –
3. Vouchers – Limits report to just Vouchers.
4. All Operators w/Taxes –
5. Cancel - Return to [Reports Menu](#).

### 3-4-1-1-1-1-1 One Operator –



Opens Detail Option -

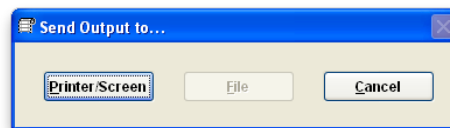
### 3-4-1-1-1-1-1-1 Detail Option -



1. Detail – Opens Output Option.
2. Summary –
3. Cancel (Esc) - Return to

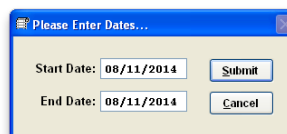
[Reports Menu](#).

### 3-4-1-1-1-1-1-1-1 Output Option -



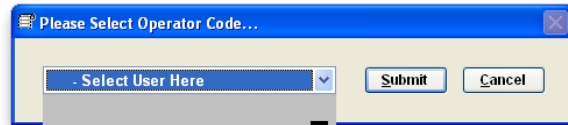
1. Printer/Screen – Opens Date Range.
2. File – Disabled.
3. Cancel - Return to [Reports Menu](#).

### 3-4-1-1-1-1-1-1-1-1 Date Range -



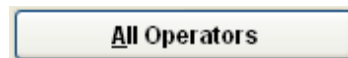
1. Start Date –
2. End Date –
3. Submit –
4. Cancel - Return to [Reports Menu](#).

### 3-4-1-1-1-1-1-1-1 Operator Selection-



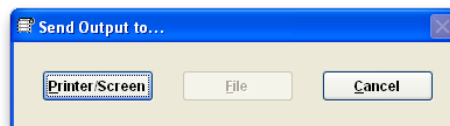
1. Select the Operator by the number code for the user.
2. Submit – Opens [Print Preview](#).
3. Cancel - Return to [Reports Menu](#).

### 3-4-1-1-1-2 All Operators -



Opens Output Option -

### 3-4-1-1-1-2-1 Output Option -



1. Printer/Screen – Opens Date Range
2. File – Disabled.
3. Cancel - Return to

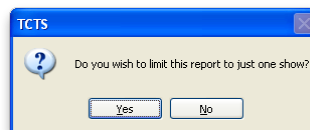
[Reports Menu](#).

### 3-4-1-1-1-2-1-1 Date Range -



1. Start Date – Enter date.
2. End Date – Enter dates
3. Submit – Opens Limit to Show.
4. Cancel - Return to [Reports Menu](#).

### 3-4-1-1-1-2-1-1-1 Limit to Show -



1. Yes – Limits report to a single show. Opens a Show List.
2. No – All shows are displayed.

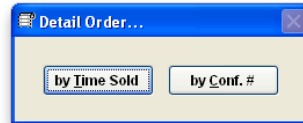
### 3-4-1-1-1-2-1-1-1-1 Show List -



1. Choose from the list of available shows. Opens Detail Order.
2. <Esc> Cancel – Return to [Reports Menu](#).

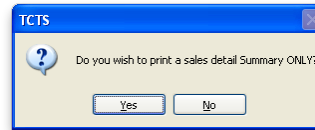


### 3-4-1-1-2-1-1-1-1 Detail Order -



1. By Time Sold –
2. By Conf. # -

### 3-4-1-1-2-1-1-1-(1-2)-1 Summary Only -



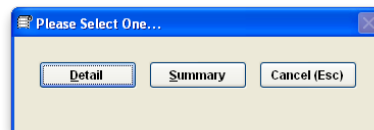
1. Yes – Opens [Print Preview.](#)
2. No – Opens [Print Preview.](#)

### 3-4-1-1-1-3 Vouchers–



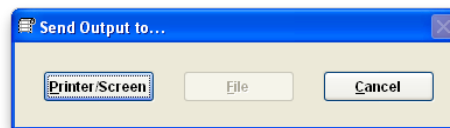
Opens Detail Option -

### 3-4-1-1-1-3-1 Detail Option -



1. Detail – Detailed Voucher report. Opens Output Option.
2. Summary – Summary Voucher report. Opens Output Option.
3. Cancel (Esc) - Return to [Reports Menu.](#)

### 3-4-1-1-1-3-1-1 Output Option -



1. Printer/Screen –
2. File – Disabled.
3. Cancel - Return to [Reports Menu.](#)

### 3-4-1-1-1-3-1-1-1 Date Range -



1. Start Date –
2. End Date –
3. Submit –
4. Cancel - Return to [Reports Menu.](#)

### 3-4-1-1-1-3-1-1-1 Show Option -



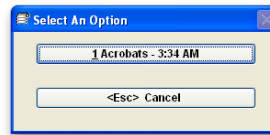
1. Single – One show and time for the range of dates. Opens Show List with Times.
2. All Shows – All shows and times for the range of dates. Skips the Show List with



Times. Opens Report Order.

3. One Show All Times – One show and all times for the range of dates. Opens Show List.

3-4-1-1-1-3-1-1-1-1 Show List with Times -

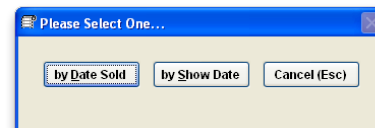


3-4-1-1-1-3-1-1-1-3 Show List -



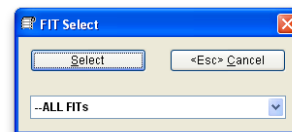
1. Choose a show –
2. <Esc> Cancel – Return to [Reports Menu](#).

3-4-1-1-1-3-1-1-1-1-(1-2-3)-1 Report Order -



Both options open FIT List.

3-4-1-1-1-3-1-1-1-1(1-2-3)-2



1. Select – Open [Print Preview](#).
2. <Esc> Cancel –
3. FIT List – Drop down list of all FITs to choose one or all FITs.

3-4-1-1-1-4 All Operators w/Taxes –



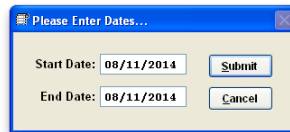
Opens Output Options –

### 3-4-1-1-4-1 Output Option -



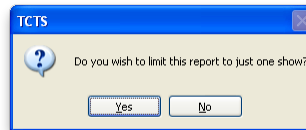
1. Printer/Screen –
2. File – Disabled.
3. Cancel - Return to [Reports Menu](#).

### 3-4-1-1-4-1-1 Date Range -



1. Start Date –
2. End Date –
3. Submit – Opens Limit to one show.
4. Cancel - Return to [Reports Menu](#).

### 3-4-1-1-4-1-1-1 Limit to Show -



1. Yes – Limits report to a single show. Opens a Show List.

2. No – All shows are

displayed.

### 3-4-1-1-4-1-1-1-1 Show List -



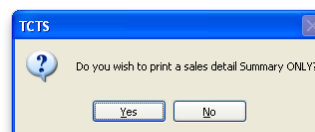
1. Choose from the list of available shows. Opens Detail Order.
2. <Esc> Cancel – Return to [Reports Menu](#).

### 3-4-1-1-4-1-1-1-2 Detail Order -



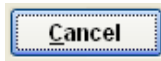
1. By Time Sold –
2. By Conf. # -

### 3-4-1-1-4-1-1-1-(1-2)-1 Summary Only -



1. Yes – Opens [Print Preview](#).
2. No – Opens [Print Preview](#).

### 3-4-1-1-1-5 Cancel -



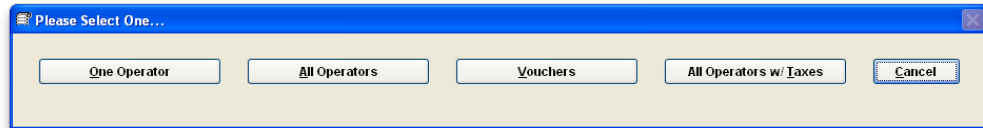
Return to [Reports Menu](#).

### 3-4-1-2 Single Date -



Opens Operator Detail Option.

#### 3-4-1-2-1 Operator Detail Option -



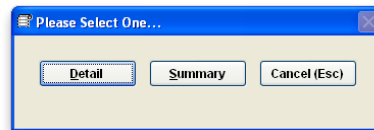
1. One Operator –
2. All Operators –
3. Vouchers – Limits report to just Vouchers.
4. All Operators w/Taxes –
5. Cancel - Return to [Reports Menu](#).

#### 3-4-1-2-1-1 One Operator –



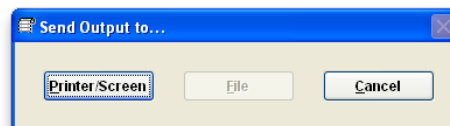
Opens Detail Option -

#### 3-4-1-2-1-1-1 Detail Option -



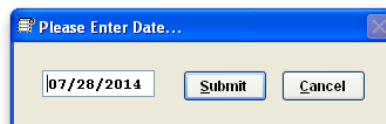
1. Detail –
2. Summary –
3. Cancel (Esc) - Return to [Reports Menu](#).

#### 3-4-1-2-1-1-1-1 Output Option -



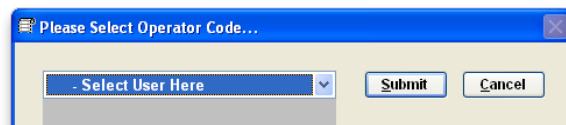
1. Printer/Screen –
2. File – Disabled.
3. Cancel - Return to [Reports Menu](#).

#### 3-4-1-2-1-1-1-1-1 Enter Date -



1. Date Entry –
2. Submit –
3. Cancel - Return to [Reports Menu](#).

#### 3-4-1-2-1-1-1-1-1-1 Operator Selection -



1. Select the Operator by the number code for the user.

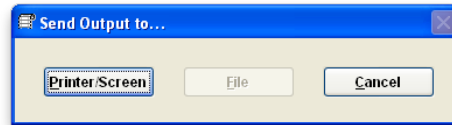
2. Submit – Opens [Print Preview](#).
3. Cancel - Return to [Reports Menu](#).

### 3-4-1-2-1-2 All Operators –



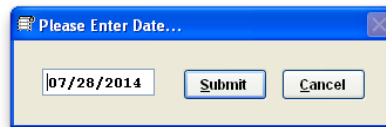
Opens Output Option -

### 3-4-1-2-1-2-1 Output Option -



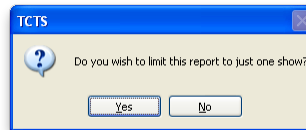
1. Printer/Screen –
2. File – Disabled.
3. Cancel - Return to [Reports Menu](#).

### 3-4-1-2-1-2-1-1-1 Enter Date -



1. Date Entry –
2. Submit –
3. Cancel - Return to [Reports Menu](#).

### 3-4-1-2-1-2-1-1-1-1 Limit to Show -



1. Yes – Limits report to a single show. Opens a Show List.

2. No – All shows are

displayed.

### 3-4-1-2-1-2-1-1-1-1-1 Show List -



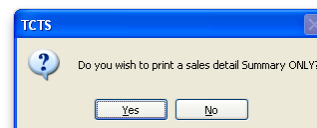
1. Choose from the list of available shows. Opens Detail Order.
2. <Esc> Cancel –

### 3-4-1-2-1-2-1-1-1-2 Detail Order -



1. By Time Sold –
2. By Conf. # -

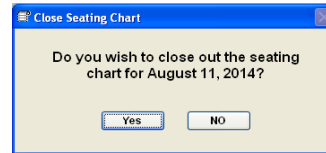
### 3-4-1-2-1-2-1-1-1-(1-2)-1 Summary Only -



1. Yes – Opens [Print Preview](#).
2. No – Opens

[Print Preview.](#)

### 3-4-1-2-1-2-1-1-(1-2)-2 Close Shows -



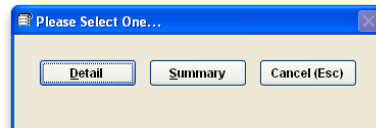
1. Yes – Closes the show.
  2. No – Does not close the show.
- Return to [Reports Menu](#).

### 3-4-1-2-1-3 Vouchers–



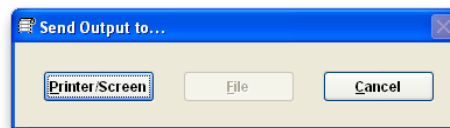
Opens Detail Option -

### 3-4-1-2-1-3-1 Detail Option -



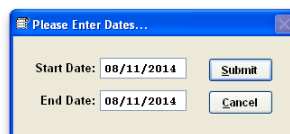
1. Detail – Detailed Voucher report. Opens Output Option.
2. Summary – Summary Voucher report. Opens Output Option.
3. Cancel (Esc) - Return to [Reports Menu](#).

### 3-4-1-2-1-3-1-1 Output Option -



1. Printer/Screen –
2. File – Disabled.
3. Cancel - Return to [Reports Menu](#).

### 3-4-1-2-1-3-1-1-1 Date Range -



1. Start Date –
2. End Date –
3. Submit –
4. Cancel - Return to [Reports Menu](#).

### 3-4-1-2-1-3-1-1-1 Show Option -

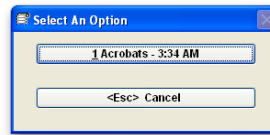


1. Single – One show and time for the range of dates. Opens Show List with Times.
2. All Shows – All shows and times for the range of dates. Skips the Show List with

Times. Opens Report Order.

3. One Show All Times – One show and all times for the range of dates. Opens Show List.

3-4-1-2-1-3-1-1-1-1-1 Show List with Times -



1. Choice opens Report Order.
2. <Esc> Cancel – Return to [Reports Menu](#)

[Menu](#).

3-4-1-2-1-3-1-1-1-1-3 Show List -



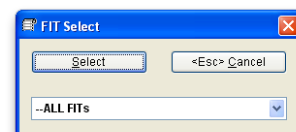
1. Choice opens Report Order.
2. <Esc> Cancel – Return to [Reports Menu](#).

3-4-1-2-1-3-1-1-1-1-(1-2-3)-1 Report Order -



Both options open FIT List.

3-4-1-2-1-3-1-1-1-1(1-2-3)-2 Fit List -



1. Select – Open [Print Preview](#).
2. <Esc> Cancel –
3. FIT List – Drop down list of all FITs to choose one or all FITs.

### 3-4-1-2-1-4 All Operators w/Taxes –

All Operators w/ Taxes

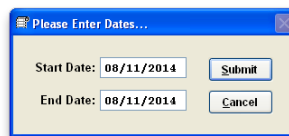
Opens Output Options –

#### 3-4-1-2-1-4-1 Output Option -



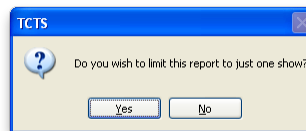
1. Printer/Screen –
2. File – Disabled.
3. Cancel - Return to [Reports Menu](#).

#### 3-4-1-2-1-4-1-1 Date Range -



1. Start Date –
2. End Date –
3. Submit – Opens Limit to one show.
4. Cancel - Return to [Reports Menu](#).

#### 3-4-1-2-1-4-1-1-1 Limit to Show -



1. Yes – Limits report to a single show. Opens a Show List.

2. No – All shows are

displayed.

#### 3-4-1-2-1-4-1-1-1-1 Show List -



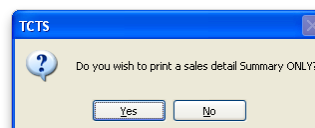
1. Choose from the list of available shows. Opens Detail Order.
2. Cancel (Esc)- Return to [Reports Menu](#).

#### 3-4-1-2-1-4-1-1-1-2 Detail Order -



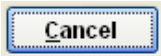
1. By Time Sold –
2. By Conf. # -

#### 3-4-1-2-1-4-1-1-1-(1-2)-1 Summary Only -



1. Yes – Opens [Print Preview](#).
2. No – Opens

3-4-1-2-1-5 Cancel -



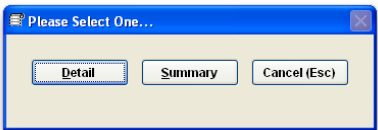
Return to [Reports Menu](#).

3-5 Vouchers -



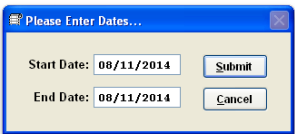
A detail or summary report of vouchers based on date range. Opens Detail/Summary Option. Return to [Reports Menu](#).

3-5-1 Detail Option -



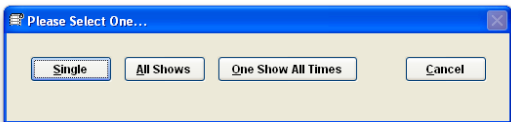
1. Detail – Detailed Voucher report. Opens Date Range for report.
2. Summary – Summary Voucher report. Opens Date Range.
3. Cancel (Esc) - Return to [Reports Menu](#).

3-5-1-1 Date Range -



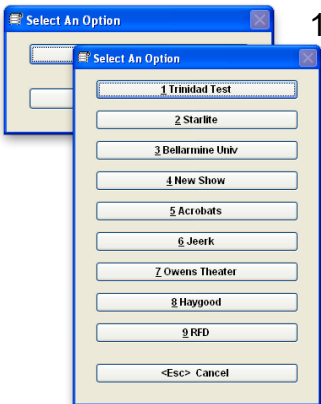
1. Start Date –
2. End Date –
3. Submit –
4. Cancel - Return to [Reports Menu](#).

3-5-1-1-1 Show Option -



1. Single – One show and time for the range of dates. Opens Show List with Times.
2. All Shows – All shows and times for the range of dates. Skips the Show List with Times. Opens Report Order.
3. One Show All Times – One show and all times for the range of dates. Opens Show List.

3-5-1-1-1-1 Show List with Times -



1. Choice opens Report Order.
2. <Esc> Cancel - Return to [Reports Menu](#).

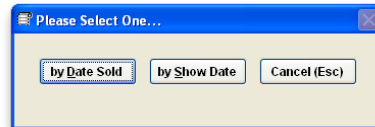
1-1 Show List -

3-5-1-1-1-



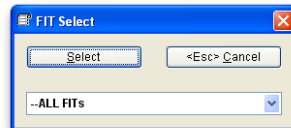
1. Choice opens Report Order.
2. <Esc> Cancel - Return to [Reports Menu](#).

### 3-5-1-1-1-1-1-(1-2-3)-1 Report Order -



Both options open FIT List.

### 3-5-1-1-1-1-1-(1-2-3)-2 FIT List -



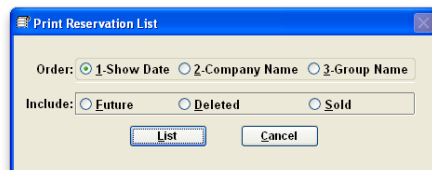
1. Select – Open [Print Preview](#).
2. <Esc> Cancel –
3. FIT List – Drop down list of all FITs to choose one or all FITs.

### 3-6 Reservations List -



Reservation report with multiple display options. Return to [Reports Menu](#).

#### 3-6-1 Reservations List Options -



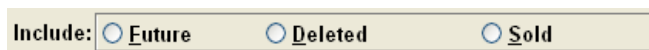
1. Order of List -
2. List Options -
3. List –
3. Cancel - Return to [Reports Menu](#).

#### 3-6-1-1 Choose one option for Order of List.



Choose the order in which the report is ordered.

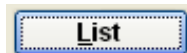
#### 3-6-1-2 Choose options to include.



Choose options to include in the report.

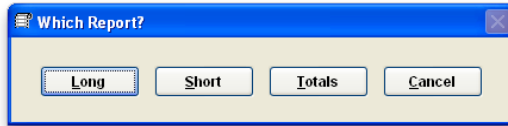
Future – Reservations that have not been sold.  
 Deleted – Reservations that have been deleted.  
 Sold – Reservations that have been sold but not deleted.

#### 3-6-1-3 List –



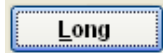
Opens Report Options -

### 3-6-1-3-1 Report Options -



1. Long –
2. Short –
3. Totals –
4. Cancel -

#### 3-6-1-3-1-1 Long –



Contains all information in the report. Opens Report Filter.

#### 3-6-1-3-1-2 Short –



Contains limited information in the report. Opens Report Filter.

#### 3-6-1-3-1-3 Totals –



Only displays totals in the report. Opens Report Filter.

#### 3-6-1-3-1-4 Cancel -



Return to [Reports Menu](#).

### 3-6-1-3-1-3-(1-2-3)-1 Report Filter –

1. Group Only/ Individual Only.
2. Voucher/ No Voucher.
3. Show Info –
4. Group Info –
5. FIT Info –
6. Reservation Info –
7. Parameters Display –
8. Submit –
9. Cancel - Return to [Reports Menu](#).

#### 3-6-1-3-1-3-(1-2-3)-1-1 Group Only or Individual Only -

☐ "Groups" Only ☐ Individuals Only

Select to show only those that are Groups, to show only those that are Individuals or leave unchecked for all reservations.

#### 3-6-1-3-1-3-(1-2-3)-1-2 Voucher or No Voucher -

☐ Voucher ☐ No Voucher

Select to show only those with voucher, only those without vouchers or leave unchecked for all reservations.

### 3-6-1-3-1-3-(1-2-3)-1-3 Show Info –

Can

be filtered by the following:

1. Show Date -
2. Show Name -
3. Show Time -

The various drop down lists have specific variables depending upon the criteria elements. Choosing any limits the list and those choices can be combined with other by using the “and” feature.

### 3-6-1-3-1-3-(1-2-3)-1-4 Group Info –

Can be filtered by the following:

1. Group Size –
2. Group Name -

The various drop down lists have specific variables depending upon the criteria elements. Choosing any limits the list and those choices can be combined with other by using the “and” feature.

### 3-6-1-3-1-3-(1-2-3)-1-5 FIT Info –

Can be filtered by the following:

1. Fit Name -

The various drop down lists have specific variables depending upon the criteria elements. Choosing any limits the list and those choices can be combined with other by using the “and” feature.

### 3-6-1-3-1-3-(1-2-3)-1-6 Reservation Info –

Can be filtered by the following:

1. Customer Name -
2. Create Date -
3. Confirmation Number –
4. Ticket Type -

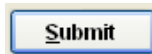
The various drop down lists have specific variables depending upon the criteria elements. Choosing any limits the list and those choices can be combined with other by using the “and” feature.

#### 3-6-1-3-1-3-(1-2-3)-1-7 Parameter Display -

ShowDate=08/01/14 AND GroupSize>11 AND GroupSize<21

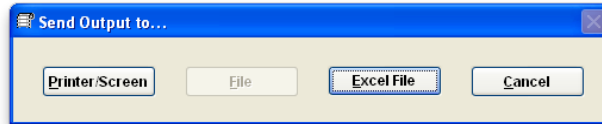
Displays the text version of all filters being utilized in the report list.

#### 3-6-1-3-1-3-(1-2-3)-8 Submit -



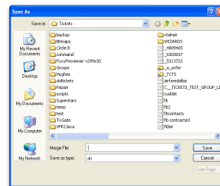
Opens [Print Preview](#).

#### 3-6-1-3-1-3-(1-2-3)-8-1 Print/Export Options -



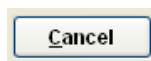
1. Printer/Screen – Opens [Print Preview](#).
2. File – Disabled.
3. Excel File – Opens Excel File.
4. Cancel – Return to [Reports Menu](#).

#### 3-6-1-3-1-3-(1-2-3)-8-1-3 Excel File -



1. Create or choose the file name –
2. Create or choose the file destination –
3. Save – Creates the file
4. Cancel – Return to [Reports Menu](#).

#### 3-6-1-3-1-3-(1-2-3)-9 Cancel -



Return to [Reports Menu](#).

#### 3-6-1-3 Cancel -



Return to [Reports Menu](#).

### 3-7 Announcements -

#### 7 Announcements

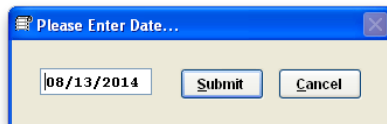
Prints a report of the announcements based upon show and time. Opens the Show List. Return to [Reports Menu](#).

#### 3-7-1 Show List -



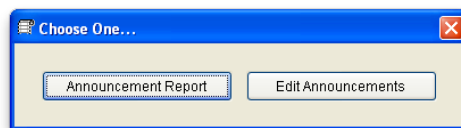
1. Selects show – Opens Date Entry.
2. <Esc> Cancel - Return to [Reports Menu](#).

#### 3-7-1-1 Date Entry -



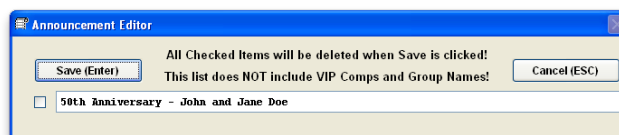
1. Date Entry -
2. Submit - Opens Announcement Option
3. Cancel - Return to [Reports Menu](#).

#### 3-7-1-1-2 Announcement Option –



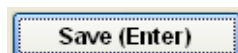
1. Opens [Print Preview](#). –
2. Opens Announcement Editor -

#### 3-7-1-1-2-2 Announcement Editor -



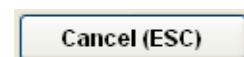
1. Save –
2. Cancel (Esc) – Return to [Reports Menu](#).
3. Announcement -

#### 3-7-1-1-2-2-1 Save –



After typing the announcement, clicking here saves the announcement and deletes any checked announcements in the list.

#### 3-7-1-1-2-2-2 Cancel (Esc) –



Return to [Reports Menu](#).

### 3-7-1-1-2-2-3 Announcement -

☐ 50th Anniversary - John and Jane Doe

Type the announcement in the text box.  
Checking the box to the left of any text sets it to be deleted when Save is clicked.

### 3-8 Deposit Report -

**8 Deposit Report**

Prints a deposit report based upon a date range with multiple options. Opens Date Range. Return to [Reports Menu](#).

#### 3-8-1 Date Range -

Please Enter Dates...

Start Date: 08/11/2014 Submit

End Date: 08/11/2014 Cancel

1. Start Date –
2. End Date –
3. Submit – Opens Report Options.
4. Cancel - Return to [Reports Menu](#).

#### 3-8-1-1 Report Options -

Deposit Report...

1. Full Report – Opens [Print Preview](#).
2. Totals Only – Opens [Print Preview](#).
3. Cancel - Return to [Reports Menu](#).

### 3-9 Comparison By Month/Year -

**9 Comparison by Month/Year**

Opens Report Selection.

#### 3-9-1 Report Selection -

Please Select One...

1. Sales Report – Date Range.
2. Reservation Report –
3. Customizable –
4. Cancel – Return to [Reports Menu](#).

#### 3-9-1-1 Sales Report –

Please Enter Dates...

Start Date: / / End Date: / / Submit

Start Date: / / End Date: / / Cancel

Enter the Date Range for the Sales Report

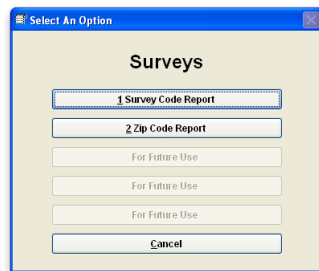
1. Start Date -
2. End Date -

### 3-A Surveys -

**A Surveys**

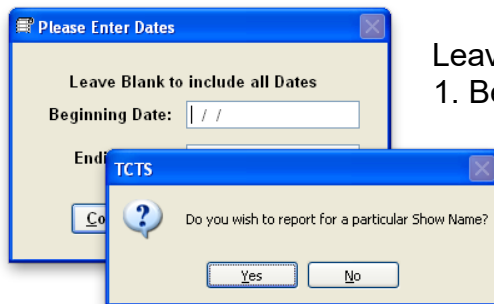
Prints guest survey information with multiple options. Return to [Reports Menu](#).

### 3-A-1 Survey/Zip Option -



1. Survey Code Report – Opens Date Range.
2. Zip Code Report – Opens Date Range.
3. Cancel - Return to [Reports Menu](#).

### 3-A-1-1 Date Range -



Leave blank to include all dates.

1. Beginning Date –
2. Ending Date –
3. Continue – Opens Query Screen -
4. Cancel - Returns to [Reports Menu](#).

### 3-A-1-1-3 Query

Screen -

1. Yes – Opens Show List.
2. No - Opens [Print Preview](#).

### 3-A-1-1-3-1 Show

List -



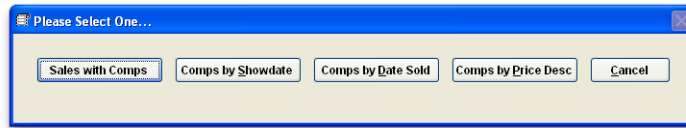
1. Choosing a show - Opens [Print Preview](#).
2. <Esc> Cancel - Return to [Reports Menu](#).

3-B Comps -

**B Comps**

Prints report of comps with multiple options. Return to [Reports Menu](#).

3-B-1 Comp Report Options -

A dialog box titled "Please Select One..." with a close button in the top right corner. It contains five buttons: "Sales with Comps", "Comps by Showdate", "Comps by Date Sold", "Comps by Price Desc", and "Cancel".

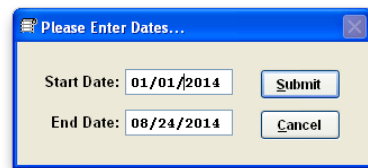
1. Sales with Comps –
2. Comps by Showdate –
3. Comps by Date Sold –
4. Comps by Price Desc –
5. Cancel -

3-B-1-1 Sales with Comps –

**Sales with Comps**

Opens Date Range –

3-B-1-1-1 Date Range -

A dialog box titled "Please Enter Dates..." with a close button in the top right corner. It contains two text input fields: "Start Date" with the value "01/01/2014" and "End Date" with the value "08/24/2014". Below each field is a "Submit" button and a "Cancel" button.

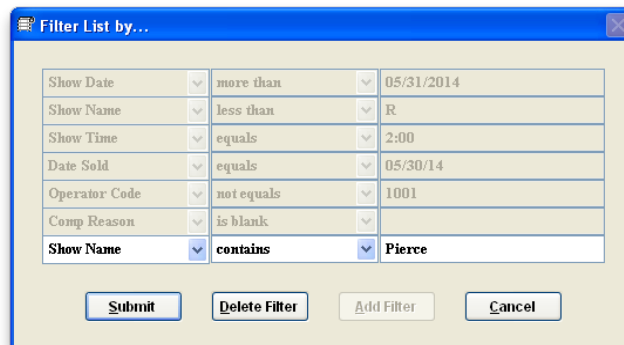
1. Enter Start Date -
2. Enter End Date –
3. Submit – Opens [Print Preview](#).
4. Cancel - Return to [Reports Menu](#).

3-B-1-2 Comps by Showdate –

**Comps by Showdate**

Opens Report Filter –

3-B-1-2-1 Report Filter -

A dialog box titled "Filter List by..." with a close button in the top right corner. It contains a table with filter criteria. The table has three columns: Field Name, Modifier, and Value. The rows are: Show Date (more than, 05/31/2014), Show Name (less than, R), Show Time (equals, 2:00), Date Sold (equals, 05/30/14), Operator Code (not equals, 1001), Comp Reason (is blank, ), and Show Name (contains, Pierce). Below the table are four buttons: "Submit", "Delete Filter", "Add Filter", and "Cancel".

1. Field Name -
2. Modifier –
3. Variables -
4. Submit –
5. Delete Filter –
6. Add Filter –
7. Cancel -

3-B-1-2-1-1 Field Name -

A list box containing the following options: Show Date, Show Name, Show Time, Date Sold, Operator Code, Comp Reason, and Show Name. The last option, "Show Name", is selected and highlighted in blue.

Choose from the following options to determine report filter:

1. Show Date -
2. Show Name -
3. Show Time -
4. Date Sold -
5. Operator Code -
6. Comp Reason -

3-B-1-2-1-2 Modifier –



more than	▼
less than	▼
equals	▼
equals	▼
not equals	▼
is blank	▼
contains	▼

Modifier options affect the Field Name and includes:

1. Equals -
2. Not Equals -
3. More Than -
4. Less Than -
5. Is Blank -
6. Contains -

### 3-B-1-2-1-3 Variables -

05/31/2014
R
2:00
05/30/14
1001
Pierce

Variables can be entered based upon the Field Name, filtering the report to the desired output.

### 3-B-1-2-1-4 Submit –

<b>Submit</b>
---------------

Opens Report Summary Option -

#### 3-B-1-2-1-4-1

TCTS	
?	
Do you wish to print a summary only?	
Yes	No

Both options open [Print Preview](#).

### 3-B-1-2-1-5 Delete Filter –

<b>Delete Filter</b>
----------------------

When available, deletes the currently active filter.

### 3-B-1-2-1-6 Add Filter –

<b>Add Filter</b>
-------------------

Adds a new filter line.

### 3-B-1-2-1-7 Cancel -

<b>Cancel</b>
---------------

Cancel - Return to [Reports Menu](#).

### 3-B-1-3 Comps by Date Sold –

<b>Comps by Date Sold</b>
---------------------------

Opens Report Filter –

#### 3-B-1-3-1 Report Filter -

Field Name	Modifier	Variables
Show Date	more than	05/31/2014
Show Name	less than	R
Show Time	equals	2:00
Date Sold	equals	05/30/14
Operator Code	not equals	1001
Comp Reason	is blank	
Show Name	contains	Pierce

Buttons: Submit, Delete Filter, Add Filter, Cancel

1. Field Name -
2. Modifier -
3. Variables -
4. Submit -
5. Delete Filter -
6. Add Filter -
7. Cancel -

### 3-B-1-3-1-1 Field Name -

Options: Show Date, Show Name, Show Time, Date Sold, Operator Code, Comp Reason, Show Name

Choose from the following options to determine report filter:

1. Show Date -
2. Show Name -
3. Show Time -
4. Date Sold -
5. Operator Code -
6. Comp Reason -

### 3-B-1-3-1-2 Modifier -

Options: more than, less than, equals, equals, not equals, is blank, contains

Modifier options affect the Field Name and includes:

1. Equals -
2. Not Equals -
3. More Than -
4. Less Than -
5. Is Blank -
6. Contains -

### 3-B-1-3-1-3 Variables -

Variables: 05/31/2014, R, 2:00, 05/30/14, 1001, Pierce

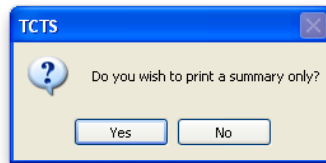
Variables can be entered based upon the Field Name, filtering the report to the desired output.

### 3-B-1-3-1-4 Submit -

Submit

Opens Report Summary Option -

### 3-B-1-3-1-4-1 Report Summary Option -



Both options open [Print Preview](#).

### 3-B-1-3-1-5 Delete Filter –



When available, deletes the currently active filter.

### 3-B-1-3-1-6 Add Filter –



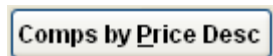
Adds a new filter line.

### 3-B-1-3-1-7 Cancel -



Cancel - Return to [Reports Menu](#).

### 3-B-1-4 Comps by Price Desc -



Opens Report Filter –

### 3-B-1-4-1 Report Filter -

Filter List by...		
Show Date	more than	05/31/2014
Show Name	less than	R
Show Time	equals	2:00
Date Sold	equals	05/30/14
Operator Code	not equals	1001
Comp Reason	is blank	
Show Name	contains	Pierce

Buttons: Submit, Delete Filter, Add Filter, Cancel

1. Field Name -
2. Modifier –
3. Variables -
4. Submit –
5. Delete Filter –
6. Add Filter –
7. Cancel - Return to [Reports Menu](#).

### 3-B-1-4-1-1 Field Name -

Show Date	▼
Show Name	▼
Show Time	▼
Date Sold	▼
Operator Code	▼
Comp Reason	▼
Show Name	▼

Choose from the following options to determine report filter:

1. Show Date -
2. Show Name -
3. Show Time -
4. Date Sold -
5. Operator Code -
6. Comp Reason -

### 3-B-1-4-1-2 Modifier –

more than	▼
less than	▼
equals	▼
equals	▼
not equals	▼
is blank	▼
contains	▼

Modifier options affect the Field Name and includes:

1. Equals -
2. Not Equals -
3. More Than -
4. Less Than -
5. Is Blank -
6. Contains -

#### 3-B-1-4-1-3 Variables -

05/31/2014
R
2:00
05/30/14
1001
Pierce

Variables can be entered based upon the Field Name, filtering the report to the desired output.

#### 3-B-1-4-1-4 Submit -

Opens Report Summary Option -

#### 3-B-1-4-1-4-1 Report Summary Option -

TCTS  
? Do you wish to print a summary only?  
Yes No

Both options open [Print Preview](#).

#### 3-B-1-4-1-5 Delete Filter -

When available, deletes the currently active filter.

#### 3-B-1-4-1-6 Add Filter -

Adds a new filter line.

#### 3-B-1-4-1-7 Cancel -

Cancel - Return to [Reports Menu](#).

#### 3-B-1-5 Cancel -

Cancel - Return to [Reports Menu](#).

#### 3-C Groups -

Prints report of groups with multiple options. Return to [Reports Menu](#).

### 3-C-1 Group Reports Menu -

The dialog box titled "Select An Option" contains a list of report options under the heading "Groups Reports". The options are: 1 Deposits, 2 Final Counts, 3 Group Payments, 4 Groups (Projection), 5 Percentages, 6 Group Sales, 7 FIT Groups, 8 Group List, 9 For Future Use, and a Cancel button.

1. [Deposits](#) –
2. [Final Counts](#) –
3. [Group Payments](#) -
4. [Groups \(Projection\)](#) -
5. [Percentages](#) -
6. [Group Sales](#) -
7. [FIT Groups](#) -
8. [Group List](#) -
9. For Future Use -
10. Cancel - Return to [Reports Menu](#).

#### 3-C-1-1 Deposits –

A button labeled "1 Deposits" with a dotted border.

Opens Report Options –

#### 3-C-1-1-1 Report Options -

The dialog box titled "Please Select..." contains three radio button options: 1 Groups with Deposit Only, 2 Groups without Deposit, and 3 All Groups. There is also a Cancel button.

1. Groups with Deposit Only -
2. Groups without Deposit -
3. All Groups -
4. Cancel - Return to [Reports Menu](#).

#### 3-C-1-1-1-(1-2-3) Date Range -

The dialog box titled "Please Enter Dates..." has two text input fields: "Start Date:" with the value "01/01/2014" and "End Date:" with the value "08/24/2014". There are "Submit" and "Cancel" buttons.

1. Enter Start Date -
2. Enter End Date –
3. Submit – Opens Report Order.
4. Cancel - Return to [Reports Menu](#).

#### 3-C-1-1-1-(1-2-3)-1 Report Order -

The dialog box titled "Please Select..." contains a radio button selection for "Order:". The options are 1-Show Date (selected), 2-Company Name, and 3-Group Name. There are "Submit" and "Cancel" buttons.

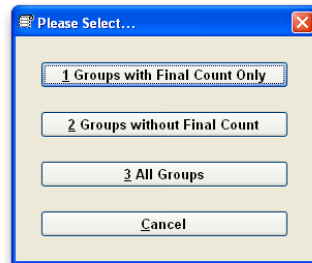
1. Select the order by which the report is displayed.
2. Submit - Opens [Print Preview](#).
3. Cancel - Return to [Reports Menu](#).

### 3-C-1-2 Final Counts –



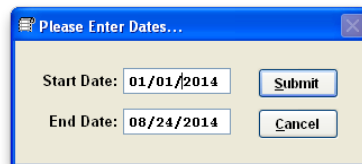
Opens Report Options -

#### 3-C-1-2-1 Report Options -



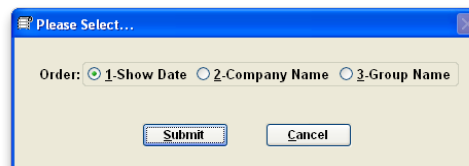
1. Groups with Final Count Only – Opens Date Range.
2. Groups without Final Count - Opens Date Range.
3. All Groups - Opens Date Range.
4. Cancel - Return to [Reports Menu](#).

#### 3-C-1-2-1-(1-2-3) Date Range -



1. Enter Start Date -
2. Enter End Date –
3. Submit – Opens Report Order.
4. Cancel - Return to [Reports Menu](#).

#### 3-C-1-2-1-(1-2-3)-1 Report Order -



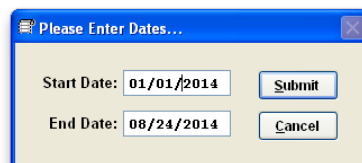
1. Select the order by which the report is displayed.
2. Submit - Opens [Print Preview](#).
3. Cancel - Return to [Reports Menu](#).

### 3-C-1-3 Group Payments -

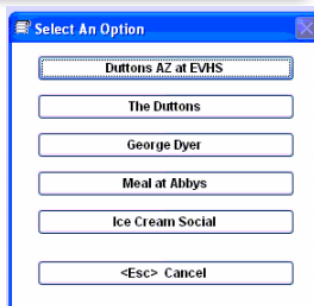


Opens Date Range -

#### 3-C-1-3-1 Date Range -



1. Enter Start Date -
2. Enter End Date -
3. Submit – Opens Show Selection.
4. Cancel - Return to [Reports Menu](#).

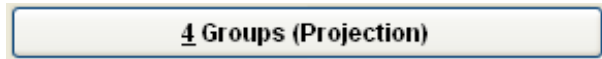


3-C-1-3-1-1  
Show Selection -

1. Select Show - Opens [Print Preview](#).

2. Cancel - Return to [Reports Menu](#).

3-C-1-4 Groups (Projection) –



Opens Date Range.

3-C-1-4-1 Date Range –

A small dialog box titled 'Please Enter Dates...' with a blue header bar and a close button in the top right. It contains two rows of input fields. The first row is for the 'Start Date' with a 'Month' dropdown set to '1' and a 'Year' dropdown set to '2014', followed by a 'Submit' button. The second row is for the 'End Date' with a 'Month' dropdown set to '12' and a 'Year' dropdown set to '2014', followed by a 'Cancel' button.

1. Start Date –
2. End Date –
3. Submit - Opens [Print Preview](#).
4. Cancel - Return to [Reports Menu](#).

3-C-1-5 Percentages -



Opens Date Range –

3-C-1-5-1 Date Range -

A small dialog box titled 'Please Enter Dates...' with a blue header bar and a close button in the top right. It contains two rows of input fields. The first row is for the 'Start Date' with a text box containing '01/01/2014' and a 'Submit' button. The second row is for the 'End Date' with a text box containing '08/24/2014' and a 'Cancel' button.

1. Enter Start Date -
2. Enter End Date -
3. Submit – Opens [Print Preview](#).
4. Cancel - Return to [Reports Menu](#).

3-C-1-6 Group Sales -



Opens Date Range -

3-C-1-6-1 Date Range -

A small dialog box titled 'Please Enter Dates...' with a blue header bar and a close button in the top right. It contains two rows of input fields. The first row is for the 'Start Date' with a text box containing '01/01/2014' and a 'Submit' button. The second row is for the 'End Date' with a text box containing '08/24/2014' and a 'Cancel' button.

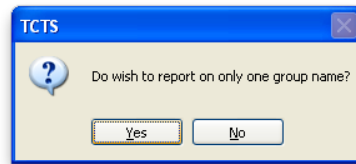
1. Enter Start Date -
2. Enter End Date -
3. Submit – Opens Report Query 1.
4. Cancel - Return to [Reports Menu](#).

3-C-1-6-1-1 Report Query 1 -

A small dialog box titled 'TCTS' with a blue header bar and a close button in the top right. It contains a question mark icon and the text 'Do you wish to print all Shows?'. At the bottom, there are two buttons: 'Yes' and 'No'.

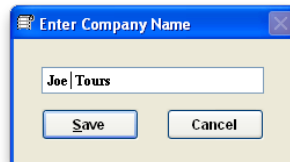
1. Yes – Opens Report Query 2.
2. No – Opens Show List.

### 3-C-1-6-1-1-1 Report Query 2 -



1. Yes – Opens Company Name Entry.
2. No – Opens Print/Export Option. (Bypasses intermediate steps required by the Yes option.)

### 3-C-1-6-1-1-1-1 Company Name Entry -



1. Name Entry – Type desired company name.
2. Save – Opens Print/Export Option.
3. Cancel - Return to [Reports Menu](#).

### 3-C-1-6-1-1-1-1-1 Print/Export Option -



1. Printer/Screen –
2. File – Unavailable
3. Excel File –
4. Cancel - Return to [Reports Menu](#).

### 3-C-1-6-1-1-1-2 Print/Export Option -



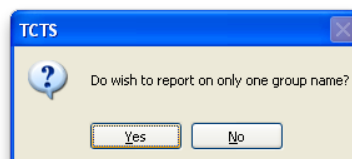
1. Printer/Screen –
2. File – Unavailable
3. Excel File –
4. Cancel - Return to [Reports Menu](#).

### 3-C-1-6-1-1-2 Show List -



1. Select Show – Opens Report Query 2
2. <Esc> Cancel - Return to [Reports Menu](#).

### 3-C-1-6-1-1-2-1 Report Query 2 -



1. Yes – Opens Company Name Entry
2. No – Opens Print/Export



### 3-C-1-6-1-1-2-1-1 Company Name Entry -



1. Name Entry –
2. Save – Opens Print/Export Option.
3. Cancel - Return to [Reports Menu](#).

### 3-C-1-6-1-1-2-1-1-1 Print/Export Option -



1. Printer/Screen –
2. File – Unavailable
3. Excel File –
4. Cancel - Return to [Reports Menu](#).

### 3-C-1-6-1-1-2-2 Print/Export Option -



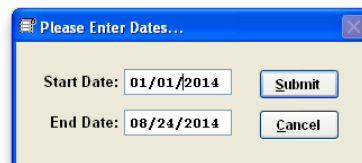
1. Printer/Screen –
2. File – Unavailable
3. Excel File –
4. Cancel - Return to [Reports Menu](#).

### 3-C-1-7 FIT Groups -



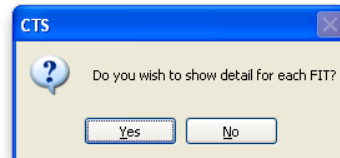
Opens Date Range -

### 3-C-1-7-1 Date Range -



1. Enter Start Date -
2. Enter End Date -
3. Submit – Opens Report Query.
4. Cancel - Return to [Reports Menu](#).

### 3-C-1-7-1-1 Report Query -

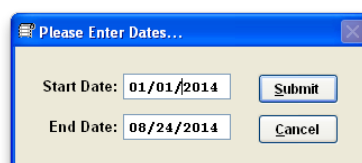


1. Yes – Opens [Print Preview](#).
2. No - Opens [Print Preview](#).

### 3-C-1-8 Group List -



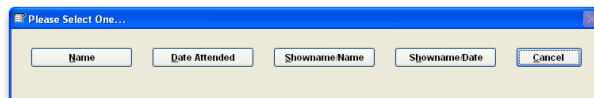
Opens Date Range -



### 3-C-1-8-1 Date Range -

1. Enter Start Date -
2. Enter End Date -
3. Submit – Opens Report Order Options.
4. Cancel - Return to [Reports Menu](#).

### 3-C-1-8-1-1 Report Order Option -



1. All options open [Print Preview](#).
2. Cancel – Return to [Reports Menu](#).

### 3-C-1-9 For Future Use -

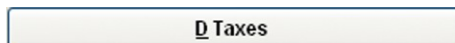


### 3-C-1-10 Cancel –



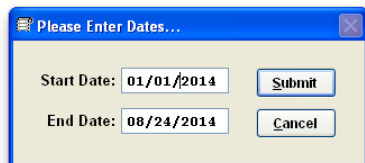
Return to [Reports Menu](#).

### 3-D Taxes -



Prints taxes report within date range. Return to [Reports Menu](#).

### 3-D-1 Date Range -



1. Enter Start Date -
2. Enter End Date -
3. Submit – Opens Show Selection Options.
4. Cancel - Return to [Reports Menu](#).

### 3-D-1-1 Show Selection Options -



1. Single Show – Opens Show List with Times.
2. All Shows – Opens [Print Preview](#).
3. One Show All Times – Opens Show Name List.
4. Cancel – Return to [Reports Menu](#).

### 3-D-1-1-1 Show List with Times



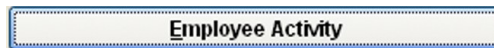
1. Choosing a show - Opens [Print Preview](#).
2. <Esc> Cancel - Return to [Reports Menu](#).

### 3-D-1-1-3 Show Name List -



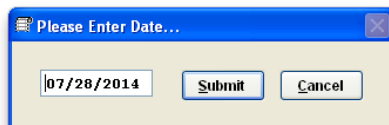
1. Select Show – Opens [Print Preview](#).
2. <Esc> Cancel - Return to [Reports Menu](#).

### 3-E Employee Activity -



Prints a report of an individual operator activity by date. Return to [Reports Menu](#).

#### 3-E-1 Enter Date -



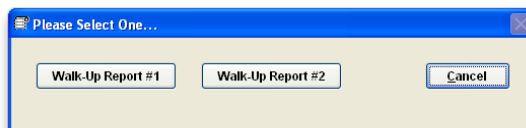
1. Date Entry –
2. Submit – Opens [Print Preview](#).
3. Cancel - Return to [Reports Menu](#).

### 3-F Walk-Up -



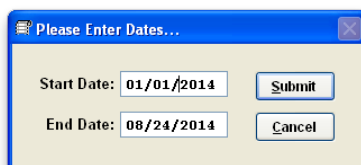
Two walk-up reports based upon dates. Shows activity before and on dates. Return to [Reports Menu](#).

#### 3-F-1 Walk-Up Report Options -



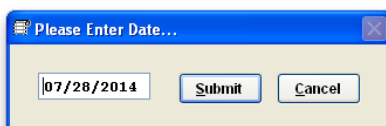
1. Walk-Up Report #1 – Opens Date Range.
2. Walk-Up Report #2 – Opens Date Entry.
3. Cancel - Return to [Reports Menu](#).

#### 3-F-1-1 Date Range -



1. Enter Start Date -
2. Enter End Date -
3. Submit – Opens [Print Preview](#).
4. Cancel - Return to [Reports Menu](#).

#### 3-F-1-2 Date Entry -



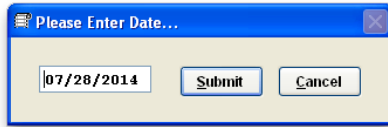
1. Date Entry –
2. Submit – Opens [Print Preview](#).
3. Cancel - Return to [Reports Menu](#).

3-G Ledger -

A rectangular button with a light gray background and a thin blue border. The text "G Ledger" is centered in a black, sans-serif font.

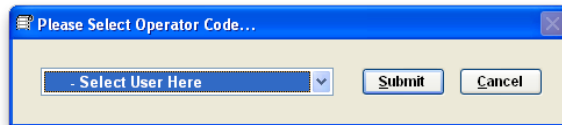
Prints a ledger report based upon date and operator. Return to [Reports Menu](#).

3-G-1 Date Entry -

A small dialog box with a blue title bar that says "Please Enter Date...". The main area has a light yellow background. It contains a text input field with the date "07/28/2014", a "Submit" button, and a "Cancel" button.

1. Date Entry –
2. Submit – Select Operator.
3. Cancel - Return to [Reports Menu](#).

3-G-1-1 Select Operator -

A small dialog box with a blue title bar that says "Please Select Operator Code...". The main area has a light yellow background. It contains a dropdown menu with the text "- Select User Here", a "Submit" button, and a "Cancel" button.

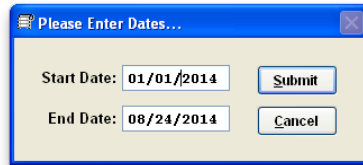
1. Select from available operators.
2. Submit - Opens [Print Preview](#).
3. Cancel - Return to [Reports Menu](#).

3-H Coupons -

A rectangular button with a light gray background and a thin blue border. The text "H Coupons" is centered in a black, sans-serif font.

Prints coupon report based upon date range. Return to [Reports Menu](#).

### 3-H-1 Date Range -

A dialog box titled "Please Enter Dates..." with a blue border and a close button in the top right corner. It contains two text input fields: "Start Date:" with the value "01/01/2014" and "End Date:" with the value "08/24/2014". To the right of each field are "Submit" and "Cancel" buttons respectively.

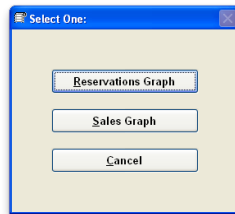
1. Enter Start Date -
2. Enter End Date -
3. Submit – Opens [Print Preview](#).
4. Cancel - Return to [Reports Menu](#).

### 3-I Sales/Reservations Graph -

[Sales/Reservations Graph](#)

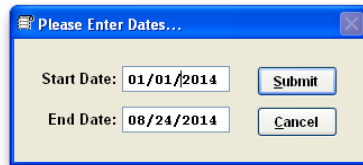
Prints reservation or sales graphs based upon date range.  
Return to [Reports Menu](#).

### 3-I-1 Graph Option -

A dialog box titled "Select One:" with a blue border and a close button in the top right corner. It contains three buttons: "Reservations Graph", "Sales Graph", and "Cancel".

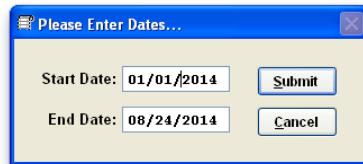
1. Reservations Graph – Opens Date Range.
2. Sales Graph – Opens Date Range.
3. Cancel - Return to [Reports Menu](#).

### 3-I-1-1 Date Range -

A dialog box titled "Please Enter Dates..." with a blue border and a close button in the top right corner. It contains two text input fields: "Start Date:" with the value "01/01/2014" and "End Date:" with the value "08/24/2014". To the right of each field are "Submit" and "Cancel" buttons respectively.

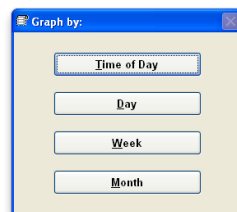
1. Enter Start Date -
2. Enter End Date -
3. Submit – Opens [Print Preview](#).
4. Cancel - Return to [Reports Menu](#).

### 3-I-1-2 Date Range -

A dialog box titled "Please Enter Dates..." with a blue border and a close button in the top right corner. It contains two text input fields: "Start Date:" with the value "01/01/2014" and "End Date:" with the value "08/24/2014". To the right of each field are "Submit" and "Cancel" buttons respectively.

1. Enter Start Date -
2. Enter End Date -
3. Submit – Opens Graph Display Option.
4. Cancel - Return to [Reports Menu](#).

### 3-I-1-2-1 Graph Display Option -

A dialog box titled "Graph by:" with a blue border and a close button in the top right corner. It contains four buttons: "Time of Day", "Day", "Week", and "Month".

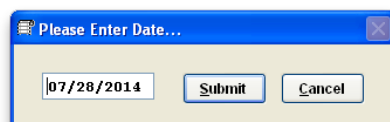
1. Time of Day – Opens [Print Preview](#).
2. Day – Opens [Print Preview](#).
3. Week – Opens [Print Preview](#).
4. Month - Opens [Print Preview](#).

### 3-J Ticket List -

[Ticket List](#)

Prints ticket list based upon date and show and time. Return to [Reports Menu](#).

### 3-J-1 Date Entry -

A dialog box titled "Please Enter Date..." with a blue border and a close button in the top right corner. It contains a text input field with the value "07/28/2014" and two buttons: "Submit" and "Cancel".

1. Date Entry –
2. Submit – Opens Show List with Times.
3. Cancel - Return to [Reports Menu](#).

### 3-J-1-1 Show List with Times -



1. Choosing a show - Opens [Print Preview](#).
2. <Esc> Cancel - Return to [Reports Menu](#).

### 3-K For Future Use -

K For Future Use

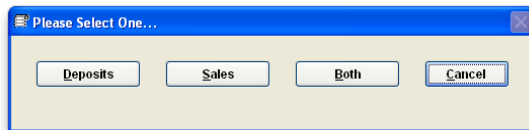
As indicated. Return to [Reports Menu](#).

### 3-L Credit Cards -

L Credit Cards

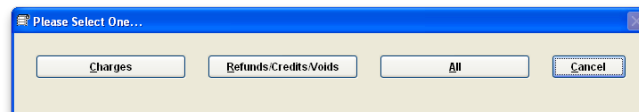
Prints report of credit card deposits and/or sales. Also charges and refunds, credits and/or voids. Return to [Reports Menu](#).

### 3-L-1 Deposit/Sales Option -



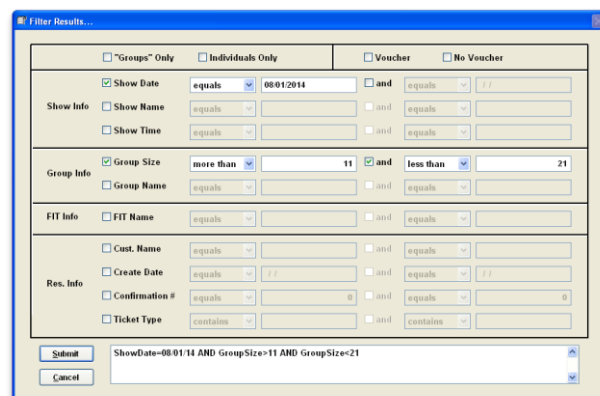
1. [Deposits](#) – Opens Deposit Report Options.
2. Sales – Opens Deposit Report Options.
3. Both – Opens Deposit Report Options.
4. Cancel - Return to [Reports Menu](#).

### 3-L-1-(1-2-3) Deposit Report Options -



1. Charges – Opens Report Filter.
2. Refunds/Credits/Voids – Opens Report Filter.
3. All - Opens Report Filter.
4. Cancel - Return to [Reports Menu](#).

### 3-L-1-(1-2-3)-(1-2-3) Report Filter –



1. Group Only/ Individual Only.
2. Voucher/ No Voucher.
3. Show Info –
4. Group Info –
5. FIT Info –
6. Reservation Info –
7. Parameters Display –
8. Submit –
9. Cancel - Return to [Reports Menu](#).

### 3-L-1-(1-2-3)-(1-2-3) -1 Group Only or Individual Only -

☐ "Groups" Only      ☐ Individuals Only

Select to show only those that are Groups, to show only those that are Individuals or leave unchecked for all reservations.

### 3-L-1-(1-2-3)-(1-2-3) -2 Voucher or No Voucher -

☐ Voucher      ☐ No Voucher

Select to show only those with voucher, only those without vouchers or leave unchecked for all reservations.

### 3-L-1-(1-2-3)-(1-2-3) -3 Show Info –

<input checked="" type="checkbox"/> Show Date	equals	08/01/2014	<input type="checkbox"/> and	equals	/ /
Show Info <input type="checkbox"/> Show Name	equals		<input type="checkbox"/> and	equals	
<input type="checkbox"/> Show Time	equals		<input type="checkbox"/> and	equals	

Can be filtered by the following:

1. Show Date – Disabled.
2. Show Name -
3. Show Time -

The various drop down lists have specific variables depending upon the criteria elements. Choosing any limits the list and those choices can be combined with other by using the “and” feature.

### 3-L-1-(1-2-3)-(1-2-3) -4 Group Info –

<input checked="" type="checkbox"/> Group Size	more than	11	<input checked="" type="checkbox"/> and	less than	21
Group Info <input type="checkbox"/> Group Name	equals		<input type="checkbox"/> and	equals	

Can be filtered by the following:

1. Group Size – Disabled.
2. Group Name -

The various drop down lists have specific variables depending upon the criteria elements. Choosing any limits the list and those choices can be combined with other by using the “and” feature.

### 3-L-1-(1-2-3)-(1-2-3) -5 FIT Info –

FIT Info <input type="checkbox"/> FIT Name	equals		<input type="checkbox"/> and	equals	
--	--------	--	------------------------------	--------	--

Can be filtered by the following:

1. Fit Name -

The various drop down lists have specific variables depending upon the criteria elements. Choosing any limits the list and those choices can be combined with other by using the “and” feature.

### 3-L-1-(1-2-3)-(1-2-3) -6 Reservation Info –



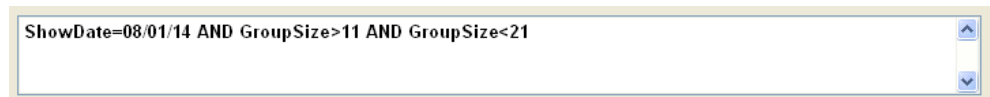
A filter form for reservation information. It contains four rows of filters, each with a checkbox, a label, a dropdown menu, a text input field, and an 'and' checkbox followed by another dropdown and text input. The filters are: Cust. Name (equals), Create Date (equals), Confirmation # (equals), and Ticket Type (contains). The 'and' checkboxes are currently unchecked. The text input fields contain: an empty field, '/', '0', and an empty field respectively.

Can be filtered by the following:

1. Customer Name -
2. Create Date -
3. Confirmation Number –
4. Ticket Type -

The various drop down lists have specific variables depending upon the criteria elements. Choosing any limits the list and those choices can be combined with other by using the “and” feature.

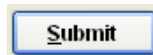
### 3-L-1-(1-2-3)-(1-2-3) -7 Parameter Display -



A text box displaying the filter criteria: 'ShowDate=08/01/14 AND GroupSize>11 AND GroupSize<21'. There are up and down arrow buttons on the right side of the box.

Displays the text version of all filters being utilized in the report list.

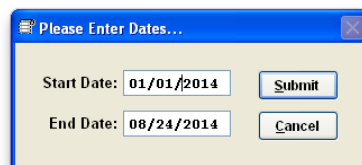
### 3-L-1-(1-2-3)-(1-2-3) -8 Submit -



A button labeled 'Submit' with a blue border and a shadow effect.

Opens Date Range –

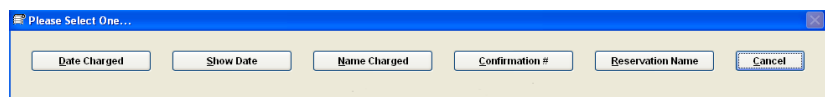
#### 3-L-1-(1-2-3)-(1-2-3) -8-1 Date Range -



A dialog box titled 'Please Enter Dates...'. It contains two rows of input fields. The first row is 'Start Date: 01/01/2014' with a 'Submit' button. The second row is 'End Date: 08/24/2014' with a 'Cancel' button.

1. Enter Start Date -
2. Enter End Date -
3. Submit – Opens Sort Option.
4. Cancel - Return to [Reports Menu](#)

#### 3-L-1-(1-2-3)-(1-2-3) -8-1-3 Sort Option –



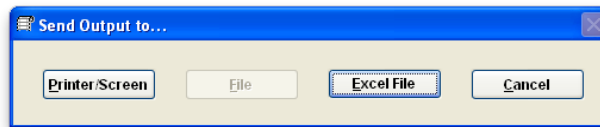
A dialog box titled 'Please Select One...'. It contains six buttons: 'Date Charged', 'Show Date', 'Name Charged', 'Confirmation #', 'Reservation Name', and 'Cancel'.

Establishes the lead heading of the report.

1. Date Charged - Opens Print/Export Options.
2. Show Date - Opens Print/Export Options.
3. Name Charged - Opens Print/Export Options.
4. Confirmation # - Opens Print/Export Options.
5. Reservation Name - Opens Print/Export Options.
6. Cancel - Return to [Reports Menu](#)

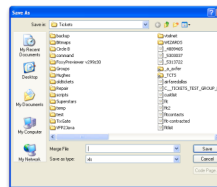


3-L-1-(1-2-3)-(1-2-3) -8-3-(1-2-3-4-5) Print/Export Options -



1. Printer/Screen – Opens [Print Preview](#).
2. File – Disabled.
3. Excel File – Opens Excel File.
4. Cancel – Return to [Reports Menu](#).

3-L-1-(1-2-3)-(1-2-3) -8-1-3-(1-2-3-4-5)-3 Excel File -



1. Create or choose the file name –
2. Create or choose the file destination –
3. Save – Creates the file
4. Cancel – Return to [Reports Menu](#).

3-L-1-(1-2-3)-(1-2-3) -9 Cancel -



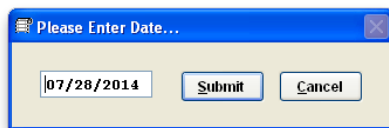
Return to [Reports Menu](#).

3-M Show History -



Prints sales history report of a single show and time. Return to [Reports Menu](#).

3-M-1 Date Entry -



1. Date Entry –
2. Submit – Opens Show List with Times.
3. Cancel - Return to [Reports Menu](#).

3-M-1-1 Show List with Times -



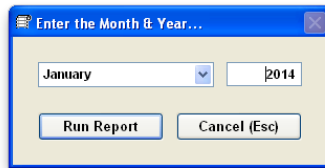
1. Choosing a show - Opens [Print Preview](#).
2. <Esc> Cancel - Return to [Reports Menu](#).

### 3-N Events Calendar -

**N Events Calendar**

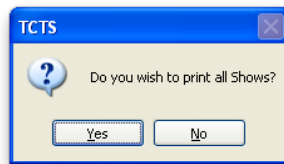
Allows for non-show events to be added to the show calendar. This report then can be printed. Return to [Reports Menu](#).

#### 3-N-1 Month/Year Entry -



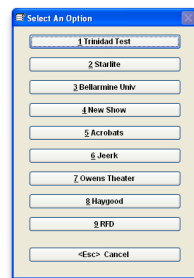
1. Month –
2. Year –
3. Run Report – Open
4. Cancel (Esc) - Return to [Reports Menu](#).

#### 3-N-1-1 Report Query -



1. Yes – Opens [Print Preview](#).
2. No – Opens Show Name List.

#### 3-N-1-1-2 Show Name List -



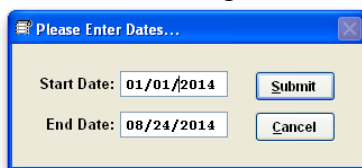
1. Select Show – Opens [Print Preview](#).
2. <Esc> Cancel - Return to [Reports Menu](#).

### 3-O Who Made the Reservation? -

**O Who Made the Reservation?**

Prints a reservation report based upon a date range of which operator made the reservation. Return to [Reports Menu](#).

#### 3-O-1 Date Range -



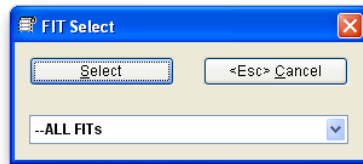
1. Enter Start Date -
2. Enter End Date -
3. Submit – Opens Report Query.
4. Cancel - Return to [Reports Menu](#).

#### 3-O-1-1 Report Query –



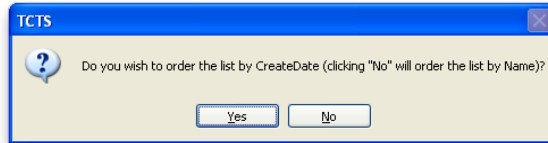
1. Yes - Opens FIT Selection.
2. No – Opens Report Sort Query.

### 3-O-1-1-1 FIT Selection -



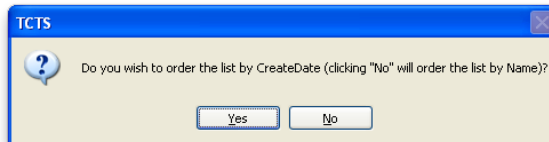
1. Select – Opens Report Sort Query.
2. <Esc> Cancel - Return to [Reports Menu](#).

### 3-O-1-1-1-1 Report Sort Query –



1. Yes – Sorts by Create Date. Opens [Print Preview](#).
2. No – Sorts by Name. Opens [Print Preview](#).

### 3-O-1-1-2 Report Sort Query –



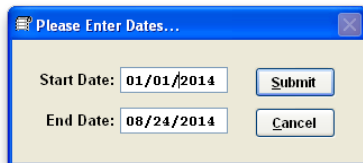
1. Yes – Sorts by Create Date. Opens [Print Preview](#).
2. No – Sorts by Name. Opens [Print Preview](#).

### 3-P FIT & Group \$ Volume –



Prints a report of FITs and groups sales volume based upon multiple options.  
Return to [Reports Menu](#).

### 3-P-1 Date Range -



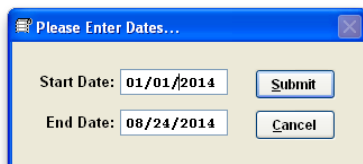
1. Enter Start Date -
2. Enter End Date -
3. Submit – Opens [Print Preview](#).
4. Cancel - Return to [Reports Menu](#).

### 3-Q Seat Counts -



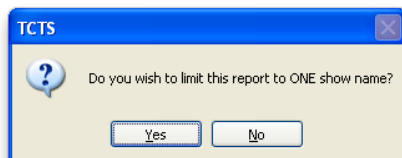
Prints a report of total counts of seats reserved and sold based upon a range of dates. Return to [Reports Menu](#).

### 3-Q-1 Date Range -



1. Enter Start Date -
2. Enter End Date -
3. Submit – Opens Report Query.
4. Cancel - Return to [Reports Menu](#).

### 3-Q-1-1 Report Query



1. Yes – Opens Show List with Times.
2. No - Opens [Print Preview](#).

### 3-Q-1-1-1 Show List with Times -



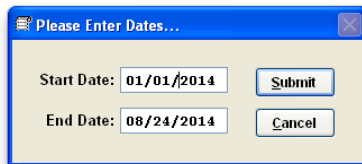
1. Choosing a show - Opens [Print Preview](#).
2. <Esc> Cancel - Return to [Reports Menu](#).

### 3-R FIT Ticket Sales Summary -

**R FIT Ticket Sales Summary**

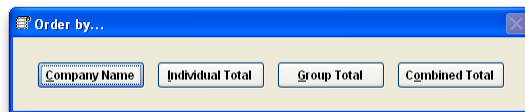
Prints a sales report of each FIT based upon a date range with multiple options.  
Return to [Reports Menu](#).

### 3-R-1 Date Range -



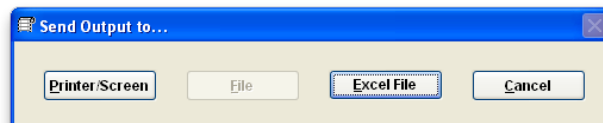
1. Enter Start Date -
2. Enter End Date -
3. Submit – Opens Sort Order.
4. Cancel - Return to [Reports Menu](#).

### 3-R-1-1 Sort Order –



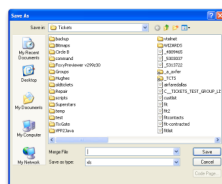
1. Company Name – Opens Print/Export Options.
2. Individual Total – Opens Print/Export Options.
3. Group Total – Opens Print/Export Options.
4. Combined Total - Opens Print/Export Options.

### 3-R-1-1-(1-2-3-4) Print/Export Options -



1. Printer/Screen – Opens [Print Preview](#).
2. File – Disabled.
3. Excel File – Opens Excel File.
4. Cancel – Return to [Reports Menu](#).

### 3-R-1-1-(1-2-3-4)-1 Excel File -



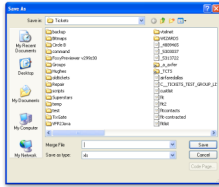
1. Create or choose the file name –
2. Create or choose the file destination –
3. Save – Creates the file
4. Cancel – Return to [Reports Menu](#).

### 3-S Excel Sales Summary -

**S Excel Sales Summary**

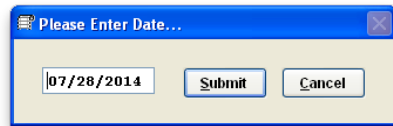
Outputs sales report to an Excel spreadsheet. Return to [Reports Menu](#).

#### 3-S-1 Excel File -



1. Create or choose the file name –
2. Create or choose the file destination –
3. Save – Creates the file and opens Date Entry.
4. Cancel – Return to [Reports Menu](#).

#### 3-S-1-1 Date Entry -



1. Date Entry –
2. Submit – Creates Excel File and returns to [Reports Menu](#).
3. Cancel - Return to [Reports Menu](#).

### 3-T For Future Use -

**I For Future Use**

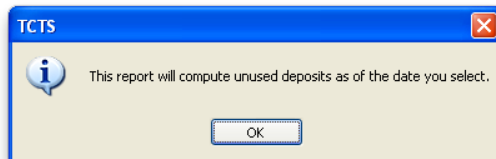
As indicated. Return to [Reports Menu](#).

### 3-U Unused Deposits -

**Unused Deposits**

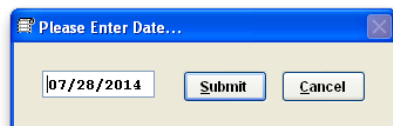
Prints report of all unused deposits based upon a single date. Return to [Reports Menu](#).

#### 3-U-1 Report Information –



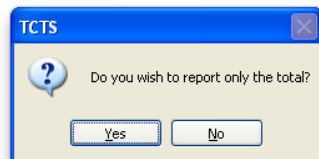
1. Ok – Opens Date Entry.

#### 3-U-1-1 Date Entry -



1. Date Entry -
2. Submit - Opens Report Query.
3. Cancel - Return to [Reports Menu](#).

#### 3U-1-1-1 Report Query -



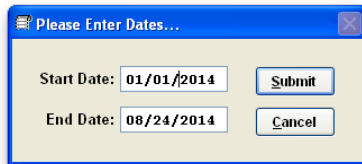
Opens [Print Preview](#).

### 3-V Price Description -

Price Description

Prints a ticket sales report based upon a price description with multiple options.  
Return to [Reports Menu](#).

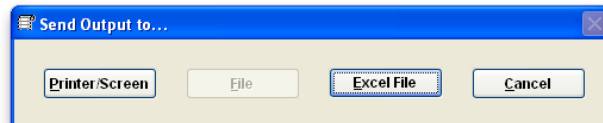
### 3-V-1 Date Range -



A dialog box titled "Please Enter Dates..." with a close button (X). It contains two text input fields: "Start Date:" with the value "01/01/2014" and "End Date:" with the value "08/24/2014". There are two buttons: "Submit" and "Cancel".

1. Enter Start Date -
2. Enter End Date -
3. Submit – Opens Print/Export Options.
4. Cancel - Return to [Reports Menu](#).

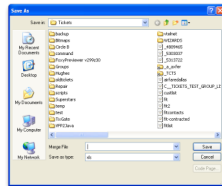
### 3-V-1-1 Print/Export Options -



A dialog box titled "Send Output to..." with a close button (X). It contains four buttons: "Printer/Screen", "File", "Excel File", and "Cancel". The "Excel File" button is highlighted with a dashed border.

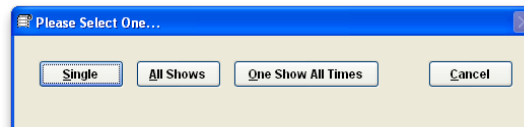
1. Printer/Screen – Opens [Print Preview](#).
2. File – Disabled.
3. Excel File – Opens Excel File.
4. Cancel – Return to [Reports Menu](#).

### 3-V-1-1-1 Excel File -



1. Create or choose the file name –
2. Create or choose the file destination –
3. Save – Names the file and opens Show Selection Options.
4. Cancel – Return to [Reports Menu](#).

### 3-V-1-1-1-1 Show Selection Options -



A dialog box titled "Please Select One..." with a close button (X). It contains three buttons: "Single", "All Shows", and "One Show All Times". There is also a "Cancel" button.

1. Single Show – Opens Show List with Times.
2. All Shows – Opens Report Query 1.
3. One Show All Times – Opens Show Name List.
4. Cancel – Return to [Reports Menu](#).

### 3-V-1-1-1-1-1 Show List with Times -



A dialog box titled "Select An Option" with a close button (X). It contains a list of options, each in a button-like format: "1 Trinidad Test - 7:00 PM", "2 Starlite - 4:00 PM", "3 Bellarmine Univ - 6:00 PM", "4 New Show - 4:00 PM", "5 Acrobats - 3:34 AM", "6 Jeerk - 8:00 PM", "7 Owens Theater - 3:00 PM", "8 Haygood - 3:00 PM", "9 RFD - 8:00 PM", and "<Esc> Cancel".

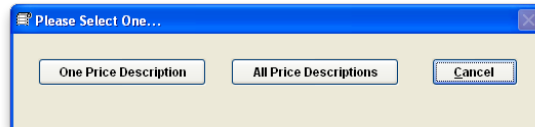
1. Choosing a show - Opens Report Query 1.
2. <Esc> Cancel - Return to [Reports Menu](#).

### 3-V-1-1-1-1-3 Show Name List -



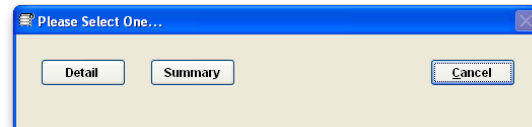
1. Select Show – Opens Report Query 1.
2. <Esc> Cancel - Return to [Reports Menu](#).

### 3-V-1-1-1-1-(1-3)-1 Report Query 1 -



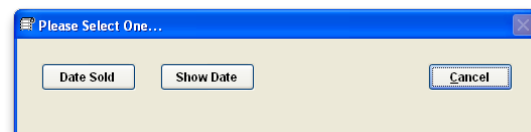
1. One Price Description – Opens Report Query 2.
2. All Price Descriptions – Opens Report Query 2.
3. Cancel - Return to [Reports Menu](#).

### 3-V-1-1-1-1-(1-3)-1-1 Report Query 2 -



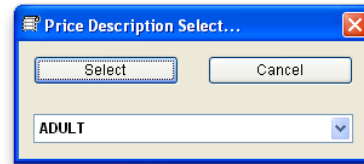
1. Detail – Opens Report Query 3.
2. Summary – Opens Report Query 3.
3. Cancel - Return to [Reports Menu](#).

### 3-V-1-1-1-1-(1-3)-1-1 Report Query 3 -



1. Date Sold – See following.
2. Show Date – See following.
  - A. Opens [Print Preview](#). if “All Price Descriptions” was selected in Report Query 1.
  - B. Opens Price Description Selection if “One Price Description” was selected in Report Query 2.
3. Cancel - Return to [Reports Menu](#).

### 3-V-1-1-1-1-(1-3)-1-1-1 Price Description Selection -



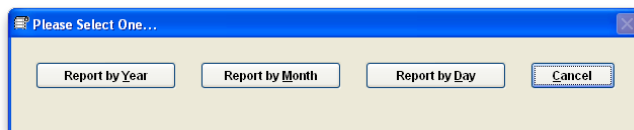
1. Select – Selects the displayed price description and opens [Print Preview](#).
2. Cancel – Return to [Reports Menu](#).
3. Price Description – Click on the desired Price Description in the drop down menu.

### 3-W FIT Comparison



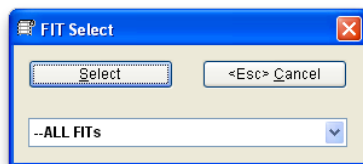
Prints a report comparing FIT sales across multiple date ranges. Return to [Reports Menu](#).

### 3-W-1 Report Query -



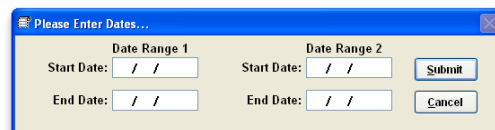
1. Report by Year – Opens FIT Selection.
2. Report by Month – Opens FIT Selection.
3. Report by Day – Opens FIT Selection.
4. Cancel - Return to [Reports Menu](#).

### 3-W-1-(1-2)-1 FIT Selection -



1. Select – Opens Comparison Date Range.
2. <Esc> Cancel – Return to [Reports Menu](#).
3. FIT Selection – Highlight the desired FIT.

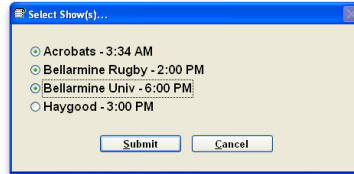
### 3-W-1-(1-2)-1-1 Comparison Date Range-



1. Start Date Range 1 – Enter date.
2. Start Date Range 2 – Enter date.
3. End Date Range 1 – Enter date.
4. End Date Range 2 – Enter date.
5. Submit – Opens Show Selection Option.
6. Cancel - Return to [Reports Menu](#).



### 3-W-1-(1-2)-1-1-5 Show Selection Option -



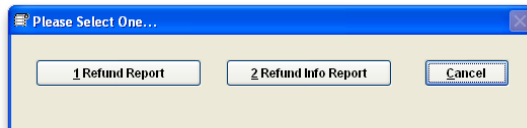
1. Choose one or more available shows.
2. Submit – Opens [Print Preview](#).
3. Cancel - Return to [Reports Menu](#).

### 3-X Refund & Refund Info -



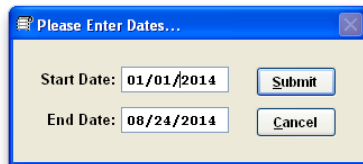
Prints a report of refunds and refund information based upon a date range.  
Return to [Reports Menu](#).

### 3-X-1 Report Query -



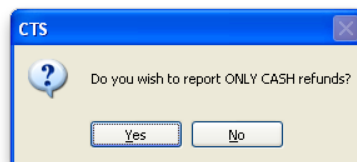
1. Refund Report – Opens Date Range.
2. Refund Info Report – Opens Date Range.
3. Cancel - Return to [Reports Menu](#).

### 3-X-1-(1-2)-1 Date Range -



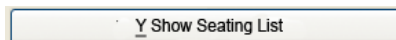
1. Enter Start Date -
2. Enter End Date -
3. Submit – Opens Report Query 2 unless Report Query option 2 was selected. This opens [Print Preview](#).
4. Cancel - Return to [Reports Menu](#).

### 3-X-1-(1-2)-1-3 Report Query 2-



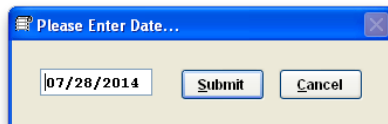
1. Yes - Opens [Print Preview](#).
2. No - Opens [Print Preview](#).

### 3-Y Show Seating List -



Lists all reservations for a selected show and date, with reservation details.  
Return to [Reports Menu](#).

### 3-Y-1 Date Entry -



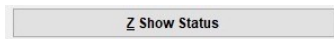
1. Date Entry –
2. Submit – Opens Show List with Times.
3. Cancel - Return to [Reports Menu](#).

### 3-Y-1-1 Show List with Times -



1. Choosing a show - Opens [Print Preview](#).
2. <Esc> Cancel - Returns to [Reports Menu](#).

### 3-Z Show Status -

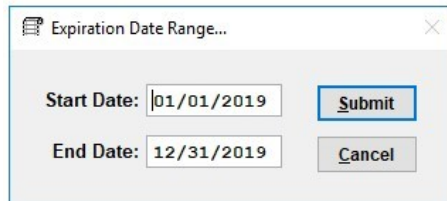
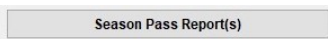


### 3-Z-1 Date Entry Window -



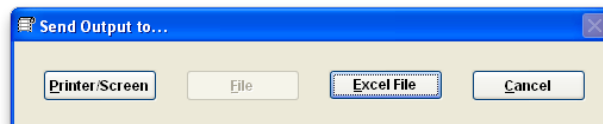
1. Enter Start Date –
2. Enter End Date –
3. Submit – Creates report if any information is available.
4. Cancel – Returns to [Reports Menu](#).

### 3-Season Pass Report(s) -



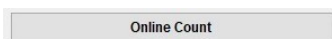
1. Enter Start Date –
2. Enter End Date –
3. Submit – Creates report if any information is available and gives output options.
4. Cancel – Returns to [Reports Menu](#).

### Print/Export Options -



1. Printer/Screen – Opens [Print Preview](#).
2. File – Disabled.
3. Excel File – Creates Excel File.
4. Cancel – Return to [Reports Menu](#)

### 3-Online Count -

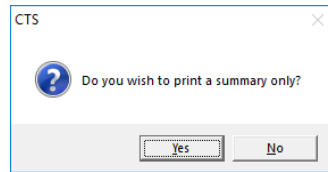


### Date Entry Window -



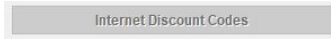
1. Enter Start Date –
2. Enter End Date –
3. Submit – Creates report if any information is available.
4. Cancel – Returns to [Reports Menu](#).

## Print Option Screen –



1. Yes – Prints Summary only.
2. No – Prints full report.

## 3-Internet Discount Codes -



## Under Construction

## For Future Use -



## <Esc> Return to Main Menu -



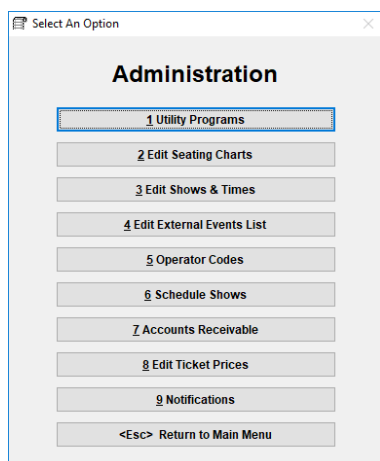
Returns screen to [Main Menu](#).

## Module 4: Administration -

4. Administration

Return to [Main Menu](#).

Return to [Table of Contents](#).



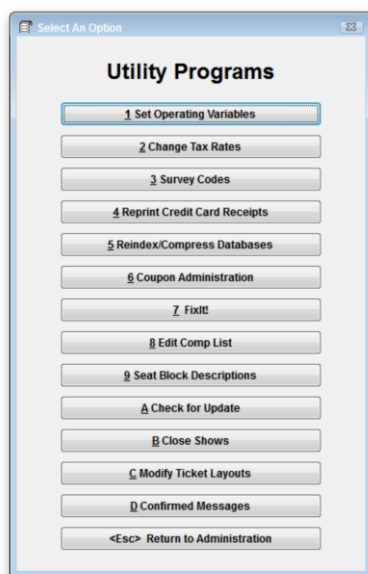
1. [Utility Programs](#) –
2. [Edit Seating Charts](#) –
3. [Edit Shows & Times](#) –
4. [Edit External Events List](#) -
5. [Operator Codes](#) -
6. [Schedule Shows](#) -
7. [Accounts Receivable](#) –
8. [Edit Ticket Prices](#) -
9. [Notifications](#) -
- <Esc> Return to [Main Menu](#) –

### 4-1 Utility Programs –

1 Utility Programs

Multiple item menus for

administrative actions. Return to [Administration](#) menu.



1. [Set Operating Variables](#) – NOTE: Programmer only.
2. [Change Tax Rates](#) -
3. [Survey Codes](#) -
4. [Reprint Credit Card Receipts](#) -
5. [Reindex/Compress Databases](#) -
6. [Coupon Administration](#) -
7. [Fixit!](#) -
8. [Edit Comp List](#) -
9. [Seat Block Descriptions](#) –
- A. [Check for Update](#) – Accesses online for program update.
- B. [Close Shows](#) –
- C. [Modify Ticket Layouts](#) – Programmer only.
- D. [Confirmed Messages](#) –
- <Esc> Cancel – Returns to [Administration Menu](#).

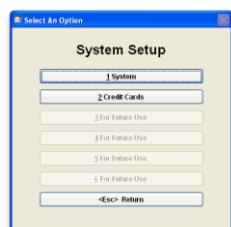
#### 4-1-1 Go to [Set Operating Variables](#) –

1 Set Operating Variables

**Set System variables and Credit Card processing. PROGRAMMER ONLY.**

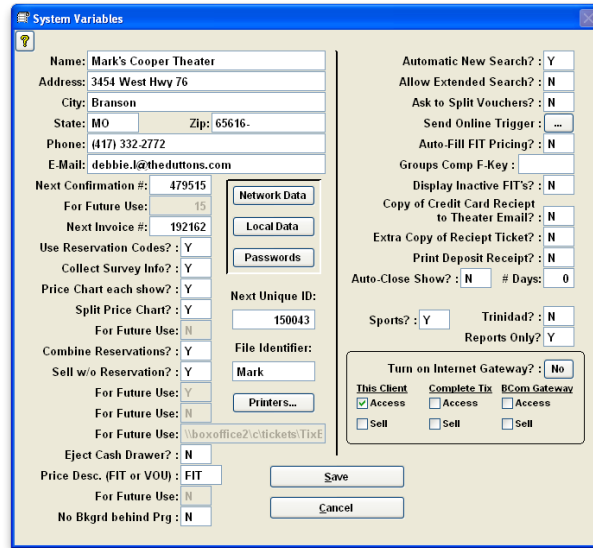
Return to [Utility Programs](#).

#### 4-1-1-1 System Setup -



1. [System Variables](#) – To change system wide settings for the entire program
2. Credit Card – To change credit card settings within the system.
3. <Esc> Return – Returns to [Utility Programs](#).

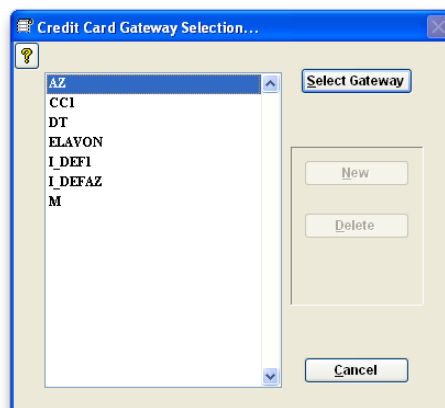
#### 4-1-1-1-1 System Variables -



**Note:** Consult Complete Ticketing programmer for settings or assistance in changing any system settings.

This window includes system wide variables allowing the integration of the modules. Changes will affect them system wide and therefore must be avoided unless necessary for proper function.

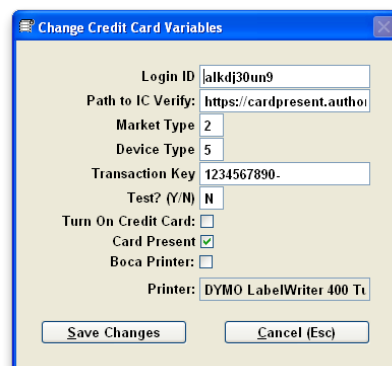
#### 4-1-1-1-2 Credit Card Variables -



Note: Refer to programmer for settings or assistance in changing any system settings.

Allows the choice of which credit card is to be edited.

4-1-1-1-2-1 Programmer sets the following information within the system. No changes should be made without specific direction from the Programmer.



1. Login ID –
2. Path to IC Verify –
3. Market Type –
4. Device Type –
5. Transformation Key –
6. Text? (Y/N) –
7. Turn On Credit Card –
8. Card Present –
9. Boca Printer –
10. Printer –
11. Save Changes –
12. Cancel (Esc) – Returns to [Utility Programs](#).

#### 4-1-2 Change Tax Rates –



Allows administrator to modify tax rates within the system. Opens Tax Rate Editor. Return to [Utility Programs](#).

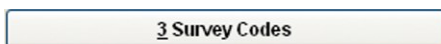
##### 4-1-2-1 Tax Rate Editor -

A dialog box titled "Change Tax Rates" with a yellow question mark icon. It contains a table with two columns: "Description" and "Rate". There are four rows of input fields. Below the table are three buttons: "Save", "Reset", and "Cancel".

	Description	Rate
Tax # 1:	Tourism	4.0000 %
Tax # 2:	Sales Tax	7.6000 %
Tax # 3:	Sales Tax Food	8.4750 %
Tax # 4:	Tourism Food	0.5000 %

1. Enter a description or title to each tax rate.
2. Enter the percentage rate for each tax rate. Note: Any field left blank will not be available to the user in choosing rates.
3. Save – Saves the information entered and returns to Utilities Menu
4. Reset – Clears all information entered or resets the information previously entered.
5. Cancel – Discards any changes and returns screen to [Utility Programs](#).

#### 4-1-3 Survey Codes –



Allows administrator to modify Survey Codes. 3,500 codes are available. Opens Survey Codes.

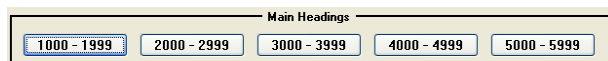
##### 4-1-3-1 Survey Code screen -

A complex screen titled "Edit Survey Codes". It features a "Main Headings" bar at the top with buttons for "1000 - 1999", "2000 - 2999", "3000 - 3999", "4000 - 4999", "5000 - 5999", and "Individual Sales". Below this is a "Sub Headings" section with a grid of checkboxes and text labels. At the bottom are buttons for "Save and Exit", "Revert", "Cancel (No Save)", and "Print List".

Main Headings					
1000 - 1999	2000 - 2999	3000 - 3999	4000 - 4999	5000 - 5999	Individual Sales
Sub Headings					
1100 How D'Ya Hear?	1300 Groups	1500	1700	1900	
1200	1400	1600	1800		
1101	1111 Employee Camps	1121	1131	1141	
1102	1112 Facebook	1122	1132	1142	
1103	1113	1123	1133	1143	
1104	1114 Website	1124	1134	1144	
1105	1115 Car Camp	1125	1135	1145	
1106 Military	1116 Local	1126 Neighborhood	1136	1146	
1107 Email Blast	1117 Voucher	1127 School	1137	1147	
1108	1118 Season Pass	1128	1138	1148	
1109 Word of Mouth	1119 Hospitality Night	1129 Returning Customer	1139	1149	
1110 Walk-in	1120	1130	1140	1150	

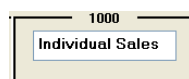
1. [Main Headings Bar](#) –
2. [Main Heading Designation](#) –
3. [Sub-Headings](#) –
4. [Codes](#) –
5. [Online Check Box](#) – adds code to survey for online customers.
6. [Save and Exit](#) –
7. [Revert](#) -
8. [Cancel \(No Save\)](#) - Return to [Utility Programs](#).
9. [Print List](#) -

##### 4-1-3-1 Main Headings Bar –



Allows grouping of codes. The title of the code page is displayed in the box at the upper right of the page.

##### 4-1-3-2 Main Heading Designation -



Each set of Headings can be named for identification of Survey Code groupings.

#### 4-1-3-3 Sub-Headings –

Sub Headings					
1100	How dyall hear?	1300	AZ Why	1500	
1200	Internet Headings	1400	Sales Agents	1600	
				1700	
				1800	
				1900	

Subject to the Main Heading Bar, this opens up a second level of codes with designations.

#### 4-1-3-4 Codes –

		Online			Online
1101	Military	<input type="checkbox"/>	1111	Employee Comps	<input type="checkbox"/>
1102	Email Blast	<input checked="" type="checkbox"/>	1112	Facebook	<input checked="" type="checkbox"/>
1103	Word of Mouth	<input type="checkbox"/>	1113	Website	<input type="checkbox"/>
1104	Walk-in	<input type="checkbox"/>	1114	Cast Comp	<input type="checkbox"/>
1105	Local	<input checked="" type="checkbox"/>	1115	Voucher	<input type="checkbox"/>

These are individually named to identify the survey information. The numbers will appear on the Reservation and can be grouped in Reports.

#### 4-1-3-5 Online Check Box –

		Online			Online
1101	Military	<input type="checkbox"/>	1111	Employee Comps	<input type="checkbox"/>
1102	Email Blast	<input checked="" type="checkbox"/>	1112	Facebook	<input checked="" type="checkbox"/>
1103	Word of Mouth	<input type="checkbox"/>	1113	Website	<input type="checkbox"/>
1104	Walk-in	<input type="checkbox"/>	1114	Cast Comp	<input type="checkbox"/>
1105	Local	<input checked="" type="checkbox"/>	1115	Voucher	<input type="checkbox"/>

The small box to the side of the code name allow that code to be included in the online survey.

#### 4-1-3-6 Save and Exit –

<b>Save and Exit</b>
----------------------

Saves all changes and additions and returns to [Utility Programs](#).

#### 4-1-3-7 Revert -

<b>Revert</b>
---------------

Discards all changes and refreshes to the last saved code list.

#### 4-1-3-8 Cancel (No Save) -

<b>Cancel (No Save)</b>
-------------------------

Discards all changes and returns to [Utility Programs](#).

#### 4-1-3-9 Print List -

<b>Print List</b>
-------------------

Opens Printer Selection window and prints the list of all Survey Codes.

#### 4-1-4 Reprint Credit Card Receipts –

<b>Reprint Credit Card Receipts</b>
-------------------------------------

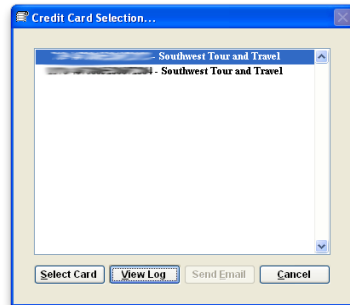
Opens Confirmation Number Entry.  
Return to [Utility Programs](#).

#### 4-1-4-1 Confirmation Number Entry -

Enter Confirmation Nu...	
<input type="text" value="0"/>	
<input type="button" value="OK"/>	<input type="button" value="Cancel"/>

1. Enter the confirmation number that is attached to the credit card.
2. OK – Opens Credit Card Selection.
3. Cancel returns to [Utility Programs](#).

#### 4-1-4-1-1 Credit Card Selection -



1. Highlight the card number and hit Select Card.
2. Highlight the card number and View Log.
3. Send Email –
4. Cancel – Returns to [Utility Programs](#).

#### 4-1-5 Reindex/Compress Databases -

5 Reindex/Compress Databases

Return to [Utility Programs](#).

Allows administrator to Reindex and Compress Database. Initiates file maintenance. Forces all operators to exit TCTS. No further action is required. Upon completion the screen will return to [Utility Programs](#).

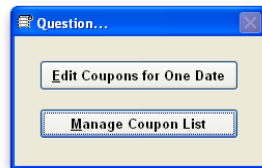
#### 4-1-6 Coupon Administration –

6 Coupon Administration

Return to [Utility Programs](#).

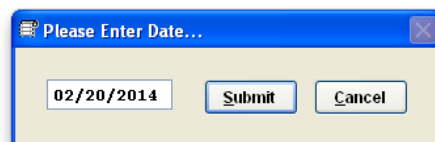
Allows administrator to edit a set of coupons taken for sales or manage a list of coupon options.

#### 4-1-6-1 Coupon Management Choice -



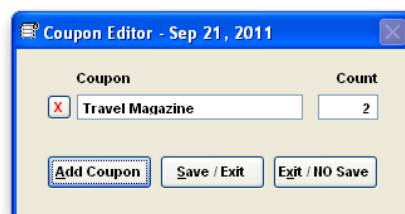
1. Edit Coupons for One Date –
2. [Manage Coupon List](#) –

#### 4-1-6-1-1 Edit Coupons for One Date -



1. Enter the date when the coupons were entered.
2. Submit opens the coupon list.
3. Cancel - Return to [Utility Programs](#).

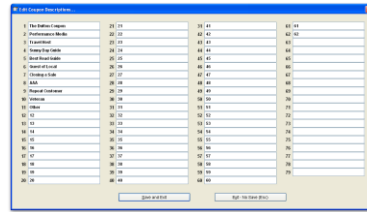
#### 4-1-6-1-1-1 Coupon Editor -



1. Red X – Deletes the coupon.
2. Expanding list of coupons based upon total for the selected date.
3. Count – Denotes the number of coupons that are connected to the description.
4. Add Coupon – Adds a blank coupon.
5. Save/Exit – Saves information and returns to [Utility Programs](#).
6. Exit/NO Save – Discards changes and returns to [Utility Programs](#).



#### 4-1-6-1-2 Manage Coupon List -



1. Type in coupon name or highlight to edit
2. Save and Exit – Save edits and return to [Utility Programs.](#)
3. Exit-NO Save – Discard edits and return to [Utility Programs.](#)

#### 4-1-7 Fixit! -

**Fixit!**

Return to [Utility Programs.](#)

Allows administrator to edit various aspects of a sale or deposit. Go to [Fixit!](#)

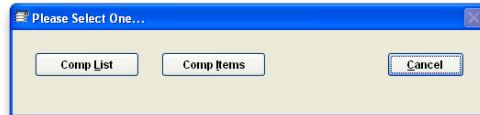
#### 4-1-8 Edit Comp List -

**Edit Comp List**

Return to [Utility Programs.](#)

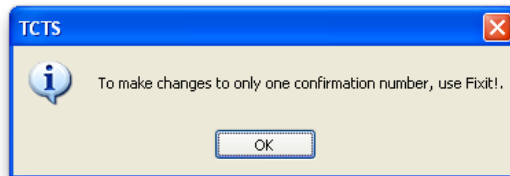
Allows administrator to edit a set of comps taken for sales or manage a list of comp options.

#### 4-1-8-1 Comp List/Comp Item -



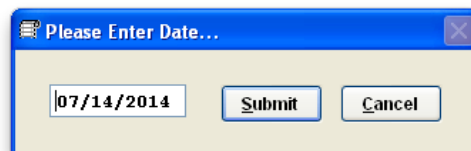
1. [Comp List](#) – Opens Comp List Change Query
2. [Comp Item](#) – Opens Comp List Change Query
3. Cancel - Return to [Utility Programs.](#)

#### 4-1-8-1-1 Comp List Change Query -



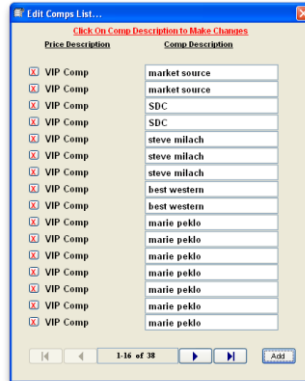
Use [Fixit!](#) for editing only one confirmation number. Comps are connected to confirmation numbers.

#### 4-1-8-1-1-1 Date Entry -



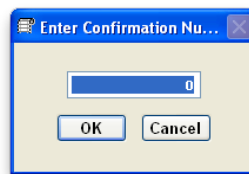
1. Enter a date –
2. Submit opens the Edit Comp List -
3. Cancel - Return to [Utility Programs.](#)

#### 4-1-8-1-1-2 Edit Comp List -



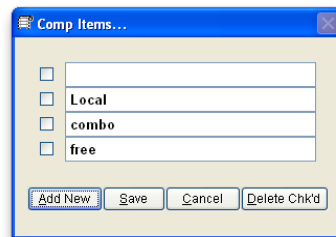
1. Click on Comp Description to make changes -
2. Red X – Deletes the Comp.  
Note: There can be multiple Comps displayed.
3. Add – Adds a blank Comp for editing.
4. Navigation Bar – navigate between pages of Comps when available.
5. Add – Opens window to enter confirmation number to be added to the list. It can then be edited as desired.

#### 4-1-8-1-1-2-5 Add



1. Enter confirmation number to be added.
2. OK – Adds the number displayed to the Comp Edit List.
3. Cancel – Returns to [Utility Programs.](#)


#### 4-1-8-1-2 Comp Item – Expanding list of comps



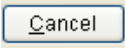
1. [Check Box](#) –
2. [Description](#) –
3. [Add New](#) –
4. [Save](#) –
5. [Cancel](#) – Returns to [Utility Programs.](#)
6. [Delete Chk'd](#) –

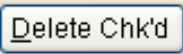
4-1-8-1-2-1 Check Box – ☐ Local  
Checking box allows Comp Item to be deleted.

4-1-8-1-2-2 Description – ☐ Local  
Comp description is edited here.

4-1-8-1-2-3 Add New –   
Adds new line to list to enter a new comp.

4-1-8-1-2-4 Save –   
Saves and returns to [Utility Programs.](#)

4-1-8-1-2-5 Cancel –   
Returns to [Utility Programs.](#) without saving.

4-1-8-1-2-6 Delete Chk'd –   
Deletes all comps that have been checked in the box to the left of the comp description.

#### 4-1-9 Seat Block Descriptions –

9 Seat Block Descriptions

Allows administrator to edit Seating Chart Blocks. Return to [Utility Programs.](#)

##### 4-1-9-1 Seating Chart Blocks

1. [Box Information](#) –
2. [Letter](#) –
3. [Description](#) –
4. [Color button](#) –
5. [Save & Exit](#) - Saves and returns to [Utility Programs.](#)
6. [Exit \(NO Save\)](#) – Returns to [Utility Programs.](#)

##### Enter Description to Activate Letter

The letters to the left of the columns activates when a description is typed in a box.

##### 4-1-9-1-2 Letter –

The designations will be identified by the letter adjacent to the box.

##### 4-1-9-1-3 Description – Editable name of seating blocks

Unique descriptions identify the seat blocks. The letters will then be displayed on the seating chart.

##### 4-1-9-1-4 Color Button –

Allows a color to be assigned the seat block letter for easy identification on the seating chart.

##### 4-1-9-1-5 Save & Exit -

Save & Exit

Saves all information entered and returns to [Utility Programs.](#)

##### 4-1-9-1-6 Exit (NO Save) –

Exit (No Save)

Exit without saving and return to [Utility Programs.](#)

#### 4-1-A Check for Update –

A Check for Update

Return to [Utility Programs.](#)

Allows administrator to access any system updates from the server.

4-1-A-1 Yes or No box appears if an update is available asking user if they want to update now. Checking for an update logs off the user and restarts the program.

#### 4-1-B Close Shows –

B Close Shows

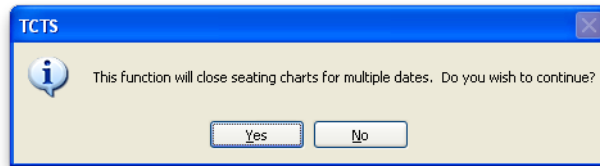
Return to [Utility Programs.](#)

Allows administrator to close seating for multiple dates.

4-1-B-1 Closing shows, closes the seating chart. Any unsold reservations are deleted. Any unused deposits assigned to that date does not allow the closing.

#### 4-1-B-2 Action Confirmation Window -

Request to continue box appears. Closing a show affects multiple dates and must be confirmed.



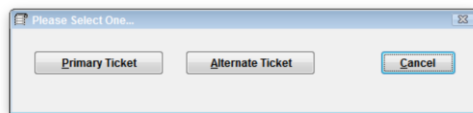
1. Yes – Opens Date Entry.
2. No – Returns to [Utility Programs](#).

#### 4-1-B-2-1 Date Entry Window -



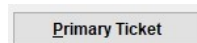
1. Enter Start Date –
2. Enter End Date –
3. Submit – Begins process of closing shows and returns to [Utility Programs](#).
4. Cancel – Returns to [Utility Programs](#).

#### 4-1-C Modify Ticket Layout -



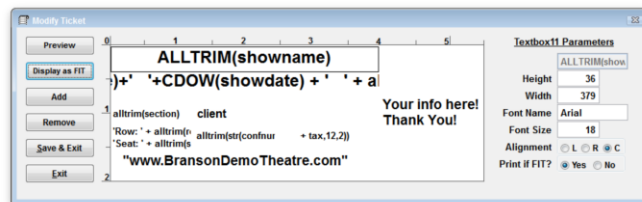
1. Primary Ticket – Opens Primary Ticket Layout Editor.
2. Alternate Ticket –
3. Cancel – Returns to [Utility Programs](#).

#### 4-1-C-1 Primary Ticket –



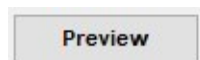
Opens Primary Ticket Layout Editor -

#### 4-1-C-1-1 Primary Ticket Layout Editor -



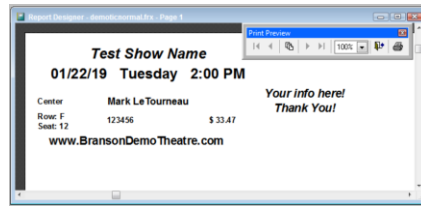
1. Preview –
2. Display as FIT –
3. Add -
4. Remove
5. Save & Edit –
6. Exit -
7. Display Box –
8. Parameters –
9. Returns to [Utility Programs](#).

#### 4-1-C-1-1 Preview –



Opens Ticket Layout Display -

#### 4-1-C-1-1-1 Ticket Layout Display -



1. Displays a printable preview of the ticket.
2. Print box options. [Print Options](#).
3. Printing or closing returns to [Primary Ticket Layout Editor](#).

#### 4-1-C-1-2 Display as FIT –

Display as FIT

Opens FIT Ticket Layout -

#### 4-1-C-1-2-1 FIT Ticket Layout -



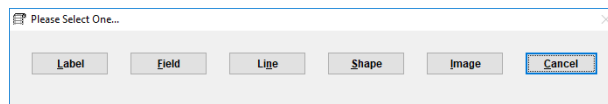
1. Displays primary ticket layout.  
Removes "Price plus tax."  
Non-editable. Preview only.
2. Preview – Opens printable preview of the ticket. See [Preview](#).
3. Display Normal – Returns to Modify Ticket Layout Printing or closing returns to [Primary Ticket Layout Editor](#).
4. Exit – Returns to [Utility Programs](#).

#### 4-1-C-1-3 Add –

Add

Opens Selection Options -

#### 4-1-C-1-3-1 Selection Options -



1. Label – Creates editable label and places it in the upper left corner of the Ticket Preview.
2. Field – Opens Build a Field.
3. Line – Creates editable diagonal line and places it in the upper left corner of the Ticket Preview.
4. Shape – Creates editable shape and places it in the upper left corner of the Ticket Preview.
5. Image – Creates image box in the upper left corner of the Ticket Preview.
6. Cancel – Returns to Primary Ticket Layout Editor.

#### 4-1-C-1-3-1-1 Label –



Creates editable label and places it in the upper left corner of the Ticket Preview.

#### 4-1-C-1-3-1-2 Field –



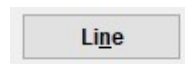
Opens Build a Field.

##### 4-1-C-1-3-1-2-1 Build a Field –

A dialog box titled "Build a Field..." with a close button (X) in the top right corner. It contains a grid of buttons for selecting field types: Showdate, Show Name, Section, Day of Week - Full Name, Show Time, Row, Day of Week - 3 Letters, Confirmation Number, Seat, Showdate - Name of Month, Customer Name, Price Description, User Inserted Text, Price, and Tax. At the bottom, there is a text input field and two buttons: "Submit" and "Cancel".

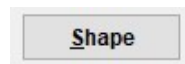
1. Clicking a selection enters specified code into dialogue box.
2. The code displays the format below the dialogue box.
3. User Inserted Text – Type desired text into dialogue box.
4. Submit creates resizable text boxes on ticket layout in code or user text.
5. Cancel – Returns to [Primary Ticket Layout Editor](#).

#### 4-1-C-1-3-1-3 Line –



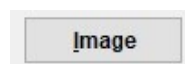
Creates editable in the upper left corner of the Ticket Preview.

#### 4-1-C-1-3-1-4 Shape –



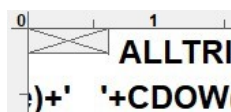
Creates it in the upper left corner of the Ticket Preview.

#### 4-1-C-1-3-1-5 Image –



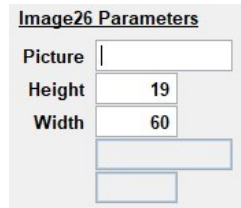
Creates editable image box in the upper left corner of the Ticket Preview.

##### 4-1-C-1-3-1-5-1 Image Box –



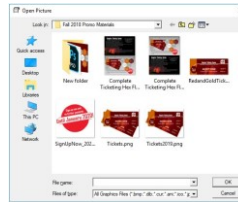
Select Image Box to add image.

#### 4-1-C-1-3-1-5-1-1 Image Parameters Box –



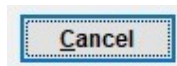
Click on Image Parameters Box to open Image Selection Box.

4-1-C-1-3-1-5-1-1-1 Image Selection Box –



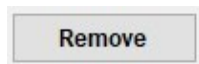
1. Select image.
2. Ok – inserts adjustable image in box on Ticket Preview and Returns to [Primary Ticket Layout Editor](#).
3. Cancel – removes image and Returns to [Primary Ticket Layout Editor](#).

4-1-C-1-3-1-6 Cancel –



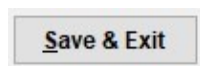
Returns to [Primary Ticket Layout Editor](#).

4-1-C-1-4 Remove --



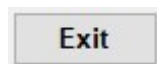
Clicking the button removes selected element on ticket layout.

#### 4-1-C-1-4 Save & Exit --



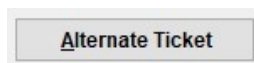
Saves changes and returns to [Utility Programs.](#)

4-1-C-1-4 Exit --



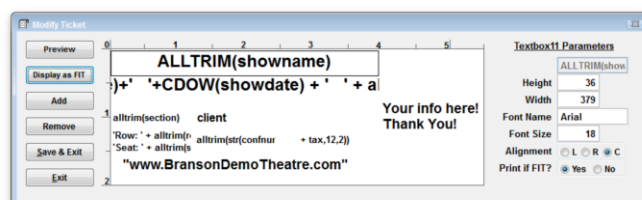
Discards changes and returns to [Utility Programs](#).

## 4-1-C-2 Alternate Ticket --



Opens Alternate Ticket Layout Editor -

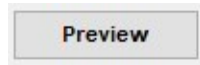
#### 4-1-C-2-1 Alternate Ticket Layout Editor -



1. Preview –
2. Display as FIT –
3. Add -
4. Remove
5. Save & Edit –
6. Exit -
7. Display Box –

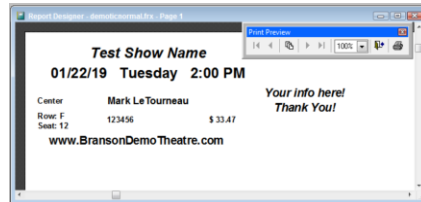
- 8. Parameters –
- 9. Returns to  
[Utility Programs.](#)

#### 4-1-C-2-1 Preview –



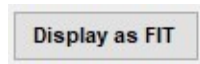
Opens Ticket Layout Display -

#### 4-1-C-2-1-1 Ticket Layout Display -



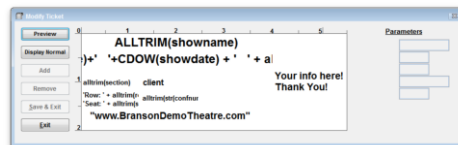
- 1. Displays a printable preview of the ticket.
- 2. Print box options. [Print Options.](#)
- 3. Printing or closing returns to [Alternate Ticket Layout Editor.](#)

#### 4-1-C-2-2 Display as FIT –



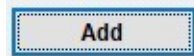
Opens FIT Ticket Layout -

#### 4-1-C-2-2-1 FIT Ticket Layout -



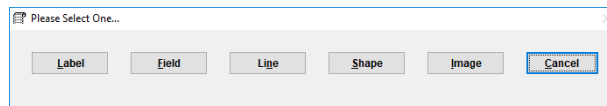
- 1. Displays primary ticket layout.  
Removes "Price plus tax."  
Non-editable. Preview only.
- 2. Preview – Opens printable preview of the ticket. See [Preview.](#)
- 3. Display Normal – Returns to Modify Ticket Layout Printing or closing returns to [Alternate Ticket Layout Editor.](#)
- 4. Exit – Returns to [Utility Programs.](#)

#### 4-1-C-2-3 Add –



Opens Selection Options -

#### 4-1-C-2-3-1 Selection Options -



- 1. Label – Creates editable label and places it in the upper left corner of the Ticket Preview.
- 2. Field – Opens Build a Field.
- 3. Line – Creates editable diagonal line and places it in the upper left corner of the Ticket Preview.
- 4. Shape – Creates



editable shape and places it in the upper left corner of the Ticket Preview.

5. Image – Creates image box in the upper left corner of the Ticket Preview.

6. Cancel – Returns to [Alternate Ticket Layout Editor](#).

---

#### 4-1-C-2-3-1-1 Label –



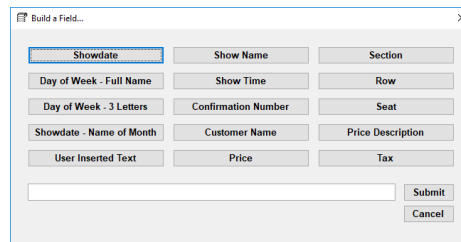
Creates editable label and places it in the upper left corner of the Ticket Preview.

#### 4-1-C-2-3-1-2 Field –



Opens Build a Field.

#### 4-1-C-2-3-1-2-1 Build a Field –

A dialog box titled "Build a Field..." with a close button (X) in the top right corner. The dialog contains a grid of buttons for selecting field components: "Showdate", "Show Name", "Section", "Day of Week - Full Name", "Show Time", "Row", "Day of Week - 3 Letters", "Confirmation Number", "Seat", "Showdate - Name of Month", "Customer Name", "Price Description", "User Inserted Text", "Price", and "Tax". At the bottom, there is a text input field and two buttons: "Submit" and "Cancel".

1. Clicking a selection enters specified code into dialogue box.

2. The code displays the format below the dialogue box.

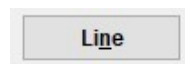
3. User Inserted Text – Type desired text into dialogue box.

4. Submit creates resizable text boxes on ticket layout in code or user text.

5. Cancel – Returns to [Alternate Ticket Layout Editor](#).

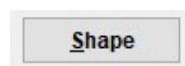
---

#### 4-1-C-2-3-1-3 Line –



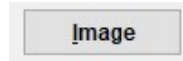
Creates editable in the upper left corner of the Ticket Preview.

#### 4-1-C-2-3-1-4 Shape –



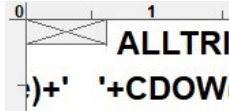
Creates it in the upper left corner of the Ticket Preview.

4-1-C-2-3-1-5 Image –



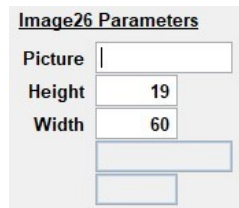
Creates editable image box in the upper left corner of the Ticket Preview.

4-1-C-2-3-1-5-1 Image Box –



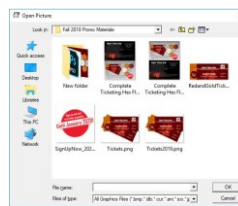
Select Image Box to add image.

#### 4-1-C-2-3-1-5-1-1 Image Parameters Box –



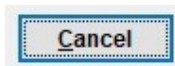
Click on Image Parameters Box to open Image Selection Box.

4-1-C-2-3-1-5-1-1-1 Image Selection Box –



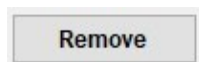
1. Select image.
2. Ok – inserts adjustable image in box on Ticket Preview and Returns to Primary Ticket Layout Editor.
3. Cancel – removes image and Returns to [Alternate Ticket Layout Editor](#).

4-1-C-2-3-1-6 Cancel –



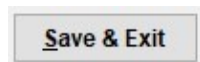
Returns to [Alternate Ticket Layout Editor](#).

4-1-C-2-4 Remove --



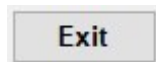
Clicking the button removes selected element on ticket layout.

#### 4-1-C-2-4 Save & Exit --



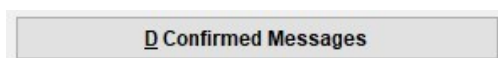
Saves changes and returns to [Utility Programs.](#)

4-1-C-1-4 Exit --



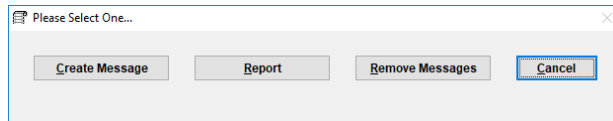
Discards changes and returns to [Utility Programs](#).

#### 4-1-D Confirmed Messages -



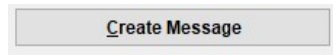
Opens Confirmed Message menu.

#### 4-1-D-1 Confirmed Messages Menu -



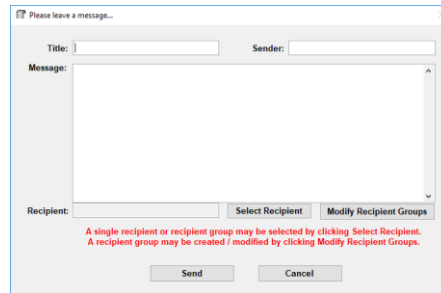
1. [Create Message](#) -
2. [Report](#) -
3. [Remove Messages](#) -
4. Cancel - Returns to [Utility Programs](#).

#### 4-1-D-1-1 Create Message -



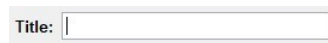
Opens Message entry box.

#### 4-1-D-1-1-1 Message Entry Box-



1. Title -
2. Sender -
3. Message -
4. Recipient -
5. Select Recipient -
6. Modify Recipient Groups -
7. Selection Information -
8. Send -
9. Cancel - Returns to [Create Message](#).

#### 4-1-D-1-1-1-1 Title -



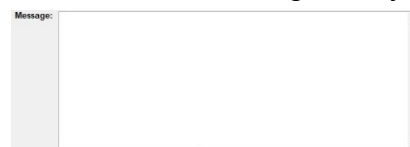
Input title for message.

#### 4-1-D-1-1-1-2 Sender -



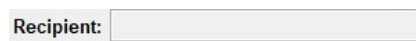
Input who is sending message.

#### 4-1-D-1-1-1-3 Message Body -



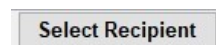
Input message.

#### 4-1-D-1-1-1-4 Recipient -



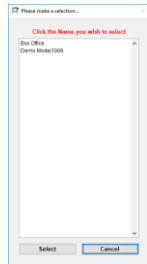
Auto-fills with selected recipients.

#### 4-1-D-1-1-1-5. Select Recipient -



Opens selection screen.

#### 4-1-D-1-1-5-1. Select Recipient –



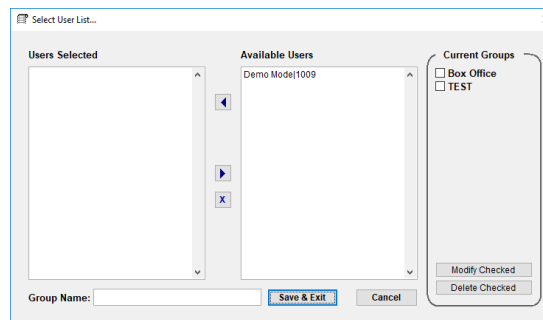
1. Highlight single recipient or previously created group.
2. Click Select to choose recipient and returns to Create Message.
3. Cancel – Returns to [Create Message](#).

#### 4-1-D-1-1-6. Modify Recipient Groups –

**Modify Recipient Groups**

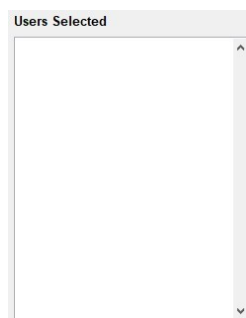
Opens Select User List screen.

##### 4-1-D-1-1-6-1 Select User List –



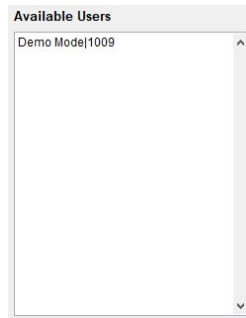
1. Users Selected – Displays individuals selected.
2. Available Users – Displays list of all users within system
3. Current Groups – List of groups previously created.
4. Buttons – Add arrow, remove selected arrow, remove all X.
5. Group Name – Input name for group of selected users.
6. Safe & Exit – Creates group and returns to Create Message.
7. Cancel – Aborts current procedure and returns to Create Message.

##### 4-1-D-1-1-6-1-1 Users Selected –



Displays individuals selected.

#### 4-1-D-1-1-1-6-1-2 Users Selected –



Displays list of all users within system.



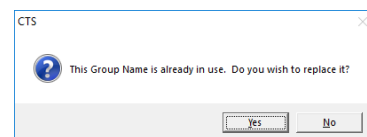
1. Displays previously created groups.
2. Check box to select group -
3. Modify Checked - 4. Delete Checked – Removes group from display.

#### 4-1-D-1-1-1-6-1-3-3. Modify Checked –



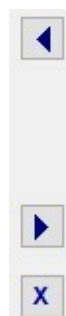
Repopulates Selected Users list and Group Name for modifying. Save & Exit opens Confirmation screen.

#### 4-1-D-1-1-1-6-1-3-3-1 Confirmation



Yes - Replaces group information.  
No – Deletes changes and returns to Modify Recipient Groups screen.

#### 4-1-D-1-1-1-6-1-4 Buttons -



1. Add arrow – Adds recipient.
2. Remove selected arrow – removes recipient.
3. Remove all X – Clears all recipients.

#### 4-1-D-1-1-6-1-5 Group Name –

Group Name:

Input name for group of selected users.

#### 4-1-D-1-1-6-1-6 Save & Exit –

**Save & Exit**

Creates group or saves changes to group and returns to Create Message.

#### 4-1-D-1-1-6-1-7 Cancel –

**Cancel**

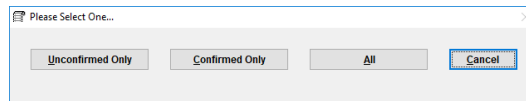
Aborts current procedure and returns to Create Message.

#### 4-1-D-1-2 Report -

**Report**

Opens Report Selection screen.

#### 4-1-D-1-2-1 Report Selection screen -



1. Unconfirmed Only -
2. Confirmed Only –
3. All –
4. Cancel - Returns to [Utility Programs.](#)

#### 4-1-D-1-2-1-1 Unconfirmed Only -

**Unconfirmed Only**

Generates full-page report of messages sent but not confirmed.

If no data available, returns to [Utility Programs.](#)

#### 4-1-D-1-2-1-2 Confirmed Only-

**Confirmed Only**

Generates full-page report of confirmed messages. If no data available, returns to [Utility Programs.](#)

#### 4-1-D-1-2-1-3 All -

**All**

Generates full-page report of both confirmed and unconfirmed messages. If no data available, returns to [Utility Programs.](#)

#### 4-1-D-1-2-1-3 Cancel -



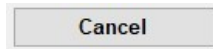
Returns to [Utility Programs](#).

#### 4-1-D-1-3 Remove Messages -



Automatically deletes all messages to which all recipients have responded and returns to [Utility Programs](#).

#### 4-1-D-1-4 Cancel -



Closes screen and returns to [Utility Programs](#).

#### <Esc> Return to Administration -



Returns to [Administration menu](#)

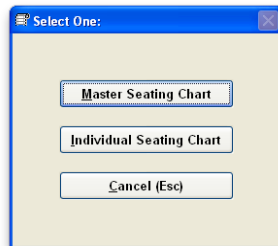
#### 4-2 Edit Seating Charts -



Return to [Administration](#) menu.

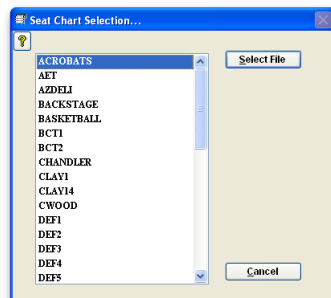
Allows editing of Master Seating Chart and Individual Seating Chart. Allows operator to print a Master Seating Chart for a selected show on a selected day. It also allows operator to select an Individual Seating Chart based on Date or Confirmation Number.

#### 4-2-1 Seating Chart Selection -



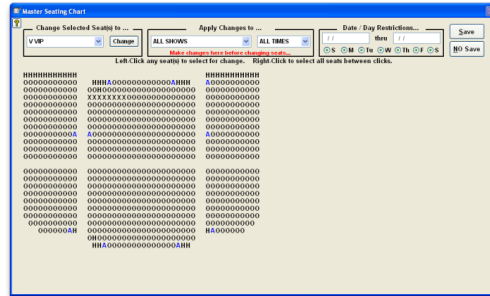
1. [Master Seating Chart](#) – Allows user to edit the layout of the theater seating chart for the purpose of creating an active seating chart.
2. [Individual Seating Chart](#) – Allows user to edit a seating chart for the purpose of editing for a single show.
3. Cancel (Esc) - Returns to [Utility Programs](#).

#### 4-2-1-1 Master Seat Chart -



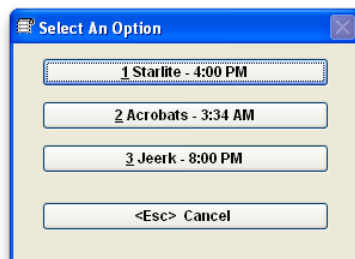
1. Choose the seat chart by clicking on it, which highlights it.
2. Select File – Opens the [Seating Chart Editor](#).
3. Cancel – Returns to [Utility Programs](#).

## 4-2-1-2-1 Seating Chart Editor -



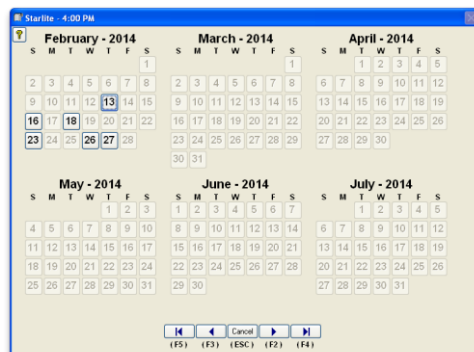
Go to [Seating Chart Editor](#).

## 4-2-2-1 Individual Seating Chart -



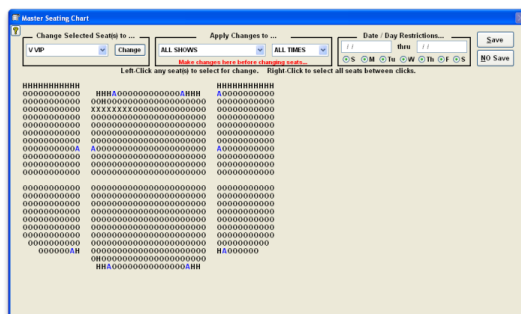
1. Choose from a list of available shows. Opens Show Calendar.
2. <Esc> Cancel - Returns to [Utility Programs](#).

## 4-2-2-2 Show Calendar -



1. Choose an available date for that show. Opens [Seating Chart Editor](#).
2. Navigation Bar –
3. Cancel (Esc) - Returns to [Utility Programs](#).

## 4-2-2-3 Seating Chart Editor -



1. Edits can be made to the Seating Chart. Go to [Seating Chart Editor](#).

4-2-3 Cancel (Esc) - Returns to [Administration](#).



4-3 Edit Shows & Times - **3 Edit Shows & Times** Allows changes to shows and show times. Return to [Administration](#). Opens Warning Window.

#### 4-3-1 Shows & Times -

1. Order -
2. [Show Name](#) -
3. [Show Time](#) -
4. [RowDef File](#) -
5. [Scrn Size](#) -
6. [CCard File](#) -
7. [Price Chart](#) -
8. [Seating Rules](#) -
9. [Show Grouping](#) -
10. [Tax Categories](#) -
11. [Internet](#) -
12. Add -
13. Delete -
14. Exit (Esc)-

#### 4-3-2-1 Order -

This establishes the order the shows appear in the show menu.

#### 4-3-2-1-1 Change show order

Control and direction arrow moves show to desired position in list.

#### 4-3-2-2 Show Name -

Create/Edit the show name.

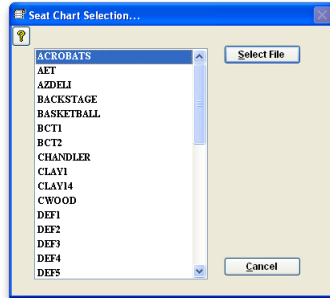
#### 4-3-2-3 Show Time -

Create/Edit show time. The format is HH:MM AM/PM.

#### 4-3-2-4 RowDef File -

Row Definitions File is a choice option. Click in the box and a list is given.

#### 4-3-2-4-1 Seat Chart List -



1. Choose the seat chart by clicking on it.
2. Select File – Opens the [Seating Chart Editor](#).
3. Cancel – Returns to [Utility Programs](#).

#### 4-3-2-5 Size –

Size
2
2
2

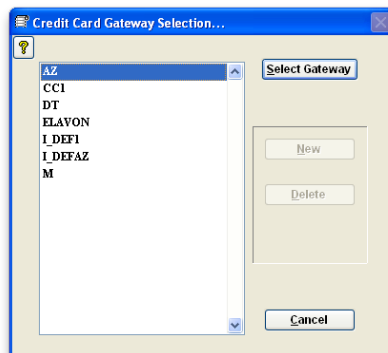
See Programmer for screen size. The screen variables are set for the specific system in specific venue.

#### 4-3-2-6 CCard File –

CCard
CC1
CC1
CC1

Click in the box and a list of available CC files are presented.  
Choose by highlighting the file desired.

#### 4-3-2-6-1 List of Credit Card



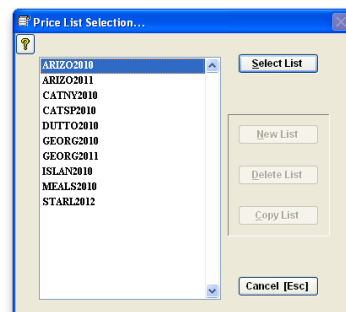
Allows the choice of a credit card within the system.

#### 4-3-2-7 Price Chart –

Price Chart
DEMO_
DEMO_
DEMO_

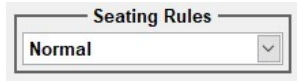
Click within the box and a list of price charts appears. DEFLT is the default if the system has only a single pricing chart.

#### 4-3-2-7-1 Price Chart List -



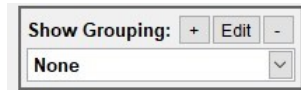
1. Choose of a price chart.
2. Select List -
3. New List -
4. Delete List -
5. Copy List -
6. Cancel (Esc) - Return to [Administration](#).

#### 4-3-2-8 Seating Rules –

A dialog box titled "Seating Rules" with a dropdown menu currently set to "Normal".

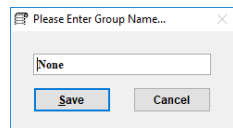
If this box is checked, seating is unassigned and a progress bar shows the number of seats/percentage of seating sold.

#### 4-3-2-9 Show Grouping –

A dialog box titled "Show Grouping:" with buttons for "+", "Edit", and "-", and a dropdown menu currently set to "None".

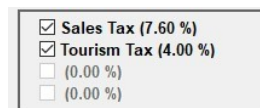
A drop down menu box appears with names of show groupings that can be assigned to the currently displayed show.

##### 4-3-2-9-1 + or Edit opens entry box -

A small dialog box titled "Please Enter Group Name..." with a text input field containing "None", and "Save" and "Cancel" buttons.

1. Display allows edit/addition of show group.
2. Save – Adds new group name to list.
3. Cancel – Returns to Show and Times screen.

#### 4-3-2-10 Tax Categories –

A dialog box titled "Tax Categories" with four checkboxes: "Sales Tax (7.60 %)" (checked), "Tourism Tax (4.00 %)" (checked), "(0.00 %)" (unchecked), and "(0.00 %)" (unchecked).

Click in the boxes to establish the taxes applied to each sale for the selected show.

#### 4-3-2-11 Internet -

A dialog box titled "INTERNET" with buttons for "Internet URL", "Show Active" (unchecked), and "Internet Show Parameters". At the bottom, it says "This Show is NOT displayed on the Website".

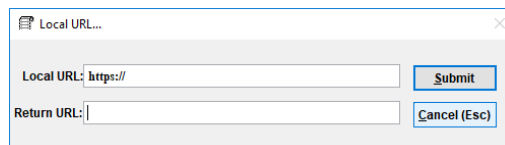
1. Internet URL – Opens URL input window
2. Show Active – Checking this box activates the selected show for online viewing, if available.
3. Internet Show Parameters – Allows editing of internet show parameters.
4. If the theater has internet ticketing setup and a show is displayed online, it is indicated here.

##### 4-3-2-11-1 Internet URL –

A button labeled "Internet URL".

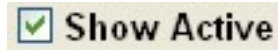
Set by the Programmer.

##### 4-3-2-11-1-1 Internet URL Entry –

A dialog box titled "Local URL..." with input fields for "Local URL:" (containing "https://") and "Return URL:", and "Submit" and "Cancel (Esc)" buttons.

1. URL - is theater web address to online ticket sales.
2. Return URL – display only.
3. Submit – save changes made to input box.
4. Cancel (Esc) – returns to [Edit Shows and Times](#).

#### 4-3-2-11-2 Show Active -



Click this box to activate this show online.

#### 4-3-2-11-3 Internet Show Parameters –



Internet Show Information –

##### 4-3-2-11-3-1 Internet Show Information -

1. [Pricing](#) -
2. [Show Calendar Display Name](#) -
3. Photo URL –
4. [Select/Change Venue](#) –
5. [Seating Rules](#) –
6. Manage Online Res Codes –
7. Manage Discount Codes -
8. [Credit Card Parameters](#) –
9. Customer Select Seats –
10. Display Regular Adult Price –
11. Message Under Pricing –
12. Save and Exit - Returns to [Edit Shows and Times](#).

##### 4-3-2-11-3-1-1 Pricing –

1. If no Profile exists, click Add to open [New Internet Price Profiles creator](#).
2. If Profile exists, clicking on it will open selectable/editable [Internet Price Profiles](#).
3. X – Removes the profile.

##### 4-3-2-11-3-1-1-1 New Internet Price Profile creator.

1. Add a New Profile – opens Naming Screen.
2. Cancel (Esc) – Returns screen.

##### 4-3-2-11-3-1-1-1-1 Naming Screen

1. Type profile name.
2. Save – Add New Profile.
3. Cancel – returns to New Internet Price Profile creator.

#### 4-3-2-11-3-1-1-1-1-1-1 Add a New Profile –

Internet Price Description	F-Key	Ticketing Price Description	Price
		Click Here to Select...	0.00 X
		Click Here to Select...	0.00 X
		Click Here to Select...	0.00 X
		Click Here to Select...	0.00 X
		Click Here to Select...	0.00 X

Reservation Rules: Add a price to the Internet Pricing Form

Save (Enter) Delete this Group Cancel (ESC)

1. Internet Price Descriptions –
2. F-Key –
3. Ticketing Price Description –
4. Price –
5. Reservation Rules -
6. Add a Price –
7. Profile Description –
8. Save (Enter) –
9. Delete this Group –
10. Cancel (Esc) – returns to Internet Price Profiles

#### 4-3-2-11-3-1-1-1-1-1-1 Internet Price Descriptions –

Internet Price Description

Adult (19+)

This price description will be displayed online. Enter or edit the description in the box by clicking inside the box and typing/edit the name.

#### 4-3-2-11-3-1-1-1-1-1-1-(2)(3)(4) F-Key -

F-Key	Ticketing Price Description	Price
F5	D-Adult-19+	30.00

Clicking in the box opens the [Internet Price Chart](#).

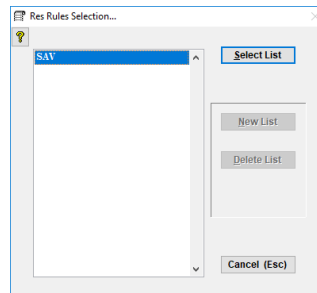
When a price is selected F-Key, Ticketing Price Description and Price are auto entered.

#### 4-3-2-11-3-1-1-1-1-1-1-5 Reservation Rules –

Reservation Rules:

Opens selection box.

#### 4-3-2-11-3-1-1-1-1-1-1-5-1 Res Rules Sel



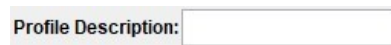
1. Highlight desired list.
2. Select List add selection to profile and returns to Internet Profile.
3. Cancel (Esc) – Returns to Internet Profile.

#### 4-3-2-11-3-1-1-1-1-1-6 Add a Price –



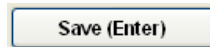
Opens the [Internet Price Chart](#) and allows the user to enter a new price.

#### 4-3-2-11-3-1-1-1-1-1-7 Profile Description



Editable entry.

#### 4-3-2-11-3-1-1-1-1-1-8 Save (Enter) –



Saves information and returns to [Price Profile](#) .

#### 4-3-2-11-3-1-1-1-1-1-9 Delete this Group –



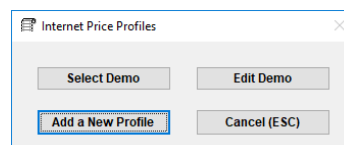
Deletes the profile and returns to [Price Profile](#) .

#### 4-3-2-11-3-1-1-1-1-1-10 Cancel (Esc) –



Return to Internet Price Profiles without saving.

### 4-3-2-11-3-1-1-1-2 Internet Price Profiles -



1. Select adds profile and returns to Internet Show Information.
2. Edit opens Profile screen and allows changes to selected profile.
3. Add a New Profile returns to [Naming Screen](#).
4. Cancel(Esc) – returns to Internet Show Information

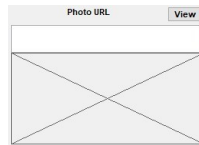
screen.

#### 4-3-2-11-3-1-2 Show Calendar Display Name –

Show Calendar Display Name (Short)

The name of the show to be displayed in the calendar in the online system.

#### 4-3-2-11-3-1-3 Photo URL -

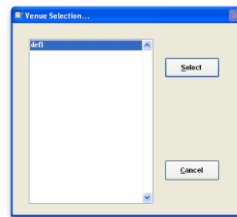


The photo used online to advertise show is displayed.

#### 4-3-2-11-3-1-4 Select/Change Venue –

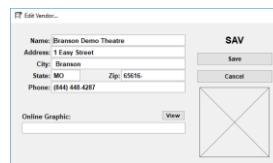
Clicking opens Venue List.

#### 4-3-2-11-3-1-4-1 Venue List -



1. Choose the venue by clicking on the name.
2. Select File – Opens the selected venue file.
3. Cancel – Returns to [Internet Show Information.](#)

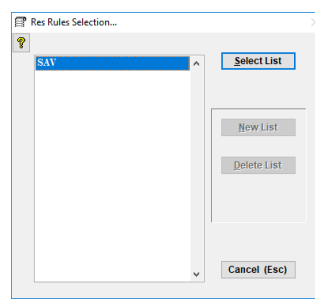
#### 4-3-2-11-3-1-4-1-1 Select File –



1. Venue information is displayed for editing.
2. Online Graphic – displays link and representative image of theater/venue.
3. Save – Saves information and returns to [Internet Show Information.](#)
4. Cancel – Does not save and returns to [Internet Show Information.](#)

#### 4-3-2-11-3-1-5 Seating Rules –

Opens Res Rules Selection -



#### 4-3-2-11-3-1-5-1 Res Rules Selection -

1. Highlight desired list.

2. Select List opens Reservation Rules screen.
3. Cancel (Esc) –

returns to  
Internet Profile.

#### 4-3-2-11-3-1-5-1-1 Reservation Rules screen -

**WARNING:** No changes should be made without consulting the Programmer.

Order	Start Row	End Row	Start Seat	End Seat	Section	Left to Right?	Delete
1	D	J	1	18	Center	T	X
2	D	J	1	4	Right	F	X
3	D	J	1	4	Left	T	X
4	K	Q	1	18	Center	T	X
5	K	L	1	4	Right	F	X
6	K	Q	1	4	Left	T	X
7	R	W	1	18	Center	T	X
8	R	W	1	4	Right	F	X
9	R	W	1	4	Left	T	X
10	X	AA	1	18	Center	T	X
11	X	AA	1	4	Right	F	X
12	X	AA	1	4	Left	T	X

1. Order –
2. Start Row –
3. End Row –
4. Start Seat –
5. End Seat –
6. Section –
7. Left to Right –
8. Delete –
9. Add Rule –
10. Save/Exit –
11. Cancel (No Save)-

#### 4-3-2-11-3-1-5-1-1-1 Add Rule Form – (Items 1 - 8)

1. Each option is available in sequence starting with Select Section.
2. Each option is restricted based upon previous selections within this form.
3. Save [Enter] – Adds the rule to the previous form with all information applied.
4. Cancel [Esc] – Exits the form without saving.

#### 4-3-2-11-3-1-6 Manage Online Res Codes -

Clicking opens [Edit Surveys Code](#) screen. Saving or exiting in Survey Code screen returns to [Internet Show Information](#).

#### 4-3-2-11-3-1-7 Manage Discount Codes -

Clicking opens Internet Discount screen.

#### 4-3-2-11-3-1-7-1 Internet Discounts -



1. Add a New Code – displays entry options.
2. Exit (Esc) – returns to [Internet Show Information](#).

#### 4-3-2-11-3-1-7-1-1 Internet Discounts with entry options -

1. Discount Code – enter code to be displayed for customer.
2. Discount Type – select either % or \$ type.
3. Discount Amount – enter % or \$ amount.
4. Start Date – enter date when discount begins
5. End Date – enter date when discount ends
6. Key Words – entry limits discount to specific ticket type
7. [Show List](#) – opens Select Shows screen
8. Delete – click X to delete current Discount Code.

#### 4-3-2-11-3-1-7-1-1-1 Show List -

1. Shows Attached to this Discount Code – lists shows added to Discount Code.
2. Available Shows – list all show available.
3. Left Arrow – adds selected show to Shows Attached.
4. Right Arrow – removes selected show from Shows Attached.
5. X – clears all shows in Shows Attached
6. Exit – returns to Internet Discount screen.

#### 4-3-2-11-3-1-8 Credit Card Parameters –

Opens Change Credit Card Variables –

#### 11-3-1-8-1 Change Credit Card Variables -

4-3-2-

1. Consult Programmer for any changes.
2. Save Changes -
3. Cancel (Esc) - Returns to [Internet Show Information](#).

#### 4-3-2-11-3-1-9 Customer Select Seats –

☐ **Customer Selects Seats** Consult Programmer.

#### 4-3-2-11-3-1-10 Display Regular Adult Price –

**Display Regular Adult Price:** \$  Enter full adult price here to display undiscounted price online.

#### 4-3-2-11-3-1-11 Message Under Pricing –

**Message Under Pricing:**   
Enter message here to display under pricing online.

#### 4-3-2-11-3-1-12 Save and Exit -

Saves changes and Returns to [Edit Shows and Times](#).

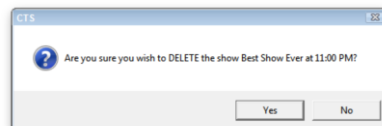
#### 4-3-2-12 – Add -

Adds a new blank line at the end of the list for editing.

#### 4-3-2-13 – Delete -

Opens confirmation dialogue box.

#### 4-3-2-13-1 Confirmation box.



1. Yes – removes show from list.
2. No – cancels delete.

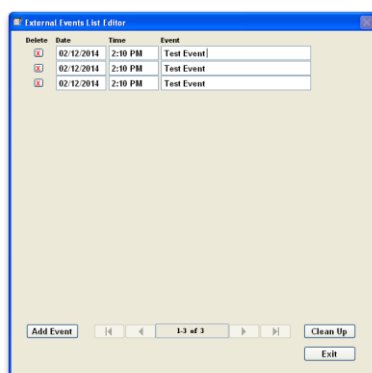
#### 4-3-2-14 – Exit (Esc) -

Saves all changes and returns to [Administration](#).

#### 4-4 Edit External Events List -

Return to [Administration](#).

Editing non-show events to be included on the events calendar.



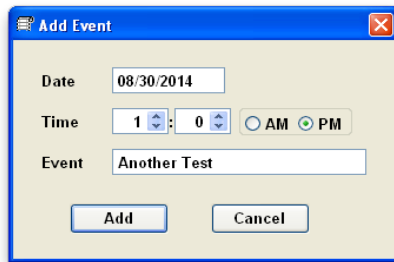
#### 4-4-1 External Events List -

1. Delete – Clicking the red “X” deletes the entry and

updates the form.

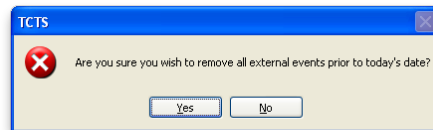
2. Date – Edit date of event.
3. Time – Edit time of event.
4. Event – Edit the event description.
5. Add Event – Opens Add Event.
6. Navigation Bar – Allows movement between pages of events.
7. Clean Up – Opens Clean Up Confirmation.
8. Exit – Returns to [Administration](#).

#### 4-4-1-5 Add Event -

A dialog box titled "Add Event" with a blue header and a close button. It contains three input fields: "Date" with the value "08/30/2014", "Time" with "1" for hours and "0" for minutes, and "Event" with the text "Another Test". There are radio buttons for "AM" and "PM", with "PM" selected. At the bottom are "Add" and "Cancel" buttons.

1. Date – Enter date of event.
2. Time – Enter time of event.
3. Event – Enter event description.
4. Add – Saves the information and adds it to the events list. Returns to [External Events List](#).
5. Cancel – Returns to [External Events List](#).

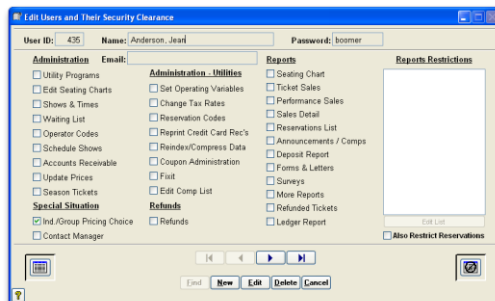
#### 4-4-1-7 Clean Up Confirmation -

A dialog box titled "TCTS" with a red "X" icon. The text inside asks: "Are you sure you wish to remove all external events prior to today's date?". At the bottom are "Yes" and "No" buttons.

1. Yes – activates clean up protocol.
2. No – Cancels and returns to [External Events List](#).

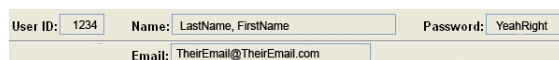
4-5 Operator Codes - [5 Operator Codes](#) Return to [Administration](#).  
Allows administrator to limit access to the operators on the system.

#### 4-5-1 Operator List -

A window titled "Edit Users and Their Security Clearance". It has fields for "User ID" (435), "Name" (Anderson, Jead), and "Password" (boomer). Below these are several sections of checkboxes: "Administration" (Utility Programs, Edit Seating Charts, Shows & Times, Waiting List, Operator Codes, Schedule Shows, Accounts Receivable, Update Prices, Season Tickets, Special Situation, Ind./Group Pricing Choice, Contact Manager), "Administration - Utilities" (Set Operating Variables, Change Tax Rates, Reservation Codes, Reprint Credit Card Rec's, Reminders/Compass Data, Coupon Administration, Fund, Edit Comp List, Refunds), "Reports" (Seating Chart, Ticket Sales, Performance Sales, Sales Detail, Reservations List, Announcements / Camps, Deposit Report, Forms & Letters, Surveys, More Reports, Refunded Tickets, Ledger Report), and "Reports Restrictions" (Also Restrict Reservations). At the bottom are "End", "New", "Edit", "Delete", and "Cancel" buttons.

1. User ID – User Information
2. Name – User Information
3. Password – User Information
4. Email – User Information
5. [Check Boxes](#) –
6. [Reports Restriction](#) – Editable list
7. Also Restrict Reservations –
8. Navigation Bar –
9. [User Report](#) –
10. [Clear User Data](#) –
11. [User Editing Bar](#) -

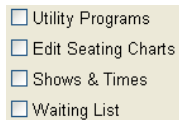
#### 4-5-1-(1-4) User Information –

A form with four input fields: "User ID:" with the value "1234", "Name:" with the value "LastName, FirstName", "Password:" with the value "YeahRight", and "Email:" with the value "TheirEmail@TheirEmail.com".

User ID -  
Name -  
Password -

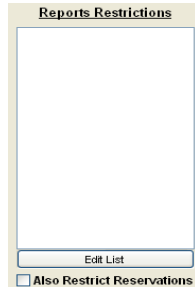
Email (if activated) –  
NOTE: These are established for each user by the administrator.

#### 4-5-1-5 Check Boxes -



The allowed permissions are checked in the box to the left based upon administrator's approval.

#### 4-5-1-6 Reports Restriction –



By clicking Edit List under the box, a list of shows can then be chosen from to restrict the user access. Restricts the user's reports to the shows that are listed in the box.

#### 4-5-1-7 Also Restrict Reservations –

Restricts the user to only the shows that appear in the list. Any other shows will not be available to the user.

#### 4-5-1-8 Navigation Bar –



Used to navigate between users that are available.

#### 4-5-1-9 User Report –



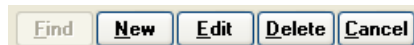
A report of user logins and logouts is displayed.

#### 4-5-1-10 Clear User Data –



Clears all user data displayed in the User Report.

#### 4-5-1-11 User Editing Bar -



1. Find - Currently Disabled
2. New – Adds a new blank record. The New button becomes Save and Edit button becomes Revert. Delete and Exit become disabled. No further action can be done until Save or Revert is clicked. No further action can be done until Save or Revert is clicked.
3. Edit - Edits the current record. Once this has been chosen, previously grayed out Bar are activated. The New button becomes Save and Edit button becomes Revert. Delete and Exit become disabled. No further action can be done until Save or Revert is clicked.
4. Delete – Deletes the current record and returns to the first record

available.

5. Cancel – Exiting returns to [Administration](#).

#### 4-5-1-11-2 (3) Save/Revert Option -



1. Save – Saves changes.
2. Revert – Restores the form back prior to any changes.

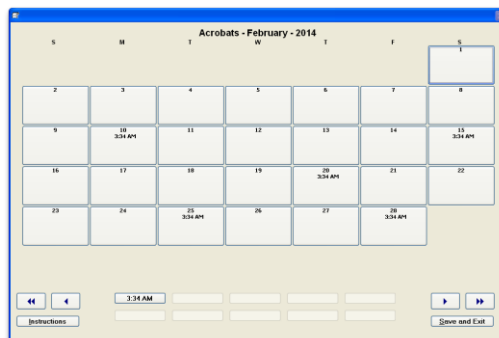
4-6 Schedule Shows –  Enables show scheduling using an Interactive Calendar. Return to [Administration](#).

#### 4-6-1 Opens window of shows



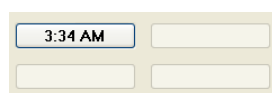
1. Choose from the displayed shows opens Show Calendar.
2. <Esc> Cancel - Returns to [Administration](#).

#### 4-6-1-1 Show Calendar -

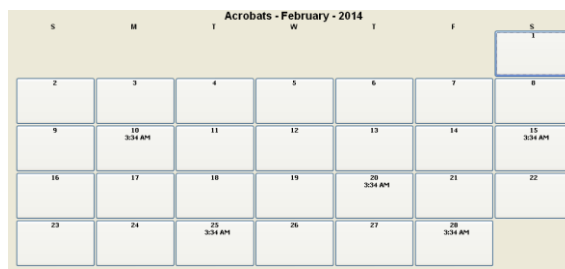


1. Show Time Bar -
2. Calendar Days -
3. Navigation Bar -
4. Save and Exit -
5. Instructions –

#### 4-6-1-1-1 Show Time Bar –



Click on Showtime Bar on the bottom of the screen to make them active (Red color indicates active).



#### 4-6-1-1-2

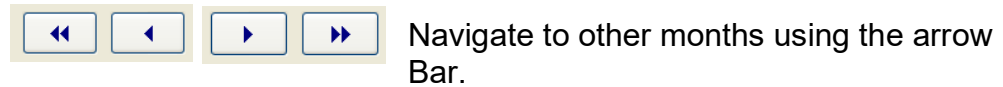
Calendar Days –

Left-Click on any calendar date

to add active show times.

Right-Click on any calendar date to delete active show times.

#### 4-6-1-1-3 Navigation Bar –




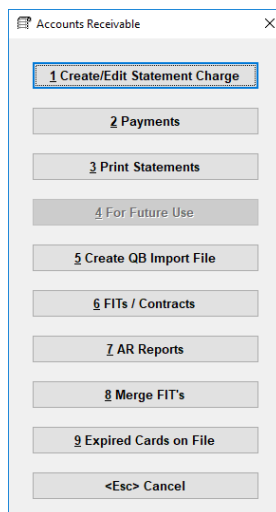
#### 4-6-1-1-4 Save and Exit -



#### 4-6-1-1-5 Instructions –

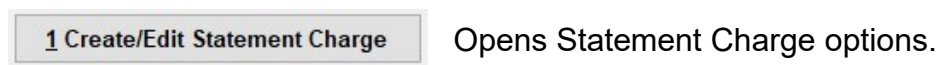


4-7 Accounts Receivable -  Fully integrated Accounts Receivable with multiple options. Can also be initiated as Stand Alone [Module 9](#). Return to [Administration](#).

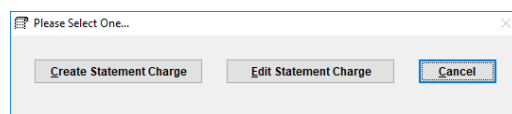


1. [Create/Edit Statement Charge](#) – Creates a debit memo for a FIT via statement charge.
2. [Payments](#) – For entering or editing payments for monies received from FITs.
3. [Print Statements](#) – Allows user to print physical statements for mailing (emailing) or allows printing of a report in statement format with taxes displayed.
4. For Future Use –
5. [Create QB Import File](#) - Creates a Quickbooks file for importing AR information. See Programmer for customizing into your Quickbooks file.
6. [FITs/Contracts](#) – Opens list of FIT accounts and associated contracts allowing AR management.
7. [Reports](#) – Opens an AR reports menu with multiple options.
8. [Merge FITs](#) – Allows the merger of two FIT accounts into one.
9. [Expired Cards on File](#) – Displays expired Credit Cards.
10. <Esc> Cancel – Returns to [Administration](#).

#### 4-7-1 Create/Edit Statement Charge –

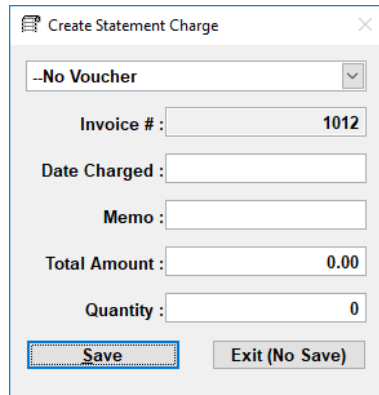


#### 4-7-1-1 Statement Charge Options –



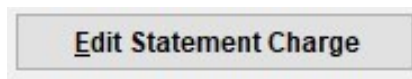
1. Create Statement Charge -
2. [Edit Statement Charge](#) –
3. Cancel – Returns to [Administration](#).

#### 4-7-1-1-1 Create Statement Charge –



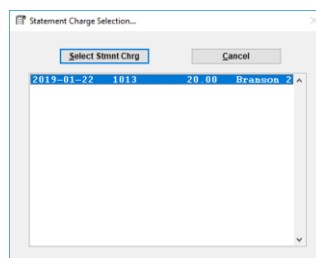
1. Select the FIT from the drop down list.
2. The invoice is self-generated by the system.
3. The Date Charged defaults to today's date.
4. The Memo Field is for explanation of the statement charge as to why the charge is being made outside of the sales window.
5. The total amount of the charge is manually entered.
6. The quantity is based upon how many seats are affected by the charge. Default is 1. Note: If any entry is blank the window will not save but will open a dialogue box to requiring input into a blank field.
7. Save – Creates the charge based upon the data and returns screen to the Accounts Receivable menu.
8. Exit (No Save) – Discards changes and returns to [Accounts Receivable menu](#).

#### 4-7-1-1-2 Edit Statement Charge Options –

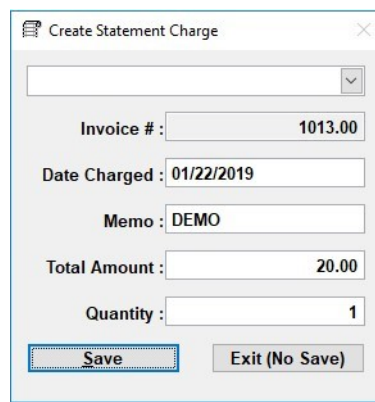


Opens Statement Charge Selection

##### 4-7-1-1-2-1 Statement Charge Selection list –



1. Select Statement Charge – Opens selected statement charge editor.
2. Cancel - returns to [Accounts Receivable menu](#).
3. Statement List – List of editable statement charges.



4-

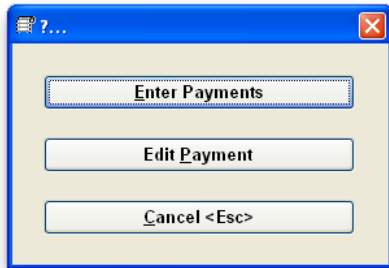
#### 7-1-1-2-1-1 Edit Statement Charge Options –

1. Select the FIT from the drop

down list.

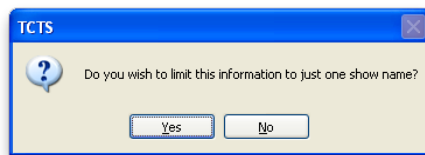
2. Auto-loads Invoice #.
3. Auto-loads editable statement charge information
4. Save – Saves changes and returns to [Accounts Receivable menu](#).
5. Exit (No Save) – Discards changes and returns to [Accounts Receivable menu](#).

4-7-2 Payments – For entering or editing payments for monies received from FITs.



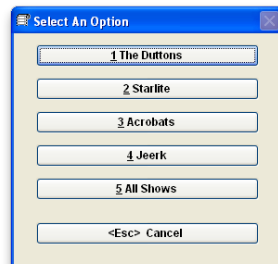
1. Enter Payments allows payments to be applied to an FIT invoice.
2. Edit Payments allows the user to edit a previously entered payment.
3. Cancel <Esc> - Returns to the to [Accounts Receivable menu](#).

4-7-2-1 Enter Payments -



1. Yes – Opens One Show Name Option.
2. No -Opens Accounts Receivable payments window. Go to [AR Payments](#).

4-7-2-1-1 One Show Name Option -



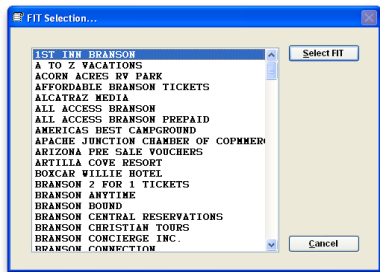
1. Choose the Show – Opens Accounts Receivable Payments. Go to [AR Payments](#).
2. Cancel – Returns to the to [Accounts Receivable menu](#).

Date	Show	Inv. #	Conf. #	Vouch. #	Name	Credit Pmt.	Original Amt.	Amount Due	Payment
09/15/14	The Dutton	231420	607046	141218	141217, 216, 215 - Douglas, Shari		72.00	72.00	
09/15/14	The Dutton	231459	607083	141211	210, 209, 208 - Keenan, Karen		72.00	72.00	
09/16/14	George Dye	231461	607079	140257	Scholl, Diane		62.00	62.00	
09/16/14	The Dutton	231506	607172	141231	Grey, Ellen		18.00	18.00	
09/16/14	The Dutton	231519	607185	141235	141234 - Cummings, Larry		36.00	36.00	
09/16/14	The Dutton	231526	607187	141227	141228 - Pladson, Frank		36.00	36.00	
09/16/14	The Dutton	231527	607188	141195-94-93-92	Latham, Ruby		72.00	72.00	
09/16/14	The Dutton	231529	607189	141155	141154 - Muehl, Louise		36.00	36.00	
09/16/14	The Dutton	231534	607193	141245-44	Prudhomme, Alee		36.00	36.00	
09/17/14	George Dye	231552	607250	140262	Clayton, Charley		31.00	31.00	
09/17/14	The Dutton	231566	607270	141249-48	Schubert, Ralph		36.00	36.00	
09/17/14	The Dutton	231570	607271	141237	Mihlbauer, Terry		36.00	36.00	
09/17/14	The Dutton	231576	607274	141226-225	Rosebrough, Chuck		36.00	36.00	
09/17/14	The Dutton	231580	607276	141232	Dandoy, Kevin		36.00	36.00	
09/17/14	The Dutton	231581	607277	141247	Putz, Dean		36.00	36.00	
09/17/14	The Dutton	231584	607278	141251-50	Pelchenik, Ken		36.00	36.00	
09/17/14	George Dye	231588	607280	140268-267	Pelchenik, Ken		31.00	31.00	
09/17/14	The Dutton	231589	607281	141230	Bickler, Edward		36.00	36.00	
09/17/14	The Dutton	231600	607285	141241	Wulchett, Ron		72.00	72.00	
09/17/14	The Dutton	231604	607288	141224-223	Foulton, Danny		36.00	36.00	
09/17/14	The Dutton	231615	607321	141222	Utz, Rosie		72.00	72.00	
09/17/14	The Dutton	231623	607327	141256	Moore, Iris		108.00	108.00	
09/17/14	The Dutton	231634	607330	141243-242	Valuch, Milan		36.00	36.00	
09/17/14	The Dutton	231643	607337	141205	Heitbron, Ann		36.00	36.00	

4-7-2-

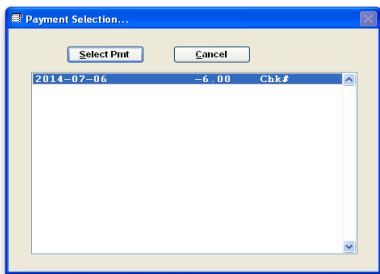


4-7-2-2 Edit Payments –



- 1. Select from the list of FITs available.
- 2. Submit FIT – Opens FIT Payment Selection.
- 3. Cancel – Returns to [Accounts Receivable Menu](#)

4-7-2-2-2 FIT Payment Selection -



- 1. Choose the FIT the payment is to be edited against.
- 2. Select Pmt – Go to [AR Payments](#). for further detail.
- 3. Cancel – Returns to [Accounts Receivable Menu](#)

Accounts Receivable Payments...

FIT Selection: BRANSON 2 FOR 1 TICKETS

Date Paid: 09/20/2014

Amount Paid: 0.00

Payment Type: Cash

Auto-Select: ☐ Clear

Total Amt. Due: 1,436.00

Amt. Applied: 0.00

Balance Due: 1,436.00

Unused Pmt.: 0.00

Invoice	Date	Show	Inv. #	Conf. #	Vouch. #	Name	Credit Pmt.	Original Amt.	Amount Due	Payment
<input type="checkbox"/>	09/15/14	The Dutton	231420	607046	141218	141217, 216, 215 - Douglas, Shari		72.00	72.00	
<input type="checkbox"/>	09/15/14	The Dutton	231459	607063	141211	210, 209, 208 - Keenan, Karen		72.00	72.00	
<input type="checkbox"/>	09/16/14	George Dye	231461	607079	140257	Scholl, Diane		62.00	62.00	
<input type="checkbox"/>	09/16/14	The Dutton	231506	607172	141231	Grey, Ellen		18.00	18.00	
<input type="checkbox"/>	09/16/14	The Dutton	231519	607185	141235	141234 - Cummings, Larry		36.00	36.00	
<input type="checkbox"/>	09/16/14	The Dutton	231526	607187	141227	141228 - Pladson, Frank		36.00	36.00	
<input type="checkbox"/>	09/16/14	The Dutton	231527	607188	141195-94-93-92	Latham, Ruby		72.00	72.00	
<input type="checkbox"/>	09/16/14	The Dutton	231529	607189	141155	141154 - Muehl, Louise		36.00	36.00	
<input type="checkbox"/>	09/16/14	The Dutton	231534	607193	141245-44	Prudhomme, Alee		36.00	36.00	
<input type="checkbox"/>	09/17/14	George Dye	231552	607250	140262	Clayton, Charley		31.00	31.00	
<input type="checkbox"/>	09/17/14	The Dutton	231566	607270	141249-48	Schubert, Ralph		36.00	36.00	
<input type="checkbox"/>	09/17/14	The Dutton	231570	607271	141237	Mihlbauer, Terry		36.00	36.00	
<input type="checkbox"/>	09/17/14	The Dutton	231576	607274	141226-225	Rosebrough, Chuck		36.00	36.00	
<input type="checkbox"/>	09/17/14	The Dutton	231580	607276	141232	Dandoy, Kevin		36.00	36.00	
<input type="checkbox"/>	09/17/14	The Dutton	231581	607277	141247	Putz, Dean		36.00	36.00	
<input type="checkbox"/>	09/17/14	The Dutton	231584	607278	141251-50	Petchenik, Ken		36.00	36.00	
<input type="checkbox"/>	09/17/14	George Dye	231588	607280	140268-267	Petchenik, Ken		31.00	31.00	
<input type="checkbox"/>	09/17/14	The Dutton	231589	607281	141230	Bickler, Edward		36.00	36.00	
<input type="checkbox"/>	09/17/14	The Dutton	231600	607285	141241	Wutchiett, Ron		72.00	72.00	
<input type="checkbox"/>	09/17/14	The Dutton	231604	607288	141224-223	Foulon, Danny		36.00	36.00	
<input type="checkbox"/>	09/17/14	The Dutton	231615	607321	141222	Utz, Rosie		72.00	72.00	
<input type="checkbox"/>	09/17/14	The Dutton	231623	607327	141256	Moore, Iris		108.00	108.00	
<input type="checkbox"/>	09/17/14	The Dutton	231634	607330	141243-242	Valuch, Milan		36.00	36.00	
<input type="checkbox"/>	09/17/14	The Dutton	231643	607337	141205	Heilbron, Ann		36.00	36.00	

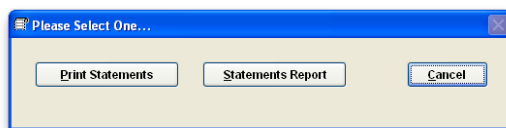
Credit \$ 1209.38

Save

Exit (NO Save)

ments.

4-7-3 Print Statements – Allows user to print physical statements for mailing (emailing) or allows printing of a report in statement format with taxes displayed.



1. Print Statements – Opens Print Statement List.
2. Statement Report – Opens Print Statement List. If a Statement Report is generated, a dialogue box asks if a summary only report is to be generated after all information is entered.
3. Cancel – Returns to [Accounts Receivable Menu](#)

#### 4-7-3-1 Print Statements List -

4-7-3-1-1. Click Select All  FITs to have all statements printed.

4-7-3-1-2. Click Clear All  to deselect all FITs.

4-7-3-1-3. Choose Weekly, Bi-Weekly, Monthly for statement creation.

4-7-3-1-4. Use Show Date – For future use.

4-7-3-1-5. Check “Do Not Print if Balance Due is (0)” to not print a statement if there is no balance due.

4-7-3-1-6. Check “Do Not Include Balance Forward” for the statement to not include the balance forward in the statement.

4-7-3-1-7. Send Via Email where Available -

4-7-3-1-8. Statement. Choose one of a multiple of statements that may available for shows. A drop down list is available to choose from.

4-7-3-1-9. Statement Edit. Statement Edit... Use only if instructed by Programmer.

4-7-3-1-10. Show. Select from a drop down list of all shows, individual shows or a customized list.

4-7-3-1-11. Check Print Labels after Statements to confirm print choice. Prints mailing labels for the statements that are selected.

4-7-3-1-9. Click Print Statements to open Statement Report Date Range.

4-7-3-1-10. Exit – cancels operation and returns to [Accounts Receivable Menu](#).

#### 4-7-3-2 Statement Report Date Range -



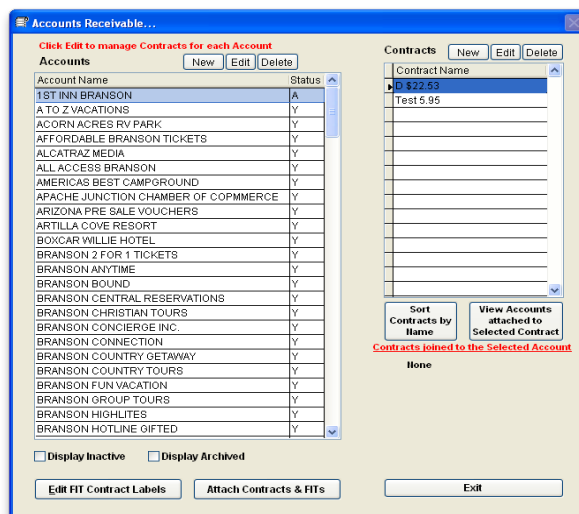
Date range selection is by start and end dates. Submit – prints statements/report.

Cancel – Returns to

[Accounts Receivable Menu](#).

#### 4-7-4 For Future Use –

4-7-5 Create QB Import File – Creates a Quickbooks file for importing AR information. See Programmer for customizing into your Quickbooks file. Return to [Accounts Receivable Menu](#).



4-7-6 FITs/Contracts – Opens list of FIT accounts and associated contracts allowing

AR management. Return to [Accounts Receivable Menu](#).

1. [Accounts](#) –
2. [Account Name](#) –
3. [Account Status](#) –

4. [Display Inactive/Display Archived](#) –
5. [Contracts](#) –
6. [Contract Name](#) –
7. [Sort Contracts by Name](#) –
8. [View Accounts Attached to Selected Contract](#) -
9. [Contracts Joined to Selected Account](#)-
10. [Edit FIT Contract Labels](#) -
11. [Attach Contracts & FITs](#) –
12. Exit – Returns to

## [Accounts Receivable Menu](#)

### 4-7-6-1 Accounts -

Click Edit to manage Contracts for each Account

Accounts New Edit Delete

Account Name Status

1. Accounts can be created, edited or deleted. They cannot be deleted if there is any history attached.
2. New and Edit open up [Account Editor](#).
3. Delete – Removes the FIT from the list.

### 4-7-6-2 Account Name –

Account Name
1ST INN BRANSON
A TO Z VACATIONS
ACORN ACRES RV PARK
AFFORDABLE BRANSON TICKETS

Accounts are listed alphabetically.

### 4-7-6-3 Account Status –

Status

- A
- Y
- Y
- Y
- Y
- ...

- Y – Active account – general
- A – Agent Pickup – cannot be charged to AR, must be paid
- I – Inactive but with saved history
- X – Archived
- P - PrePaid

### 4-7-6-4 Display Inactive/Display Archived –

☐ Show Inactive ☐ Show Archived

Clicking adds additional Accounts to the list.

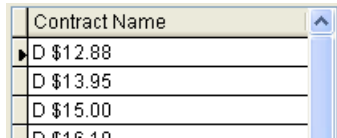
### 4-7-6-5 Contracts –

Contracts New Edit Delete

Contract Name

1. Accounts can be created, edited or deleted. They cannot be deleted if there is any history attached.
2. New and Edit open up [Contract Editor](#).
3. Delete – Removes the FIT from the list.

#### 4-7-6-6 Contract Name –



Contract Name
D \$12.88
D \$13.95
D \$15.00
D \$16.10

Contracts are listed by order of entry. This list may be sorted by clicking the button below the list.

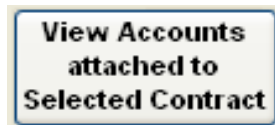
#### 4-7-6-7 Sort Contracts by Name –



Sort Contracts by Name

Sorting by name alphabetically

#### 4-7-6-8 View Accounts Attached to Selected Contract -



View Accounts  
attached to  
Selected Contract

Opens Account List.

#### 4-7-6-8-1 Account List –



FITs attached to D \$22.53:

- A TO Z VACATIONS - Y
- AMERICAS BEST CAMPGROUND - Y
- BRANSON CONCIERGE INC. - Y
- BRANSON CONNECTION - Y
- BRANSON COUNTRY GETAWAY - Y
- BRANSON COUNTRY TOURS - Y
- BRANSON FUN VACATION - Y
- BRANSON HOTLINE GIFTED - Y
- BRANSON HOTLINE SOLD - Y
- BRANSON KOA - Y
- BRANSON MARKETING GROUP - Y
- BRANSON NANTUCKET - Y
- BRANSON ONLINE - Y
- BRANSON TICKET & TRAVEL - Y
- BRANSONS BEST RESERVATIONS - Y
- CHATEAU ON THE LAKE - Y
- COME ALONG TO BRANSON - Y
- COMPTON RIDGE CAMPGROUND - Y

Scrollable List of accounts attached to the contract.  
“X” – closes form.

#### 4-7-6-9 Contracts Joined to Selected Account -



Contracts joined to the Selected Account

None

Any contracts joined to this account will be listed by name. “None” is displayed if there are no contracts joined.

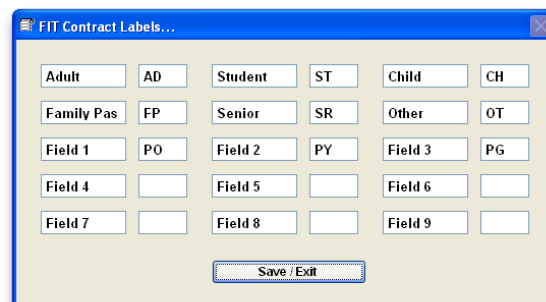
#### 4-7-6-10 Edit FIT Contract Labels -



Edit FIT Contract Labels

This opens [FIT Contract Label Editor](#)

#### 4-7-6-10-1 FIT Contract Label Editor -



FIT Contract Labels...

Adult	AD	Student	ST	Child	CH
Family Pas	FP	Senior	SR	Other	OT
Field 1	PO	Field 2	PY	Field 3	PG
Field 4		Field 5		Field 6	
Field 7		Field 8		Field 9	

Save / Exit

1. This form determines the fields on the [Contract Editor](#). Unique two letter designations are required to identify the ticket price during lookup.

2. Save/Exit – Saves entries

and returns to [Accounts Receivable Menu](#).

#### 4-7-6-11 Attach Contracts & FITs –

The screenshot shows a window titled "Accounts Receivable...". On the left is a list of contracts with "D \$22.53" selected. In the center, contract details are displayed: Adult: 22.53, Student: 10.73, Child: 5.37, Fam Pass: 53.65, Senior: 16.50, Field 1: , Field 2: , Field 3: , Field 4: , Field 5: , Field 6: , Field 7: , Field 8: , Field 9: . Below this, it says "Shows(s): Starlite - 4:00 PM". On the right is a list of FITs with checkboxes, including "1ST INN BRANSON", "A TO Z VACATIONS", "ACORN ACRES RV PARK", "AFFORDABLE BRANSON TICKETS", "ALCATRAZ MEDIA", "ALL ACCESS BRANSON", "AMERICAN BEST CAMPGROUND", "APACHE JUNCTION CHAMBER OF CO", "ARIZONA PRE SALE VOUCHERS", "ARTILLA COVE RESORT", "BOYCAR WILLE HOTEL", "BRANSON 2 FOR 1 TICKETS", "BRANSON ANYTIME", "BRANSON BOUND", "BRANSON CENTRAL RESERVATIONS", "BRANSON CHRISTIAN TOURS", "BRANSON CONCIERGE INC", "BRANSON CONNECTION", "BRANSON COUNTRY GETAWAY", "BRANSON COUNTRY TOURS", "BRANSON FUN VACATION", "BRANSON GROUP TOURS", "BRANSON HOLIDAYS", and "BRANSON MOTEL AND OUTLET".

1. List of Contracts –
2. Contract information for the selected.
3. All FITs –
4. Check Box –
5. Exit -

##### 4-7-6-11-1 List of Contracts –

The screenshot shows a small window titled "Contract Name" with a list of contracts. "D \$22.53" is selected and highlighted in yellow. Below it is "Test 5.95".

Selecting the desired contract shows any FIT attached and allows to attach or unattach FITs from the list.

##### 4-7-6-11-2 Contract information -

The screenshot shows a window displaying contract information for "D \$22.53" with "No Dates". It lists prices for Adult (22.53), Student (10.73), Child (5.37), Fam Pass (53.65), and Senior (16.50). It also lists Field 1 through Field 9. At the bottom, it says "Shows(s): Starlite - 4:00 PM".

All contract information is displayed.

##### 4-7-6-11-3 All FITs –

The screenshot shows a window titled "Click the Checkbox to Select or Deselect" with a list of FITs. Each FIT has a checkbox and a right-pointing arrow. The FITs listed are: "1ST INN BRANSON", "A TO Z VACATIONS", "ACORN ACRES RV PARK", "AFFORDABLE BRANSON TICKETS", "ALCATRAZ MEDIA", and "ALL ACCESS BRANSON".

List of all FITs is displayed.

##### 4-7-6-11-4 Check Box –

The screenshot shows a portion of the FIT List window, focusing on the checkboxes and right-pointing arrows for the first few FITs: "1ST INN BRANSON", "A TO Z VACATIONS", "ACORN ACRES RV PARK", and "AFFORDABLE BRANSON TICKETS".

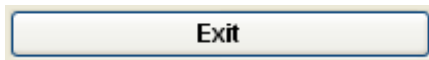
Click in the box to select/deselect FITs.

##### 4-7-6-11-5 Exit -

The screenshot shows a single button labeled "Exit".

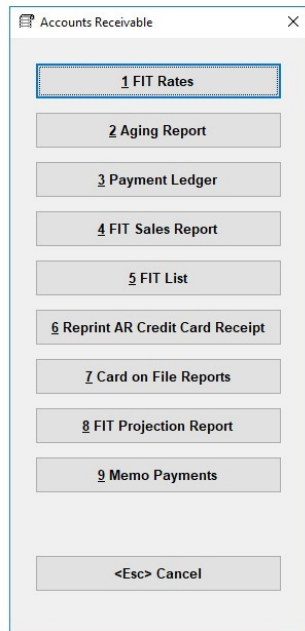
Returns to [FITs/Contracts](#).

#### 4-7-6-12 Exit -



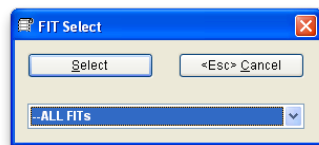
Returns to [Accounts Receivable Menu](#)

#### 4-7-7 AR Reports – Opens an AR reports menu with multiple options.



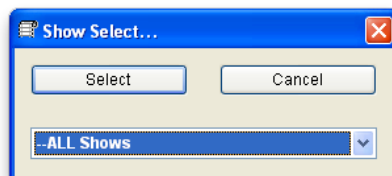
1. [FIT Rates](#) – List of contract rates for an FIT or multiple FITs and the corresponding shows
  2. [Aging Report](#) – All open invoices are listed within a date range.
  3. [Payment Ledger](#) – Lists all payments made by date ranges and selected FITs.
  4. [FIT Sales Report](#) – Listed by date range, show names, type of FIT and name of FIT.
  5. [FIT List](#) – List of all FITs, active or inactive.
  6. [Reprint AR Credit Card Receipts](#) – Allows reprint of CC payment on an invoice.
  7. [Card on File Reports](#) – Report of credit cards on file by expiration date or charges made to credit cards on file.
  8. [FIT Projection Report](#) – Projection of sales to a particular date by FITs only.
  9. Memo Payments –
- <Esc> Cancel – Returns to [Accounts Receivable Menu](#).
- 4-7-7-1 FIT Rates – Opens a list of contract rates for an FIT or multiple FITs. Opens FIT Selection –

#### 4-7-7-1-1 FIT Selection -



1. Select – Opens Show Select.
2. <Esc> Cancel – Returns to [Accounts Receivable Menu](#).
3. Drop Down Menu - Select either All FITs or a single FIT.

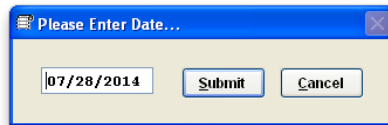
#### 4-7-7-1-1-1 Show Select -



1. Select – Opens [Print Preview](#).
2. <Esc> Cancel – Returns to [Accounts Receivable Menu](#).
3. Drop Down Menu - Select from All Shows or a single Show.

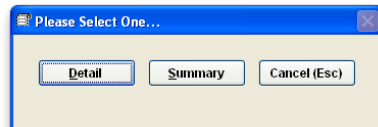
4-7-7-2 Aging Report – All open invoices are listed within a date range.  
Opens Date Entry.

#### 4-7-7-2-1 Date Entry -

A small dialog box titled "Please Enter Date..." with a close button (X) in the top right corner. It contains a text input field with the date "07/28/2014" and two buttons: "Submit" and "Cancel".

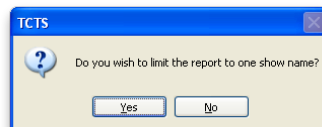
1. Enter Date –
2. Submit – Opens Detail/Summary Selection.
3. Cancel - Returns to [Accounts Receivable Menu](#).

#### 4-7-7-2-1-2 Detail/Summary Selection -

A small dialog box titled "Please Select One..." with a close button (X) in the top right corner. It contains three buttons: "Detail", "Summary", and "Cancel (Esc)".

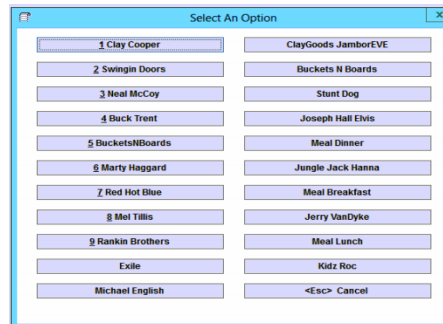
1. Detail – Opens Limit Option.
2. Summary – Opens Limit Option.
3. Cancel (Esc) - Returns to [Accounts Receivable Menu](#).

#### 4-7-7-2-1-2-(1-2) Limit Option -

A small dialog box titled "TCTS" with a question mark icon and the text "Do you wish to limit the report to one show name?". It contains two buttons: "Yes" and "No".

1. If Yes, opens a Show Name List.
2. If No, the report is generated. Opens [Print Preview](#).

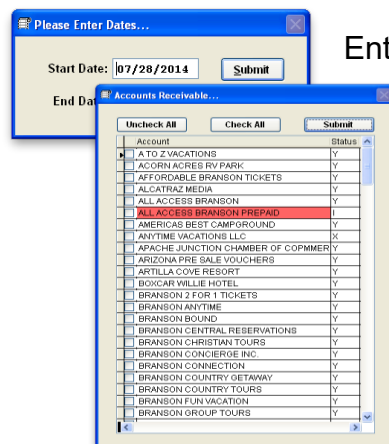
#### 4-7-7-2-3-2 Show Name List -

A dialog box titled "Select An Option" with a close button (X) in the top right corner. It contains a list of 20 items, each with a number and a name. The items are: 1 Clay Cooper, 2 Swingin Doors, 3 Neal McCoy, 4 Buck Trent, 5 BucketsNBoards, 6 Marty Haggard, 7 Red Hot Blue, 8 Mel Tillis, 9 Rankin Brothers, Exile, Michael English, ClayGoods JamborEVE, Buckets N Boards, Stunt Dog, Joseph Hall Elvis, Meal Dinner, Jungle Jack Hanna, Meal Breakfast, Jerry VanDyke, Meal Lunch, Kidz Roc, and <Esc> Cancel.

1. Choose the Show the report is to be limited to. Opens [Print Preview](#).

4-7-7-3 Payment Ledger – Lists all payments made by date ranges and selected FITs. Opens Date Range.

#### 4-7-7-3-1 Date Range -

A dialog box titled "Please Enter Dates..." with a close button (X) in the top right corner. It contains two text input fields: "Start Date:" with the date "07/28/2014" and "End Date:". Below the input fields are two buttons: "Submit" and "Cancel".

Enter the range of dates for the report.

#### 4-7-7-3-3-1 FIT

Selection -

1. Uncheck All – De-selects all FITs in the list.



2. Check All – Selects All FITs in the List.
3. Submit – Opens [Print Preview](#).

4-7-7-4 FIT Sales Report – Listed by date range, show names, type of FIT and name of FIT. Opens Date Range.

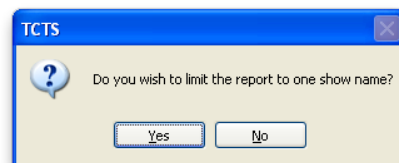
#### 4-7-7-4-1 Date Range -



A small dialog box titled "Please Enter Dates...". It contains two input fields: "Start Date:" with the value "07/28/2014" and "End Date:" with the value "07/28/2014". To the right of the "Start Date:" field is a "Submit" button, and to the right of the "End Date:" field is a "Cancel" button.

1. Start Date –
2. End Date –
3. Submit – Opens Limit Option.
4. Cancel - Returns to [Reports Menu](#).

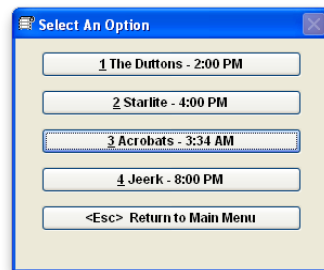
#### 4-7-7-4-1-3 Limit Option -



A dialog box titled "TCTS" with a question mark icon. The text inside says "Do you wish to limit the report to one show name?". At the bottom, there are two buttons: "Yes" and "No".

1. If Yes, opens a Show Name with Time list.
2. If No, opens List Options. Skips the Show Name with Time window.

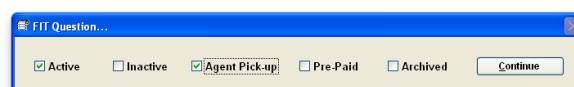
#### 4-7-7-4-1-3-1 Show Name with Time -



A dialog box titled "Select An Option". It contains a list of five options, each in a button-like box: "1 The Duttons - 2:00 PM", "2 Starlite - 4:00 PM", "3 Acrobats - 3:34 AM", "4 Jeerk - 8:00 PM", and "<Esc> Return to Main Menu".

1. Select the desired show and time. Opens List Options.
2. <Esc> Return to Main Menu – Cancels all activity and returns to [Main Menu](#).

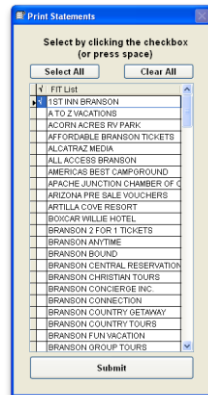
#### 4-7-7-4-2-2 List Options – Check the types of FITs and click Continue.



A dialog box titled "FIT Question...". It contains five checkboxes: "Active" (checked), "Inactive", "Agent Pick-up:" (checked), "Pre-Paid", and "Archived". To the right of these checkboxes is a "Continue" button.

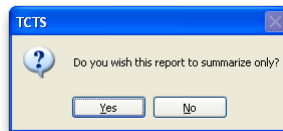
1. Active –
2. Inactive –
3. Agent Pick-up –
4. Pre-Paid –
5. Archived -
6. Continue – Opens FIT Selection.

#### 4-7-7-4-2-3 FIT Selection -

A dialog box titled "Print Statements" with a subtitle "Select by clicking the checkbox (or press space)". It contains a list of FITs with checkboxes. The first checkbox is checked. There are "Select All" and "Clear All" buttons at the top, and a "Submit" button at the bottom.

1. Click the desired FIT Sales Reports.
2. Select All – Selects all FITs.
3. Clear All – De-selects all FITs.
4. Submit – Opens Summary Option.

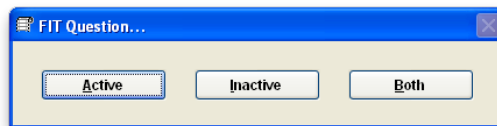
#### 4-7-7-4-2-4 Summary Option -

A small dialog box titled "TCTS" with a question mark icon. The text inside says "Do you wish this report to summarize only?". There are "Yes" and "No" buttons at the bottom.

Both Yes and No opens [Print Preview](#).

#### 4-7-7-5 FIT List – List of all FITs, active or inactive. Opens FIT List Options –

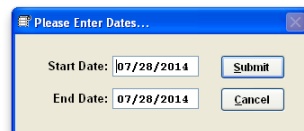
##### 4-7-7-5-1 FIT List Options -

A dialog box titled "FIT Question..." with three buttons: "Active", "Inactive", and "Both".

1. Active – Opens [Print Preview](#).
2. Inactive – Opens [Print Preview](#).
3. Both - Opens [Print Preview](#).

#### 4-7-7-6 Reprint AR Credit Card Receipts – Allows reprint of CC payments on an invoice. Opens Date Range.

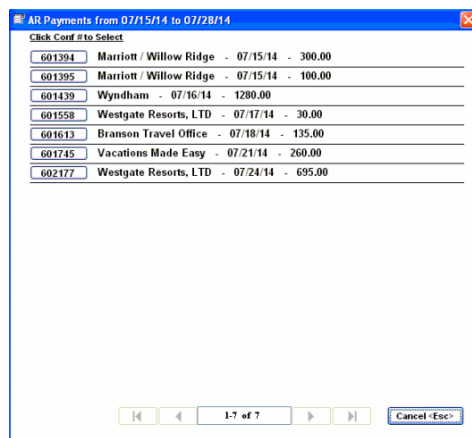
##### 4-7-7-6-1 Date Range -

A dialog box titled "Please Enter Dates...". It has two rows: "Start Date:" with a text box containing "07/28/2014" and a "Submit" button; "End Date:" with a text box containing "07/28/2014" and a "Cancel" button.

1. Enter Start Date –
2. Enter End Date –
3. Select – Opens List of CC Payments.
4. Cancel - Returns to [Reports Menu](#).

##### 4-7-7-6-2 List of

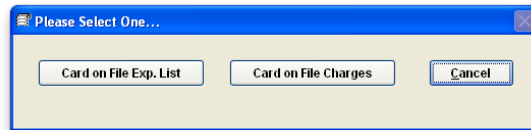
##### CC Payments -

A dialog box titled "AR Payments from 07/15/14 to 07/28/14". It contains a table with columns for invoice number, company name, date, and amount. The table has 7 rows of data. At the bottom, there is a navigation bar with buttons for first, previous, next, last, and a "Cancel <Esc>" button.

1. Select the Credit Card Payment to be reprinted. This prints the receipt.
2. Navigation Bar –
3. Cancel <Esc> - Exits form without printing. Returns to [Reports Menu](#).

4-7-7-7 Card on File Reports – Report of credit cards on file by expiration date or charges made to credit cards on file. Opens Credit Card Options.

#### 4-7-7-7-1 Credit Card Options -



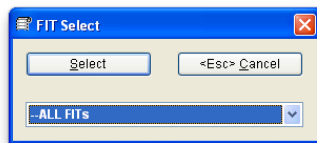
1. Card on File Exp. List – List of cards on file by expiration date. Opens [Print Preview](#).
2. Card on File Charges –
3. Cancel – Returns to [Reports Menu](#).

#### 4-7-7-7-1-2-1 Date Range -



Enter the range of dates for the report.

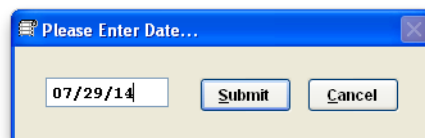
#### 4-7-7-7-1-2-2 FIT Select -



Select either All FITs or a single FIT.  
Opens [Print Preview](#).

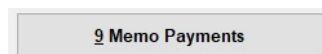
4-7-7-8. FIT Projection Report – Projection of sales to a particular date by FITs only.

#### 4-7-7-8-1 Projection Date -



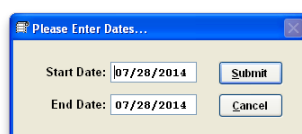
1. Enter the Date to which the FIT report is to be projected.
2. Submit opens [Print Preview](#).
3. Cancel - Returns to [Reports Menu](#).

#### 4-7-7-9 Memo Payments -



Opens Date Range option –


#### 4-7-7-9-1 Date Range -



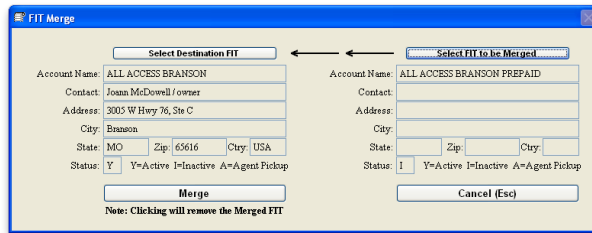
1. Start Date –
2. End Date –

3. Submit – Creates report with available data.
4. Cancel - Returns to [Reports Menu](#).

<Esc> Cancel – Returns to [Accounts Receivable Menu](#)

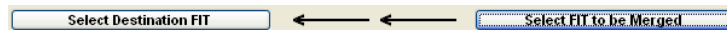
4-7-8 Merge FITs –  Allows the merger of two FIT accounts into one. Return to [Accounts Receivable Menu](#).

4-7-8-1 Two FITs can be merged into one by selecting the destination FIT and the FIT to be merged (removed.)



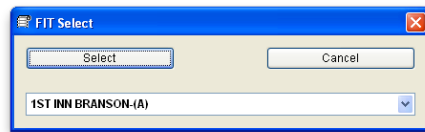
1. Destination FIT -
2. FIT to be merged -
3. Customer Information -
4. Merge –
5. Cancel (Esc) - Returns to [Reports Menu](#).

4-7-8-1-1(2) Destination/Merge Selection



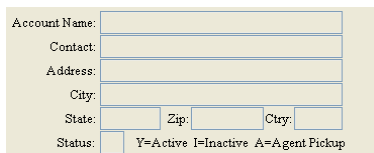
Clicking opens an FIT selection window.

4-7-8-1-1-1 Select Destination FIT opens a drop down list -



Clicking on the FIT auto fills the customer information.

4-7-8-1-3 Destination and FIT to be Merged information window -



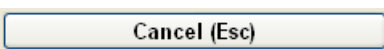
The information will be auto-filled when the select button is clicked.

4-7-8-1-4 Merge -



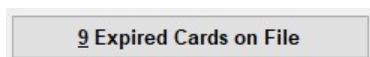
Clicking the Merge button will combine the two FITs and delete the Merged FIT.

4-7-8-1-5 Cancel (Esc) -



Cancel (Esc) - Returns to [Accounts Receivable Menu](#)

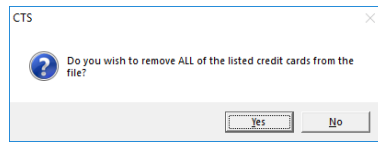
4-7-9 Expired Cards on File –



Generates reports of expired cards on file.


#### 4-7-9-1 Report –

#### 4-7-9-2 Remove

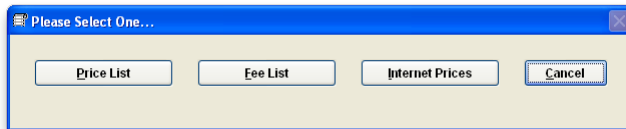


1. Yes – Removes cards and returns to [Accounts Receivable Menu](#)
2. No – Aborts and returns to [Accounts Receivable Menu](#)

#### 4-7-10 <Esc> Cancel – Returns to [Administration](#)

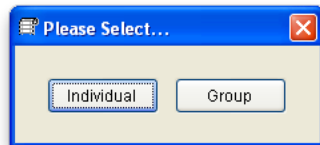
4-8 Edit Ticket Prices -  Allows Ticket Price editing by Price List, Fee List or Internet. Opens Price List Selector. Return to [Administration](#).

#### 4-8-1 Price List Selector -



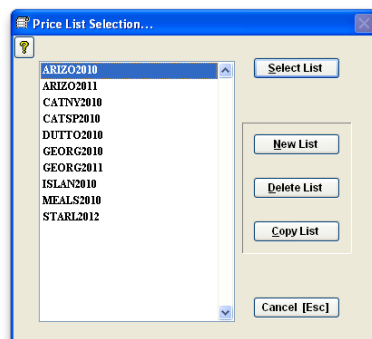
1. Price List – Opens List Query.
2. [Fee List](#) – Opens List Query 2.
3. [Internet Prices](#) –
4. Cancel - Return to [Administration](#).

#### 4-8-1-1 List Query -



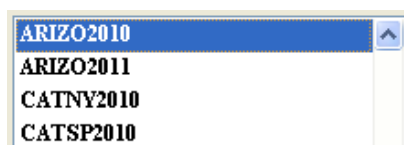
1. Individual – Choose from Individual List
  2. Group – Choose from Group List
- The procedure is the same using the different lists.  
NOTE: The Master Settings must be set for separation of Individual and Group for this to appear.

#### 4-8-1-1-1 Choose from available Price Chart Lists – This appears when any list is chosen in Price List Selector.



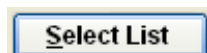
1. Available Price Lists – Highlight the desired list.
2. Select List – Opens Price List Editor.
3. New List – Available by entering Alt-F9.
4. Delete List - Available by entering Alt-F9.
5. Copy List - Available by entering Alt-F9.
6. Cancel [Esc] - Return to [Administration](#).

#### 4-8-1-1-1-1 Available Price Lists -



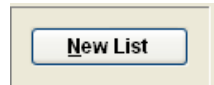
All Price Lists created will be shown here.

#### 4-8-1-1-1-2 Select List -



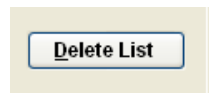
Selects the highlighted Price List

#### 4-8-1-1-3 New List -



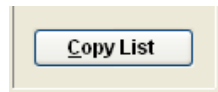
Allows a new Price List to be created.

#### 4-8-1-1-4 Delete List -



Deletes selected Price List.

#### 4-8-1-1-5 Copy List -



Allows a Price List to be copied and renamed

#### 4-8-1-1-6 Cancel (Esc)-

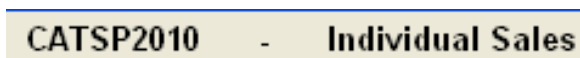


Cancels and returns to [Administration](#).

#### 4-8-1-1-2 Price List Editor.

1. Price List Name –
2. Price List Page Options –
3. Individual Ticket Prices –
4. Start/End Date –
5. Revert to Saved –
6. Exit/Save Changes –
7. Exit/Don't Save Changes –
8. Save/Print Price List –
9. Merge Prices –
10. Copy Page –
11. Check Boxes -

#### 4-8-1-1-2-1 Price List Name –



Show Name is displayed.

#### 4-8-1-1-2-2 Price List Page Options –



Multiple pages of Prices are listed. 100 prices per page up to 10 pages total.

#### 4-8-1-1-2-3 Individual Ticket Prices –

F1	Adult	32.00
F2	Child 4-12	12.00
F3	Child Under 4	0.00
F4	VIP Comp	0.00
F5	1/2 price	16.00

Enter Description and Price for each ticket offered.

#### 4-8-1-1-2-4 Start/End Date –

Starting Date	<input type="text" value="01/01/2010"/>	Ending Date	<input type="text" value="01/03/2011"/>
---------------	---	-------------	---

The Starting Date and Ending Date is entered. This indicates when the prices are active and displays the Price List that is available during the date for a reservation.

#### 4-8-1-1-2-5 Revert to Saved –

Revert to Saved

Discards changes and returns to original display.

#### 4-8-1-1-2-6 Exit/Save Changes –

Exit/Save Changes

Saves all changes and returns to [Administration](#).

#### 4-8-1-1-2-7 Exit/Don't Save Changes –

Exit/Don't Save Changes

Discards all changes and returns to [Administration](#).

#### 4-8-1-1-2-8 Save/Print Price List –

Save/Print Price List

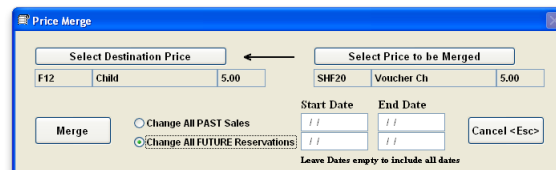
Saves all changes and prints the Price List. Open [Print Preview](#). Once completed it returns to this screen.

#### 4-8-1-1-2-9 Merge Prices –

Merge Prices

Opens Price Merge

#### 4-8-1-1-2-9-1 Price Merge –



The Price Merge dialog box contains two tables. The first table, 'Select Destination Price', has columns for Item Code, Description, and Price, with values F12, Child, and 5.00. The second table, 'Select Price to be Merged', has columns for Item Code, Description, and Price, with values SHF20, Voucher Ch, and 5.00. Below these tables are fields for Start Date and End Date, each with a dropdown menu showing '11'. There are two radio buttons: 'Change All PAST Sales' and 'Change All FUTURE Reservations'. A 'Merge' button is on the left, and a 'Cancel <Esc>' button is on the right. A note at the bottom says 'Leave Dates empty to include all dates'.

1. Select Destination Price –
2. Select Price to be Merged –
3. Change Dates –
4. Merge –
5. Cancel <Esc> - Returns to [Administration](#).

#### 4-8-1-1-2-9-1-1 Select Destination Price –

Select Destination Price		
F12	Child	5.00

1. Select Destination opens specialized Price Chart.

#### 4-8-1-1-2-9-1-1-1 Destination Price List –

1. Select the Price by clicking to the left of the Destination Price. This inserts it into the field on the previous form.
2. Cancel (Esc) – Returns to the previous screen without inserting a Destination Price.

#### 4-8-1-1-2-9-1-2 Select Price to be Merged -

Select Price to be Merged		
SHF20	Voucher Ch	5.00

Select Destination opens specialized Price Chart.

#### 4-8-1-1-2-9-1-2-1 Destination Price List –

1. Select the Price by clicking to the left of the Destination Price. This inserts it into the field on the previous form.
2. Cancel (Esc) – Returns to the previous screen without inserting a Destination Price.

#### 4-8-1-1-2-9-1-3 Change Dates -

	Start Date	End Date
<input type="radio"/> Change All PAST Sales	11	11
<input checked="" type="radio"/> Change All FUTURE Reservations	11	11

Leave Dates empty to include all dates

1. Change All PAST Sales – Can be chosen or un-chosen.
2. Change All FUTURE Reservations – Can be chosen or un-chosen.
3. Start Date/End Date – Leaving these blank will change all Sales /Reservations depending on which radio Bar are



highlighted. Entering dates will give parameters either starting and/or ending.

#### 4-8-1-1-2-9-1-4 Merge –



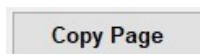
Activates the merging of the prices and returns to [Administration](#).

#### 4-8-1-1-2-9-1-5 Cancel <Esc> -



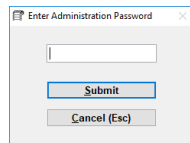
Makes no changes/mergers and returns to [Administration](#).

#### 4-8-1-1-2-10 Copy Page –



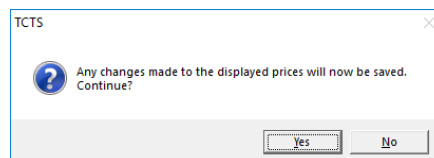
Opens Administrative Password.

#### 4-8-1-1-2-10-1 Administrative Password –



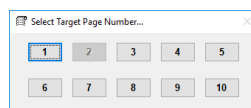
1. Enter Password –
2. Submit – Opens Save confirmation screen.
3. Cancel (Esc) – Returns to Price List Editor.

#### 4-8-1-1-2-10-1-1 Change Confirmation Screen –



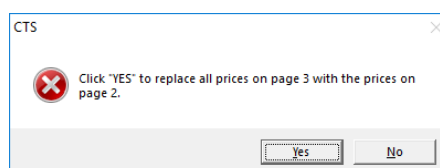
1. Yes – Saves changes to previous page and opens Target Page Number Selector.
2. No – Does not save changes and returns to Price List Editor.

#### 4-8-1-1-2-10-1-2 Target Page Number Selector –



1. Grayed box is the List to be copied.
2. Clicking another number opens confirmation screen.

#### 4-8-1-1-2-10-1-2-1 Confirmation Screen –



1. Yes – Replaces all prices on selected page number and returns to Price List Editor.
- 3.No – Returns to

# Price List Editor.

4-8-1-1-2-10-1-2-1 Price List Editor return —

Edit Prices and Their Descriptions									
Default			DEMO_2016						
Prices that are "checked" will be Non Printing									
F1	<input checked="" type="checkbox"/>	25.00	100%	0.00	C195	0.00	C197	0.00	W1
F2	<input checked="" type="checkbox"/>	15.00	100%	0.00	C192	0.00	C192	0.00	W2
F3	<input checked="" type="checkbox"/>	15.00	100%	0.00	C193	0.00	A173	0.00	W3
F4	<input checked="" type="checkbox"/>	0.00	100%	0.00	C194	0.00	C194	0.00	W4
F5	<input checked="" type="checkbox"/>	0.00	100%	0.00	C195	0.00	C195	0.00	W5
F6	<input checked="" type="checkbox"/>	22.00	100%	0.00	C196	0.00	C196	0.00	W6
F7	<input checked="" type="checkbox"/>	0.00	100%	0.00	C197	0.00	A177	0.00	W7
F8	<input checked="" type="checkbox"/>	0.00	100%	0.00	C198	0.00	C198	0.00	W8
F9	<input checked="" type="checkbox"/>	20.00	100%	0.00	C199	0.00	A179	0.00	W9
F10	<input checked="" type="checkbox"/>	0.00	100%	0.00	C199	0.00	A199	0.00	W10
F11	<input checked="" type="checkbox"/>	0.00	100%	0.00	C199	0.00	A199	0.00	W11
F12	<input checked="" type="checkbox"/>	0.00	100%	0.00	C199	0.00	A199	0.00	W12
F13	<input checked="" type="checkbox"/>	0.00	100%	0.00	C199	0.00	A199	0.00	W13
F14	<input checked="" type="checkbox"/>	0.00	100%	0.00	C199	0.00	A199	0.00	W14
F15	<input checked="" type="checkbox"/>	0.00	100%	0.00	C199	0.00	A199	0.00	W15
F16	<input checked="" type="checkbox"/>	0.00	100%	0.00	C199	0.00	A199	0.00	W16
F17	<input checked="" type="checkbox"/>	0.00	100%	0.00	C199	0.00	A199	0.00	W17
F18	<input checked="" type="checkbox"/>	0.00	100%	0.00	C199	0.00	A199	0.00	W18
F19	<input checked="" type="checkbox"/>	0.00	100%	0.00	C199	0.00	A199	0.00	W19
F20	<input checked="" type="checkbox"/>	0.00	100%	0.00	C199	0.00	A199	0.00	W20

1. Click on the Target Box.
2. Opens Enter Price Button Caption screen.

4-8-1-1-2-10-1-2-1-1 Price Button Caption –


1. Enter unique name.
2. Save – Saves and returns to Price List Editor.
3. Cancel – Return to Price List Editor with no changes.

#### 4-8-2 Fee List -

### Fee List

Opens Fee List types.

#### 4-8-2-1 List Query 2-



1. Individual – Choose from Individual List
  2. Group – Choose from Group List
- The procedure is the same using the different lists.  
NOTE: The Master Settings must be set for separation of Individual and Group for this to appear.

4-8-2-1-1 Choose from available Price Chart Lists – This appears when any list is chosen in Price List Selector.

Price List Selection...

ARIZO2010  
 ARIZO2011  
 CATNY2010  
 CATSP2010  
 DUTTO2010  
 GEORG2010  
 GEORG2011  
 ISLAN2010  
 MEALS2010  
 STAR12012

Select List

New List

Delete List

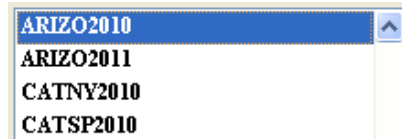
Copy List

Cancel [Esc]

1. [Available Price Lists](#) – Highlight the desired list.
2. [Select List](#) – Once a list is highlighted, Select List.
3. [New List](#) – Available by entering Alt-F9.

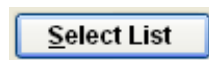
4. [Delete List](#) - Available by entering Alt-F9.
5. [Copy List](#) - Available by entering Alt-F9.
6. Cancel [Esc] - Returns to [Administration](#).

#### 4-8-2-1-1 Available Price Lists -



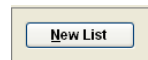
All Price Lists created will be shown here.

#### 4-8-2-1-1-2 Select List -



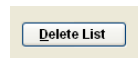
Selects the highlighted Price List

#### 4-8-2-1-1-3 New List -



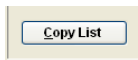
Allows a new Price List to be created.

#### 4-8-2-1-1-4 Delete List -



Deletes selected Price List.

#### 4-8-2-1-1-5 Copy List -



Allows a Price List to be copied and renamed

#### 4-8-2-1-1-6 Cancel (Esc)-



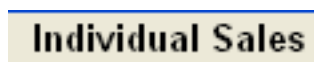
Cancels and returns to [Administration](#).

#### 4-8-2-1-2 Fee Editor -

Individual Sales									
F1	Adult & Fudge	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
F2	Adult	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
F3	Student	0.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00
F4	Children/Youth	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
F5	Family Pass	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
F6	Senior Pass	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
F7	Senior Pass	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
F8	Senior Pass	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
F9	Senior Pass	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
F10	Senior Pass	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
F11	Senior Pass	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
F12	Senior Pass	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
F13	Senior Pass	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
F14	Senior Pass	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
F15	Senior Pass	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
F16	Senior Pass	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
F17	Senior Pass	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
F18	Senior Pass	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
F19	Senior Pass	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
F20	Senior Pass	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

1. [Page Title](#) -
2. [Fee List](#) -
3. [Revert to Saved](#) -
4. Exit/Save Changes - Saves edits and returns to [Administration](#).
5. Exit/Don't Save Changes - Discards edits and returns to [Administration](#).

#### 4-8-2-1-2-1 Page Title -



The Fee List title is displayed here.

F1	Adult & Fudge	1.00
F2	Adult	1.00
F3	Student	0.50
F4	Children/Youth	0.00
F5	Family Pass	0.00

Fee List -

#### 4-8-2-1-2-2

1. F-Keys – Non-functioning reference identifiers.
2. Fee Description – The description of the fee is from the ticket description in the [Pricing Chart](#).

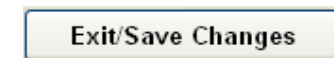
3. Fees – Fees are edited here by clicking in the box and typing the desired fee.

#### 4-8-2-1-2-3 Revert to Saved -



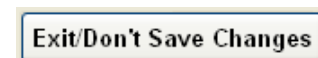
Discards changes and returns to original display.

#### 4-8-2-1-2-4 Exit/Save Changes -



Saves all changes and returns to [Administration](#).

#### 4-8-2-1-2-5 Exit/Don't Save Changes - Returns to [Administration](#).



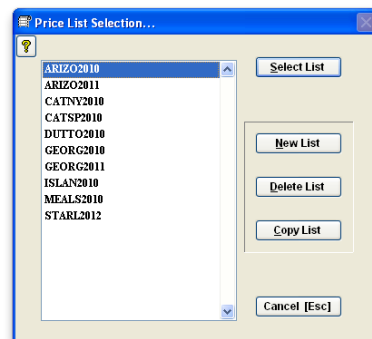
Discards all changes and returns to [Administration](#).

#### 4-8-3 Internet Prices –



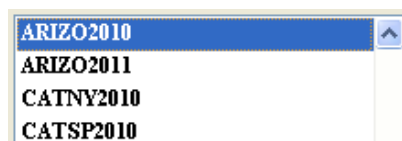
Opens Price Chart List selection screen.

#### 4-8-3-1 Choose from available Price Chart Lists – This appears when any list is chosen in Price List Selector.



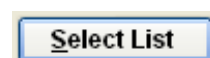
1. [Available Price Lists](#) – Highlight the desired list.
2. [Select List](#) – Once a list is highlighted, Select List.
3. [New List](#) – Available by entering Alt-F9.
4. [Delete List](#) - Available by entering Alt-F9.
5. [Copy List](#) - Available by entering Alt-F9.
6. [Cancel \[Esc\]](#) - Returns to [Administration](#).

#### 4-8-3-1-1 Available Price Lists -



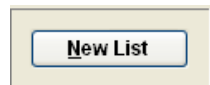
All Price Lists created will be shown here.

#### 4-8-3-1-2 Select List -



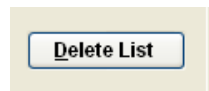
Selects the highlighted Price List

#### 4-8-3-1-3 New List -



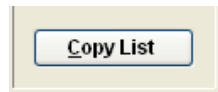
Allows a new Price List to be created.

#### 4-8-3-1-4 Delete List -



Deletes selected Price List.

#### 4-8-3-1-5 Copy List -



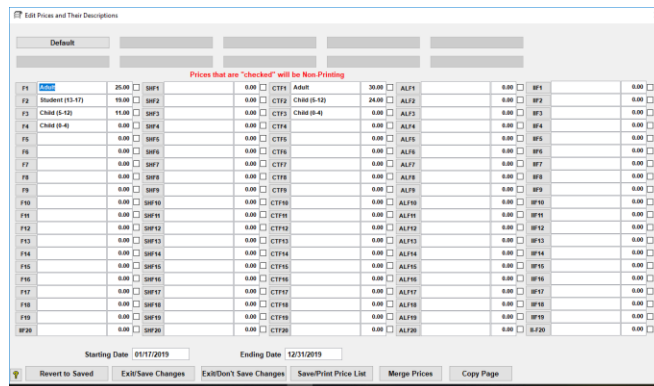
Allows a Price List to be copied and renamed

#### 4-8-3-1-6 Cancel (Esc)-



Cancels and returns to [Administration](#).

#### 4-8-3-2 Selecting a List, opening a New List or Copy List opens the Price List Editor.

A screenshot of the "Edit Prices and Their Descriptions" window. It features a table with columns for item codes (F1-F20), descriptions, and prices. A red header row indicates "Prices that are 'checked' will be Non-Printing". The table is populated with various ticket types and their corresponding prices. At the bottom, there are fields for "Starting Date" and "Ending Date", and a row of buttons: "Revert to Saved", "Exit/Save Changes", "Exit/Don't Save Changes", "Save/Print Price List", "Merge Prices", and "Copy Page".

1. [Price List Page Options](#) –
2. [Individual Ticket Prices](#) –
3. [Start/End Date](#) –
4. Revert to Saved –
5. Exit/Save Changes –
6. Exit/Don't Save Changes
7. Save/Print Price List –
8. Merge Prices –
9. Copy Page – Non-functioning.

#### 4-8-3-2-1 Price List Page Name–



Only one page of prices available for Online use.

#### 4-8-3-2-2 Individual Ticket Prices –

F1	Adult	32.00
F2	Child 4-12	12.00
F3	Child Under 4	0.00
F4	VIP Comp	0.00
F5	1/2 price	16.00

Enter Description and Price for each ticket offered.

#### 4-8-3-2-3 Start/End Date –

Starting Date	<input type="text" value="01/01/2010"/>	Ending Date	<input type="text" value="01/03/2011"/>
---------------	---	-------------	---

The Starting Date and Ending Date is entered. This indicates when the prices are active and displays the Price List that is available during the date for a reservation.

4-8-3-2-4 Revert to Saved –

Revert to Saved

Discards changes and returns to original display.

4-8-3-2-5 Exit/Save Changes –

Exit/Save Changes

Saves all changes and returns to [Administration](#).

4-8-3-2-6 Exit/Don't Save Changes –

Exit/Don't Save Changes

Discards all changes and returns to [Administration](#).

4-8-3-2-7 Save/Print Price List –

Save/Print Price List

Saves all changes and prints the Price List. Opens [Print Preview](#). Returns to this screen.

4-8-3-2-8 Merge Prices -

Merge Prices

Opens Price Merge.

4-8-3-2-8-1 Price Merge -

Select Destination Price		
F12	Child	5.00

Select Price to be Merged		
SHF20	Voucher Ch	5.00

☐ Change All PAST Sales  
☒ Change All FUTURE Reservations

Start Date: // End Date: //

Leave Dates empty to include all dates

Merge Cancel <Esc>

1. [Select Destination Price](#) –
2. [Select Price to be Merged](#) –
3. [Change Dates](#) –
4. [Merge](#) –
5. Cancel <Esc> - returns to [Administration](#).

4-8-3-2-8-1-1 Select Destination Price –

Select Destination Price		
F12	Child	5.00

Select Destination opens specialized Price Chart.

4-8-3-2-8-1-1-1 Destination Price List –

1. Select the Price by clicking to the left of the Destination Price. This inserts it into the field on the previous form.
2. Cancel (Esc) – Returns to the previous screen without inserting a Destination Price.

#### 4-8-3-2-8-1-2 Select Price to be Merged -

Select Destination opens specialized Price Chart.

#### 4-8-3-2-8-1-2-1 Destination Price List –

1. Select the Price by clicking to the left of the Destination Price. This inserts it into the field on the previous form.
2. Cancel (Esc) – Returns to the previous screen without inserting a Destination Price.

#### 4-8-3-2-8-1-3 Change Dates -

1. Change All PAST Sales – Can be chosen or un-chosen.
2. Change All FUTURE Reservations – Can be chosen or un-chosen.

Reservations – Can be chosen or un-chosen.

3. Start Date/End Date – Leaving these blank will change all Sales /Reservations depending on which radio Bar are highlighted. Entering dates will give parameters either starting and/or ending.

4-8-3-2-8-1-4 Merge –

Merge

Activates the merging of the prices and returns to [Administration](#).

4-8-3-2-8-1-5 Cancel <Esc> -

Cancel <Esc>

Makes no changes/mergers and returns to [Administration](#).

4-8-3-2-9 Copy Page –

Copy Page

Non-funtioning.

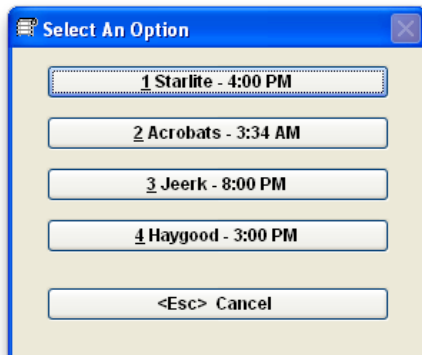
4-8-4 Cancel – Returns to [Administration](#).

4-9 Notifications -

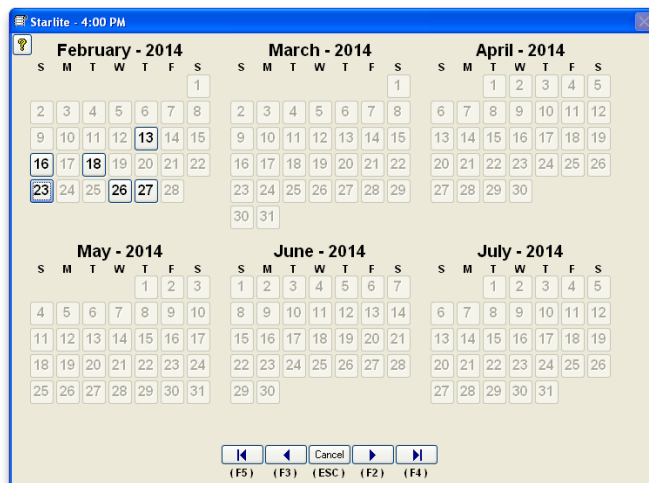
9 Notifications

Opens Show List. Return to [Administration](#).

4-9-1 Show List -



1. Select Show – Opens Show Calendar.
2. <Esc> Cancel - Returns to [Administration](#).



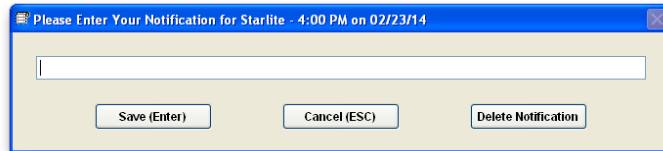
4-9-2 Show Calendar -

1. Choose the date of the show to which the notification is to be attached.




## 2. Navigation Bar – See [Navigation Bar](#).

### 4-9-3 Note Entry -



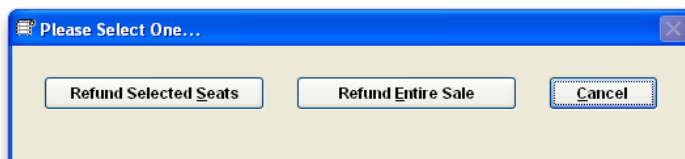
1. Type note into the box provided.
2. Save (Enter) – Saves the notification and returns to [Administration](#).
3. Cancel (Esc) – Discards changes and returns to [Administration](#).
4. Delete Notification – Deletes any notification previously entered on that date. Returns to [Administration](#).

4 <Esc> Return to Main Menu -  Return to [Administration](#). As indicated.

## Module 5: Refunds Return to [Main Menu](#).

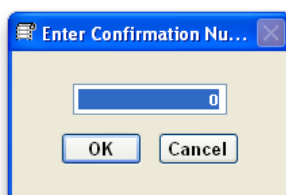
Refunds may be issued by Seats or by Confirmation number.  
Return to [Table of Contents](#).

### 5-1 Refund Options -



1. [Refund Selected Seats](#) – Opens Confirmation Number Entry.
2. [Refund Entire Sale](#) –
3. Cancel - Returns to [Administration](#).

### 5-1-1 Confirmation Number Entry -

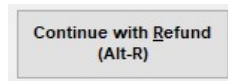


1. Enter Confirmation Number -
2. OK – Opens Refund Reservation Confirmation screen if reservation exists.
3. Opens Query if no reservation information exists.
4. Cancel - Returns to [Main Menu](#).

### 5-1-1-1 Refund Reservation Confirmation-

1. Reservation information-
2. Continue with Refund -
3. Cancel Refund (Esc) - Returns to [Main Menu.](#)

### 5-1-1-1-1 Continue with Refund -



1. Opens Refund Seats -

### 5-1-1-1-1-1 Refund Seats –

1. Show/Confirmation Information –
2. Seat & Section –
3. Price –
4. Add Seat –
5. Remove –
6. Submit – Opens Confirm Refund Amount.
7. Cancel - Returns to Main Menu.

### 5-1-1-1-1-1-1 Show/Confirmation Information –

1. Confirmation Number –
2. Customer/Group Name –
3. Show Time and Date -

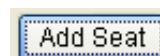
### 5-1-1-1-1-1-2 Seat & Section –

1. Based upon the confirmation number, select the Section, Row and Seat from a drop down list.

### 5-1-1-1-1-1-3 Price –

1. Select the price from a drop down list.

### 5-1-1-1-1-1-4 Add Seat –



Allows adding seats to the refund.

5-1-1-1-1-5 Remove –

Remove

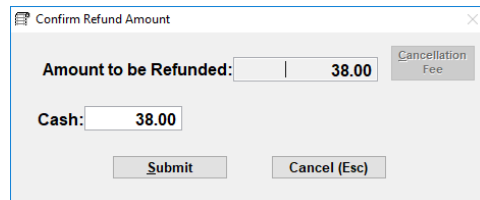
Allows removing a seat from being refunded.

5-1-1-1-1-6 Submit –

Submit

Opens Confirm Refund Amount.

5-1-1-1-1-6-1 Confirm Refund Amount -

A dialog box titled "Confirm Refund Amount" with a close button (X) in the top right corner. It contains the following fields and buttons:

- "Amount to be Refunded:" followed by a text input field containing "38.00" and a "Cancellation Fee" button to its right.
- "Cash:" followed by a text input field containing "38.00".
- At the bottom, there are two buttons: "Submit" and "Cancel (Esc)".

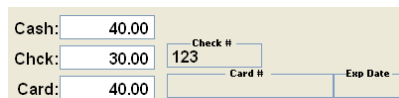
1. Amount to be Refunded -
2. Type of payment to be refunded –
3. Submit – Activates refund.
4. Cancel (Esc) - Returns to Main Menu.

5-1-1-1-1-6-1-1 Amount to be Refunded -

Amount to be Refunded: 44.00

Auto Entered based upon the total price of the number of seats selected.

5-1-1-1-1-6-1-2 Type of Payment to be Refunded -

A form for selecting the type of payment to be refunded. It includes three rows of input fields:

- "Cash:" followed by a text input field containing "40.00".
- "Chck:" followed by a text input field containing "30.00". To the right of this field is a "Check #:" label and a text input field containing "123".
- "Card:" followed by a text input field containing "40.00". To the right of this field are "Card #:" and "Exp Date:" labels, each followed by a text input field.

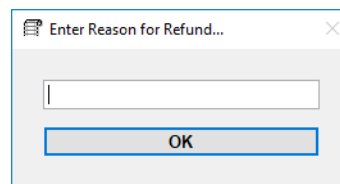
1. Cash refund option is always an option.
2. Also displays the refund option based upon original payment type.

5-1-1-1-1-6-1-3 Submit –

Submit

Opens Reason for Refund query.

5-1-1-1-1-6-1-3-1 Reason for Refund

A dialog box titled "Enter Reason for Refund..." with a close button (X) in the top right corner. It contains a single text input field and an "OK" button at the bottom.

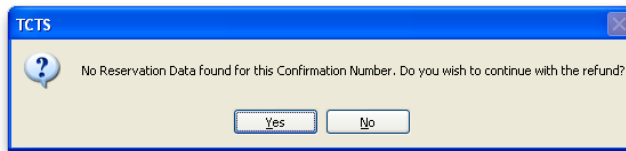
1. Enter customer response.
2. OK - activates the refund and returns to [Main Menu](#).

5-1-1-1-1-6-1-4 Cancel (Esc) –

Cancel (Esc)

Returns to [Main Menu](#).

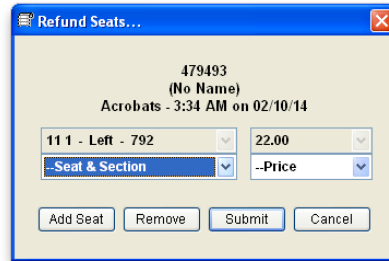
5-1-1-3 Query -



If no data exists for the confirmation number, a refund can still be issued.

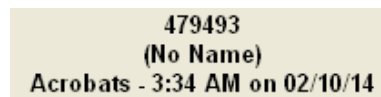
1. Yes – Opens Refund Seats.
2. No - Returns to [Administration](#).

#### 5-1-1-3-1 Refund Seats –



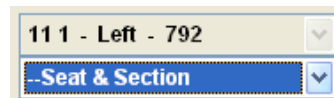
1. Show/Confirmation Information –
2. Seat & Section –
3. Price –
4. Add Seat –
5. Remove –
6. Submit – Opens Confirm Refund Amount.
7. Cancel - Returns to Main Menu.

#### 5-1-1-3-1-1 Show/Confirmation Information –



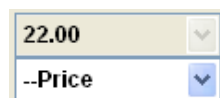
1. Confirmation Number –
2. Customer/Group Name –
3. Show Time and Date -

#### 5-1-1-3-1-2 Seat & Section –



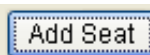
1. Based upon the confirmation number, select the Section, Row and Seat from a drop down list.

#### 5-1-1-3-1-3 Price –



Select the price from a drop down list.

#### 5-1-1-3-1-4 Add Seat –



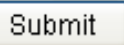
Allows adding seats to the refund.

#### 5-1-1-3-1-5 Remove –



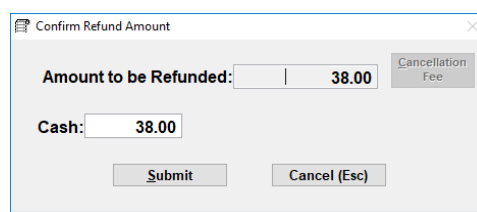
Allows removing a seat from being refunded.

#### 5-1-1-3-1-6 Submit –



Opens Confirm Refund Amount.

#### 5-1-1-3-1-6-1 Confirm Refund Amount -



1. Amount to be Refunded -
2. Type of payment to be refunded –

3. Submit – Activates refund.
4. Cancel (Esc) - Returns to Main Menu.

#### 5-1-1-3-1-6-1-1 Amount to be Refunded -

Amount to be Refunded:

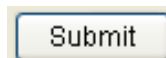
Auto Entered based upon the total price of the number of seats selected.

#### 5-1-1-3-1-6-1-2 Type of Payment to be Refunded -

Cash:	<input type="text" value="40.00"/>	Check #:	<input type="text" value="123"/>	Card #:	<input type="text"/>	Exp Date:	<input type="text"/>
Chck:	<input type="text" value="30.00"/>						
Card:	<input type="text" value="40.00"/>						

1. Cash refund option is always an option.
2. Also displays the refund option based upon original payment type.

#### 5-1-1-3-1-6-1-3 Submit –



Opens Reason for Refund query.

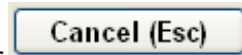
#### 5-1-1-3-1-6-1-3-1 Reason for Refund

Enter Reason for Refund...

OK

1. Enter customer response.
2. OK - activates the refund and returns to [Main Menu](#).

#### 5-1-1-3-1-6-1-4 Cancel (Esc) –



Returns to [Main Menu](#).

#### 5-1-2 Refund Entire Sale –



Refund an entire sale, including all seats reserved. Opens Confirmation Number Entry

#### 5-1-2-1 Confirmation Number Entry -

Enter Confirmation Nu...

OK Cancel

1. Enter Confirmation Number -
2. OK – Opens Refund Reservation screen if reservation exists.
3. Opens Query if no reservation information exists.
4. Cancel - Returns to [Main Menu](#).

Is this the Reservation You desire?

☐ No Tax ☐ Voucher:

Name: Lefferns, Mark

Address: 189 Warlickbrook Ln

City: Brandon St.: MD Zip: 07616

Phone: (417) 339-1100 Fax: (417) Country: 1

Contact:

Group:

Tour #: Survey Code: 0

From:

Lodging:

Comment:

Notes:

Confirmation Number: 10103

Projected Amount Due: \$

Continue with Refund (Alt R)

Cancel Refund (Esc)

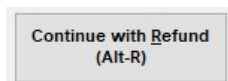
Record Created: 01/24/19 by DE Record Modified: 01/24/19 by DE

#### 5-1-2-1-2

#### Refund Reservation Confirmation-

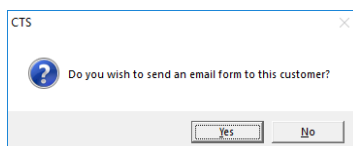
1. Reservation information-
2. Continue with Refund -
3. Cancel Refund (Esc) - Returns to [Main Menu](#).

#### 5-1-2-1-2-1 Continue with Refund -



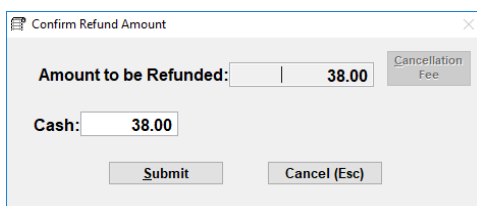
1. Opens Email confirmation query if one is on file
2. Opens Refund Amount if no email is on file.

#### 5-1-2-1-2-1-1 Email Confirmation -



1. Yes – Sends email and opens Refund Amount.
2. No – Does not send and opens Refund Amount.

#### 5-1-2-1-2-1-1-1 Refund Amount -



1. Amount to be Refunded -
2. Type of payment to be refunded –
3. Submit – Opens Reason for Refund query.
4. Cancel (Esc) - Returns to [Administration](#).

#### 5-1-2-1-2-1-1-1-1 Amount to be Refunded

Amount to be Refunded:

Auto Entered based upon the total price of the number of seats selected.

#### 5-1-2-1-2-1-1-1-2 Type of Payment to be Refunded -

Cash:	<input type="text" value="40.00"/>	Check #	<input type="text" value="123"/>	Card #	<input type="text"/>	Exp Date	<input type="text"/>
Chck:	<input type="text" value="30.00"/>						
Card:	<input type="text" value="40.00"/>						

1. Cash refund option is always an option.
2. Displays the refund option based upon original payment type.

#### 5-1-2-1-2-1-1-1-3 Submit –



Opens Reason for Refund query.

#### 5-1-2-1-2-1-1-1-3-1 Reason for Refund

1. Enter customer response.
2. OK - activates the refund and returns to [Main Menu](#).

5-1-2-1-2-1-1-1-1-4 Cancel (Esc) –

Cancels refund and returns to [Main](#)

[Menu](#).

5-1-2-1-3

Query -

If no data exists for the confirmation number, a refund

can still be issued.

1. Yes – Opens Refund

Amount.

2. No - Returns to Main Menu.

5-1-2-1-3-1 Refund Amount -

1. Amount to be Refunded -
2. Type of payment to be refunded –
3. Submit – Opens Reason for Refund query.
4. Cancel (Esc) - Returns to [Administration](#).

5-1-2-1-3-1-1 Amount to be Refunded

Auto Entered based upon the total price of the number of seats selected.

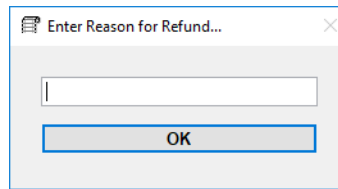
5-1-2-1-3-1-1-2 Type of Payment to be Refunded -

1. Cash refund option is always an option.
2. Displays the refund option based upon original payment type.

5-1-2-1-3-1-1-3 Submit –

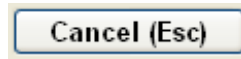
Opens Reason for Refund query.

### 5-1-2-1-3-1-1-3-1 Reason for Refund

A small dialog box titled "Enter Reason for Refund...". It contains a single-line text input field and an "OK" button at the bottom.

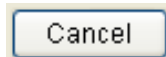
1. Enter customer response.
2. OK - activates the refund and returns to [Main Menu](#).

### 5-1-2-1-3-1-1-4 Cancel (Esc) –

A button labeled "Cancel (Esc)".

Cancels refund and returns to [Main Menu](#).

### 5-1-3 Cancel -

A button labeled "Cancel".

Returns to [Main Menu](#).

## Module 6: For Future Use.

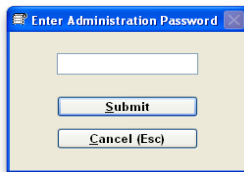
## Module 7: Print Setup

6. Print Setup

Return to [Main Menu](#).

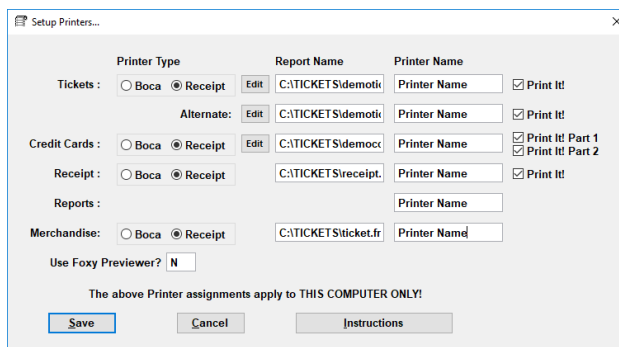
Requires administrative password. Allows printers to be assigned for Tickets, Credit Cards, Receipts and Reports. Return to [Table of Contents](#).

### 7-1 Administrative Password -

A dialog box titled "Enter Administration Password". It contains a single-line text input field, a "Submit" button, and a "Cancel (Esc)" button.

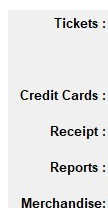
1. Enter Administrative Password –
2. Submit – Opens Print Setup –
3. Cancel (Esc) - Return to [Main Menu](#).

### 7-1-1 Print Setup -

A complex dialog box titled "Setup Printers...". It has multiple sections for "Tickets", "Credit Cards", "Receipts", and "Reports". Each section has radio buttons for "Boca" and "Receipt", an "Edit" button, a "Report Name" field, a "Printer Name" field, and a "Print It!" checkbox. There are also checkboxes for "Print It! Part 1" and "Print It! Part 2". At the bottom, there is a "Use Foxy Previewer?" checkbox with "N" selected, a note "The above Printer assignments apply to THIS COMPUTER ONLY!", and "Save", "Cancel", and "Instructions" buttons.

1. [Source Type](#) –
2. [Printer Type](#) –
3. [Report Name](#) –
4. [Printer Name](#) –
5. [Print It!](#) –
6. [Previewer](#) –
7. Save – Save changes and return to [Main Menu](#).
8. Cancel – Discard changes and return to [Main Menu](#).
9. [Instructions](#) – opens instruction screen.

### 7-1-1-1 Source Type –

A vertical list of source types: Tickets, Credit Cards, Receipt, Reports, and Merchandise.

Each source type can be directed to a specific printer.

1. Tickets - Printed by the Box Office for the Customer



2. Credit Cards - 2-Part Receipts - one for the customer to sign and one to give to the customer.
3. Receipt - available only at the time of sale when you click the "Receipt" button
4. Reports - all full-page reports
5. Merchandise – receipts, if applicable.

#### 7-1-1-2 Printer Type –



Printer Type

☐ Boca ☒ Receipt

☐ Boca ☒ Receipt

☐ Boca ☒ Receipt

1. "Boca" is for any thermal, card-stock printer that does not use WYSIWYG printing
2. "Receipt" refers to any paper printer (ink-jet, thermal, or laser) or card-stock printer that uses WYSIWYG printing.

#### 7-1-1-3 Report Name -



Report Name

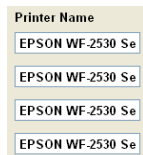
C:\Tickets\MARKTicr

C:\Tickets\BUTTONc

receipt.frx

When the Printer Type is selected, the Report Name will automatically fill. **DO NOT CHANGE THE REPORT NAME UNLESS INSTRUCTED TO DO SO BY THE PROGRAMMER!**

#### 7-1-1-4 Printer Name -



Printer Name

EPSON WF-2530 Se

EPSON WF-2530 Se

EPSON WF-2530 Se

EPSON WF-2530 Se

If the "Printer Name" is blank or needs to be changed, just click inside the text box to select a printer from a list. If unsure, call the company at 339-1100.

#### 7-1-1-5 Print It! -



☒ Print It!

Connected to Source Type, uncheck box to prevent Source printing to the printer connected to this location.

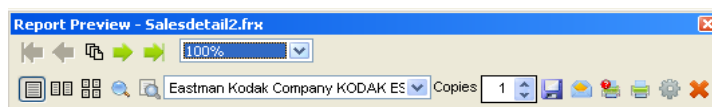
#### 7-1-1-6 Previewer -



Use Foxy Previewer? **N**

Print Preview box appears if "Y". Bypasses if "N".

#### 7-1-1-6-1 Print Previewer –



Report Preview - Salesdetail2.frx

100%

Eastman Kodak Company KODAK ES

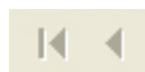
Copies 1

#### 7-1-1-6-1-1 Print Navigation -



Navigation bar with icons for first, previous, next, last, and zoom (100%).

#### 7-1-1-6-1-1-1 Navigation Bar -



Go to first page and go to previous page.



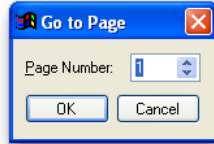
Go to next page and go to last page.

#### 7-1-1-6-1-1-2 Page Selection -



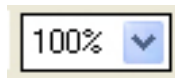
Allows you to select a page to go to

#### 7-1-1-6-1-1-2-1 Page Number Selection -



1. Enter the page number to go to and select OK.
2. Cancel returns to preview.

#### 7-1-1-6-1-1-3 Zoom -



View size from 10 to 500 %. Zoom fits page to screen.

#### 7-1-1-6-1-2 Show Pages -



Displays the pages to be printed.

#### 7-1-1-6-1-3 Show miniatures -



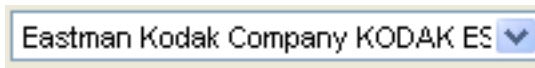
Opens a window with miniatures of the pages to be printed.

#### 7-1-1-6-1-4 Find -



Searches document to find words.

#### 7-1-1-6-1-5 Printer Selection -



Drop down list of available printers.

#### 7-1-1-6-1-6 Copies -



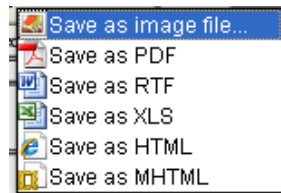
Select the number of copies to be printed.

#### 7-1-1-6-1-7 Save -



Save – Drop down lists of types of formats to “Save as”.

#### 7-1-1-6-1-7-1 Save As Options -



## 7-1-1-6-1-8 Send Report via Email -



Pre-set in Settings -

## 7-1-1-6-1-9 Printing Preferences -



Opens Windows® Print Dialogue.

## 7-1-1-6-1-10 Print Report -

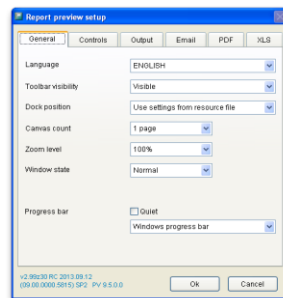


Activates printing.

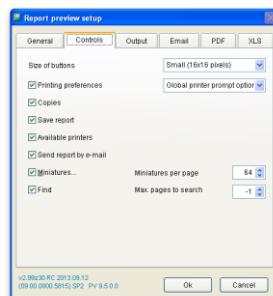
## 7-1-1-6-1-11 Settings -



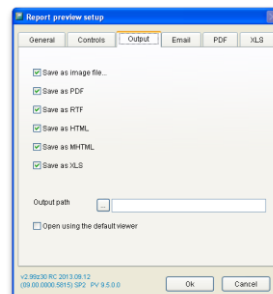
Opens Settings window



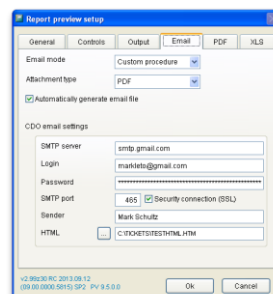
General Settings –



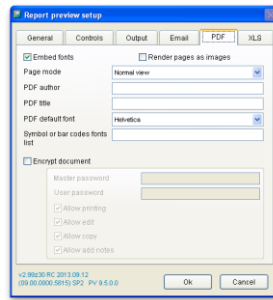
Control Settings -



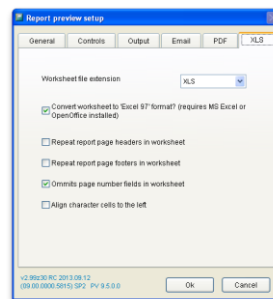
Output Settings –



Email Settings –



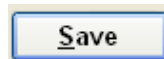
PDF Settings –



Excel Spreadsheet Settings -

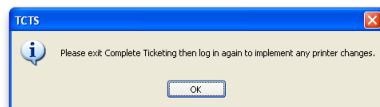
## 7-1-1-6-1-12 Close without Printing -

### 7-1-1-7 Save -



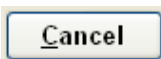
Opens change information box. If no settings have been changed, this returns to [Main Menu](#).

### 7-1-1-7-1 Activate Changes -



For changes to be activated, the program must be exited. Ok returns to [Main Menu](#).

### 7-1-1-8 Cancel -



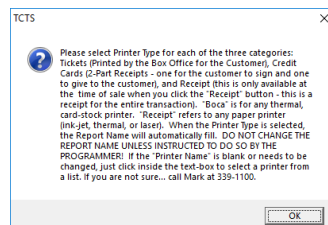
Return to [Main Menu](#) without saving changes.

### 7-1-1-9 Instructions -



Opens dialogue box.

### 7-1-1-9-1



1. Ok - Returns to [Print Setup](#) screen.

## Module 8: Operator's Drawer Report

8. User Drawer Report

Return to [Main Menu](#).

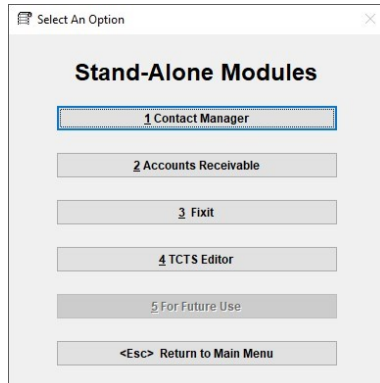
Opens [Print Preview](#) and prints a sales detail and accompanying reports to close out the user cash drawer. Return to [Table of Contents](#).

## Module 9: Stand-Alone Modules

9. Stand-Alone Modules

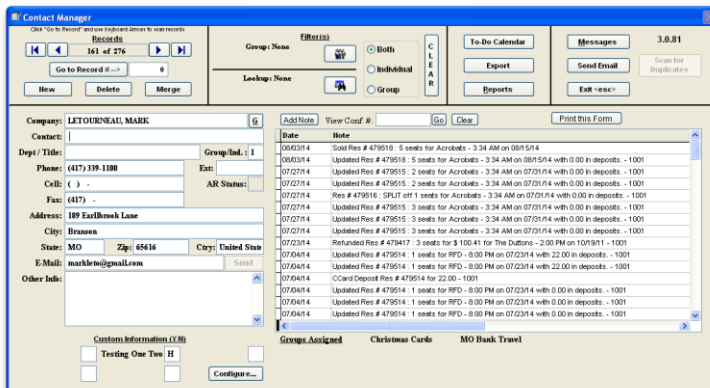
Return to [Main Menu](#).

Return to [Table of Contents](#).



- 1 Contact Manager – Go to [Contact Manager](#).
  - 2 Accounts Receivable – Go to [Accounts Receivable menu](#).
  - 3 Fixit! - Go to [Fixit!](#)
  - 4 TCTS Editor - **For Programmer Use Only**
  5. For Future Use -
- <Esc> Return to Main Menu - Return to [Main Menu](#).

### 9-1 Contact Manager -



1. [Records](#) -
2. [Filters](#) -
3. [Calendar/Export/Reports](#) -
4. [Messages/Email/Exit](#) -
5. [Customer Information](#) -
6. [Add Note Area](#) -
7. [Custom Information](#) -
8. [Groups Assigned](#) -

### 9-1-1 Records -



1. Record Navigation -
2. Go to Record -
3. New -
4. Delete -
5. Merge -

### 9-1-1-1 Record Navigation -



1. Go to first record –
2. Go to previous record –
3. Current Record of Record Count –

4. Go to next record –
5. Go to last record -

#### 9-1-1-2 Go to Record -

Go to a known record number -

#### 9-1-1-3 New -

Add new customer record.

#### 9-1-1-4 Delete -

Delete an existing customer record.

#### 9-1-1-5 Merge -

Merge two existing records. Records are merged when there are multiple records of the same customer. This is determined by using the customer lookup.

#### 9-1-1-5-1 Numeric Position -

Enter the position number of the record to be combined with the record displayed.  
Submit opens Merge Display.

#### 9-1-1-5-2 Merge Display -

1. Record to be Merged –
2. Merge to the Record Below –
3. Do Not Merge -
4. Destination Record -

#### 9-1-1-5-2-1 Record to be merged –

#### 9-1-1-5-2-2 Merge to the Record Below –

Merge activates, updates the record count and added information is displayed in the current record.

#### 9-1-1-5-2-3 Do Not Merge –



Returns to [Contact Manager](#).

#### 9-1-1-5-2-4 Destination Record -

Destination Record	
Company: LETOURNEAU, MARK	Address: 189 Earlbrook Lane
Contact:	City: Branson
Title: H	State: MO Zip: 65616
Department:	E-Mail Address: marketo@gmail.com
Phone: (417) 339-1100 Invoice? (Y/N):	

#### 9-1-2 Filters -

Filter(s)	
Group: None	
Lookup: None	
<input checked="" type="radio"/> Both <input type="radio"/> Individual <input type="radio"/> Group	
CLEAR	

1. Group Filter –
2. Lookup –
3. Individual/Group/Both -

#### 9-1-2-1 Group Filter -

Filter(s)	
Group: None	

Active Group Filters are displayed.  
Clicking the Group Button opens a Group Names List.

#### 9-1-2-1-1 Group Names -

Groups...	
Groups Available	
<ul style="list-style-type: none"><li>2010 Cancellation</li><li>2011 Sent</li><li>AAA</li><li>ABA '10</li><li>ABA '11</li><li>AZ Mailing List</li><li>Air Fare Dallas</li><li>Air Fare Milwaukee</li><li>Air Travel Minneapolis</li><li>Airfare Atlanta</li><li>Alliance of Military Reun</li><li>Bank Travel</li><li>Bank Travel '10</li></ul>	<div>View Group</div> <div>View All</div> <div>Cancel</div> <div>Group Maintenance</div>

1. View Group –
2. View All –
3. Cancel –
4. Group Maintenance – Use the “G” button next to the company name to establish a group.

#### 9-1-2-1-1-1 View Group –



Filters the Contact Manager with the group designation parameter and returns to [Contact Manager](#).

#### 9-1-2-1-1-2 View All –



Removes the Group Filter and returns to [Contact Manager](#).

#### 9-1-2-1-1-3 Cancel –



Removes all filters and returns to [Contact Manager](#).

#### 9-1-2-1-1-4 Group Maintenance –

**Group Maintenance**

Use the “G” button next to the company name to establish a group. Go to [“G”](#).

#### 9-1-2-2 Lookup -

**Lookup: None**



Active Lookup Filters are displayed.  
Clicking the button opens Lookup window.

#### 9-1-2-2-1 Lookup Information Entry -

1. Modifiers –
2. Customer Information -
3. “I” – Instant Search -
4. Modifiers -
5. Theater Year
- Attendance –
6. Confirmation # -
7. Reserved/Sold as
- Group –
8. Lookup
9. Cancel -

#### 9-1-2-2-1-1 Modifiers –

**Modifiers: < (Less Than), > (Greater Than), \$ (Contains), # (Not Equal), = (Equals) [Default]**

**Leave ALL fields blank to look up all records...**

Using the symbols in any area modifies the search to the parameters indicated.

#### 9-1-2-2-1-2 Customer Information -

Entering partial information gives search limiters.

#### 9-1-2-2-1-3 “I” – Instant Search -



Activates an instant search based exactly upon what is entered in the customer information area.

#### 9-1-2-2-1-4 Subgroup Limiters -

These can be assigned to add additional limits to a lookup.



### 9-1-2-2-1-5 Theater Year Attendance –

**Came to Theater (Year):**  Lookup by the year of attendance.

### 9-1-2-2-1-6 Confirmation # -

**Confirmation #:**   
**Note:** Entering a # in this field will negate all other fields! Lookup by confirmation number.  
Using this will disregard any other information entered on the page.

### 9-1-2-2-1-7 Reserved/Sold as Group –

**Has Reserved or Sold a Group? (Y/N):** ☐ As indicated.

### 9-1-2-2-1-8 Lookup -

**Lookup**

Activates the Lookup based upon the information entered.

### 9-1-2-2-1-9 Cancel -

**Cancel**

Cancels lookup and returns to [Contact Manager](#).

### 9-1-2-3 Individual/Group/Both -

☒ Both  
☐ Individual  
☐ Group

C  
L  
E  
A  
R

1. Lookup by Both, Individual or Group –
2. Clear – Clears all filters including Lookup and Groups.  
The form remains on the record displayed.

### 9-1-3 Calendar/Export/Reports -

**To-Do Calendar**  
**Export**  
**Reports**

1. To-Do Calendar –
2. Export –
3. Reports -

### 9-1-3-1 To-Do Calendar –

**To-Do Calendar**

Opens a three-month calendar. Clicking on a date opens that day.

### 9-1-3-1-1

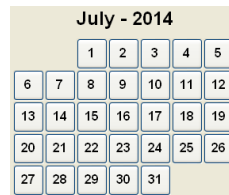
#### Three-Month Calendar -

1. Calendar Dates –
2. Navigation Bar -



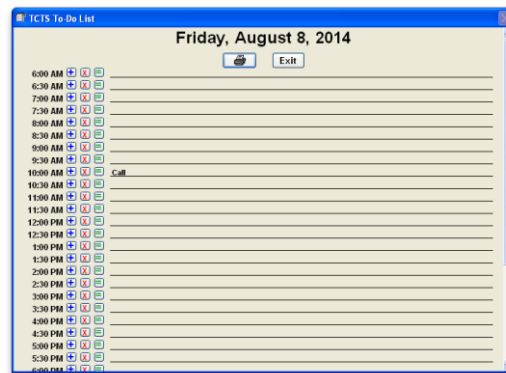
Note: Calendar Dates in Red indicate an attached note.

#### 9-1-3-1-1-1 Calendar Dates –



Clicking on a Calendar Date opens a To-Do List. A date displayed in red has a note attached.

#### 9-1-3-1-1-1-1 To-Do List -

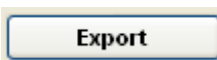


1. Times are in 30-minute segments –
2. “+” – Adds a To-Do.
3. “x” – Deletes a To-Do.
4. “=” – Navigates to the record the To-Do is attached in the Contact Manager.
5. Print –
6. Exit –

#### 9-1-3-1-1-2 Navigation Bar –

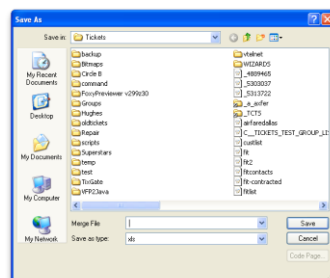


#### 9-1-3-2 Export –

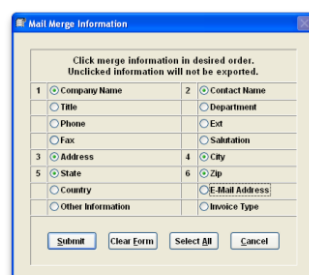


Export current lookup. If no lookup is filtered, it will export all records.

#### 9-1-3-2-1 Windows Dialogue -



1. Create or choose the file name –
2. Create or choose the file destination –
3. Save – Opens Field Selection Window –
4. Cancel – Returns to [Contact Manager](#).



#### 9-1-3-2-2 Field Selection

Window -

1. Click each radio button in the order to be displayed. The order number will be displayed to

the left of the field. Un-numbered fields will not be displayed.

2. Submit – Exports the file.

3. Clear Form – Clears the Field Selection Window.

4. Select All –

5. Cancel – Returns to [Contact Manager](#).

#### 9-1-3-3 Reports -

##### Reports

Selected reports connected with the Contact Manager.

#### 9-1-3-3-1 Contact Manager Reports List -



1. E-Mail Address List -

2. List (Attendance Date) -

3. Filtered List -

4. For Future Use -

5. For Future Use -

6. For Future Use -

7. For Future Use -

8. Exit - Returns to [Contact Manager](#).

#### 9-1-3-3-1-1 E-Mail Address List -

##### 1. E-Mail Address List

List of every record that has an email address in the Contact Manager.

#### 9-1-3-3-1-1-1 Print/Export Option -



1. Printer/Screen –

2. File – Unavailable

3. Excel File –

4. Cancel - Returns to [Contact Manager Reports Menu](#).

#### 9-1-3-3-1-1-1-1 Printer/Screen -

##### Printer/Screen

Sends report to the [Print Preview](#).

#### 9-1-3-3-1-1-1-3 Excel File -

Opens Windows Dialogue -

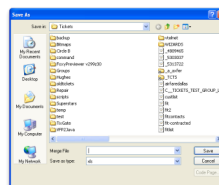
1. Create or choose the file name –

2. Create or choose the file destination –

3. Save – Creates the file

4. Cancel – Returns to

[Contact Manager Reports Menu](#).



#### 9-1-3-3-1-2 List (Attendance Date) -

##### 2. List (Attendance Date)

Generates a list of records filtered by the show date they attended.

#### 9-1-3-3-1-2-1 Date Range -

A small dialog box titled "Please Enter Dates...". It contains two input fields: "Start Date:" with the value "01/01/2014" and "End Date:" with the value "08/04/2014". There are two buttons: "Submit" and "Cancel".

1. Start Date –
2. End Date –
3. Submit – Generates list in [Print Preview.](#)
4. Cancel - Returns to [Contact Manager Reports Menu.](#)

#### 9-1-3-3-1-3 Filtered List -

A rectangular button with a thin border and a light beige background, containing the text "3. Filtered List".

Report filtered independently from the Contact Manager Lookup. Opens Filter.

#### 9-1-3-3-1-3 -1 Filter -

A complex dialog box titled "Enter Lookup Information...". It contains various input fields for contact information: Company, Contact, Department, Phone (with area code and extension), Fax, E-Mail Address, Address (City, State, Zip, City), and Other Info. There are also checkboxes for "Testing One Two", "Invited? (Y/N)", and "Ind./Group (U/G)". A "Confirmation #:" field is at the bottom left. A note at the bottom states: "Note: Entering a # in this field will negate all other fields!". There are "Lookup" and "Cancel" buttons on the right.

1. Fill in the information to filter the lookup.
2. Lookup – generates list in [Print Preview.](#)
3. Cancel - Returns to [Contact Manager Reports Menu.](#)

#### 9-1-3-3-1-8 Exit -

A rectangular button with a thin border and a light beige background, containing the text "Exit".

Returns to [Contact Manager.](#)

#### 9-1-4 Messages/Email/Exit -

A menu area with a light beige background. It contains three buttons: "Messages", "Send Email", and "Exit <esc>". To the right of the "Messages" button is the text "3.0.81". To the right of the "Send Email" button is a button labeled "Scan for Duplicates".

1. Messages –
2. Send Email –
3. TCTS Version Number –
4. Scan for Duplicates –
5. Exit <Esc> - Returns to [Contact Manager.](#)

#### 9-1-4-1 Messages –

A rectangular button with a thin border and a light beige background, containing the text "Messages".

1. Messages can be sent to other users within the system.
2. If the button is flashing red and white, the user has a message.
3. Clicking the button opens a message screen.

#### 9-1-4-1-1 Message Screen -

A dialog box titled "Select Operator Code & Type Message". It contains a dropdown menu labeled "Names with an 'L' after the # will be sent an E-Mail" with the value "LeTourneau, Mark - 1001". There are "Submit" and "Cancel" buttons. Below the dropdown is a text area containing the text "This is a test message.".

1. User Destination drop down list –
2. Message area –
3. Submit – Opens User Destination List.
4. Cancel - Returns to [Contact Manager.](#)

#### 9-1-4-1-1 User Destination List -

Names with an "E" after the # will be sent an E-Mail

LeTourneau, Mark - 1001 -

Names with an "E" will be sent an email instead of message.

#### 9-1-4-1-1-2 Message Area -

This is a test message.

Type the desired message to be sent.

#### 9-1-4-1-1-3 Submit -

Submit

Submit delivers the message and returns to [Contact Manager](#).

#### 9-1-4-1-1-4 Cancel -

Cancel

Returns to [Contact Manager](#).

#### 9-1-4-1-2 Retrieving Messages -

Here is your Message...

Dutton, Judith

Here is your message!

Delete Cancel

1. Read-only message box.
2. After reading, click the Delete button. If you do not Delete, the Message button will continue to flash.
3. Cancel – Exits the message screen and returns to [Contact Manager](#).

#### 9-1-4-2 Send Email -

Send Email

Disabled at this time.

#### 9-1-4-3 Contact Manager Version Number -

3.0.81

Auto-generates based upon last version update.

#### 9-1-4-4 Scan for Duplicates -

Scan for Duplicates

For Future Use.

#### 9-1-4-5 Exit <Esc> -

Exit <esc>

Closes the program.

#### 9-1-5 Customer Information -

1. Company -
2. "G" -
3. Contact -
4. Dept/Title -

Company: LETOURNEAU, MARK

Contact: |

Dept / Title: Group/Ind.: I

Phone: (417) 339-1100 Ext: AR Status:

Cell: ( ) -

Fax: (417) -

Address: 189 Earlbroad Lane

City: Branson

State: MO Zip: 65616 Ctry: United State

E-Mail: markleto@gmail.com Send

Other Info:

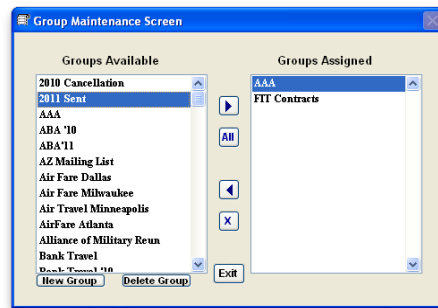
5. Group/Ind: -
6. Phone/Ext -
7. Cell -
8. [AR Status](#) -
9. Fax -
10. Address -
11. City/State/Zip/Ctry -
12. Email -
13. Send -
14. Other Info -

#### 9-1-5-2 "G" -



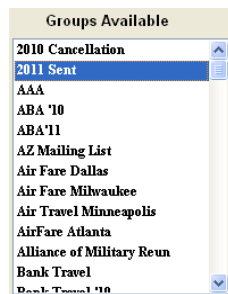
Click to add this record to a group or groups.

#### 9-1-5-1-2-1 Group Maintenance -



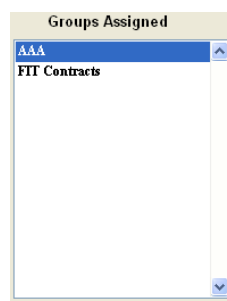
1. Groups Available -
2. Groups Assigned -
3. Add Record to a Group -
4. All - Add record to all groups
5. Remove Group Assignment-
6. "X" - Remove all groups from the record.
7. New Group -
8. Delete Group -
9. Exit - Returns to [Contact Manager](#).

#### 9-1-5-1-2-1-1 Groups Available -



Groupings are listed alphabetically and can be assigned to a contact.

#### 9-1-5-1-2-1-



#### 2 Groups Assigned -

This is the list of the groups assigned to the contact.

9-1-5-1-2-1-3 Add Record to a Group -



Adds the highlighted grouping to the list of assigned groups.

9-1-5-1-2-1-4 All – Add record to all groups



Add all of the groupings to the list of assigned groups.

9-1-5-1-2-1-5 Remove Group Assignment –



Removes a Group Assignment from the list of Groupings.

9-1-5-1-2-1-6 “x” – Remove all Group Assignments.



Removes all Group Assignments from the list of added Groupings.

9-1-5-1-2-1-7 New Group –

**New Group**

Add a new Grouping to the list of available Groupings.

9-1-5-1-2-1-8 Delete Group –

**Delete Group**

Delete a Grouping from the list of available Groupings.

9-1-5-1-2-1-9 Exit -

**Exit**

Returns to [Contact Manager](#).

9-1-5-5 Group/Ind. -

**Group/Ind. :** **I**

This indicates the customer is identified as a group or an individual. This can be edited here.

9-1-5-8 AR Status –

**AR Status:**




Displays the non-editable status of the customer, if it is an active FIT.

## 9-1-6 Add Note Area -

Date	Note
08/03/14	Sold Res # 479518 : 5 seats for Acrobats - 3:34 AM on 08/15/14
08/03/14	Updated Res # 479518 : 5 seats for Acrobats - 3:34 AM on 08/15/14 with 0.00 in deposits. - 1001
07/27/14	Updated Res # 479515 : 2 seats for Acrobats - 3:34 AM on 07/31/14 with 0.00 in deposits. - 1001
07/27/14	Updated Res # 479515 : 3 seats for Acrobats - 3:34 AM on 07/31/14 with 0.00 in deposits. - 1001
07/27/14	Res # 479516 : SPLIT off 1 seats for Acrobats - 3:34 AM on 07/31/14 with 0.00 in deposits. - 1001
07/27/14	Updated Res # 479515 : 3 seats for Acrobats - 3:34 AM on 07/31/14 with 0.00 in deposits. - 1001
07/27/14	Updated Res # 479515 : 3 seats for Acrobats - 3:34 AM on 07/31/14 with 0.00 in deposits. - 1001
07/23/14	Refunded Res # 479417 : 3 seats for \$ 100.41 for The Duttons - 2:00 PM on 10/19/11 - 1001
07/04/14	Updated Res # 479514 : 1 seats for RFD - 8:00 PM on 07/23/14 with 22.00 in deposits. - 1001
07/04/14	Updated Res # 479514 : 1 seats for RFD - 8:00 PM on 07/23/14 with 22.00 in deposits. - 1001
07/04/14	Ccard Deposit Res # 479514 for 22.00 - 1001
07/04/14	Updated Res # 479514 : 1 seats for RFD - 8:00 PM on 07/23/14 with 0.00 in deposits. - 1001
07/04/14	Updated Res # 479514 : 1 seats for RFD - 8:00 PM on 07/23/14 with 0.00 in deposits. - 1001
07/04/14	Updated Res # 479514 : 1 seats for RFD - 8:00 PM on 07/23/14 with 0.00 in deposits. - 1001

1. Add Note –
2. View Conf. # -  
Go –  
Clear –
3. Note Area –
4. Print this Form -

9-1-6-1 Add Note –  Adds Note to list.

9-1-6-2 View Conf. # -

View Conf. #:

Restrict the notes to a specific confirmation number.

9-1-6-2-1 Go –



Activates the View Conf. # search.

9-1-6-2-2 Clear –



Clears View Conf. # entry.

9-1-6-3 Note Area –

Date	Note
08/03/14	Sold Res # 479518 : 5 seats for Acrobats - 3:34 AM on 08/15/14
08/03/14	Updated Res # 479518 : 5 seats for Acrobats - 3:34 AM on 08/15/14 with 0.00 in deposits. - 1001
07/27/14	Updated Res # 479515 : 2 seats for Acrobats - 3:34 AM on 07/31/14 with 0.00 in deposits. - 1001
07/27/14	Updated Res # 479515 : 3 seats for Acrobats - 3:34 AM on 07/31/14 with 0.00 in deposits. - 1001
07/27/14	Res # 479516 : SPLIT off 1 seats for Acrobats - 3:34 AM on 07/31/14 with 0.00 in deposits. - 1001
07/27/14	Updated Res # 479515 : 3 seats for Acrobats - 3:34 AM on 07/31/14 with 0.00 in deposits. - 1001
07/27/14	Updated Res # 479515 : 3 seats for Acrobats - 3:34 AM on 07/31/14 with 0.00 in deposits. - 1001
07/23/14	Refunded Res # 479417 : 3 seats for \$ 100.41 for The Duttons - 2:00 PM on 10/19/11 - 1001
07/04/14	Updated Res # 479514 : 1 seats for RFD - 8:00 PM on 07/23/14 with 22.00 in deposits. - 1001
07/04/14	Updated Res # 479514 : 1 seats for RFD - 8:00 PM on 07/23/14 with 22.00 in deposits. - 1001
07/04/14	Ccard Deposit Res # 479514 for 22.00 - 1001
07/04/14	Updated Res # 479514 : 1 seats for RFD - 8:00 PM on 07/23/14 with 0.00 in deposits. - 1001
07/04/14	Updated Res # 479514 : 1 seats for RFD - 8:00 PM on 07/23/14 with 0.00 in deposits. - 1001
07/04/14	Updated Res # 479514 : 1 seats for RFD - 8:00 PM on 07/23/14 with 0.00 in deposits. - 1001

1. Date – Enter the date of the note.
2. Note – Enter the note in as much detail as necessary.

9-1-6-4 Print this Form -



Prints the entire customer information record.

9-1-8 Groups Assigned –

**Groups Assigned**

Displays the Group Assignments the group has been connected with.

9-1-8-1 Assignment Category Examples –

**Christmas Cards**

**MO Bank Travel**

9-1-9 Subgroup -



Custom Information (Y/N)	
<input type="checkbox"/>	Testing One Two
<input type="checkbox"/>	H

Configure e...

Configuring allows subgroups to be created that can refine lookup activity.

Up to five subgroups can be assigned to any/all contacts, separate from the Group Assignments.

Limited to a single character/number response.

An example: Can be configured to a question requiring a Y/N response or a number attending an event.

Configure- Opens Subgroup Configuration.

#### 9-1-9-1 Subgroup Configuration -

Configure Custom Info Questio...

0.1:	
0.2:	Testing One Two
0.3:	
0.4:	
0.5:	

Save Exit <esc>

Five subgroups can be assigned to any/all contacts, separate from the Group Assignments.

Type in the category, limited to the length of characters within the text box.

Save – Saves the configuration and returns to [Contact Manager](#).

Exit <Esc> - Returns to [Contact Manager](#).

#### 9-2 Accounts Receivable –

Accounts Receivable

Go to [Accounts Receivable](#).

#### 9-3 Fixit! -

Fixit

Go to [Fixit!](#)

#### 9-4 TCTS Editor – For Programmers use only.

9-<Esc> Return – Returns to [Main Menu](#).

#### Module M Mobile Mode

M. Mobile Mode = Off

Go to [Main Menu](#).

Disabled until activated. For future use. Return to [Table of Contents](#).

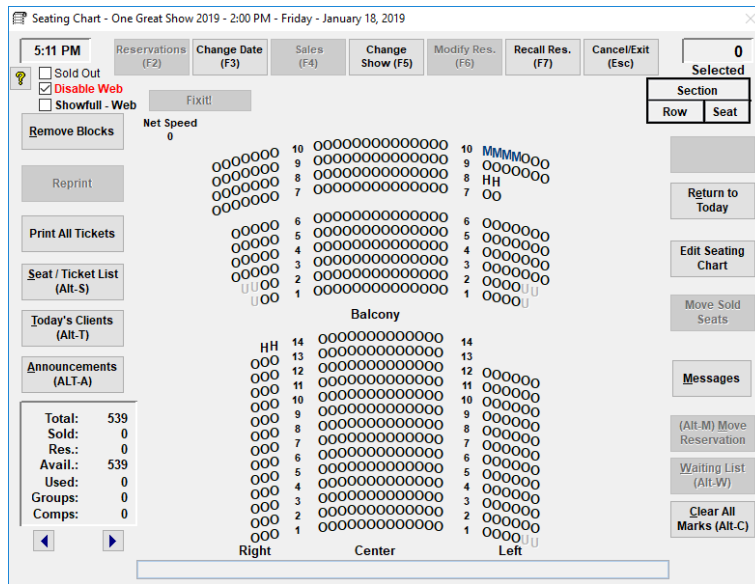
#### <Esc> Exit Program

<Esc> Exit Program

Go to [Main Menu](#).

Completely exits TCTS. Return to [Table of Contents](#).

## Appendix A: Seating Chart Elements – Return to [Main Menu](#). Return to [Table of Contents](#).



1. [Check Boxes](#) -
2. [Reservations](#) (F2) -
3. [Change Date](#) (F3) -
4. [Sales](#) (F4) -
5. [Change Show](#) (F5) -
6. [Modify Res.](#) (F6) -
7. [Recall Res.](#) (F7) -
8. [Cancel/Exit](#) -
9. [Selected](#) -
10. [Fixit!](#) -
11. Seat Information -
12. [Remove Blocks](#) -
13. [Reprint](#) -
14. [Print All Tickets](#) -
15. [Seat/Ticket List](#) (Alt-S)-
16. [Today's Clients](#) -
17. [Announcements](#) -
18. Info Box -
19. [Arrow Keys](#) -
20. [Return to Today](#) -
21. [Edit Seating Chart](#) -
22. [Move Sold Seats](#) -
23. [Messages](#) -
24. [Move Reservation](#) -
25. [Waiting List](#) -
26. [Clear All Marks](#) -
27. Notification Area -

### A-1 Check Boxes -



A-1-1 The time of day is displayed in the upper left corner of the window. This is auto-entered.

A-1-2 The three check boxes beneath this display that may be chosen when required.

**Sold Out** – Checking this box requires an administrative password and closes the seating chart to new reservations. Modifications may be made to existing reservations.

**Disable Web** – If an online ticketing system is used, it disables online reservations from being made.

**Showfull-Web** – For Future Use.

**?** – Wherever found, this activates the help system.

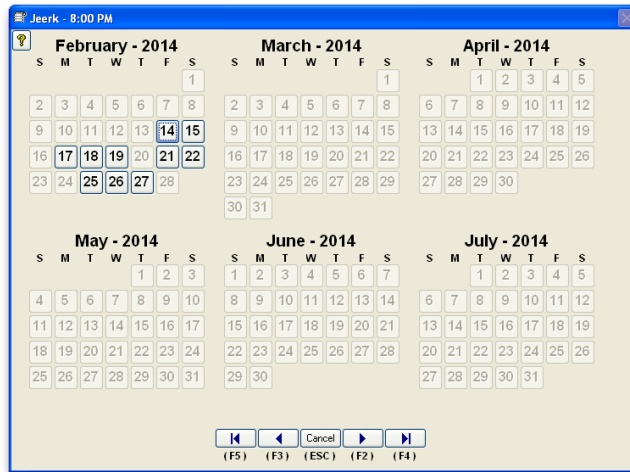


### A-2 Reservations (F2)

Once seats are selected to be sold, this button is available to allow the operator to create the reservation. Go to [Reservation Form](#).

Change Date  
(F3)

### A-3 Change Date (F3)



Opens the calendar allowing the operator to choose a different date in which to enter the reservation or sale.

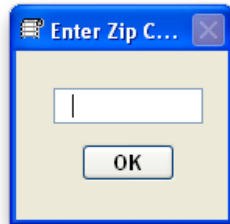
This returns to the [Seating Chart](#) upon choosing a date.

Sales  
(F4)

### A-4 Sales (F4)

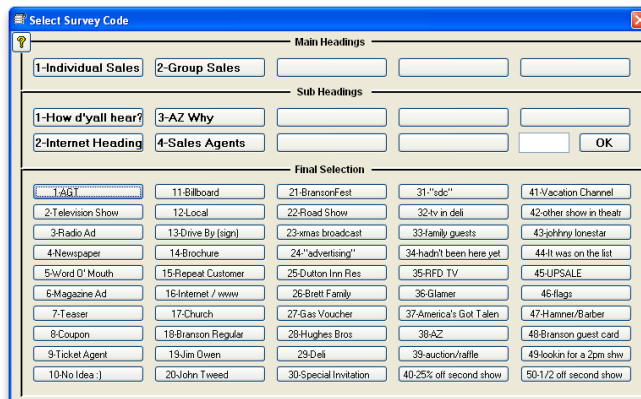
If enabled by the administrator, allows for sales without making a reservation.

#### A-4-1 Zip Code -



1. Zip Code - Enter Zip Code.
2. OK – Opens Survey Code.

#### A-4-2 Survey Code -



1. Select from active button in the first grouping to display a unique set of Bar in the second grouping. Selecting from the second set displays a unique set in the third grouping.
2. Click on the desired Code enters its' unique number next to the OK button.
3. Click the OK button to submit the code to the appropriate screen.

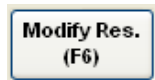
#### A-4-3 Pricing Chart - Go to [Pricing Chart](#).

Pricing Chart opens after entering the required information or when information windows are bypassed.



#### A-5 Change Show (F5)

Opens the previous screen of listed shows and times allowing the operator to choose a different show.



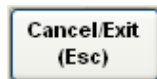
#### A-6 Modify Res. (F6)

Opens reservation screen and allows changes to be made to an existing reservation. Go to [Reservation Form](#).



#### A-7 Recall Res. (F7)

Opens a window allowing the option to recall by various means. See [Recall Reservation](#).



#### A-8 Cancel/Exit (Esc)

Returns the screen to the [Main Menu](#).



#### A-9 Selected

Display only of the quantity of seats that have been selected



#### A-10 Fixit!

Activates only with sold reservations and requires administrative access. Go to [Fixit!](#)

#### A-11 Seat Information

Section	
Row	Seat

When hovering over a seat in the chart, this displays the section, row and seat number.



#### A-12 Remove Blocks

Allows the operator to release individual seating restricted from sales.

#### A-11-1 Seat Block List -



1. Choose the Seat Block to be removed.
2. Select – Removes the Blocks from the currently selected Seating Chart and returns to [Seating Chart](#).
3. Cancel – Returns to [Seating Chart](#).



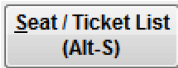
A-13 Reprint

Activates with non-reservation ticket sales to reprint tickets for customers.  
Reprints the tickets.



A-14 Print All Tickets

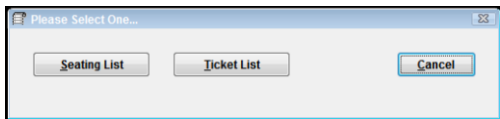
Allows operator to print tickets from Comps, Pre-paid and FITs.



A-15 Seat/Ticket List (Alt-S)

Opens query

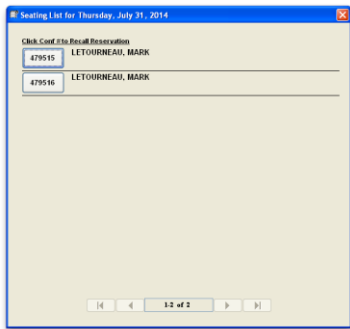
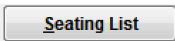
A-15-1 List query -



A-15-1-1 Seating List – Opens list of reservations in alphabetical order with selectable confirmation number.

A-15-1-2 Ticket List – Opens Administrative Password screen, allowing the display of a list of all tickets sold/reserved for the selected show  
Cancel – Returns to Seating Chart.

A-15-1-1-1 Seating List -

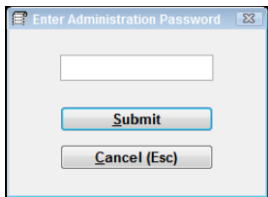


1. Selecting a Confirmation Number opens that [Reservation Form](#).
2. Navigation Bar –

A-15-1-1-2-1 Ticket List –



A-15-1-2-1-1 Administrative Password –



Administrative Password must be entered to confirm authority to view or change list. An invalid password cancels the action and returns to Seating Chart.  
Submit – Generates the list of selected information  
Cancel – Returns to Seating Chart

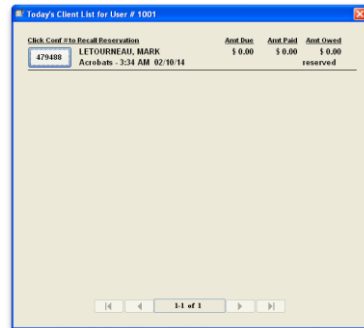
A-15-1-2-1-2 – Ticket List Display -

Price Description	Price	# Res	# Sold	Total
Adult	24.67	2	0	2
No Price Selected	0.00	2	0	2
Totals		4	0	4

The information is displayed for the selected show and date of sales and reservations

**Today's Clients  
(Alt-T)**

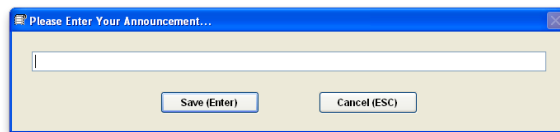
## A-16-1 Client List -



1. Selecting a Confirmation Number opens that [Reservation Form](#).
2. Navigation Bar –

**Announcements  
(ALT-A)**

### A-17-1 Announcement Entry –



## A-18 Info Box

Total:	539
Sold:	0
Res.:	0
Avail.:	539
Used:	0
Groups:	0
Comps:	0

## A-19 Arrow Keys -

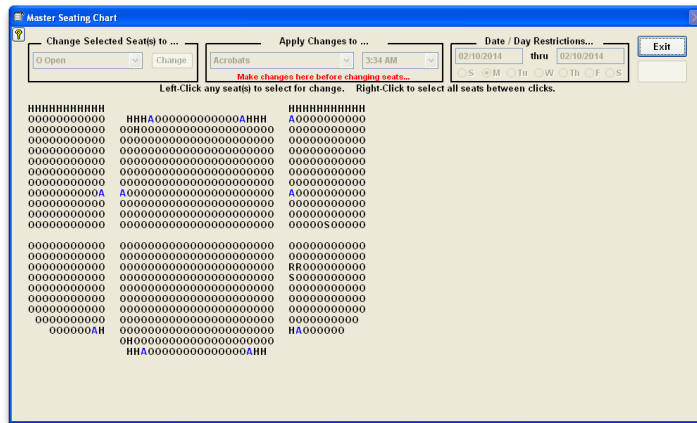


[Return to Today](#)

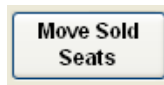
Edit Seating Chart

Allows operator to change seating designation without requiring a change in reservation. This opens a special seating chart for editing seat blocks for a particular show. Go to [Edit Seating Chart](#).

## A-21-1



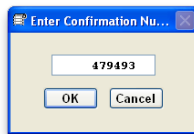
The following seating designations can be changed on this screen:  
R-  
S-  
Blocked-



## A-22 Move Sold Seats

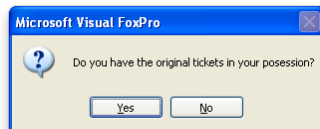
Allows operator to relocate sold seating.

### A-22-1 Confirmation Number -



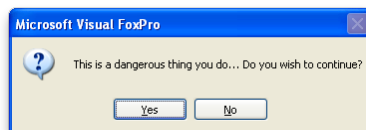
1. Enter Confirmation Number –
2. OK – Opens Query.
3. Cancel – Returns to [Seating Chart](#).

### A-22-2 Query -

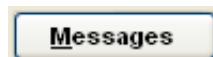


1. Yes – Moves sold seats and prints tickets.
2. No – Opens Query 2.

### A-22-2-1 Query 2 -



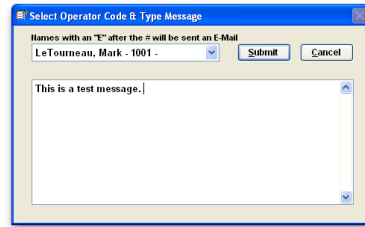
1. Yes – Moves sold seats and prints tickets.
2. No – Cancels and returns to [Seating Chart](#).



## A-23 Messages –

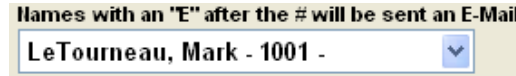
1. Messages can be sent to other users within the system.
2. If the button is flashing red and white, the user has a message.
3. Clicking the button opens a message screen.

## A-23-1 Message Screen -



1. User Destination drop down list –
2. Message area –
3. Submit –
4. Cancel –

### A-23-1-1 User Destination drop down list -



Names with an “E” will be sent an email instead of message.

### A-23-1-2 Message Area -



Type the desired message to be sent.

### A-23-1-3 Submit -

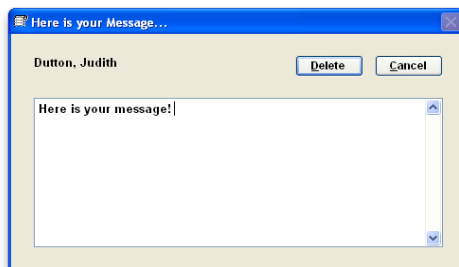


Submit delivers the message and returns to [Seating Chart](#).

### A-23-1-4 Cancel – Returns to [Seating Chart](#).



## A-23-2 Retrieving Messages –



1. Read-only message box.
2. After reading, click the Delete button. If you do not Delete, the Message button will continue to flash.
3. Cancel – Exits the message screen and returns to [Seating Chart](#).



## A-24 Move Reservation (Alt-M)

Allows operator to relocate any non-sold seating.

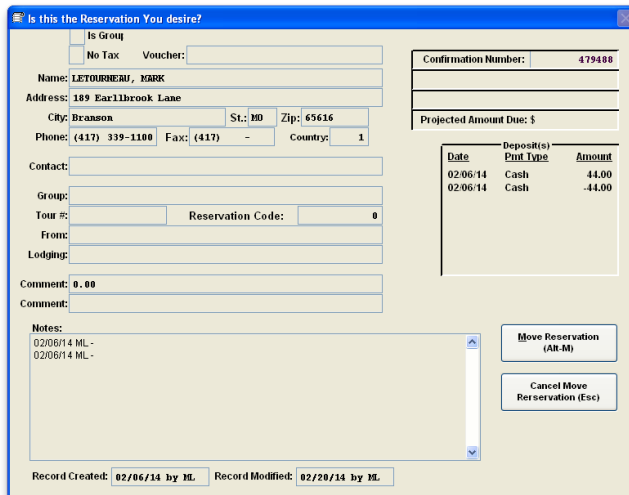


## A-24-1 Confirmation Number -



1. Enter Confirmation Number –
2. Move Reservation – Opens Reservation Confirmation.
3. Cancel (Esc) - Returns to [Seating Chart](#).

## A-24-1-1 Reservation Confirmation -



1. Move Reservation – Completes action and returns to [Seating Chart](#).
2. Cancel Move Reservation (Esc) - Returns to [Seating Chart](#).


## A-25 Waiting List (Alt-W)

For future use.



## A-26 Clear All Marks (Alt-C)

Clears all selections from the seating chart and the chart returns to original state.



## A-27 Notification area

Display only of information for current show supplied by administrator.



## Appendix B: Reservation Form Elements – Return to [Main Menu](#).

Return to [Table of Contents](#).

The show name, time and date is displayed on the top of the form.

Reservations: One Great Show - 2:00 PM - Friday, January 18, 2019

☐ R-Click to Config ☐ Final Count ☐ Internet Order ☐ Repeat Last Customer ☐ Repeat Last FIT

☐ Group ☐ No Tax

Name: LeTourneau, Mark

Address: 189 Earlbrook Lane

City: Branson St.: MO Zip: 65616

Phone: (417) 339-1100 Fax: (417) - Country: 1 C

Cell: ( ) - Season Pass #: 2

Contact:

E-Mail: ☐ Newsletter?

Group:

Tour #: Survey Code: S

From:

Lodging: Travel:

Pricing: Vouch. #:

Comment:

Notes:

Record Created: Record Modified: Cancellation Fee

1. [Check Boxes](#) –
2. [Repeat Last Customer](#) –
3. [Repeat Last FIT](#) –
4. [Saved/Not Saved Indicator](#) -
5. [Voucher Selection](#) List –
6. [PH](#) - Phone
7. [Personal Information](#) -
8. ["G" Button](#) -
9. ["Z" Button](#) -
10. ["C" Button](#) –
11. [Season Pass #](#) -
12. [Edit S. Pass](#) –
13. [Group Information](#) -
14. [Survey Code](#) –
15. [Pricing](#) -
16. [Vouch. #](#) -
17. [Comment](#) –
18. [Notes](#) -
19. [Add Date](#) -
20. [Print this Form](#) –
21. [Print Seat Chart](#) –
22. [Display History](#) -
23. [Record Created](#) –
24. [Record Modified](#) –
25. [Confirmation Number Box](#)
26. [Deposits](#) –
27. [Deposit Waived](#) -
28. [Credit Card Number](#) –
29. [Attach Res \(Alt-E\)](#) –
30. [Add Deposit \(Alt-D\)](#) –
31. [Clear \(Alt-C\)](#) –
32. [Forms \(Alt-F\)](#) -
33. [Sales \(Alt-L\)](#) -
34. [Modify Seating \(Alt-M\)](#) -
35. [Split Res \(Alt-I\)](#) -
36. [Delete Res \(Alt-X\)](#) –
37. [Save \(Alt-S\)](#) –
38. [Exit \(Esc\)](#) -
39. [Season Pass Information](#) -

### B-1 Check Boxes – Return to [Reservation Form](#).

☐ Survey Option

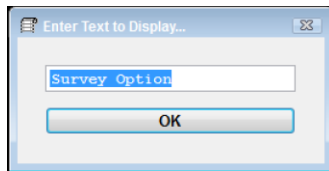
☐ Final Count ☐ Internet Order

☐ Group

☐ No Tax

B-1-1 Survey Option – Right clicking this box allows user to define survey

parameters. The new survey name will replace "Survey Option."  
Checking this includes the reservation in the survey report by the title.  
B-1-1-1 Survey Title Entry Box-

A small dialog box titled "Enter Text to Display...". It contains a text input field with the text "Survey Option" and an "OK" button below it.

Enter the unique name to identify the grouping of reservations so that they may be identified by a report.

OK returns to the [Reservation Form](#).

B-1-2 Final Count - this indicates a final count given by a group

B-1-3 Group – this indicates group status regardless of how many seats have been selected

B-1-3 No Tax – indicates a non-tax entity

B-1-4 Internet Order – indicates this reservation has been received from Complete Tix Online.com

B-2 Repeat Last Customer – [Repeat Last Customer](#)

Generates another Reservation Form for the last saved reservation.

B-3 Repeat Last FIT – [Repeat Last FIT](#)

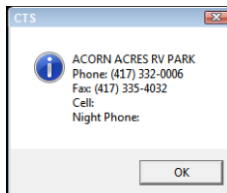
Only changes the FIT entry from the dropdown list.

B-4 Voucher Selection List- [--Voucher Selection](#)

The administrator assigns voucher contract pricing and the operator chooses from the available list. Return to [Reservation Form](#).

B-5 PH - [Ph](#)

Displays the phone number for the selected FIT.

A small dialog box titled "CTS". It contains an information icon and the following text: "ACORN ACRES RV PARK", "Phone: (417) 332-0006", "Fax: (417) 335-4032", "Cell:", "Night Phone:". There is an "OK" button at the bottom.

B-6 Personal Information - Return to [Reservation Form](#).

A form for personal information. It includes fields for Name (LeTourneau, Mark), Address (189 Earlbrook Lane), City (Branson), State (MO), Zip (65616), Phone ((844) 448-4288), Fax ((417) -), Country (1), Cell (( ) -), Season Pass # (8), and E-Mail (markleto@gmail.com). There is also a "Newsletter?" checkbox.

1. Name
2. Address
3. City, State, Zip
4. Phone, Fax, Cell
5. Newsletter – Check this box if they email correspondence.

## B-7 "G" Button - Return to [Reservation Form](#).

Name:	LETOURNEAU, MARK
Address:	189 Earlbrook Lane

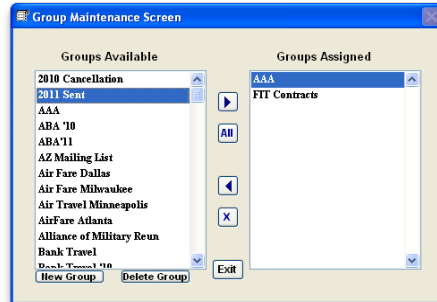
Information can be grouped in the [Contact Manager](#). This button adds the information into these groupings.

### B-7-1 "G" -



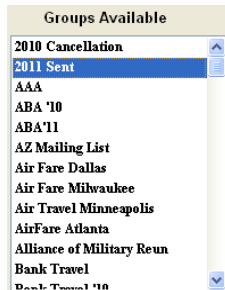
Click to add this record to a group or groups -

#### B-7-1-1 Group Maintenance -



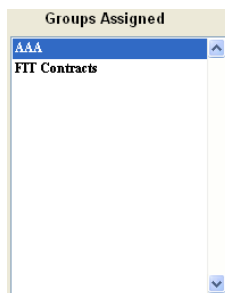
1. [Groups Available](#) -
2. [Groups Assigned](#) -
3. [Add Record to a Group](#) -
4. [All](#) - Add record to all groups
5. [Remove Group Assignment](#) -
6. "X" - Remove all groups from the record.
7. [New Group](#) -
8. [Delete Group](#) -
9. Exit - Returns to [Contact Manager](#).

#### B-7-1-1-1 Groups Available -



Groupings are listed alphabetically and can be assigned to a contact.

#### B-7-1-1-2 Groups Assigned -



This is the list of the groups assigned to the contact.

#### B-7-1-1-3 Add Record to a Group -



Adds the highlighted grouping to the list of assigned groups.

#### B-7-1-1-4 All - Add record to all groups



Add all of the groupings to the list of assigned groups.

#### B-7-1-1-5 Remove Group Assignment –



Removes a Group Assignment from the list of Groupings.

#### B-7-1-1-6 “x” – Remove all Group Assignments.



Removes all Group Assignments from the list of added Groupings.

#### B-7-1-1-7 New Group –



Add a new Grouping to the list of available Groupings.

#### B-7-1-1-8 Delete Group –



Delete a Grouping from the list of available Groupings.

#### B-7-1-1-9 Exit -



Returns to [Contact Manager](#).

#### B-8 "Z" Button -

Name: LETOURNEAU, MARK				G
Address: 189 Earllbrook Lane				
City: Branson	St.: MO	Zip: 65616	Z	
Phone: (417) 339-1100	Fax: (417) -	Country: 1	C	
Cell: ( ) -	Projected Due w/ Attachments: \$			

Entering City and State and pressing the “Z” button does a look-up for zip code. Return to [Reservation Form](#).

#### B-9 “C” Button - Return to [Reservation Form](#).

Name: LETOURNEAU, MARK				G
Address: 189 Earllbrook Lane				
City: Branson	St.: MO	Zip: 65616	Z	
Phone: (417) 339-1100	Fax: (417) -	Country: 1	C	
Cell: ( ) -	Projected Due w/ Attachments: \$			

Selects the country.

#### B-10 Season Pass # -

Season Pass #:	0
----------------	---

The assigned number of the season pass can be entered here to recall the customer information.

## B-10-1 Reservation Screen with Season Pass Window -

1. Season Pass # -
2. Expiration Date -
3. Show Applied to -
4. Photo Identification -

### B-10-1-1 Season Pass Information – (Read only)

**S Pass #: 1**  
**Expires: 12/31/15**  
**Applies To: Duttons**

1. The Season Pass number is auto-assigned upon creation, manually assigned to an existing customer.
2. The expiration date is established upon creation of the seasons pass.
3. The show/shows the season pass is assigned to is listed upon creation.

### B-10-1-2 Photo Identification -

1. Up to 10 photos and names can be assigned to a single season pass.
2. Additional names/photos can be added in the [Edit S. Pass](#).

Return to [Reservation Form](#).

### B-11 Edit Season Pass –

**Edit S. Pass**

If a number has been entered in the previous window, pressing this opens the Season Pass assigned to that number. If no number has been entered, a new Season Pass can be created.

### B-11-1 Dialogue Box –

1. Yes - Opens the Season Pass creator.
2. No – Returns to [Reservation Form Elements](#).

## B-11-2 Season Pass Editor - Return to [Reservation Form](#).

1. Customer Information –
2. Season Pass # -
3. Regular -
4. Expiration Date –
5. Show/Theater –
6. Clicking Instructions –
7. Clear All Photos –
8. Clear All Names –
9. Save & Exit –
10. Delete All & Exit –
11. Print Season Pass(es) -

### B-11-2-1 Customer Information –

**LeTourneau, Mark**  
**189 Earllbrook Lane**  
**Branson, MO 65616**

This general information is displayed as entered on the Reservation Form.

### B-11-2-2 Season Pass # -

**Season Pass #:**

Auto-assigned by system.

### B-11-2-3 Season Pass Designation -

A drop down box opens with an option of Regular, VIP or Charter. This is used to differentiate between types of Season Passes.

### B-11-2-4 Expiration Date –

**Expires:**

Manually entered.

### B-11-2-5 Show/Theater –

**Show / Theater:**

Manually entered.

### B-11-2-6 Click Instructions –

**Left-Click Photo Box to Add Photo**  
**Right-Click Photo Box to Clear Photo**

### B-11-2-7 Clear All Photos –

**Clear All Photos**

Clears all photos displayed.

B-11-2-8 Clear All Names –



Clears all names displayed.

B-11-2-9 Save & Exit – Return to [Reservation Form](#).



Saves the Season Pass and returns to [Reservation Form](#).

B-11-2-10 Delete All & Exit – Return to [Reservation Form](#).



Clears all information and returns to Reservation Form.

B-11-2-11 Edit Season Pass Layout – Return to [Reservation Form](#).



Grayed out unless user has administrative permissions.

B-11-2-12 Print Season Pass(es) - Return to [Reservation Form](#).



B-11-2-13 Pass Holder identification - Return to [Reservation Form](#).



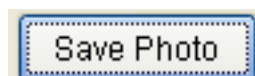
1. Enter the customer name by left-clicking the box above the photo. Type in the name.
2. Left-click the photo box opens Season Pass Photo.
3. Disregard the ugly face in the photo shown, it was the best we could come up with at the time. Contact the Programmer for counseling references if any harm is encountered.

B-11-1-2-13-1 Season Pass Photo -



1. Save Photo –
2. Cancel (Esc) –
3. Drop Box –
4. Format Options -


B-11-1-2-13-1-1 Save Photo – Return to [Reservation Form](#).




Save Photo takes picture and inserts it into box. Returns to [Season Pass Editor](#).



B-11-1-2-13-1-2 Cancel (Esc) – Return to [Reservation Form](#).

 Cancels and returns to [Edit Season Pass](#).

B-11-1-2-13-1-3 Drop Box –

 Photo options.

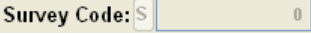
B-11-1-2-13-1-4 Format Options – Return to [Reservation Form](#).


   
  For Programmer use only. Contact  
Programmer for any questions.


B-12 Group Information – Return to [Reservation Form](#).

Contact:			
E-Mail:	markleto@gmail.com	<input type="checkbox"/>	Newsletter?
Group:			
Tour #:		Survey Code: S	1109
From:			
Lodging:		Travel:	

The information applies to groups and is often used with group announcements.

B-13 Survey Code “S” –  For more information about  
Survey Codes go to [Edit Survey Codes](#).  
Return to [Reservation Form](#).

B-14 Pricing –  Return to [Reservation Form](#).  
Auto filled from pricing, read only

B-15 Vouch. # -  Occasionally provided and auto-fills if supplied. Return to [Reservation Form](#).


B-16 Comment –  Reservation comments are recorded here. Return to [Reservation Form](#).

B-17 Notes – Return to [Reservation Form](#).

Notes:			
02/06/14 ML - 02/06/14 ML -			

When the reservation is first made, clicking within the notes box will provide a date and operator initials. A note can then be added.

B-18 Add Date – Return to [Reservation Form](#).



Used to add a dated note to the Note Area

B-19 Print this Form – Return to [Reservation Form](#).




Allows the reservation screen to be printed

B-20 Print Seat Chart – Return to [Reservation Form](#).



Prints the previous screen showing the seating chart and the seats assigned to this reservation

B-21 Display History –



B–21-1 Displays customer/reservation information.



B-21 Record Created – **Record Created: 02/06/14 by ML**

Auto-filled when reservation is created. Return to [Reservation Form](#).

B-22 Record Modified – **Record Modified: 02/06/14 by ML**

Auto-filled if reservation is modified. Return to [Reservation Form](#).

B-23 Confirmation Number Box – Return to [Reservation Form](#).

Confirmation Number:	479488
Seats Reserved: 2	<input type="button" value="Seats..."/>
Reserved by: LeTourneau, Mark	
Projected Amount Due: \$	44.00 <input type="button" value="P"/>

1. Auto-assigned confirmation number
2. Seats Reserved – From Seating Chart
3. Reserved by: based upon password login.

#### B-23-1 Seats



Opens dialog box describing the location of reserved seats.

#### B-23-1-1 – Reserved Seats



Reserved Seats window, indicating the seating connected with the reservation.

#### B-23-2 Projected Amount Due – auto-filled

B-23-3 Proj Amt Due w/Attach – auto-filled only when other shows are attached to the reservation.

#### B-23-4 Pre-Pricing Chart Button-



Opens Pre-Pricing Chart.

#### B-23-4-1 Pre-Pricing Chart -

See [Price Chart](#). The forms are similar except this form does not continue through payment.

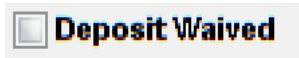
#### B-24 Deposits –

Deposit(s)		
Date	Pmt Type	Amount
02/06/14	Cash	44.00
02/06/14	Cash	-44.00

Any deposits assigned to the reservation are displayed here. Entered via Add Deposit (Alt-D). See B-21.

Return to [Reservation Form](#).

B-25 Deposit Waived –



Check this box whenever a deposit is not required. This keeps the

reservation being listed as No Deposit.

B-26 Credit Card Number -

Credit Card Number	Exp. Date	CCV
<input type="text"/>	<input type="text"/>	<input type="text"/>

Disabled. Used to enter and securely store credit card information for future use. Return to [Reservation Form](#).

B-27 Attach Res (Alt-E) –



Opens forms to manage attached reservations for multiple shows.

Return to [Reservation Form](#).

B-27-1 Reservations attached to Confirmation # -

A screenshot of a web application window titled "Reservations attached to Confirmation # 479509". It shows a list of reservations with columns for Confirmation Number, RFD, Date, and Amount. The first row shows "479511", "RFD - 8:00 PM - 07/23/14", and "\$ 0.00". There are navigation buttons at the bottom: "Add Reserv.", "1-1 of 1", and "Remove Res.".

1. This confirms the reservations attached to a confirmation number.
2. Sport Season Pass – only used for sports venue. Disabled.
3. Reservation numbers – clicking opens [Recall Reservation](#) by confirmation number.
4. [Add Reserv.](#) –
5. Navigation Bar -

6. Remove Res. -

B-27-1-3 Recall Reservation Form with Deposit Options -

A screenshot of the "Recall Reservation Form" for Confirmation # 479511. It contains various fields for reservation details, including Name, Address, City, State, Zip, Phone, Fax, Country, Email, Group, Tour #, Reservation Code, Front, Lodging, Travel, Comment, and Notes. There are also fields for "Add Report (Alt-R)", "Print This Form", "Save (Alt-S)", and "Cancel (Alt-C)". The form is titled "Reservations: RFD - 8:00 PM - Wednesday, July 23, 2014".

1. Displays reservation information allowing for deposit to be applied and printable forms, similar to the Reservation Screen.

## B-27-1-4 Add Reserv. -

1. Attach New Reservation – create a new reservation attached to the currently displayed reservation
2. Attach to Existing Reservation – attaches two reservations together. Requires the confirmation number of an existing reservation to be attached.
3. Cancel (Esc) - Return to [Reservation Form](#).

## B-27-1-4-1 Show Selection -

1. Select the show in which the reservation is to be placed.
2. <Esc> Cancel - Return to [Reservation Form](#).

## B-27-1-4-1-1 Show Calendar -

1. Select from the date for that show.
2. [Navigation Bar](#) -

## B-27-1-4-1-1-1 Show Seating Chart -

1. Select the seats.
2. Save – Opens Ticket Prices.
3. Cancel (Esc) -

## B-27-1-4-1-1-1 Ticket Prices -

Select ticket prices.  
Confirm returns to the  
Attachment screen.  
See [Ticket Prices](#).

## B-27-3 Enter Confirmation Number -

1. Enter Confirmation Number –
2. Ok –
3. Cancel – Return to [Reservation Form](#).

## B-28 Add Deposit (Alt-D) –

**Add Deposit (Alt-D)**

Allows operator to add a deposit to the reservation. Return to [Reservation Form](#).

## B-29 Clear (Alt-C) -

**Clear (Alt-C)**

Only available when a new reservation is generated. Return to [Reservation Form](#).

## B-30 Forms (Alt-F) -

**Forms (Alt-F)**

For printing or emailing forms.

Return to [Reservation Form](#).

## B-31 Sales (Alt-L) -

**Sales (Alt-L)**

Opens Pricing Chart. See [Pricing Chart](#).

Return to [Reservation Form](#).

## B-32 Modify Seating (Alt-M) -

**Modify Seating (Alt-M)**

Opens Seating chart to allow seating assignments. Return to [Reservation Form](#).

## B-32-1 Modify Seating Chart -


1. Time Stamp –
2. Save (F2) –
3. Cancel (Esc) –
4. Selected –
5. Seating Chart -
6. Cancel (Esc) -


1. Enter the number of seats to be split into a new reservation.
2. Split (Alt-E) – Creates a new reservation and opens a Price Chart.


3. Cancel (Esc) - Return to [Reservation Form](#).

B-33-2 Price Chart -

See [Price Chart](#).

B-34 Delete Res (Alt-X) -  Deletes the reservation. Requires verification of deletion. Return to [Reservation Form](#).

B-35 Save (Alt-S) -  Saves reservation but remains on screen. Return to [Reservation Form](#).

B-36 Exit (Esc) -  Exits reservation and returns to [Seating Chart](#). Return to [Reservation Form](#).

B-37 Season Pass Information-

S Pass #: 8      Regular  
Expires: 12/30/16  
Applies To: Six

This is displayed only when a season pass number is present in one the form. See [Season Pass #](#).  
Return to [Reservation Form](#).



## Appendix C: Pricing Chart Elements - Return to [Table of Contents](#).

1. [Pricing Form Options](#) -
2. [Ticket Price Options](#) -
3. [Seat Count Information](#) -
4. [Total Amount Due](#) -
5. [Voucher FIT Name Display](#) -
6. [View All Prices](#) -
7. [Confirm \(Alt-C\)](#) -
8. Cancel (Esc) - Returns to [Table of Contents](#).

### C-1 Pricing Form Options –

Pages of pricing, if needed, for more pricing options than can be shown on one page or within various groupings.

Choose the Pricing Page for

the selected show.

### C-2 Ticket Price Options –

1. F keys can be pressed for each ticket to be purchased.
2. Enter the ticket count manually to the right of the desired ticket pricing.

### C-3 Seat Count Information –

1. Seats Remaining must be "0" by choosing number of Current Seats Priced equal to the Total Seats Reserved.
2. Confirm (Alt-C) will not activate until this is attained.

### C-4 Total Amount Due –

Total Amount Due is the Transaction Total less Total Deposit.

### C-5 Voucher FIT Name Display -

Appears to confirm the FIT name to which a reservation is attached.

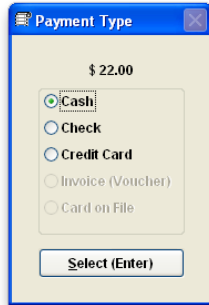
### C-6 View All Prices – [View All Prices](#)

Requires Administration password. Displays all available pricing regardless of FIT chosen.

### C-7 Confirm (Alt-C) –

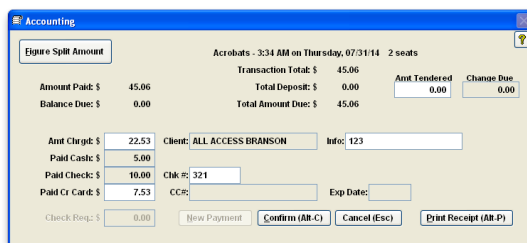
Confirms pricing and continues to the Payment Window.

### C-7-1 Payment Type


A small dialog box titled "Payment Type" with a close button in the top right. It displays "\$ 22.00" at the top. Below this, there are four radio button options: "Cash" (which is selected), "Check", "Credit Card", and "Card on File". At the bottom, there is a button labeled "Select (Enter)".

1. Select the first payment type with the radio button and click Select.
2. The payment form changes depending upon the type of payment to be rendered.
3. Multiple payments can be received. This window will appear when there is a balance due for the total sale.

### C-7-2 Payment Transaction –

A screenshot of the "Accounting" window, specifically the "Figure Split Amount" tab. The window shows a transaction summary for "Acrobats" on Thursday, 07/31/14, for 2 seats. It lists "Amount Paid: \$ 45.06", "Balance Due: \$ 0.00", "Transaction Total: \$ 45.06", "Total Deposit: \$ 0.00", "Amount Tendered: 0.00", and "Change Due: 0.00". Below this, it shows "Amount Charged: \$ 22.53", "Paid Cash: \$ 5.00", "Paid Check: \$ 10.00", and "Paid Cr Card: \$ 7.53". There are also fields for "Client: ALL ACCESS BRANSON", "Info: 123", "Chk #: 321", and "CC#:". At the bottom, there are buttons for "New Payment", "Confirm (Alt-C)", "Cancel (Esc)", and "Print Receipt (Alt-P)".

1. [Figure Split Amount](#) –
2. [Amount Paid](#) –
3. [Balance Due](#) –
4. [Transaction Total](#) –
5. [Total Deposit](#) –
6. [Total Amount Due](#) –
7. [Paid Cash/Check/CC](#) –
8. [Amount Tendered](#) –
9. [Change Due](#) –
10. Check Req. – No longer in use.
11. [New Payment](#) –
12. [Confirm \(Alt-C\)](#) –
13. Canel (Esc) – Returns to [Table of Contents](#).
14. Print Receipt (Alt-P) - No longer in use.

C-7-2-1 Figure Split Amount–  allows breaking down the payment(s) when multiple individuals or sources are utilized. Go to [Figure Split Amount](#)

C-7-2-2 Amount Paid – **Amount Paid: \$ 22.00** auto entered by the amount entered in Paid Cash/Check/CC.

C-7-2-3 Balance Due – **Balance Due: \$ 0.00** auto entered based upon amount entered in Paid Cash/Check/CC debited againsts Amount Due.

C-7-2-4 Transaction Total – **Transaction Total: \$ 22.00** auto entered from Sales data.

C-7-2-5 Total Deposit – **Total Deposit: \$ 0.00** auto entered from Sales data.

C-7-2-6 Total Amount Due - **Total Amount Due: \$ 22.00** auto entered from Sales data.

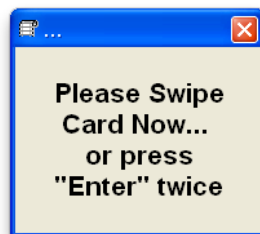
C-7-2-7 Paid Cash/Check/CC – **Paid Cash:** \$  the amount to be paid is entered and is credited against the Total Amount Due. If the amount paid is less than the total amount due, the New Payment button activates and the Confirm button is deactivated.

#### C-7-2-7-1 Paid Cash/Check/CC -

The screenshot shows the 'Accounting' window with a 'Figure Split Amount' tab. It displays transaction totals: Transaction Total: \$ 88.00, Total Deposit: \$ 0.00, Total Amount Due: \$ 88.00. Payment details include: Amount Paid: \$ 88.00, Balance Due: \$ 0.00, Paid Cash: \$ 22.00, Paid Check: \$ 22.00, Paid Cr Card: \$ 44.00, and Check Req: \$ 0.00. Buttons for 'New Payment', 'Confirm (Alt-C)', 'Cancel (Esc)', and 'Print Receipt (Alt-P)' are visible.

The form will modify here depending upon the type of payment selected to allow the entry of check or voucher numbers or credit card information.

#### C-7-2-7-2



This window appears when Paid Cr. Card amount is entered.

If card is swiped, the customer information is auto entered in the next form.

If "Enter" is pressed twice, the information must be entered manually in the next form.

#### C-7-2-7-3

The screenshot shows the 'Credit Card Information' window with a title bar 'CREDIT CARD INFORMATION' and a subtitle 'AUTH\_CAPTURE'. It contains fields for: First Name: MARK, Last Name: LETOURNEAU, Card #: 1234567890123456, Exp. Date: 12/12, Card Code: 123, Amount: 22.00, Order #: 479502, Zip Code: 65616, and Address: 189 Earllbrook Lane. Buttons for 'Click Submit to Begin Processing', 'Submit', 'Reswipe Card', and 'Cancel <Esc>' are present.

1. Once the information is confirmed, Submit prints the receipts and returns to Payment screen.

2. If the card has been swiped and the information is incorrect, clicking Reswipe Card allows the card to be reswiped, retrieving the correct customer information without processing the card.

3. If card is rejected, a window appears indicating why it was rejected and returns to the Credit Card Information screen, allowing corrections to be made.

4. Cancel <Esc> - returns to Payment screen.

#### C-7-2 (cont.)

C-7-2-8 Amount Tendered – **Amt Tendered**  cash amount received from the customer.

C-7-2-9 Change Due – **Change Due**  the amount due to the customer based upon Amount Tendered against the Paid Cash amount.

C-7-2-10 Check Req. – **Check Req.:** \$  disabled, no longer in use.

C-7-2-11 New Payment –

**New Payment**

activates when payment amount is less than Total Amount Due.

C-7-2-12 Confirm (Alt-C) –

**Confirm (Alt-C)**

activates when payment amount equals Total Amount Due. Tickets are printed and screen returns to the Seating Chart and .

C-7-2-13 Canel (Esc) –

**Cancel (Esc)**

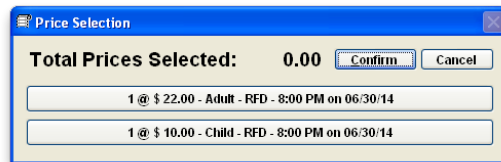
clears transaction and returns to origination screen, unless a credit card payment has been transacted. This is then disabled.

C-7-2-14 Print Receipt (Alt-P) -

**Print Receipt (Alt-P)**

disabled, no longer in use.

C-7-2-1-1 Figure Split Amount -



1. Choose the price(s) desired.
2. Click Confirm to apply the payment to the total. The screen returns to the payment window and auto-inserts the payment in the Paid Cash/Check/CC total.

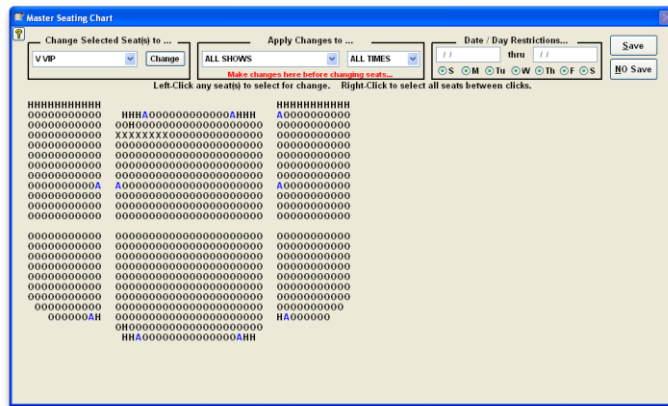
C-8 Cancel (Esc) -

**Cancel (Esc)**

Returns to [Reservation](#) Screen or [Seating Chart](#) depending on origination of sale.

C-9 Go to [Appendix K: Completing the Sale](#)

## Appendix D: Edit Seating Chart - Return to [Table of Contents](#).



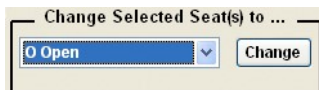
1. "?" – Help Menu
2. Change Selected Seats – After Apply Change choice, select the seats to be edited.
3. Apply Changes to – Begin the change process within this box first.
4. Day/Date Restrictions –
5. Save -
6. Left Click Any Seating -

D-1



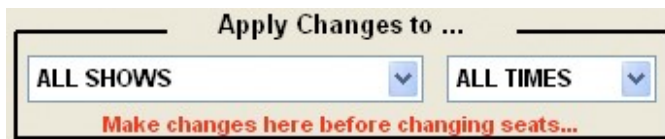
Opens help menu.

D-2 Change Selected Seats -



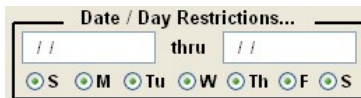
Select from a drop down menu to reassign a designation for the selected seats.

D-3 Apply Changes to -



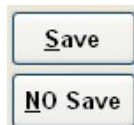
Editing process begins here with the choice of a show, all shows, particular show times or all show times.

D-4 Day/Date Restrictions -



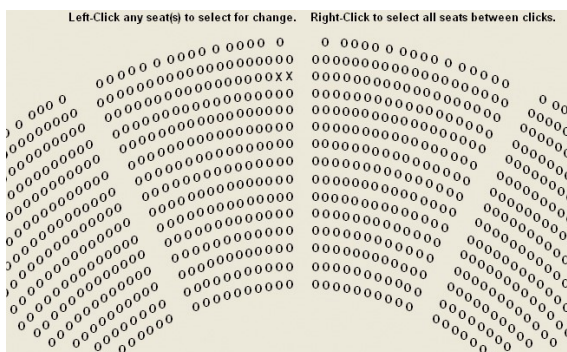
Enter the dates for the editing to affect and the corresponding days.

D-5 Save/No Save -



The changes can be saved or discarded by one of these choices.

D-6 Left Click Any Seat -



Left clicking on seat(s) selects the seats to change status.  
Right click on the seats between the start and end seating to be changed.

## Appendix E: Accounts Receivable Payments Elements - Return to [Table of Contents](#).

1. [FIT Selection](#) –
2. [Date Paid](#) –
3. [Amount Paid](#) –
4. [Payment Type](#) –
5. [Auto-Select](#) –
6. [Clear](#) –
7. [Information Window](#) –
- Total Amt. Due –
- Amt. Applied –
- Balance Due –
8. [Invoice List](#) –
9. [Save](#) –
10. [Exit/No Save](#) –

### E-1 FIT Selection

A drop down list is generated of all unpaid invoices assigned to that FIT.

### E-2 Date Paid -

Defaults to today's date but is changeable.

### E-3 Amount Paid -

Enter the total amount to be applied.

### E-4 Payment Type –

Drop down box allows the choice of type of payment. Cash, Chck, Card, or Memo (creates a credit memo).

If Chck is selected, a check number is requested beneath the payment type.  
If Card is selected, the information will not be required until the payment is saved.

If Memo is selected, a memo field opens to input the reason for the credit memo.

Note: Payment type cannot be selected until a payment amount is entered.

### E-5 Auto Select

Auto-Select will select the first invoice on the list and apply a full payment to that and subsequent invoices until the payment amount is exhausted.

### E-6 Clear unselects all invoices and recalculates all totals.

## E-7 Information Window

<b>Total Amt. Due:</b>	<b>0.00</b>
<b>Amt. Applied:</b>	<b>0.00</b>
<b>Balance Due:</b>	<b>0.00</b>

In the upper right is a non-user interface that displays the total amount owed, the amount that has been applied and the balance due.

## E-8 Invoice List

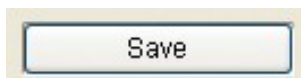
[illegible]

Invoices can be selected manually by clicking on the box to the left of the invoices to be paid.

Individual invoice payment amounts may also be entered manually in the payment column of that invoice.

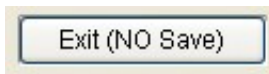
If a credit is available for the FIT, the Credits button at the bottom of the window will be active and will display the amount of the credit. Clicking that button will open another payment window with a list of invoices to which it may be applied.

## E-9 Save



Saves all information as displayed, payments will be applied and, if Credit Card payment has been chosen, a CC window will open allowing that information to be entered.

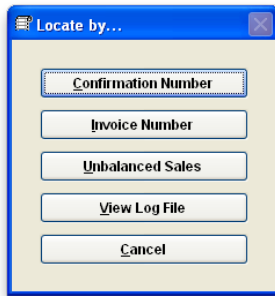
## E-10 Exit (No Save)



This will close the window with no information or payment saved.

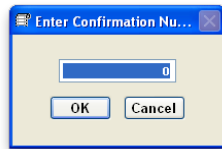
## Appendix F: Fixit! Return to [Table of Contents](#).

### F-1 Fixit!



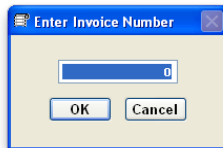
1. Confirmation Number – Opens Confirmation Number Entry.
2. Invoice Number – Opens Invoice Number Entry.
3. Unbalanced Sales – Opens Single Date Entry.
4. View Log File – Lists all users who have accessed Fixit!, restricted by confirmation number.
5. Cancel – Returns to previous screen depending upon the origination Module.

#### F-1-1 Fixit! By Confirmation Number -



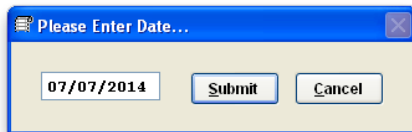
1. Enter a confirmation number.
2. OK – Opens [Fixit Main Screen](#).
3. Cancel – Returns to previous screen depending upon the origination module.

#### F-1-2 Fixit! By Invoice Number -



1. Enter a invoice number.
2. OK – Opens [Fixit Main Screen](#).
3. Cancel – Returns to previous screen depending upon the origination module.

#### F-1-3 Fixit! By Date of Unbalanced Sales-



1. Enter a date. If an Unbalanced Sale is found it opens that sale and any other unbalanced sale on that date.
2. Submit opens [Fixit Main Screen](#).
3. Cancel – Returns to previous screen depending upon the origination module.

#### F-1-1-1 Fixit! Screen

1. [Customer Information](#) –
2. [Group Information](#) –
3. [Deposit](#) –
4. [Ledger](#) –
5. [Show Name](#) –  
[Show Time](#) –  
[Show Date](#) –
6. [Sales](#) –
7. [Invoices](#) –
8. [Taxable](#) –
9. [Voucher](#) –
10. Exit – Returns to previous screen depending upon the origination module.



#### F-1-1-2-1 Customer Information -



Customer information form for LETOURNEAU, MARK. Address: 189 Earllbrook Lane, Branson, MO 65616. Deposits: \$ 100.41. A dropdown menu shows '20.00 - Deposit' with '+' and '-' buttons.

Customer Information is displayed.

#### F-1-1-2-2 Group Information -



Group status form with two radio buttons: 'Is NOT a Group' (selected) and 'IS a Group'.

Group status can be changed here.

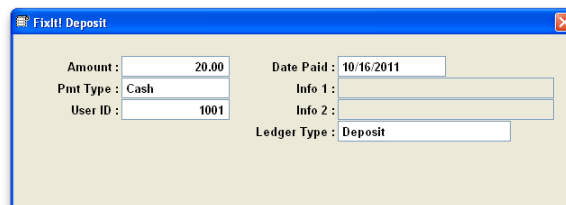
#### F-1-1-2-3 Deposit Editor -



Deposit Editor form showing 'Deposits - \$ 100.41' and a dropdown menu with '20.00 - Deposit' selected. Includes '+' and '-' buttons.

1. Total Deposit is displayed.
2. "+" – Adds a new empty deposit which can be selected and edited.
3. "Edit" – Opens deposit editor for the displayed deposit. Use the drop down list to access other deposits.
4. "-" – Deletes the displayed deposit. Confirmation is required.
5. The drop down deposit list displays individual deposits that were made against a reservation. The list also includes deposits consumed on reservations sold.

#### F-1-1-2-3-3 Deposit Editor Window -



Deposit Editor Window form with fields for Amount (20.00), Date Paid (10/16/2011), Pmt Type (Cash), User ID (1001), Info 1, Info 2, and Ledger Type (Deposit).

Deposit information can then be edited.

#### F-1-1-2-4 Ledger Editor -

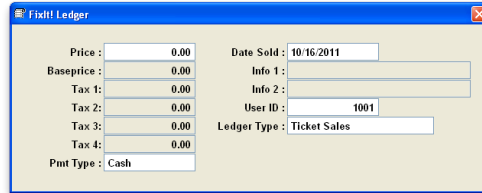


Ledger Editor form showing 'Ledger - \$ 0.00' and a dropdown menu with '0.00-Cash' selected. Includes '+' and '-' buttons.

1. Total Payments made at time of sale is displayed.
2. "+" – Adds a new empty ledger which can be selected and edited.
3. "Edit" – Opens ledger editor for the displayed payment. Use the drop down list to access other payments.
4. "-" – Deletes the displayed payment. Confirmation is required.
5. The drop down payment list displays individual payments that were made

against a reservation.

#### F-1-1-2-4-3 Ledger Editor Window -



Payment information can then be edited.

#### F-1-1-2-5 Show Name/Time/Date Selector -



Information can be edited by drop down box for Show Name and Time.

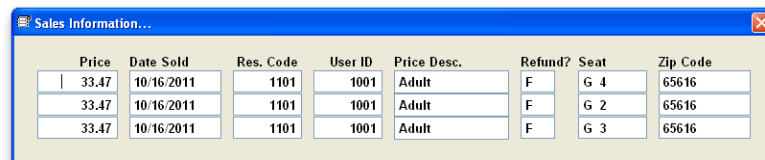
Show Date can be edited by clicking in the box and typing or choosing from a calendar.

#### F-1-1-2-6 Sales Editor -



1. Total Sales is displayed.
2. "+" – Adds a new empty sale which can be selected and edited.
3. "Edit" – Opens sales editor for the displayed sale. Use the drop down list to access other sales.
4. "-" – Deletes the displayed sale. Confirmation is required.
5. The drop down sales list displays individual sales that were made against a reservation.

#### F-1-1-2-6-3 Sales Editor Window -



Price	Date Sold	Res. Code	User ID	Price Desc.	Refund?	Seat	Zip Code
33.47	10/16/2011	1101	1001	Adult	F	G 4	65616
33.47	10/16/2011	1101	1001	Adult	F	G 2	65616
33.47	10/16/2011	1101	1001	Adult	F	G 3	65616

This list expands to include all sales.

#### F-1-1-2-7 Invoices Editor -



1. Total Invoices is displayed.
2. "+" – Adds a new empty invoice which can be selected and edited.
3. "Edit" – Opens invoice editor for the displayed sale. Use the drop down list to access other invoices.
4. "-" – Deletes the displayed invoice. Confirmation is required.
5. The drop down invoices list displays individual invoices that were made against a reservation.

### F-1-1-2-7-3 Invoice Editor Window -

The 'Fixit! Invoice' window contains the following fields:

- Total Amount: 0.00
- Voucher #:
- # Seats: 0
- Date Chrgd: / /
- Invoice #: 192152
- User #: 1001
- Pmt Received: 0.00

Invoice information can then be edited.

### F-1-1-2-8 Taxable -

Two radio buttons are shown: 'Taxable' (selected) and 'NonTaxable'.

Select the taxable status of the reservation or sale.

### F-1-1-2-9 Voucher Selection -

A drop-down menu with the text '--No Voucher' and a downward arrow.

Change the voucher selection with the drop down box.

### F-1-1-2-10 Exit -

A button labeled 'Exit'.

Exit – Saving is automatic when an action is taken.

### F-1-1-2-11 Edit Comp/Coupon – Returns to [Fixit Main Screen](#).

Two buttons: 'Edit Comp(s)' and 'Edit Coupon(s)'.

1. Edit Comps –
2. Edit Coupons -

### F-1-1-2-11-1-1 Information Window -

The 'TCTS' window displays the message: 'To make changes to an entire date of comps, use the Comps Editor in the Utilities menu.' with an 'OK' button.

A warning appears informing that the Editing will affect the comps associated with a particular confirmation number.

### F-1-1-2-11-1-2 Edit Comp List -

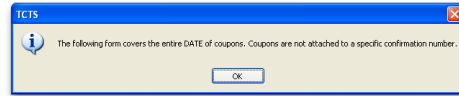
The 'Edit Comp List' window shows a table with the following data:

Price Description	Comp Description
<input checked="" type="checkbox"/> Teen 13-18	Local

At the bottom, there are navigation buttons: '<|<|>|>>' and an 'Add' button.

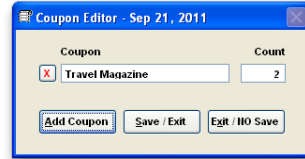
1. Click on Comp Description to make changes.
2. Red X – deletes the Comp.  
Note: There can be multiple Comps displayed.
3. Add – Adds a blank Comp for editing.
4. Arrow Bar – nagivate between pages of Comps when available.

#### F-1-1-2-11-2 Information Window -



A warning appears informing that the Editing will affect the coupons associated with a particular confirmation number.

#### F-1-1-2-11-2-1 Edit Coupon List -



Expanding list of coupons.

1. Red X – Deletes the coupon.
2. Count – Denotes the number of coupons that are connected to the description.
3. Add Coupon – Adds a blank coupon.
4. Save/Exit – As indicated.
5. Exit/NO Save – As indicated.

## Appendix G: Account Editor - Return to [Table of Contents](#).

The Account Editor window displays the following information:

- Account Name:** 1ST INN BRANSON
- Contact:** DeAnn Leek
- Title:**
- Department:** Marketing
- Phone:** (417) 334-7000
- Fax:** (417) 336-5015
- Address:** 2719 W Hwy 76, Branson, MO 65616
- E-Mail Address:** letinsbranson.com
- Other Info:** 09 contracts received
- Status:** A (Active), I (Inactive), A (Agent Pickup), X (Archived), P (PrePaid)
- Agent Pickup:** Credit Card on File, Print at Sale, Print at Reservation
- Reseller:** N (Yes/No Taxable)
- Contracts Table:**

Name	Show(s)	Adult	Student	Child/Family Pas	Senior	Other	Field 1	Field 2	Field 3

1. [Account Information](#) –
2. [Restrict Group Pricing](#) –
3. [Status](#) –
4. [Credit Card on File](#) –
5. [Agent Pickup](#) –
6. [Reseller](#) –
7. [Other Info](#) –
8. [Send Email Contract](#) –
9. [List of Contracts](#) –
10. [Add Contract](#) –
11. [Remove Selected Contract](#) –
12. [Exit \(Esc\)](#) –

### G-1 Account Information –

Account Name: A TO Z VACATIONS  
 Contact: Kelly Vesely  
 Title:  
 Department:  
 Phone: (417) 840-5852  
 Fax: (417) 387-3214  
 Address: P.O. Box 2023, Branson West, MO 65737  
 E-Mail Address: marketo@gmail.com  
 Other Info: After Hours Phone # 417-840-5852, Web Site: atozvacationslive.com, topen@hughes-brothers.com

Account information on file is displayed and can be edited if necessary.

### G-2 Restrict Group Pricing –

☐ Restrict Group Pricing to Contract Checking box limits group pricing to Contract Prices only.

### G-3. Status –

Status: Y Groups Status: Y  
 Y=Active I=Inactive A=Agent Pickup X=Archived P=PrePaid

A Group can have a different status than an individual.

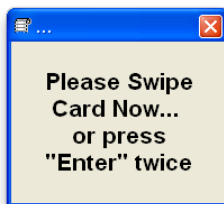
Y - Active  
 I - Inactive  
 A- Agent Pickup  
 X - Archived  
 P - PrePaid

### G-4. Credit Card on File –

☐ Credit Card on File

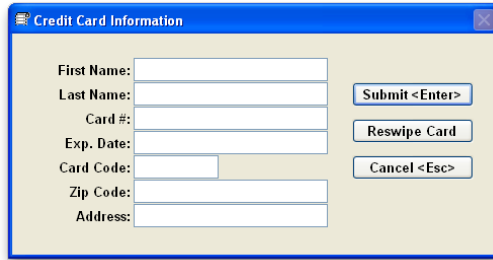
Checking this box opens a swipe or manual entry of a credit card. Opens swipe option.

#### G-4-1 Swipe option -



Swiping the card auto fills the Credit Card Information. Pressing "Enter" twice opens Credit Card Information screen for manual entry.

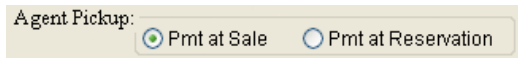
## G-4-2 Customer Information -



A dialog box titled "Credit Card Information" with a close button in the top right corner. It contains several input fields: "First Name:", "Last Name:", "Card #:", "Exp. Date:", "Card Code:", "Zip Code:", and "Address:". To the right of these fields are three buttons: "Submit <Enter>", "Reswipe Card", and "Cancel <Esc>".

1. Customer information.
2. Submit <Enter> records the information.
3. Reswipe Card – if the information is not auto-entered. Previous swipe is cleared.
4. Cancel <Esc> - Returns to [Account Editor](#).

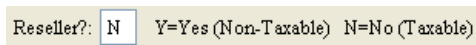
## G-5 Agent Pickup -



A form labeled "Agent Pickup:" with two radio buttons. The first is labeled "Pmt at Sale" and is selected. The second is labeled "Pmt at Reservation".

Select when the payment is required to be made.

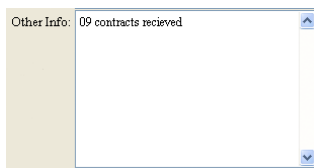
## G-6 Reseller –



A form labeled "Reseller?:" with a dropdown menu showing "N". To the right of the dropdown is the text "Y=Yes (Non-Taxable) N=No (Taxable)".

Reseller status for tax purposes. Yes is the default. Use only No in cases where taxes are not paid by reseller.

## G-7 Other Info –



A form labeled "Other Info:" with a text area containing the text "09 contracts recieved".

Information can be added here pertaining to the FIT or contracts attached to the FIT.

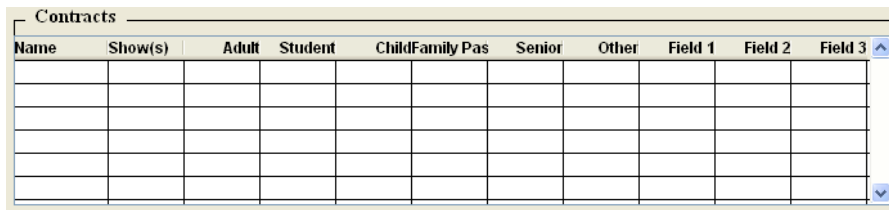
## G-8 Send Email Contract –



A button labeled "Send E-Mail Contract".

For future use.

## G-9 List of Contracts –



Name	Show(s)	Adult	Student	Child/Family Pas	Senior	Other	Field 1	Field 2	Field 3

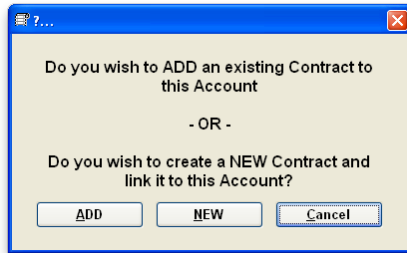
Auto-filled as contracts are added. Lists all contracts previously connected with the FIT.

## G-10 Add Contract –



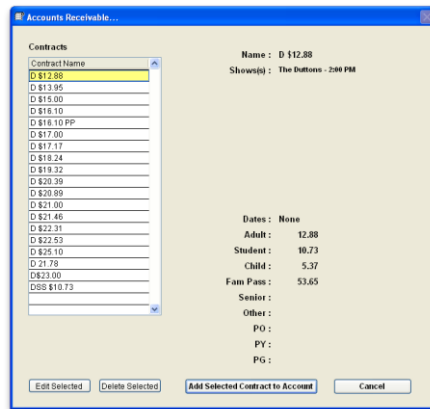
A button labeled "Add Contract".

## G-10-1



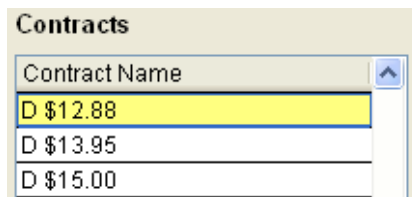
1. Add – Opens a list of existing contracts to choose from.
2. New – Opens [Contract Editor](#)
3. Cancel -

### G-10-1-1 List of Existing Contracts -



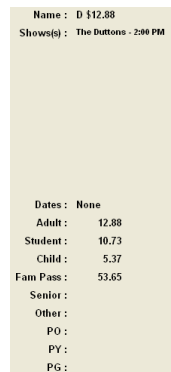
1. [List of Contracts](#) –
2. [Contract Information](#) –
3. [Edit Selected Contract](#) –
4. [Delete Selected Contract](#) –
5. [Add Selected Contract to Account](#) –
6. [Cancel](#) -

#### G-10-1-1-1. List of Contracts –



List of all available contracts within the system. Highlight the desired contract to display information.

#### G-10-1-1-2. Contract Information –



All the data associated with the contract is displayed. This information can then be visually confirmed before selecting.

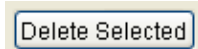
#### G-10-1-1-3 Edit Selected Contract –



Opens [Contract Editor](#).

#### G-10-1-1-4 Delete Selected Contract –

As indicated.



G-10-1-1-5 Add Selected Contract to Account-

A rectangular button with a thin blue border and a light gray background, containing the text "Add Selected Contract to Account" in a bold, black, sans-serif font.

Adds Contract and returns to [Account Editor](#).

G-10-1-1-6 Cancel -

A rectangular button with a thin blue border and a light gray background, containing the text "Cancel" in a bold, black, sans-serif font.

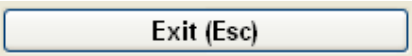
Cancels action and returns to [Account Editor](#).

G-11 Remove Selected Contract -

A rectangular button with a thin blue border and a light gray background, containing the text "Remove Selected Contract" in a bold, black, sans-serif font.

Deletes contract and refreshes list.

G-12 Exit (Esc) –

A rectangular button with a thin blue border and a light gray background, containing the text "Exit (Esc)" in a bold, black, sans-serif font.

Returns to Returns to [Accounts Receivable Menu](#)



## Appendix H: Contract Editor - Return to [Table of Contents](#).

The screenshot shows a window titled "Contract: D \$12.88". It contains several input fields for contract details: Adult (AD) 12.88, Student (ST) 10.73, Child (CH) 5.37, Family Pas (FP) 53.65, Senior (SR) 0.00, Other (OT) 0.00, and nine numbered fields (Field 1 to Field 9) all set to 0.00. There are also fields for Start Date and End Date (both empty), Contract Name (D \$12.88), and E-Mail Form Name (empty). A button labeled "Edit FIT Contract Labels" is present. Below these fields are two lists: "Shows Attached to this Contract (Max 20)" containing "The Duttons - 2:00 PM" and "Available Shows" containing a list of shows with times: Trinidad Test - 7:00 PM, Starlite - 4:00 PM, Bellarmine Univ - 6:00 PM, New Show - 4:00 PM, Acrobats - 3:34 AM, Jeerk - 8:00 PM, Owens Theater - 3:00 PM, Haygood - 3:00 PM, and RFD - 8:00 PM. Navigation arrows and an "X" button are between the lists. An "Exit" button is at the bottom.

1. [Contract Prices](#) –
2. Start Date – For future use.
3. End Date – For future use.
4. [Contract Name](#) –
5. Email Form Name - For future use.
6. [Edit FIT Contract Labels](#) –
7. [Shows Attached to this Contract](#) –
8. [Available Shows](#) –
9. [Arrow Keys](#) –
10. ["X" Key](#) -
11. Exit - Returns to [Table of Contents](#).

### H-1 Contract Prices –

This section displays input fields for contract prices: Adult (AD) 12.88, Student (ST) 10.73, Child (CH) 5.37, Family Pas (FP) 53.65, Senior (SR) 0.00, Other (OT) 0.00, and nine numbered fields (Field 1 to Field 9) all set to 0.00.

1. Labels are created in [Contract Label Editor](#).
2. Edit prices by clicking in the box next to the right of the label and enter the number desired using the decimal for cents.

### H-2 Start Date – For future use.

The Start Date input field is shown with a date format of //.

### H-3 End Date – For future use.

The End Date input field is shown with a date format of //.

### H-4 Contract Name –

The Contract Name input field is shown with the text "D \$12.88".

Any nomenclature can be used to designate a contract price.

### H-5 Email Form Name - For future use.

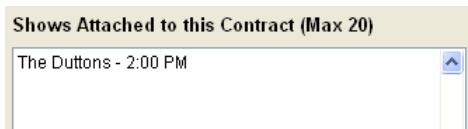
The E-Mail Form Name input field is shown as an empty text box.

### H-6 Edit FIT Contract Labels –

The "Edit FIT Contract Labels" button is shown.

Opens [FIT Contract Label Editor](#)

## H-7 Shows Attached to this Contract –

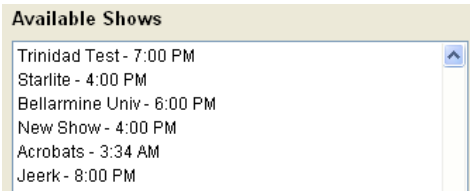


Shows Attached to this Contract (Max 20)

The Duttons - 2:00 PM

Details the shows that have been previously attached to a particular contract. This list is editable.

## H-8 Available Shows –



Available Shows

Trinidad Test - 7:00 PM  
Starlite - 4:00 PM  
Bellarmine Univ - 6:00 PM  
New Show - 4:00 PM  
Acrobats - 3:34 AM  
Jeerk - 8:00 PM

This is a list of shows that may be attached to a contract. Any show already attached will not be displayed. The list is generated by editing and/or scheduling shows in Administration: [Edit Shows and Times](#).

## H-9 Arrow Keys –



After highlighting an available show, this key moves that show to the Shows Attached list.



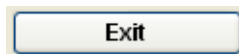
After highlighting an attached show, this key moves that show to the Available Shows list.

## H-10 “X” Key -



This clears all attached shows and moves them to the Available Shows list.

## H-11 Exit -



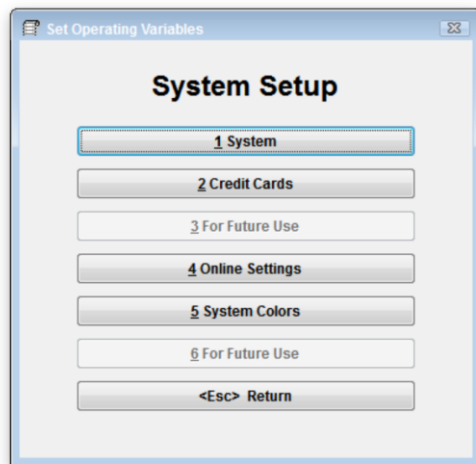
Exit

All information is saved upon entering. Exit returns to the originating screen.

## Appendix J: Set Operating Variables –

### 1 Set Operating Variables

- Return to [Table of Contents](#). Return to [Utility Programs](#). **WARNING – To be edited by the Programmer or other qualified personnel only.**



1. [System](#) – opens System Variables setup screen.
  2. [Credit Cards](#) – selects Credit Card gateway for system setup.
  3. For Future Use –
  4. [Online Settings](#) –
  5. System Color –
  6. For Future Use –
- <Esc> Return – returns to [Utility Programs](#).

J-1 System –

### System Variables

1. [Theater Information Block](#) -
2. [Next Confirmation #](#) -
3. [Next Season Pass #](#) -
4. [Next Invoice #](#) -
5. [Reservation Codes?](#) -
6. [Collect Survey Info?](#) -
7. [Price Chart each show?](#) -
8. [Split Price Chart?](#) -
9. [New Coupon Procedure?](#) -
10. [Combine Reservations?](#) -
11. [Sell w/o Reservation?](#) -
12. [Ignore Contracts?](#) -
13. [Cancellation Fee](#) -
14. [TixFIT](#) –
15. [Theme Park](#) -
16. [Eject Cash Drawer](#) -
17. [Price Desc. \(FIT or VOU\)](#) -
18. [Blank Out FIT Rates?](#) -
19. [No Bkgrd behind Prg](#) -
20. [Network Data](#) -
21. [Local Data](#) -
22. [Passwords](#) -
23. [Next Unique ID](#) -
24. [File Identifier](#) -
25. [Printers...](#) -
26. [Automatic New Search?](#) -
27. [Allow Extended Search?](#) -

28. [Ask to Split Vouchers?](#) -
29. [Send Online Trigger](#) -
30. [Auto-Fill FIT Pricing?](#) -
31. [Groups Comp F-Key](#) -
32. [Display Inactive FIT's?](#) -
33. [Copy of Credit Card Receipt to Theater Email?](#) -
34. [Extra Copy of Receipt Ticket?](#) -
35. [Print Deposit Receipt?](#) -
36. [Auto-Close Show?](#) -
37. [# Days](#) -
38. [# of Shows in Column](#) -
39. [Sports?](#) -
40. [Trinidad?](#) -
41. [Split Name?](#) -
42. [Reports Only?](#) -
43. [SC Font Size](#) -
44. [New FIT Sales](#) -
45. Insert Reseller – For Programmer Use Only.
46. [Save](#) – Saves changes and returns to [System Setup](#) menu.
47. [Cancel](#) – Returns to [System Setup](#) menu.

#### J-1-1 Theater Information Block -

Name:	Mark's Demo Theater		
Address:	3454 West Hwy 76		
City:	Branson		
State:	MO	Zip:	65616-
Phone:	(417)	-2772	
E-Mail:			

The theater information is entered here. This is used system wide when identifying the owner of the information used within the system.

#### J-1-2 Next Confirmation # -

Next Confirmation #:	479496
----------------------	--------

The next confirmation number can be edited here. The system then uses subsequent numbers starting the date the change was made here.

#### J-1-3 Next Season Pass # -

Next Season Pass #:	1
---------------------	---

The next season pass number can be edited here. The system then uses subsequent numbers starting the date the change was made here.

#### J-1-4 Next Invoice # -

Next Invoice #:	192151
-----------------	--------

The next invoice number can be edited here. The system then uses subsequent numbers starting the date any the change was made here.

J-1-5 Reservation Codes? -

Use Reservation Codes? :

Reservation Codes can be used within the system for reservation identification.

J-1-6 Collect Survey Info? -

Collect Survey Info? :

J-1-7 Price Chart each show? -

Price Chart each show? :

J-1-8 Split Price Chart? -

Split Price Chart? :

J-1-9 New Coupon Procedure -

New Coupon Procedure? :

J-1-10 Combine Reservations? -

Combine Reservations? :

J-1-11 Sell w/o Reservation? -

Sell w/o Reservation? :

J-1-12 Ignore Contracts?-

Ignore Contracts? :

J-1-13 Cancellation Fee -

Cancellation Fee :

J-1-14 TixFIT? -

TixFIT

J-1-15 Theme Park? -

Theme Park :

J-1-16 Eject Cash Drawer? -

Eject Cash Drawer? :

J-1-17 Price Description (FIT or VOU) -

Price Desc. (FIT or VOU) : FIT

J-1-18 Blank Out FIT Rates? –

Blank Out FIT Rates? : N

J-1-19 No Background behind Program -

No Bkgrd behind Prg : N

J-1-20 Network Data -

Network Data

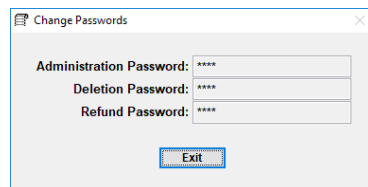
J-1-21 Local Data -

Local Data

J-1-22 Passwords -

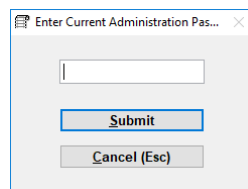
Passwords

J-1-22-1 Change Passwords

A dialog box titled "Change Passwords" with a close button (X) in the top right corner. It contains three text input fields: "Administration Password: \*\*\*\*", "Deletion Password: \*\*\*\*", and "Refund Password: \*\*\*\*". Below the fields is an "Exit" button.

1. Opens dialogue box to change Administration password.
2. Opens dialogue box to change to allow deletions.
3. Opens dialogue box to change for refunds.
4. Exit – Saves changes and returns to System Variables.

J-1-22-1-1 (2)(3) – Authorization entry –

A dialog box titled "Enter Current Administration Password" with a close button (X) in the top right corner. It contains a single text input field for the password. Below the field are two buttons: "Submit" and "Cancel (Esc)".

1. Input Administration password to continue.
2. Submit – Returns to previous screen with authorization to continue if password is valid.
3. Cancel (Esc) – Returns to Change Password.

J-1-23 Next Unique ID -

Next Unique ID:

150042

This variable is used by system to identify customers.

J-1-24 File Identifier -

File Identifier:

Mark

For Programmer use only.

J-1-25 Printers... -

**Printers...**

Opens [Printer Selection](#) options.

J-1-26 Automatic New Search? -

**Automatic New Search? : Y**

J-1-27. Allow Extended Search? -

**Allow Extended Search? : N**

J-1-28 Ask to Split Vouchers? -

**Ask to Split Vouchers? : N**

J-1-29. Send Online Trigger -

**Send Online Trigger : ...**

J-1-30 Auto-Fill FIT Pricing? -

**Auto-Fill FIT Pricing? : N**

J-1-31 Groups Comp F-Key -

**Groups Comp F-Key :**

Selects which price in [Price Chart](#) is used for Comps.  
Sets an F-Key identifier.

J-1-32 Display Inactive FIT's? -

**Display Inactive FIT's? : N**

J-1-33 Copy of Credit Card Receipt to Theater Email? -

**Copy of Credit Card Receipt  
to Theater Email? : N**

J-1-34 Extra Copy of Receipt Ticket? -

**Extra Copy of Receipt Ticket? : N**

J-1-35 Print Deposit Receipt? -

**Print Deposit Receipt? : N**

J-1-36 Auto-Close Show? -

**Auto-Close Show? : N**

J-1-37 # Days -

# Days:  If Auto-Close Show is "Y," it starts a day countdown until show is closed out.

J-1-38 # of Shows in Column -

# of Shows in Column :

J-1-39 Sports? -

Sports? :

J-1-40 Trinidad? -

Trinidad? :

J-1-41 Split Name? -

Split Name? :  Allows more than one name box for a customer. (i.e. last, first.)

J-1-42 Reports Only? -

Reports Only?

J-1-43 SC Font Size -

SC Font Size:

J-1-44 New FIT Sales? -

New FIT Sales? :

J-1-45 Insert Reseller -

Insert Reseller :  Do not use without Programmer help or approval

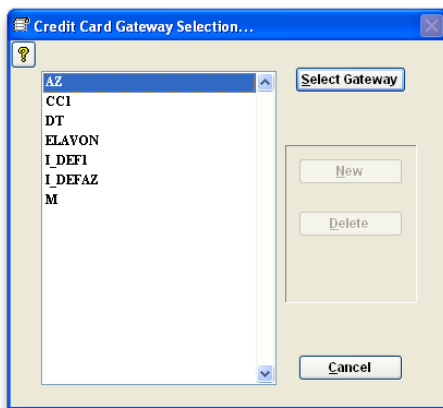
J-1-46 Save -

J-1-47 Cancel -



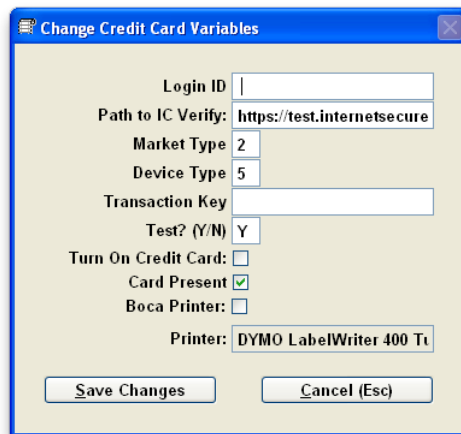
## J-2 Credit Cards –

Opens list of credit card gateways. For Programmer use or by instruction.



Highlight gateway and select.

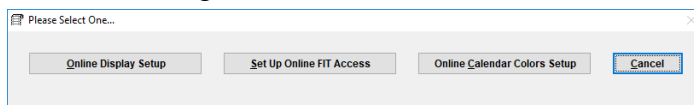
### J-2-1 Change Credit Card Variables



For Programmer input.

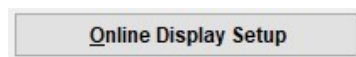
## J-3 For Future Use –

### J- 4 Online Settings –



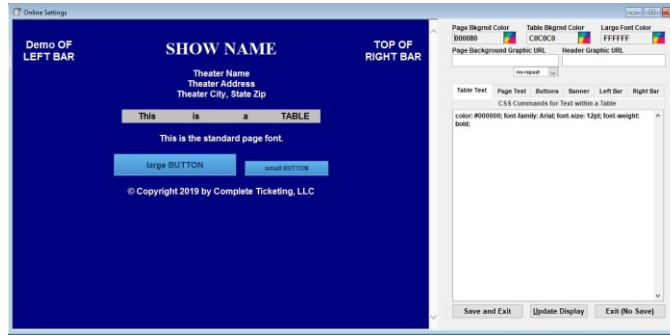
1. Online Display Setup
2. Set Up Online FIT Access –
3. [Online Calendar Colors Setup](#) –
4. Cancel –

### J-4-1 Online Display Setup -



Opens options box for changing screen elements.

## J-4-1-1 Options –



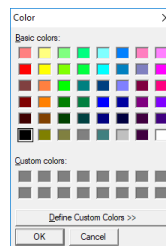
1. [Page Background](#) –
2. [Table Background](#) –
3. [Large Font Color](#) –
4. [Page Background Graphic URL](#) –
5. [Header Graphic URL](#) –
6. [Table Text](#) –
7. [Buttons](#) –
8. [Banner](#) –
9. [Left Bar](#) –
10. [Right Bar](#) –
11. [Save and Exit](#) –
12. [Update Display](#) –
13. [Exit \(No Save\)](#) –

### J-4-1-1-1 (2)(3) Page Background Color Choices –



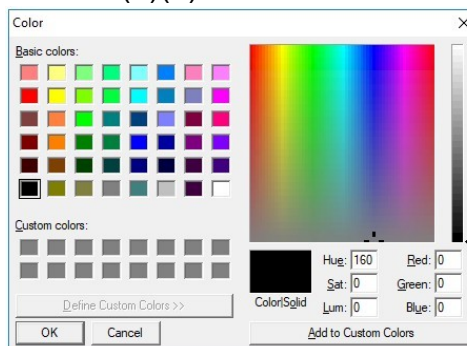
Click in color box opens Color selector.

### J-4-1-1-1 (2)(3)-1 Color Selector –



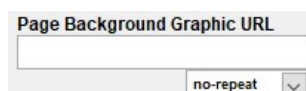
1. Click on desired color.
2. Define Custom Colors – opens multi-color selector.
3. OK – Makes change and returns to previous screen.
3. Cancel – Returns to colors to white (FFFFFF).

### J-4-1-1-1-(2)(3)-1-1 Customer Color



1. Select desired color by using custom selection tool.
2. Ok – applies color change.
3. Cancel – Returns colors to white (FFFFFF).

## J-4-1-4 Page Background Graphic URL –



1. Enter the URL address for the desired display graphic.
2. Dropdown menu to choose display options.

#### J-4-1-5 Header Graphic URL –

Header Graphic URL

Enter the URL address for the desired header graphic. (i.e. theater logo)

#### J-4-1-6 Table Text –

Table Text Page Text Buttons Banner Left Bar Right Bar

CSS Commands for Text within a Table

color: #000000; font-family: Arial; font-size: 12pt; font-weight: bold;

CSS Commands for Text within a Table. These are CSS commands. No changes should be made without consult Programmer or prior approval.

#### J-4-1-7 Page Text –

Table Text Page Text Buttons Banner Left Bar Right Bar

CSS Commands for Text on the Page

color: #ffffff; font-family: Arial; font-size: 12pt; font-weight: bold;

CSS Commands for Text on a Page. These are CSS commands. No changes should be made without consult Programmer or prior approval.

#### J-4-1-8 Buttons –

Table Text Page Text Buttons Banner Left Bar Right Bar

CSS Commands to create Large and Small Buttons

```
#b1 {
-moz-BOX-SHADOW:inset 0px 1px 0px 0px #bee2f9;
-webkit-BOX-SHADOW:inset 0px 1px 0px 0px #bee2f9;
BOX-SHADOW:inset 0px 1px 0px 0px #bee2f9;
background:-webkit-gradient(linear, LEFT TOP, LEFT
BOTTOM, COLOR-stop(0.05, #63b8ee), COLOR-stop(1, #468ccf));
background:-moz-linear-gradient(TOP, #63b8ee 5%, #468ccf
100%);
background:-webkit-linear-gradient(TOP, #63b8ee 5%,
#468ccf 100%);
background:-o-linear-gradient(TOP, #63b8ee 5%, #468ccf
100%);
background:-ms-linear-gradient(TOP, #63b8ee 5%, #468ccf
100%);
background:linear-gradient(TO BOTTOM, #63b8ee 5%,
#468ccf 100%);
FILTER:PROGID:dximagetransform.microsoft.gradient(startc
olorstr="#63b8ee", endcolorstr="#468ccf",gradienttype=0);
background-COLOR:#63b8ee;
-moz-BORDER-radius:5px;
-webkit-BORDER-radius:5px;
BORDER-radius:5px;
BORDER:1px solid #3866a3;
```

CSS Commands to create large and small buttons. These are CSS commands. No changes should be made without consult Programmer or prior approval.

#### J-4-1-9 Banner –

Table Text Page Text Buttons Banner Left Bar Right Bar

HTML and Javascript to create a Top-Centered Banner

```
<script>
if (screen.width > 640) {
document.write("<img src='\"'\"' WIDTH='\"'\"' HEIGHT='\"'\"'>");
}</script>
```

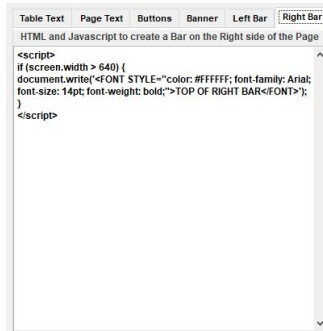
HTML to Create a Top-Centered Banner. These are HTML/Java Script commands. No changes should be made without consult Programmer or prior approval.

#### J-4-1-10 Left Bar –



HTML to Create a Bar on the left side of the page. These are HTML/Java Script commands. No changes should be made without consult Programmer or prior approval.

#### J-4-1-11 Right Bar –



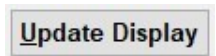
HTML to Create a Bar on the right side of the page. These are HTML/Java Script commands. No changes should be made without consult Programmer or prior approval.

#### J-4-1-12 Save and Exit –



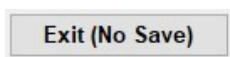
Saves changes and returns to [System Setup](#) menu.

#### J-4-1-13 Table Text –



Redraws visual of changes made before saving.

#### J-4-1-6 Exit (No Save) –



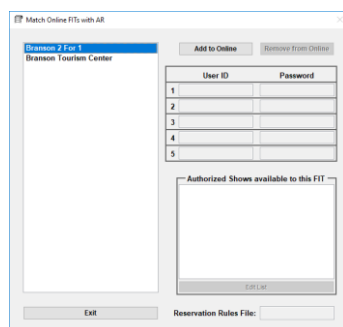
Returns to [System Setup](#) menu.

#### J-4-2 Set Up Online FIT Access – **WARNING: Contact Complete Ticketing for access.**



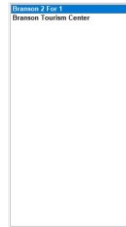
Allows creation of logins for FITs, enabling them to make online reservations.

#### J-4-2-1 Online FIT Setup -



1. FIT selection list.
2. Add to online.
3. Remove from online.
4. User ID and password
5. Authorize shows available to FIT
6. Reservation rules file –
7. Exit –

#### J-4-2-1-1. FIT selection list.



List of available FITs

#### J-4-2-1-2. Add to online.

Add to Online

Click to add selected FIT to grant online access.

#### J-4-2-1-3. Remove from online.

Remove from Online

Remove selected FIT from online access.

#### J-4-2-1-4. User ID and password

	User ID	Password
1		
2		
3		
4		
5		

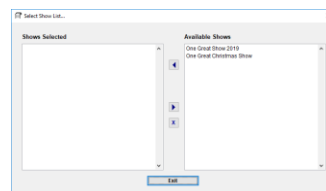
Input up to 5 logins for selected FIT.

#### J-4-2-1-5. Authorized shows available to FIT



1. Displays list of authorized shows available to the FIT.
2. Click "Edit List" to add or remove shows.

#### J-4-2-1-5-1. Edit screen -



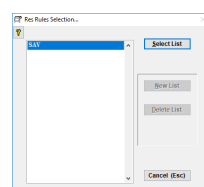
Use arrows to add or remove available shows.

#### J-4-2-1-6. Reservation Rules file –

Reservation Rules File:

Click in box to open Reservation Rules screen.

#### J-4-2-1-6-1 Reservation Rules selection -



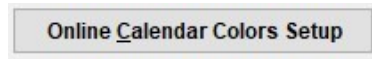
1. Select Reservation Rule
2. Click Select List – applies rule and returns to previous screen
3. Cancel (Esc) – exits to previous screen

#### J-4-2-1-7. Exit –

Exit

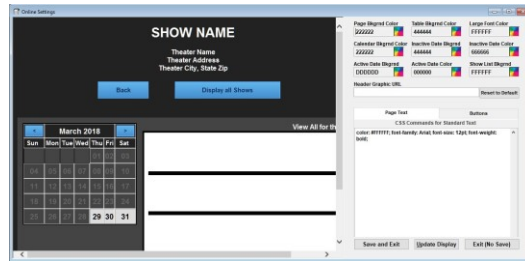
Returns to [System Setup](#) menu.

## J-4-3 Online Calendar Colors Setup –



Opens Calendar Color selection screen.

### J-4-3-1 Online Calendar Colors Setup –



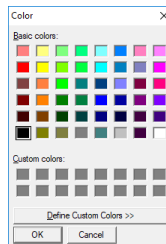
1. Page Background –
2. Table Background –
3. Large Font Color –
4. Calendar Background Colors –
5. Inactive Date Background -
6. Inactive Date Color -
7. Active Date Background -
8. Active Date Color -
9. Show List Background –
10. Header Graphic URL –
11. Page Text –
12. Buttons –
13. Save and Exit –
14. Update Display –
15. Exit (No Save) -

#### J-4-3-1-1 (2)(3)(4)(5)(6)(7)(8)(9) Page Background color choices –



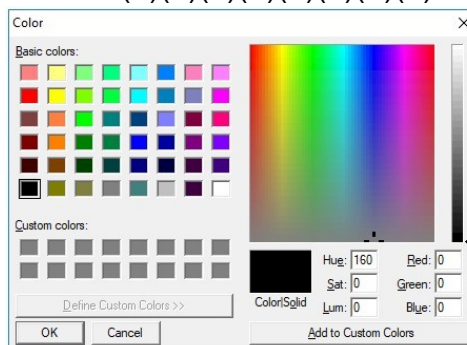
Click in color box opens Color selector.

#### J-4-3-1-1 (2)(3)(4)(5)(6)(7)(8)(9)-1 Color Selector –



1. Click on desired color.
2. Define Custom Colors – opens multi-color selector.
3. OK – Makes change and returns to previous screen.
3. Cancel – Returns to colors to white (FFFFFF).

#### J-4-3-1-1-(2)(3)(4)(5)(6)(7)(8)(9)-1-1 Customer Color



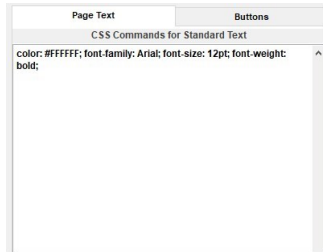
1. Select desired color by using custom selection tool.
2. Ok – applies color change.
3. Cancel – Returns colors to white (FFFFFF).

#### J-4-3-1-10 Header Graphic URL –

A rectangular input field with a light gray border and a light gray background. Above the field, the text "Header Graphic URL" is displayed in a small, bold, black font.

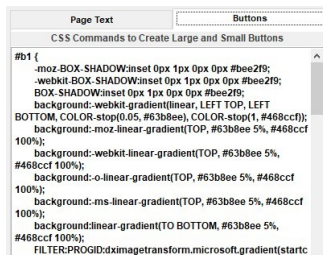
Enter the URL address for the desired header graphic. (i.e. theater logo)

#### J-4-3-1-11 Page Text –

A window titled "Page Text" with a tab labeled "Buttons". Below the tab is a text area containing CSS commands for standard text. The text area has a light gray border and a light gray background. The CSS commands are: "color: #FFFFFF; font-family: Arial; font-size: 12pt; font-weight: bold;".

CSS Commands for Text within a Table. These are CSS commands. No changes should be made without consult Programmer or prior approval.

#### J-4-3-1-12 Buttons –

A window titled "Buttons" with a tab labeled "Buttons". Below the tab is a text area containing CSS commands to create large and small buttons. The text area has a light gray border and a light gray background. The CSS commands are: "#b1 { -moz-BOX-SHADOW:inset 0px 0px 0px #bee2f9; -webkit-BOX-SHADOW:inset 0px 0px 0px #bee2f9; BOX-SHADOW:inset 0px 0px 0px #bee2f9; background:-webkit-gradient(linear, LEFT TOP, LEFT BOTTOM, COLOR-stop(0.05, #63b8ee), COLOR-stop(1, #468ccf)); background:-moz-linear-gradient(TOP, #63b8ee 5%, #468ccf 100%); background:-webkit-linear-gradient(TOP, #63b8ee 5%, #468ccf 100%); background:-o-linear-gradient(TOP, #63b8ee 5%, #468ccf 100%); background:-ms-linear-gradient(TOP, #63b8ee 5%, #468ccf 100%); background:linear-gradient(TO BOTTOM, #63b8ee 5%, #468ccf 100%); FILTER:PROGID:dximagetransform.microsoft.gradient(startic".

CSS Commands to create large and small buttons. These are CSS commands. No changes should be made without consult Programmer or prior approval.

#### J-4-3-1-13 Save and Exit –

A rectangular button with a light gray border and a light gray background. The text "Save and Exit" is displayed in a bold, black font.

Saves changes and returns to [System Setup](#) menu.

#### J-4-3-1-14 Table Text –

A rectangular button with a light gray border and a light gray background. The text "Update Display" is displayed in a bold, black font.

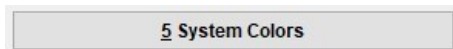
Redraws visual of changes made before saving.

#### J-4-3-1-15 Exit (No Save) –

A rectangular button with a light gray border and a light gray background. The text "Exit (No Save)" is displayed in a bold, black font.

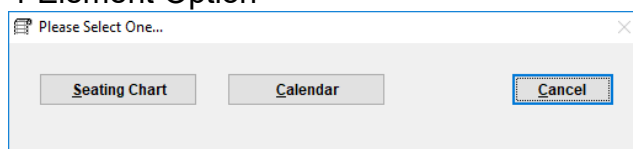
Returns to [System Setup](#) menu.

#### J-5 System Colors –

A rectangular button with a light gray border and a light gray background. The text "System Colors" is displayed in a bold, black font.

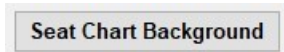
Allows changing element colors within the system.

#### J-5-1 Element Option -

A dialog box titled "Please Select One...". It contains three buttons: "Seating Chart", "Calendar", and "Cancel". The "Seating Chart" button is highlighted with a blue border.

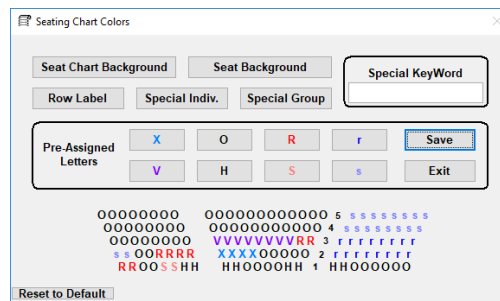
1. Seating Chart –
2. Calendar –
3. Cancel –

#### J-5-1-1 Seating Chart –

A rectangular button with a light gray border and a light gray background. The text "Seating Chart Background" is displayed in a bold, black font.

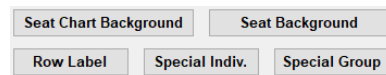
Opens Seating Chart color selector.

#### J-5-1-1-1 Seating Chart Colors –



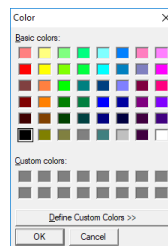
1. Seat Chart Background –
2. Seat Background –
3. Row Label –
4. Special Indiv. –
5. Special Group –
6. Special KeyWord –
7. Pre-Assigned Letters –
8. Save –
9. Exit –
10. Preview Display –
11. Reset to Default -

#### J-5-1-1-1-1(2)(3)(4)(5) Element Buttons for color choices –



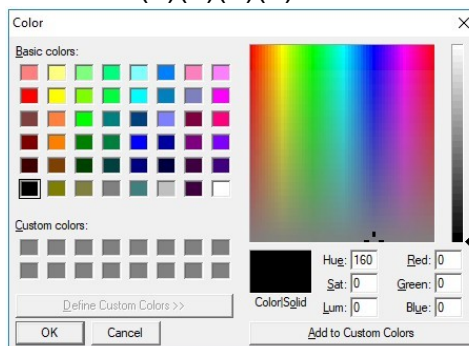
Click button opens Color Selector.

#### J-5-1-1-1-1(2)(3)(4)(5)-1 Color Selector –



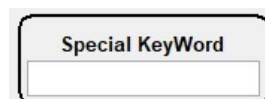
1. Click on desired color.
2. Define Custom Colors – opens multi-color selector.
3. OK – Makes change and returns to previous screen.
3. Cancel – Returns to colors to white (FFFFFF).

#### J-5-1-1-1-1(2)(3)(4)(5)-1-1 Customer Color



1. Select desired color by using custom selection tool.
2. Ok – applies color change.
3. Cancel – Returns colors to white (FFFFFF).

#### J-5-1-1-1-6 Special KeyWord -



Keywords that can be found in Price Description. Seats will be colored accordingly.

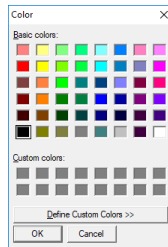
#### J-5-1-1-1-7 Element Buttons for color choices –





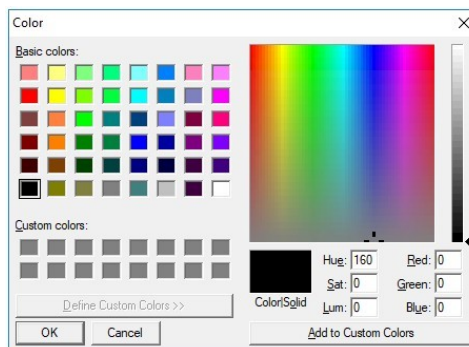
Click button opens Color Selector.

#### J-5-1-1-1-7-1 Color Selector –



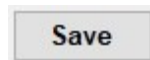
1. Click on desired color.
2. Define Custom Colors – opens multi-color selector.
3. OK – Makes change and returns to previous screen.
3. Cancel – Returns to colors to white (FFFFFF).

#### J-5-1-1-1-7-1-1 Customer Color



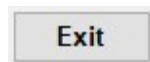
1. Select desired color by using custom selection tool.
2. Ok – applies color change.
3. Cancel – Returns colors to white (FFFFFF).

#### J-5-1-1-1-8 Save –



Saves changes and returns to [System Setup](#) menu.

#### J-5-1-1-1-9 Exit –



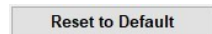
Returns to [System Setup](#) menu.

#### J-5-1-1-1-10 Preview Display –



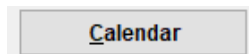
Active display of color choices.

#### J-5-1-1-1-8 Reset to Default –



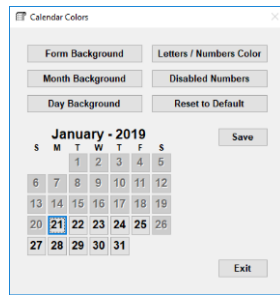
Clears all changes and reverts to default color settings.

#### J-5-2 Calendar Colors –



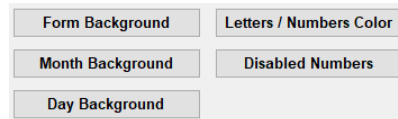
Opens Calendar color selection.

## J-5-2-1 Calendar –



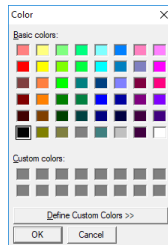
1. Form Background –
2. Letters/Numbers Color –
3. Month Background –
4. Disabled Numbers –
5. Day Background –
6. Reset to Default –
7. Calendar Preview –
8. Save –
9. Exit -

## J-5-2-1-1(2)(3)(4)(5) Element Colors –



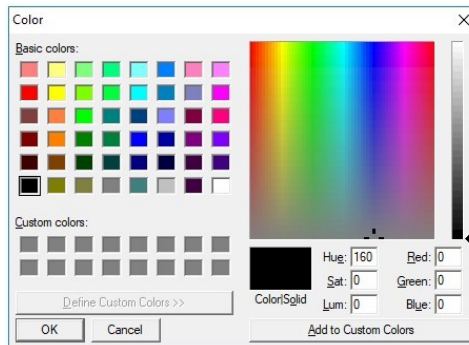
Clicking button opens Color Selector.

## J-5-2-1-1(2)(3)(4)(5)-1 Color Selector –



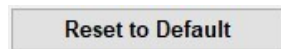
1. Click on desired color.
2. Define Custom Colors – opens multi-color selector.
3. OK – Makes change and returns to previous screen.
3. Cancel – Returns to colors to white (FFFFFF).

## J-5-2-1-1(2)(3)(4)(5)-1-1 Customer Color



1. Select desired color by using custom selection tool.
2. Ok – applies color change.
3. Cancel – Returns colors to white (FFFFFF).

## J-5-2-1-6 Reset to Default –



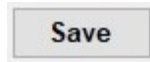
Clears all changes and reverts to default color settings.

## J-5-2-1-7 Preview Display –



Active display of color choices.

J-5-2-1-8 Save –



Saves changes and returns to [System Setup](#) menu.

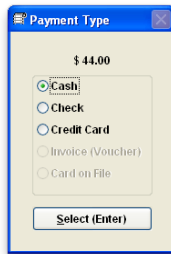
J-5-2-1-9 Exit –



Returns to [System Setup](#) menu.

## Appendix K: Completing a Sale: From the Pricing Chart - Return to [Table of Contents](#).

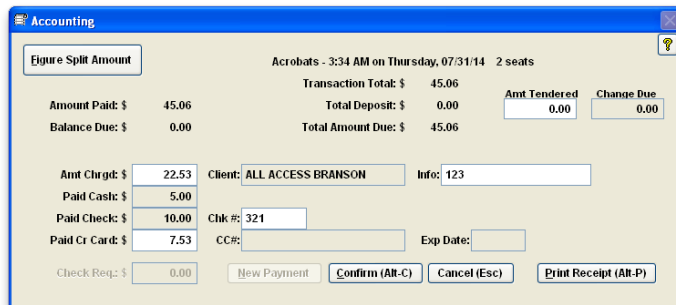
### K-1 Payment Type –



A small dialog box titled "Payment Type" with a close button in the top right corner. It displays a total amount of "\$ 44.00". Below this, there are five radio button options: "Cash" (which is selected), "Check", "Credit Card", "Invoice (Voucher)", and "Card on File". At the bottom of the dialog is a button labeled "Select (Enter)".

1. Select Payment Type –
2. Click Submit –

### K-2



The "Accounting" window displays transaction details for "Acrobats - 3:34 AM on Thursday, 07/31/14 2 seats". It includes a "Figure Split Amount" tab and a summary table:

	Amount Paid: \$	45.06	Transaction Total: \$	45.06	Amt Tendered	Change Due
Balance Due: \$	0.00		Total Deposit: \$	0.00	0.00	0.00
			Total Amount Due: \$	45.06		

Below the table, there are input fields for "Amt Chgd: \$" (22.53), "Paid Cash: \$" (5.00), "Paid Check: \$" (10.00), and "Paid Cr Card: \$" (7.53). The "Client" field is "ALL ACCESS BRANSON" and the "Info" field is "123". There are also fields for "Chk #:" (321), "CC#:", and "Exp Date:". At the bottom, there are buttons for "New Payment", "Confirm (Alt-C)", "Cancel (Esc)", and "Print Receipt (Alt-P)".

## Appendix P: Print Preview - Return to [Table of Contents](#).



### P-1 Navigation Bar -



Go to first page and go to previous page.



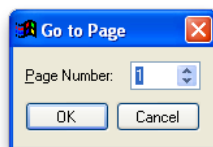
Go to next page and go to last page.

### P-2 Page Selection -



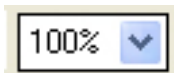
Allows you to select a page to go to

#### P-2-1 Page Number Selection -



Enter the page number to go to and select OK. Cancel returns to preview.

### P-3 Zoom -



View size from 10 to 500 %. Zoom fits page to screen.

### P-4 Go To Print -



Opens the Windows® print dialogue box.

### P-5 Exit without printing.



### P-6 Closes Print Preview Window.



# **“How to” Manual**

## **Table of Contents**

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4. [How to Make a Group Reservation.](#)
5. [How to Reschedule/Move a Group Reservation.](#)
6. [How to Schedule Shows.](#)
7. [How to Sell a Reservation \(non FIT\).](#)
8. [How to Sell a Reservation \(FIT\).](#)
9. [How to Add a Deposit to a Reservation.](#)
10. [How to Use the Forms Button on the Reservation Screen.](#)
11. [How to Create/Edit Shows and Times.](#)
12. [How to Edit a Seating Chart.](#)
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14. [How to Split a Reservation.](#)
15. [How to Delete a Reservation.](#)
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17. [How to Remove an Attached Reservation.](#)
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20. [How to Recall a Reservation.](#)
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24. [How to Add a New User.](#)
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26. [How to Edit a Pricing Chart.](#)
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28. [How to Change Tax Rates.](#)
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30. [How to Reprint Credit Card Receipts.](#)
31. [How to Reindex/Compress Databases.](#)
32. [How to Add/Edit the Coupon List.](#)
33. [How to Add/Edit Comp List.](#)
34. [How to Add/Edit Seat Block Descriptions.](#)
35. [How to Close Shows.](#)
36. [How to Create a Statement Charge.](#)
37. [How to Enter Payments Received from FITs.](#)
38. [How to Edit Payments Received from FITs.](#)
39. [How to Print Statements.](#)
40. [How to Complete an Accounts Receivable Payment.](#)
41. [How to Create a New FIT.](#)
42. [How to Create a FIT Contract.](#)
43. [How to Attach a FIT contract to a FIT.](#)
44. [How to Create Contract Pricing in the Price Chart.](#)
45. [How to Merge FITs.](#)
46. [How to Edit Online Settings.](#) **Contact qualified TCTS Programmer.**

## 1. How to Nagivate within TCTS. Return to [Table of Contents](#). Return to [How To Table of Contents](#).

### 1. Using the mouse.


The mouse has two buttons on the top. The left button selects and/or activates what is highlighted. The right button does something really cool, too, but I'm not sure what it is. Try it and find out.

### 2. Using the keyboard.

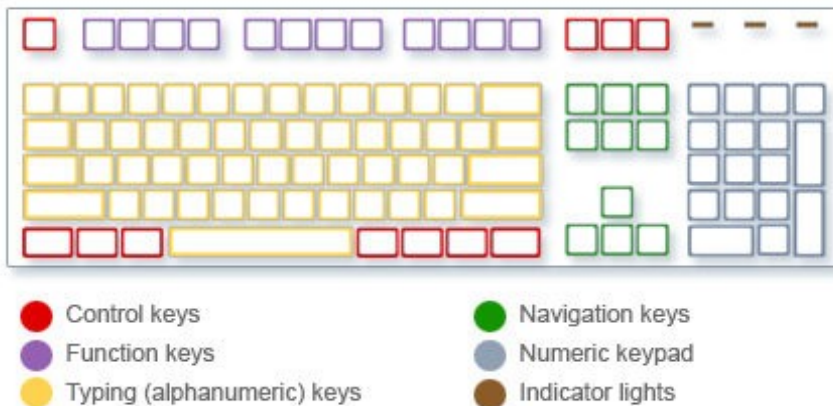
Whether you're writing a letter or calculating numerical data, your keyboard is the main way to enter information into your computer. But did you know you could also use your keyboard to control your computer? Learning just a few simple keyboard **commands** (instructions to your computer) can help you work more efficiently. This article covers the basics of keyboard operation and gets you started with keyboard commands.

### How the keys are organized


The keys on your keyboard can be divided into several groups based on function:

- **Typing (alphanumeric) keys.** These keys include the same letter, number, punctuation, and symbol keys found on a traditional typewriter.
- **Control keys.** These keys are used alone or in combination with other keys to perform certain actions. The most frequently used control keys are Ctrl, Alt, the Windows logo key , and Esc.
- **Function keys.** The function keys are used to perform specific tasks. They are labeled as F1, F2, F3, and so on, up to F12. The functionality of these keys differs from program to program.
- **Navigation keys.** These keys are used for moving around in documents or web pages and editing text. They include the arrow keys, Home, End, Page Up, Page Down, Delete, and Insert.
- **Numeric keypad.** The numeric keypad is handy for entering numbers quickly. The keys are grouped together in a block like a conventional calculator or adding machine.

The following illustration shows how these keys are arranged on a typical keyboard. Your keyboard layout might be different.



### Typing text

Whenever you need to type something in a program, e-mail message, or text box, you'll see a blinking vertical line (  ). That's the **cursor**, also called the **insertion point**. It shows where the text that you type will begin. You can move the cursor by clicking in the desired location with the mouse, or by using the navigation keys (see the "Using navigation keys" section of this article).

In addition to letters, numerals, punctuation marks, and symbols, the typing keys also include Shift, Caps Lock, Tab, Enter, the Spacebar, and Backspace.



## Key name

## How to use it

Shift

Press Shift in combination with a letter to type an uppercase letter. Press Shift in combination with another key to type the symbol shown on the upper part of that key.

Caps Lock

Press Caps Lock once to type all letters as uppercase. Press Caps Lock again to turn this function off. Your keyboard might have a light indicating whether Caps Lock is on.

A rectangular button with a blue border and a yellow background. The word "Submit" is written in a bold, black, serif font.

Tab

Press Tab to move the cursor several spaces forward. You can also press Tab to move to the next text box on a form.

Enter

Press Enter to move the cursor to the beginning of the next line. In a dialog box, press Enter to select the highlighted button.

Spacebar

Press the Spacebar to move the cursor one space forward.

Backspace

Press Backspace to delete the character before the cursor, or the selected text.

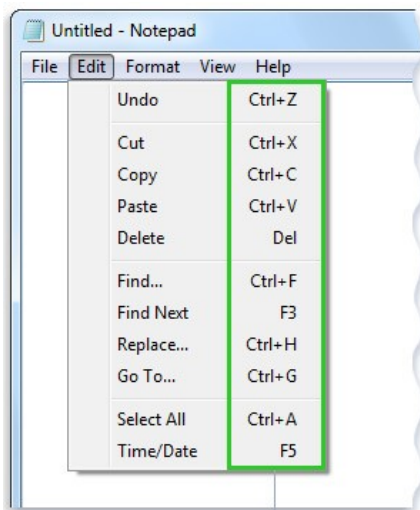
## Using keyboard shortcuts

**Keyboard shortcuts** are ways to perform actions by using your keyboard. They're called shortcuts because they help you work faster. In fact, almost any action or command you can perform with a mouse can be performed faster using one or more keys on your keyboard.

In Help topics, a plus sign (+) between two or more keys indicates that those keys should be pressed in combination. For example, Ctrl+A means to press and hold Ctrl and then press A. Ctrl+Shift+A means to press and hold Ctrl and Shift and then press A.

## Find program shortcuts

You can do things in most programs by using the keyboard. To see which commands have keyboard shortcuts, open a menu. The shortcuts (if available) are shown next to the menu items.

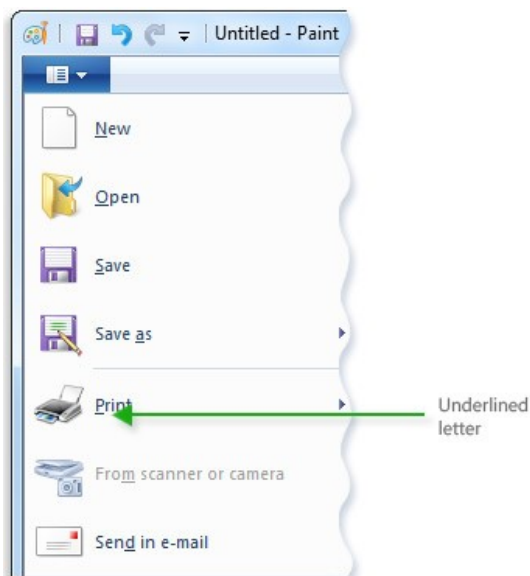


Keyboard shortcuts

Keyboard shortcuts appear next to menu items.

### Choose menus, commands, and options

You can open menus and choose commands and other options using your keyboard. In a program that has menus with underlined letters, press Alt and an underlined letter to open the corresponding menu. Press the underlined letter in a menu item to choose that command. For programs that use the ribbon, such as Paint and WordPad, pressing Alt overlays (rather than underlines) a letter that can be pressed.






Press Alt+F to open the File menu, then press P to choose the

Print command.

This trick works in dialog boxes too. Whenever you see an underlined letter attached to an option in a dialog box, it means you can press Alt plus that letter to choose that option.

## Useful shortcuts

The following table lists some of the most useful keyboard shortcuts.

Press this	To do this
Windows logo key 	Open the Start menu
Alt+Tab	Switch between open programs or windows
Alt+F4	Close the active item, or exit the active program
Ctrl+S	Save the current file or document (works in most programs)
Ctrl+C	Copy the selected item
Ctrl+X	Cut the selected item
Ctrl+V	Paste the selected item
Ctrl+Z	Undo an action
Ctrl+A	Select all items in a document or window
F1	Display Help for a program or Windows
Windows logo key  +F1	Display Windows Help and Support
Esc	Cancel the current task
Application key 	Open a menu of commands related to a selection in a program. Equivalent to right-clicking the selection.

## Using navigation keys

The navigation keys allow you to move the cursor, move around in documents and web pages, and edit text. The following table lists some common functions of these keys.

Press this	To do this
Left Arrow, Right Arrow, Up Arrow, or Down Arrow	Move the cursor or selection one space or line in the direction of the arrow, or scroll a webpage in the direction of the arrow
Home	Move the cursor to the beginning of a line or move to the top of a webpage
End	Move the cursor to the end of a line or move to the bottom of a webpage
Ctrl+Home	Move to the top of a document
Ctrl+End	Move to the bottom of a document
Page Up	Move the cursor or page up one screen
Page Down	Move the cursor or page down one screen
Delete	Delete the character after the cursor, or the selected text; in Windows, delete the selected item and move it to the Recycle Bin
Insert	Turn Insert mode off or on. When Insert mode is on, text that you type is inserted at the cursor. When Insert mode is off, text that you type replaces existing characters.

## Using the numeric keypad

The numeric keypad arranges the numerals 0 through 9, the arithmetic operators + (addition), - (subtraction), \* (multiplication), and / (division), and the decimal point as they would appear on a calculator or adding machine. These characters are duplicated elsewhere on the keyboard, of course, but the keypad arrangement allows you to rapidly enter numerical data or mathematical operations with one hand.



Numeric keypad

To use the numeric keypad to enter numbers, press Num Lock. Most keyboards have a light that indicates whether Num Lock is on or off. When Num Lock is off, the numeric keypad functions as a second set of navigation keys (these functions are printed on the keys next to the numerals or symbols).

You can use your numeric keypad to perform simple calculations with Calculator.

### keys

So far, we've discussed almost every key you're likely to use. But for the truly inquisitive, let's explore the three most mysterious keys on the keyboard: **PrtScn**, **Scroll Lock**, and **Pause/Break**.

#### **PrtScn (or Print Screen)**

A long time ago, this key actually did what it says—it sent the current screen of text to your printer. Nowadays, pressing **PrtScn** captures an image of your entire screen (a "screen shot") and copies it to the Clipboard in your computer's memory. From there you can paste it (**Ctrl+V**) into Microsoft Paint or another program and, if you want, print it from that program.

More obscure is **SYS RQ**, which shares the key with **PrtScn** on some keyboards. Historically, **SYS RQ** was designed to be a "system request," but this command is not enabled in Windows.

- Press **Alt+PrtScn** to capture an image of just the active window, instead of the entire screen.

#### **ScrLk (or Scroll Lock)**

In most programs, pressing Scroll Lock has no effect. In a few programs, pressing Scroll Lock changes the behavior of the arrow keys and the Page Up and Page Down keys; pressing these keys causes the document to scroll without changing the position of the cursor or selection. Your keyboard might have a light indicating whether Scroll Lock is on.

#### **Pause/Break**

This key is rarely used. In some older programs, pressing this key pauses the program or, in combination with **Ctrl**, stops it from running.

#### **Other keys**

Some modern keyboards come with "hot keys" or buttons that give you quick, one-press access to programs, files, or commands. Other models have volume controls, scroll wheels, zoom wheels, and other gadgets. For details about these features, check the information that came with your keyboard or computer, or go to the manufacturer's website.

2. How to Make a Ticket Sale without a Reservation. Return to [Table of Contents](#). Return to [How To Table of Contents](#).

1. Go to [Main Menu](#).

2. Go to [Module 1: Ticket Sales/Reservations](#).

1. Ticket Sales / Reservations

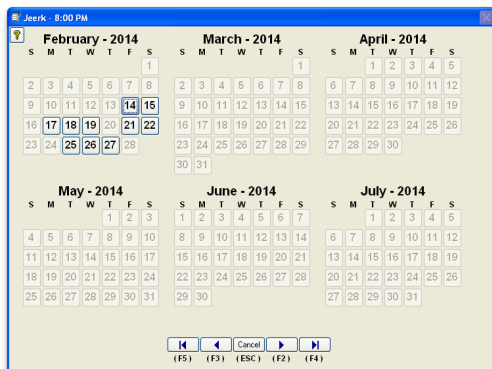
3. Go to [Select Show with Time then Date](#).

1 Select Show with Time then Date

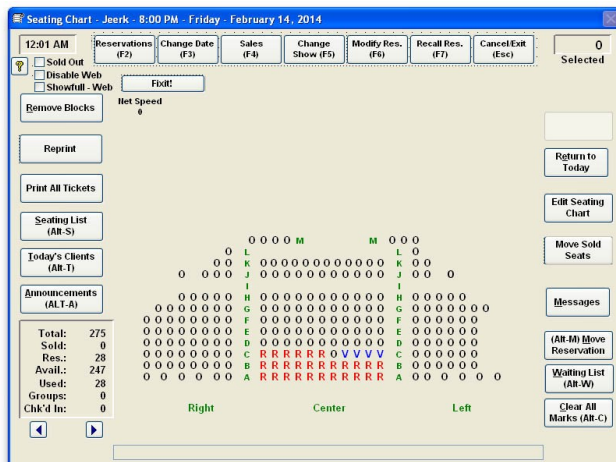
4. Select the Show with Time. This opens the Calendar.



5. Choose the Date on the Calendar. This opens the [Seating Chart](#).



6. Choose the seats by clicking on the "O". Any other lettered seat is unavailable.

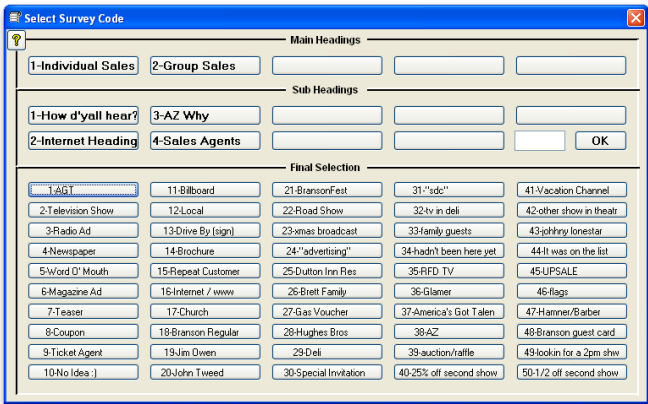


7. Once the seats are selected, click the Sales (F6) Button [Sales \(F6\)](#). This opens the Zip Code Query.

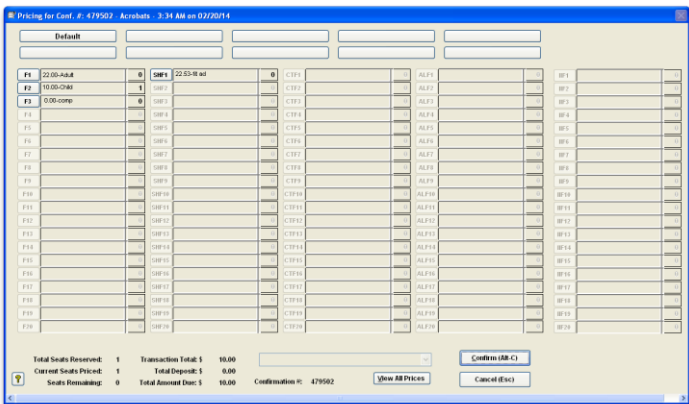
8. Enter the 5-number Zip Code, if activated by Administration. OK opens the Survey Code List.



9. Select Survey Code, if activated by Administration. This opens the [Price Chart](#).




10. Price Chart.



10-1. Select Price Chart by clicking on it. This will fill in the available pricing.


10-2. Select tickets pricing for each type of ticket required.

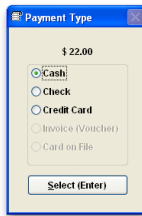
10-3. Once “Seats Remaining” is ‘0’, click Confirm (Alt-C).  This opens Payment Type.

12. Confirm the Total Seats Reserved with Current Seats Price on the Pricing Chart.

Total Seats Reserved:	2
Current Seats Priced:	0
Seats Remaining:	2

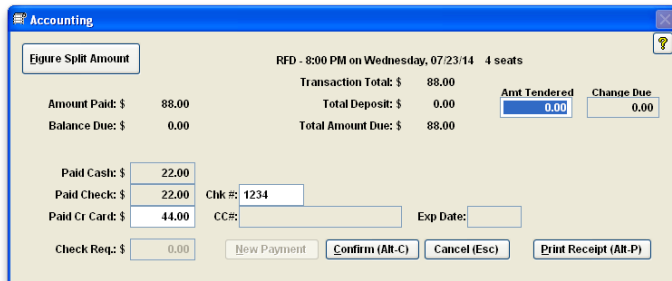
Transaction Total: \$	0.00
Total Deposit: \$	0.00
Total Amount Due: \$	0.00

13. Click the button left of the customer payment type. Select (Enter)  opens Payment Transaction.



A small dialog box titled "Payment Type" with a close button in the top right corner. It displays a total of "\$ 22.00". Below this, there are four radio button options: "Cash" (which is selected), "Check", "Credit Card", and "Invoice (Voucher)". At the bottom, there is a "Card on File" checkbox and a "Select (Enter)" button.

14. Confirm the payment amount that has is displayed in the Paid category.



The "Accounting" window shows a transaction summary for "RFD - 8:00 PM on Wednesday, 07/23/14" with "4 seats". It includes a "Figure Split Amount" tab and a table of financial data:

Amount Paid: \$	88.00	Transaction Total: \$	88.00	Amt Tendered	Change Due
Balance Due: \$	0.00	Total Deposit: \$	0.00	0.00	0.00
		Total Amount Due: \$	88.00		

Below the table, there are input fields for "Paid Cash: \$ 22.00", "Paid Check: \$ 22.00", "Paid Cr Card: \$ 44.00", and "Check Req: \$ 0.00". There are also fields for "Chk #: 1234", "CC#:", and "Exp Date:". At the bottom, there are buttons for "New Payment", "Confirm (Alt-C)", "Cancel (Esc)", and "Print Receipt (Alt-P)".

15. Confirm (Alt-C)  completes the transaction, prints the tickets and returns to [Seating Chart](#).



### 3. How to Make a Reservation. Return to [Table of Contents](#). Return to [How To Table of Contents](#).

1. Go to [Main Menu](#).

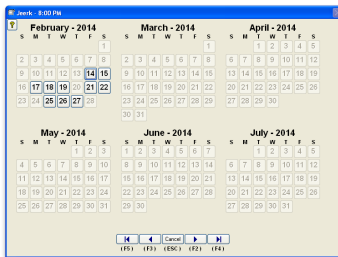
2. Go to [Module 1: Ticket Sales/Reservations](#).

1. Ticket Sales / Reservations

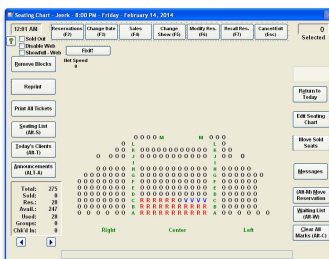
3. Go to [Select Show with Time then Date](#).

1 Select Show with Time then Date

4. Select from the Show and Time list; this opens a [Calendar](#).



5. Select desired date on the Calendar. This opens the [Seating Chart](#).



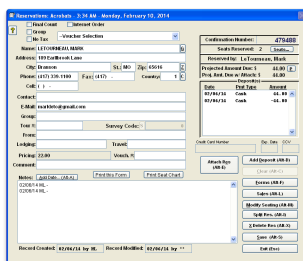
6. Select the seats to be reserved by clicking on the seats. An "X" will replace the "O" for each seat chosen.

7. Select Reservations (F2).

Reservations  
(F2)

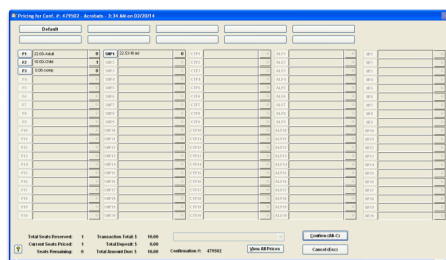
This opens the [Reservations Form](#).

8. Enter the customer information.



9. Select the "P"  This opens the [Pricing Chart](#).

10. Choose the ticket designations and pricing.



10-1. Select Price Chart by clicking on it. This will fill in the available pricing.

10-2. Select tickets pricing for each type of ticket required.

10-3. Once "Seats Remaining" is '0', click Confirm (Alt-C).


Confirm (Alt-C)

This opens Payment Type.

11. Confirm the Total Seats Reserved with Current Seats Price on the Pricing Chart.

Total Seats Reserved:	2
Current Seats Priced:	0
Seats Remaining:	2

Transaction Total: \$	0.00
Total Deposit: \$	0.00
Total Amount Due: \$	0.00

12. When the Seats Remaining is “0”, click Confirm (Alt-C)  on the Pricing Chart. The reservation is made and the screen returns to the [Seating Chart](#).

#### 4. How to Make a Group Reservation. Return to [Table of Contents](#). Return to [How To Table of Contents](#).

1. Go to [Main Menu](#).

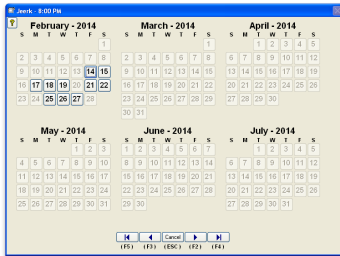
2. Go to [Module 1: Ticket Sales/Reservations](#).

1. Ticket Sales / Reservations

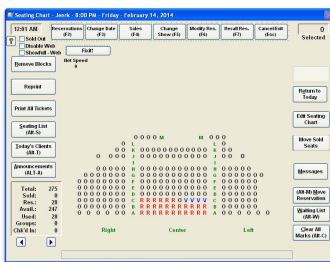
3. Go to [Select Show with Time then Date](#).

1 Select Show with Time then Date

4. Select from the Show and Time list; this opens a Calendar.



5. Select desired date on the Calendar; this opens the Seating Chart.



6. Select the seats to be reserved by clicking on the seats. An "X" will replace the "O" for each seat chosen.

7. Select "Reservations (F2).

Reservations  
(F2)

8. Enter Group information on the Reservation Form. Enter or Edit the following information:


8-1. Name: Company/Group name – type part of the name and a list will appear. If the company is in the system, click on it and it will auto fill. Confirm information with the contact person. If they are not in the system, completely fill all fields.

8-2. Contact: This is the one making the reservation or other group representative that may be contacted concerning the reservation.

8-3. Email: Used for contact purposes.

8-4. Group name: The group will be announced during the show by this name.

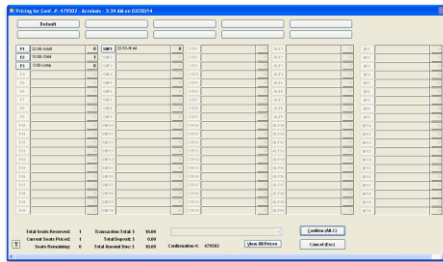
8-5. From – This identifies where the group originated. Clicking in the field will auto-fill from the previous entry. Confirm or correct this information.

8-6. Survey Code – Click the "S".  The [Survey Codes Form](#) opens. Enter from the list why the group came to the show.

8-7. Lodging – where they are staying in case of emergency or contact


9. Select the “P”  This opens the [Pricing Chart](#).

10. Select proper charge from the price list for the total seats including all comps.



10-1. Select Price Chart by clicking on it. This will fill in the available pricing.


10-2. Select tickets pricing for each type of ticket required.

10-3. Once “Seats Remaining” is ‘0’, click Confirm (Alt-C).  This opens Payment Type.

11. Confirm the Total Seats Reserved with Current Seats Price on the Pricing Chart.

Total Seats Reserved:	2
Current Seats Priced:	0
Seats Remaining:	2

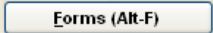
Transaction Total: \$	0.00
Total Deposit: \$	0.00
Total Amount Due: \$	0.00

12. When Seats Remaining is “0”, click the Confirm (Alt-C).  This returns the screen to the Reservation Form.

13. Record total of tickets + comps in the Comment line on the Reservation screen.



Comment: 48 + 2

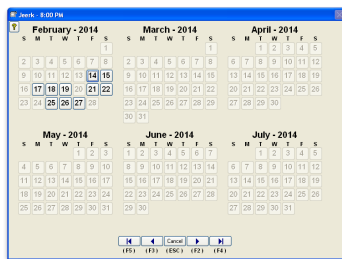
As an example, this shows 48 tickets, plus two comp tickets were reserved.

14. Print the contract by clicking Forms (Alt-F).  Select report format. The contract will be displayed for Print or Email. The screen returns to the Reservation Form.

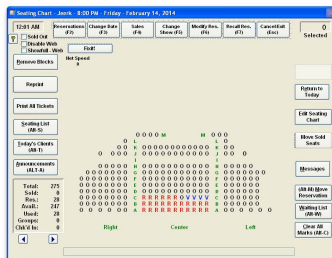
15. Click  to save the information and return to the Seating Chart.

5. How to Reschedule/Move a Group Reservation. Return to [Table of Contents](#). Return to [How To Table of Contents](#).

1. Determine the date, show and time for the Reservation to be Rescheduled/Moved to.
2. Acquire the Confirmation Number and seat total of the original reservation. The customer will have this information in their contract.
3. Go to [Main Menu](#).
4. Go to [Ticket Sales/Reservations](#). 
5. Go to [Select Show with Time then Date](#). 
6. Select from the Show and Time list; this opens a Calendar.

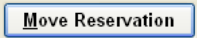


7. Select desired date on the Calendar; this opens the Seating Chart.



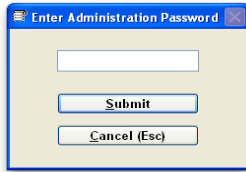
8. Left click the first seat and right click when total number of seats to be moved is displayed at the top in red.

9. Click (Alt-M) Move Reservation.  This opens a Confirmation Number entry screen.

10. Enter Confirmation Number and click Move Reservation.  An Administrative password is required.



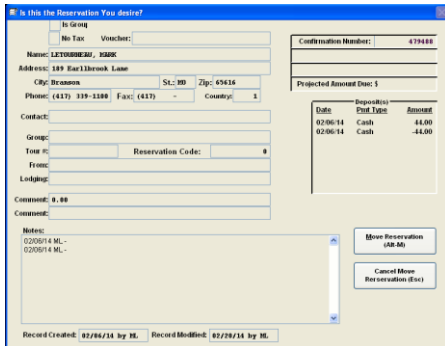
11. Enter Administrative password. Submit opens an uneditable original reservation.

A small dialog box titled "Enter Administration Password". It contains a text input field for the password, a "Submit" button, and a "Cancel (Esc)" button.

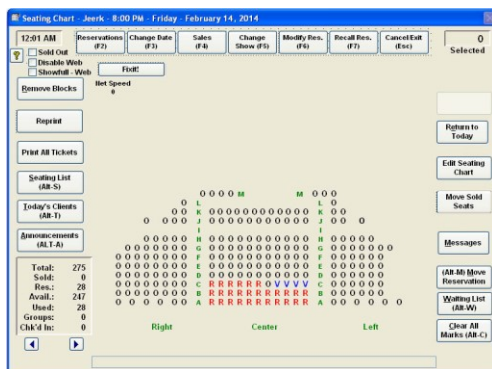
12. Confirm the information and click Move Reservation (Alt-M).  
Seating Chart.

Move Reservation  
(Alt-M)

Opens

A screenshot of a reservation confirmation screen. It displays reservation details such as Name, Address, Phone, and Email. It also shows a table of deposits with dates and amounts. At the bottom, there are buttons for "Move Reservation (Alt-M)" and "Cancel Move Reservation (Esc)".

13. Add the seats to the Seating Chart for the new show.

A screenshot of the "Seating Chart" interface. It shows a grid of seats with various status indicators (O, L, K, J, H, F, E, B, C, R, A). The interface includes a menu bar with options like "Reservations", "Change Date", "Sales", "Change Show", "Modify Res.", "Recall Res.", and "Cancel Edit". There are also buttons for "Print All Tickets", "Seating List", "Today's Clients", and "Reservations".

13-1. Left click the first seat to be used.

13-2. Right click on the last seat to be used.

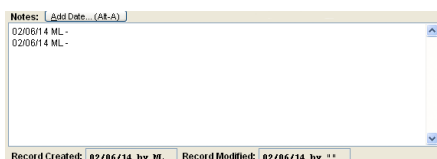
15. Click Modify Reservation (F6) to print new contract.

Modify Res.  
(F6)

16. Select Forms (Alt-F), and select the report to print. Choose Print or Email. The screen returns to the Reservation Form.

Forms (Alt-F)

17. Enter notes of the action in the Notes section on the reservation. See [Notes](#).

A screenshot of the "Notes" section of the reservation form. It shows a text area for entering notes, with a "Add Date" button above it. The notes area contains two entries: "02/06/14 ML-" and "02/06/14 ML-".

18. (Esc) – Returns to Main Menu.

## 6. How to Schedule Shows. Return to [Table of Contents](#). Return to [How To Table of Contents](#).

1. Go to [Main Menu](#).

2. Go to [Administration](#).

4. Administration

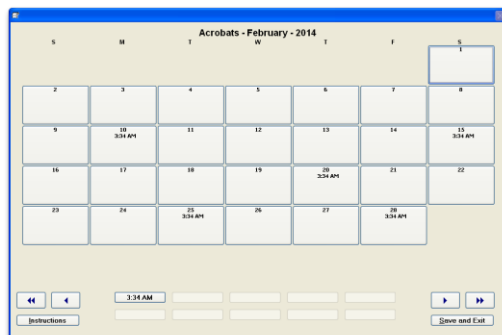
3. Go to [Schedule Shows](#).

6. Schedule Shows

4. Select the Show Name you wish to schedule from the show list. This opens the Calendar.



5. Click on Showtime Buttons on the bottom of the screen to make them active (Red color indicates active).



6. Left-Click on any calendar date to ADD active Showtime(s).

7. Right-Click on any calendar date to DELETE active Showtime(s).

8. Navigate to other dates using the arrow buttons.



Navigate to other months using the arrow Bar.

9. Close form using "Save and Exit" button.

Save and Exit

## 7. How to Sell a Reservation (non FIT). Return to [Table of Contents](#). Return to [How To Table of Contents](#).

1. Go to [Main Menu](#).

2. Go to [Recall Reservation](#).

2. Recall Reservation

3. Go to [Recall Reservation by Confirmation Number](#)

1 - Recall Reservation by Confirmation Number

4. Enter Confirmation Number. Clicking Recall Reservation opens Reservation Form.

Recall Reservation by Confirmation Number:

Confirmation #:

Recall Reservation Cancel (Esc)

5. Click the Sales button on the Reservation Form.

Sales (Alt-L)

This opens the pricing chart for the confirmation number.

Reservations: Acrobats - 3:34 AM - Monday, February 10, 2014

☐ Final Count ☐ Internet Order

☐ Group ☐ No Tax ☐ Voucher Selection

Name: LETOURNEAU, MARK

Address: 189 Earlbrook Lane

City: Dransom St.: MO Zip: 65616

Phone: (417) 339-1100 Fax: (417) - Country: 1 C

Cell: ( ) -

Contact: marketo@gmail.com

Group: Survey Code: 0

Tour #: From: Lodging: Pricing: 22.00 Travel: Vouch. #: Comment:

Notes: Add Date (Alt-A) Print this Form Print Seat Chart

Record Created: 02/06/14 by ML Record Modified: 02/06/14 by \*\*

Confirmation Number: 479488

Seats Reserved: 2

Reserved by: LeTourneau, Mark

Projected Amount Due: \$ 44.00

Proj. Amt. Due w/ Attach: \$ 44.00

Date	Print Type	Amount
02/06/14	Cash	44.00
02/06/14	Cash	-44.00

Credit Card Number Exp. Date CCV

Attach Res (Alt-E) Add Deposit (Alt-D) Clear (Alt-C)

Errors (Alt-F) Sales (Alt-L) Modify Seating (Alt-M) Split Res. (Alt-I) X Delete Res (Alt-X) Save (Alt-S) Exit (Esc)

See [Reservation Form](#).

6. Confirm or change prices on the Price Chart. Click Confirm to open payment type if there is no FIT attached.

Confirm (Alt-C)

Pricing for Conf. # 479502 - Acrobats - 3:34 AM on 02/07/14

Item	Description	Unit	Price	Qty	Total	Item	Description	Unit	Price	Qty	Total
F1	22.00-Adult	1	22.00	1	22.00	F1	22.00-Adult	1	22.00	1	22.00
F2	10.00-Child	1	10.00	1	10.00	F2	10.00-Child	1	10.00	1	10.00
F3	0.00-Comp	1	0.00	1	0.00	F3	0.00-Comp	1	0.00	1	0.00
F4	0.00-Comp	1	0.00	1	0.00	F4	0.00-Comp	1	0.00	1	0.00
F5	0.00-Comp	1	0.00	1	0.00	F5	0.00-Comp	1	0.00	1	0.00
F6	0.00-Comp	1	0.00	1	0.00	F6	0.00-Comp	1	0.00	1	0.00
F7	0.00-Comp	1	0.00	1	0.00	F7	0.00-Comp	1	0.00	1	0.00
F8	0.00-Comp	1	0.00	1	0.00	F8	0.00-Comp	1	0.00	1	0.00
F9	0.00-Comp	1	0.00	1	0.00	F9	0.00-Comp	1	0.00	1	0.00
F10	0.00-Comp	1	0.00	1	0.00	F10	0.00-Comp	1	0.00	1	0.00
F11	0.00-Comp	1	0.00	1	0.00	F11	0.00-Comp	1	0.00	1	0.00
F12	0.00-Comp	1	0.00	1	0.00	F12	0.00-Comp	1	0.00	1	0.00
F13	0.00-Comp	1	0.00	1	0.00	F13	0.00-Comp	1	0.00	1	0.00
F14	0.00-Comp	1	0.00	1	0.00	F14	0.00-Comp	1	0.00	1	0.00
F15	0.00-Comp	1	0.00	1	0.00	F15	0.00-Comp	1	0.00	1	0.00
F16	0.00-Comp	1	0.00	1	0.00	F16	0.00-Comp	1	0.00	1	0.00
F17	0.00-Comp	1	0.00	1	0.00	F17	0.00-Comp	1	0.00	1	0.00
F18	0.00-Comp	1	0.00	1	0.00	F18	0.00-Comp	1	0.00	1	0.00
F19	0.00-Comp	1	0.00	1	0.00	F19	0.00-Comp	1	0.00	1	0.00
F20	0.00-Comp	1	0.00	1	0.00	F20	0.00-Comp	1	0.00	1	0.00

Total Seats Reserved: 1 Transaction Total: \$ 10.00

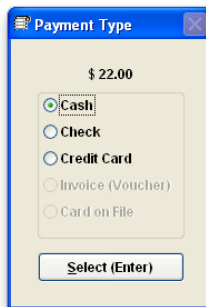
Current Seats Priced: 1 Total Deposits: \$ 0.00

Seats Remaining: 0 Total Amount Due: \$ 10.00 Confirmation #: 479502

Confirm (Alt-C) Show All Prices Cancel (Esc)

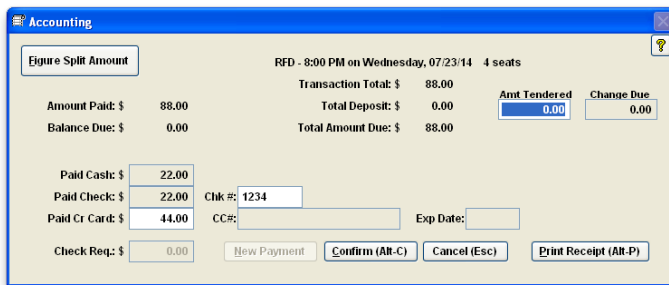


7. Click the button left of the customer payment type and click Select. This opens Payment Transaction.



A dialog box titled "Payment Type" with a close button in the top right corner. It displays a payment amount of "\$ 22.00". Below this, there are five radio button options: "Cash" (selected), "Check", "Credit Card", "Invoice (Voucher)", and "Card on File". At the bottom, there is a button labeled "Select (Enter)".

8. Confirm the payment amount is entered in the Paid category. If the payment amount is less than the total due, the New Payment button is active and returns to the Payment Type screen to allow another payment to be initiated. When the total paid equals the total due, the Confirm button is active.



A screenshot of the "Accounting" screen. At the top, it says "RFD - 8:00 PM on Wednesday, 07/23/14 4 seats". The screen is divided into several sections. On the left, under "Figure Split Amount", there are fields for "Amount Paid: \$ 88.00", "Balance Due: \$ 0.00", "Paid Cash: \$ 22.00", "Paid Check: \$ 22.00", "Paid Cr Card: \$ 44.00", and "Check Req: \$ 0.00". On the right, there are fields for "Transaction Total: \$ 88.00", "Total Deposit: \$ 0.00", "Total Amount Due: \$ 88.00", "Amt Tendered" (with a blue button showing "0.00"), and "Change Due" (with a button showing "0.00"). Below these, there are input fields for "Chk #: 1234", "CC#:", and "Exp Date:". At the bottom, there are four buttons: "New Payment", "Confirm (Alt-C)", "Cancel (Esc)", and "Print Receipt (Alt-P)".

9. Confirm (Alt-C) [Confirm \(Alt-C\)](#) completes the transaction and prints the tickets and returns to [Seating Chart](#).

## 8. How to Sell a Reservation (FIT). Return to [Table of Contents](#). Return to [How To Table of Contents](#).

1. Go to [Main Menu](#).

2. Go to [Recall Reservation](#).

2. Recall Reservation

3. Go to [Recall Reservation by Confirmation Number](#).

1 - Recall Reservation by Confirmation Number

4. Enter Confirmation Number. Clicking Recall Reservation opens Reservation Form.



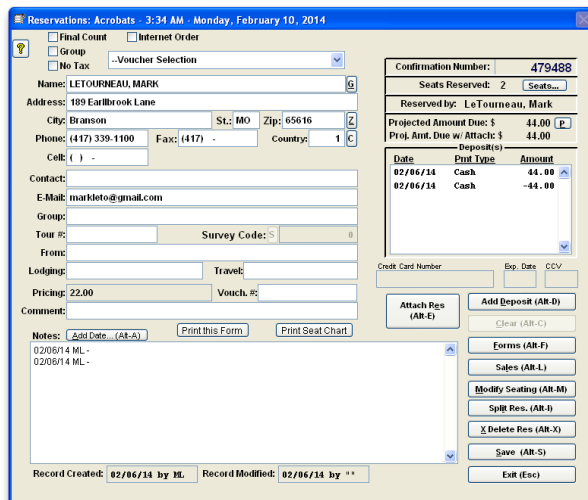
Recall Reservation by Confirmation Number:

Confirmation #:

Recall Reservation Cancel (Esc)

5. Click the Sales button on the Reservation Form. This opens the Pricing Chart for that confirmation number.

Sales (Alt-L)



Reservations: Acrobats - 3:34 AM - Monday, February 10, 2014

☐ Final Count ☐ Internet Order

☐ Group ☐ No Tax

Name: LETOURNEAU, MARK

Address: 189 Earlbrook Lane

City: Branson St.: MO Zip: 65616

Phone: (417) 339-1100 Fax: (417) Country: 1

Cell: ( ) -

Contact:   
E-Mail: markleto@gmail.com

Group:   
Tour R: Survey Code: S 0

From:   
Lodging: Travel:

Pricing: 22.00 Vouch. R:

Comment:

Notes: Add Date. (Alt-A) Print this Form Print Seat Chart

02/05/14 ML -  
02/05/14 ML -

Record Created: 02/06/14 by ML Record Modified: 02/06/14 by \*\*

Confirmation Number: 479488

Seats Reserved: 2 (Seats)

Reserved by: LeTourneau, Mark

Projected Amount Due: \$ 44.00 (P)  
Proj. Amt. Due w/ Attach: \$ 44.00

Deposits:

Date	Print Type	Amount
02/06/14	Cash	44.00
02/06/14	Cash	-44.00

Credit Card Number Exp. Date CCV

Attach Res (Alt-E) Add Deposit (Alt-D)

Clear (Alt-C)

Forms (Alt-F)

Sales (Alt-L)

Modify Seating (Alt-M)

Split Res. (Alt-I)

X Delete Res (Alt-X)

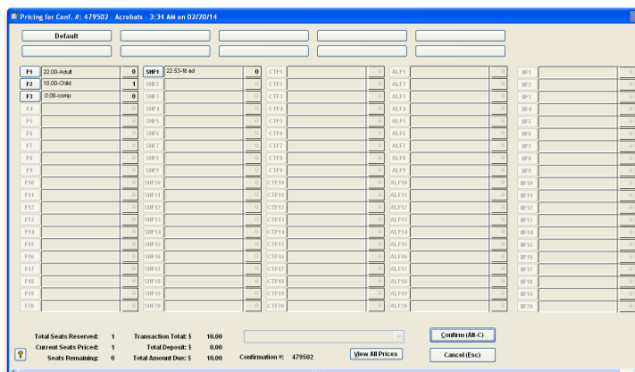
Save (Alt-S)

Exit (Esc)

See [Reservation Form](#).

6. Confirm or change prices on the Price Chart. Click Confirm. This opens a query.

Confirm (Alt-C)



Pricing for Conf. #: 479502 - Acrobats - 3:34 AM on 02/20/14

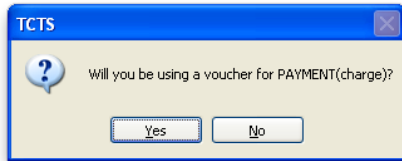
Defaults

FX	22:00-AAM	0	SPR	22:55-Nat	0	C191	0	ALP1	0	SP1
F1	10:00-2PM	1	SPR	0	0	C191	0	ALP1	0	SP1
F2	0:00-Comp	0	SPR	0	0	C191	0	ALP1	0	SP1
F3		0	SPR	0	0	C191	0	ALP1	0	SP1
F4		0	SPR	0	0	C191	0	ALP1	0	SP1
F5		0	SPR	0	0	C191	0	ALP1	0	SP1
F6		0	SPR	0	0	C191	0	ALP1	0	SP1
F7		0	SPR	0	0	C191	0	ALP1	0	SP1
F8		0	SPR	0	0	C191	0	ALP1	0	SP1
F9		0	SPR	0	0	C191	0	ALP1	0	SP1
F10		0	SPR	0	0	C191	0	ALP1	0	SP1
F11		0	SPR	0	0	C191	0	ALP1	0	SP1
F12		0	SPR	0	0	C191	0	ALP1	0	SP1
F13		0	SPR	0	0	C191	0	ALP1	0	SP1
F14		0	SPR	0	0	C191	0	ALP1	0	SP1
F15		0	SPR	0	0	C191	0	ALP1	0	SP1
F16		0	SPR	0	0	C191	0	ALP1	0	SP1
F17		0	SPR	0	0	C191	0	ALP1	0	SP1
F18		0	SPR	0	0	C191	0	ALP1	0	SP1
F19		0	SPR	0	0	C191	0	ALP1	0	SP1
F20		0	SPR	0	0	C191	0	ALP1	0	SP1
F21		0	SPR	0	0	C191	0	ALP1	0	SP1
F22		0	SPR	0	0	C191	0	ALP1	0	SP1
F23		0	SPR	0	0	C191	0	ALP1	0	SP1
F24		0	SPR	0	0	C191	0	ALP1	0	SP1
F25		0	SPR	0	0	C191	0	ALP1	0	SP1
F26		0	SPR	0	0	C191	0	ALP1	0	SP1
F27		0	SPR	0	0	C191	0	ALP1	0	SP1
F28		0	SPR	0	0	C191	0	ALP1	0	SP1
F29		0	SPR	0	0	C191	0	ALP1	0	SP1
F30		0	SPR	0	0	C191	0	ALP1	0	SP1
F31		0	SPR	0	0	C191	0	ALP1	0	SP1
F32		0	SPR	0	0	C191	0	ALP1	0	SP1
F33		0	SPR	0	0	C191	0	ALP1	0	SP1
F34		0	SPR	0	0	C191	0	ALP1	0	SP1
F35		0	SPR	0	0	C191	0	ALP1	0	SP1
F36		0	SPR	0	0	C191	0	ALP1	0	SP1
F37		0	SPR	0	0	C191	0	ALP1	0	SP1
F38		0	SPR	0	0	C191	0	ALP1	0	SP1
F39		0	SPR	0	0	C191	0	ALP1	0	SP1
F40		0	SPR	0	0	C191	0	ALP1	0	SP1
F41		0	SPR	0	0	C191	0	ALP1	0	SP1
F42		0	SPR	0	0	C191	0	ALP1	0	SP1
F43		0	SPR	0	0	C191	0	ALP1	0	SP1
F44		0	SPR	0	0	C191	0	ALP1	0	SP1
F45		0	SPR	0	0	C191	0	ALP1	0	SP1
F46		0	SPR	0	0	C191	0	ALP1	0	SP1
F47		0	SPR	0	0	C191	0	ALP1	0	SP1
F48		0	SPR	0	0	C191	0	ALP1	0	SP1
F49		0	SPR	0	0	C191	0	ALP1	0	SP1
F50		0	SPR	0	0	C191	0	ALP1	0	SP1
F51		0	SPR	0	0	C191	0	ALP1	0	SP1
F52		0	SPR	0	0	C191	0	ALP1	0	SP1
F53		0	SPR	0	0	C191	0	ALP1	0	SP1
F54		0	SPR	0	0	C191	0	ALP1	0	SP1
F55		0	SPR	0	0	C191	0	ALP1	0	SP1
F56		0	SPR	0	0	C191	0	ALP1	0	SP1
F57		0	SPR	0	0	C191	0	ALP1	0	SP1
F58		0	SPR	0	0	C191	0	ALP1	0	SP1
F59		0	SPR	0	0	C191	0	ALP1	0	SP1
F60		0	SPR	0	0	C191	0	ALP1	0	SP1
F61		0	SPR	0	0	C191	0	ALP1	0	SP1
F62		0	SPR	0	0	C191	0	ALP1	0	SP1
F63		0	SPR	0	0	C191	0	ALP1	0	SP1
F64		0	SPR	0	0	C191	0	ALP1	0	SP1
F65		0	SPR	0	0	C191	0	ALP1	0	SP1
F66		0	SPR	0	0	C191	0	ALP1	0	SP1
F67		0	SPR	0	0	C191	0	ALP1	0	SP1
F68		0	SPR	0	0	C191	0	ALP1	0	SP1
F69		0	SPR	0	0	C191	0	ALP1	0	SP1
F70		0	SPR	0	0	C191	0	ALP1	0	SP1
F71		0	SPR	0	0	C191	0	ALP1	0	SP1
F72		0	SPR	0	0	C191	0	ALP1	0	SP1
F73		0	SPR	0	0	C191	0	ALP1	0	SP1
F74		0	SPR	0	0	C191	0	ALP1	0	SP1
F75		0	SPR	0	0	C191	0	ALP1	0	SP1
F76		0	SPR	0	0	C191	0	ALP1	0	SP1
F77		0	SPR	0	0	C191	0	ALP1	0	SP1
F78		0	SPR	0	0	C191	0	ALP1	0	SP1
F79		0	SPR	0	0	C191	0	ALP1	0	SP1
F80		0	SPR	0	0	C191	0	ALP1	0	SP1
F81		0	SPR	0	0	C191	0	ALP1	0	SP1
F82		0	SPR	0	0	C191	0	ALP1	0	SP1
F83		0	SPR	0	0	C191	0	ALP1	0	SP1
F84		0	SPR	0	0	C191	0	ALP1	0	SP1
F85		0	SPR	0	0	C191	0	ALP1	0	SP1
F86		0	SPR	0	0	C191	0	ALP1	0	SP1
F87		0	SPR	0	0	C191	0	ALP1	0	SP1
F88		0	SPR	0	0	C191	0	ALP1	0	SP1
F89		0	SPR	0	0	C191	0	ALP1	0	SP1
F90		0	SPR	0	0	C191	0	ALP1	0	SP1
F91		0	SPR	0	0	C191	0	ALP1	0	SP1
F92		0	SPR	0	0	C191	0	ALP1	0	SP1
F93		0	SPR	0	0	C191	0	ALP1	0	SP1
F94		0	SPR	0	0	C191	0	ALP1	0	SP1
F95		0	SPR	0	0	C191	0	ALP1	0	SP1
F96		0	SPR	0	0	C191	0	ALP1	0	SP1
F97		0	SPR	0	0	C191	0	ALP1	0	SP1
F98		0	SPR	0	0	C191	0	ALP1	0	SP1
F99		0	SPR	0	0	C191	0	ALP1	0	SP1
F100		0	SPR	0	0	C191	0	ALP1	0	SP1

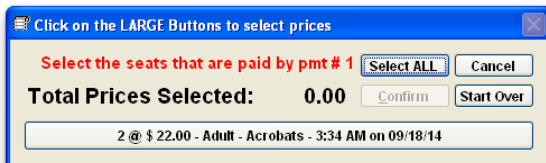
Total Seats Reserved: 1 Transaction Total: \$ 10.00  
Current Seats Price: 1 Total Deposit: \$ 0.00  
Seats Remaining: 0 Total Amount Due: \$ 10.00 Confirmation #: 479502

Confirm (Alt-C) View All Prices Cancel (Esc)

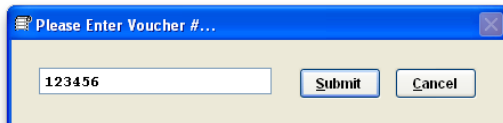
7. Answer the query. If the payment is to be made with a voucher, Yes, opens the FIT Voucher Payment screen. If the payment is not to be made with a voucher, the rules of the Non-FIT payment procedure apply. “No” opens the Payment Transaction. See [How to Sell a Reservation \(non FIT\)](#).



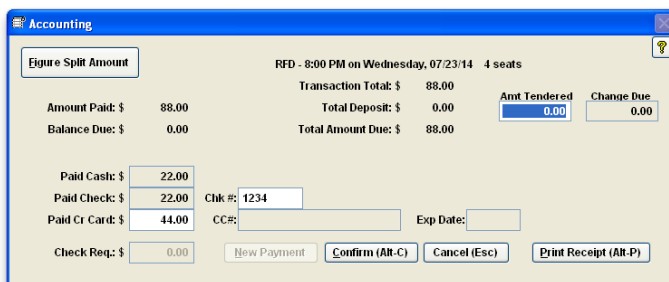
8. Select All will activate Confirm and close out the voucher. Selecting individual ticket and clicking Confirm will reduce the number of tickets by one, open the Voucher Number entry and return to the Voucher Payment screen.



9. Enter the Voucher Number from the customer's voucher. If the voucher has no number, enter “0” (zero). Submit  opens the Payment Transaction screen.



10. Click Confirm  to complete transaction.



9. How to Add a Deposit to a Reservation. Return to [Table of Contents](#). Return to [How To Table of Contents](#).

1. Go to [Main Menu](#).

2. Go to [Recall Reservation](#).

2. Recall Reservation

3. Go to [Recall Reservation by Confirmation Number](#).

1 - Recall Reservation by Confirmation Number

4. Enter the Confirmation Number. Click Recall Reservation. This opens Reservation Form.

Recall Reservation

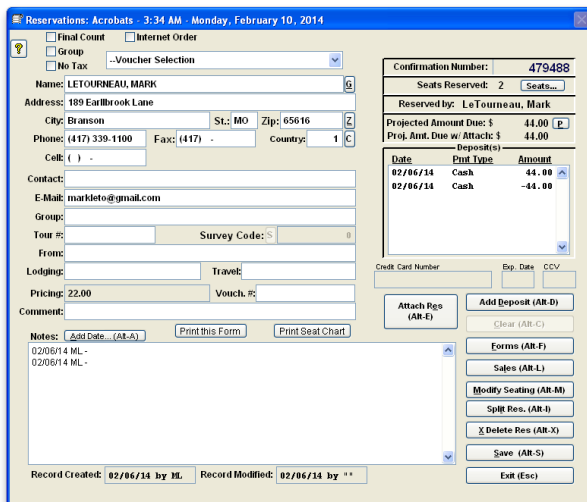


A dialog box titled "Recall Reservation by Confirmation Number:". It contains a text input field labeled "Confirmation #:". Below the field are two buttons: "Recall Reservation" and "Cancel (Esc)".

5. Click the Add Deposit button

Add Deposit (Alt-D)

. This opens the Deposit Amount screen.



A screenshot of the "Reservations: Acrobats" application window. The window displays a reservation form for "LeTourneau, Mark". The form includes fields for Name, Address, City, State, Zip, Phone, Fax, Country, Email, Group, Tour, Survey Code, Lodging, Travel, Pricing, Voucher, and Comment. On the right side, there is a "Confirmation Numbers" section showing "479488" and "Seats Reserved: 2". Below this, there is a table of deposits:

Date	Print Type	Amount
02/06/14	Cash	44.00
02/06/14	Cash	-44.00


At the bottom of the window, there are buttons for "Attach Res (Alt-E)", "Add Deposit (Alt-D)", "Clear (Alt-C)", "Forms (Alt-F)", "Sales (Alt-L)", "Modify Seating (Alt-M)", "Split Res. (Alt-I)", "X Delete Res (Alt-X)", "Save (Alt-S)", and "Exit (Esc)".

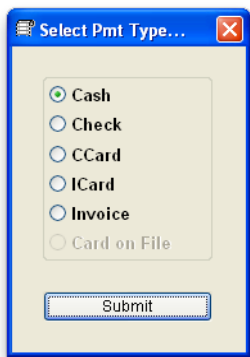
6. Enter the deposit amount and click Submit. This opens Payment Type screen.

Submit



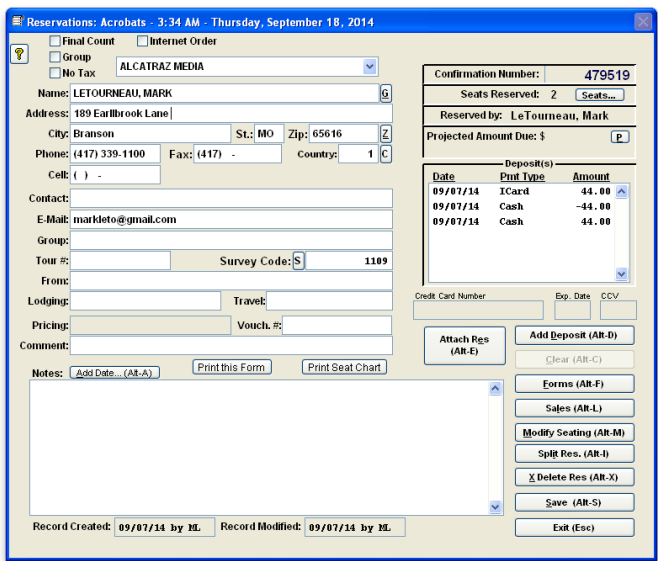
A dialog box titled "Enter Amount...". It displays "Res. Amount Due: \$ 44.00". Below this, there is a text input field labeled "Amount of Deposit" with the value "44.00" entered. At the bottom are two buttons: "Submit" and "Cancel".

7. Click the payment type and click Submit.  This returns to the Reservation Form with the deposit recorded in the Deposit window.




A dialog box titled "Select Pmt Type..." with a close button (X) in the top right corner. It contains five radio button options: "Cash" (selected), "Check", "CCard", "ICard", and "Invoice". Below these is a disabled option "Card on File". At the bottom is a "Submit" button.

8. Reservation Form with deposit recorded.



The main reservation form window. It contains fields for Name (LETOURNEAU, MARK), Address (189 Earlbroom Lane), City (Branson), State (MO), Zip (65616), Phone, Fax, Country, Email (marketo@gmail.com), and Survey Code (S 1109). It also has sections for "Deposit(s)" showing a table with Date, Pmt Type, and Amount. The table shows three entries: 09/07/14 ICard 44.00, 09/07/14 Cash -44.00, and 09/07/14 Cash 44.00. At the bottom, there are buttons for "Attach Res (AR-E)", "Add Deposit (AR-D)", "Clear (AR-C)", "Forms (AR-F)", "Sales (AR-L)", "Modify Seating (AR-M)", "Split Res. (AR-I)", "Delete Res (AR-X)", "Save (AR-S)", and "Exit (Esc)".

Deposit(s)		
Date	Pmt Type	Amount
02/06/14	Cash	44.00
02/06/14	Cash	-44.00

9. Confirm the deposit and click Exit (Esc).  The screen returns to the Main Menu.

10. How to Use the Forms Button on the Reservation Form. Return to [Table of Contents](#).  
Return to [How To Table of Contents](#).

1. Go to [Main Menu](#).

2. Go to [Recall Reservation](#).

**2. Recall Reservation**

3. Go to [Recall Reservation by Confirmation Number](#).

**1 - Recall Reservation by Confirmation Number**

4. Enter Confirmation Number. Clicking Recall Reservation **Recall Reservation** opens Reservation Form.

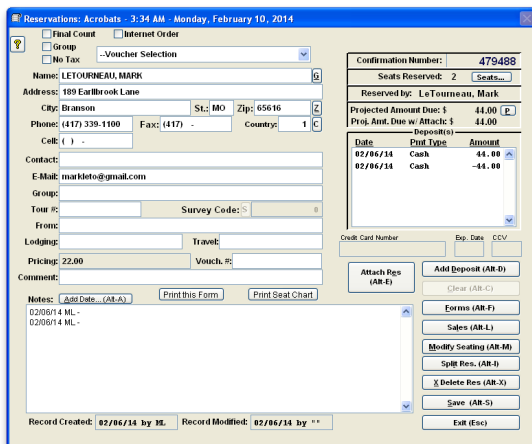


A dialog box titled "Recall Reservation by Confirmation Number:". It contains a text input field labeled "Confirmation #:". Below the field are two buttons: "Recall Reservation" and "Cancel (Esc)".

5. Click the Forms button

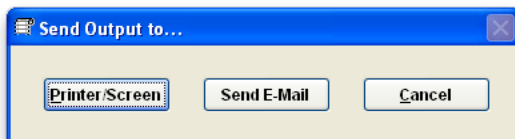
**Forms (Alt-F)**

on the Reservation Form. This opens the Output screen.



The main reservation form window. It contains various fields for customer information (Name, Address, City, State, Zip, Phone, Fax, Country, Email), reservation details (Confirmation Number, Seats Reserved, Reserved by, Projected Amount Due, Proj. Amt. Due w/ Attach), and a list of transactions (Date, Post Type, Amount). At the bottom, there are buttons for "Forms (Alt-F)", "Sales (Alt-L)", "Modify Seating (Alt-M)", "Split Res. (Alt-I)", "X Delete Res (Alt-X)", "Save (Alt-S)", and "Exit (Esc)".

6. Choose the type of form to be used. Printer Screen **Printer/Screen** opens the Forms List. See #8 for Email. **Send E-Mail**

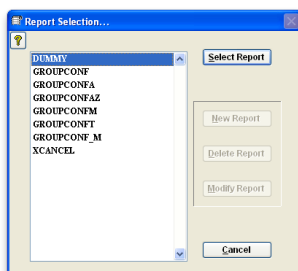


A dialog box titled "Send Output to...". It contains three buttons: "Printer/Screen", "Send E-Mail", and "Cancel".


7. Choose the form and click Select Report.

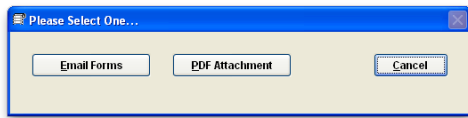
**Select Report**



This opens [Print Preview](#). Follow the instructions for Printing.




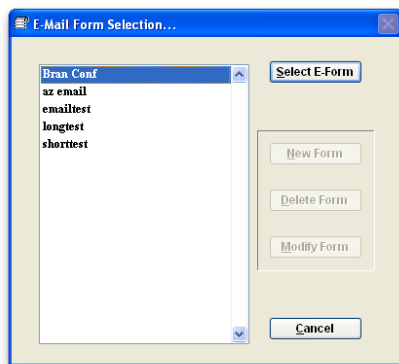
A dialog box titled "Report Selection...". It contains a list box with the following items: DUMMY, GROUPCONF, GROUPCONFA, GROUPCONFZ, GROUPCONFM, GROUPCONFNT, GROUPCONF\_M, and XCANCEL. To the right of the list box are buttons for "Select Report", "New Report", "Delete Report", "Modify Report", and "Cancel".


8. Send Email  is only available if an email address is present in the reservation. This opens an option.

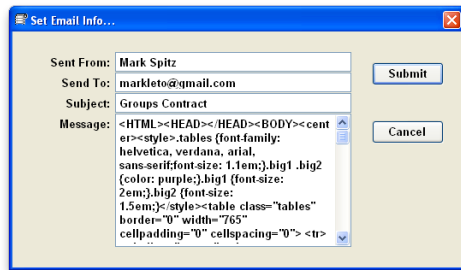


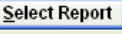
9. Email Forms  sends the information in a pre-set email format. This opens a list of email formats. Go to #12 for PDF Attachment. 

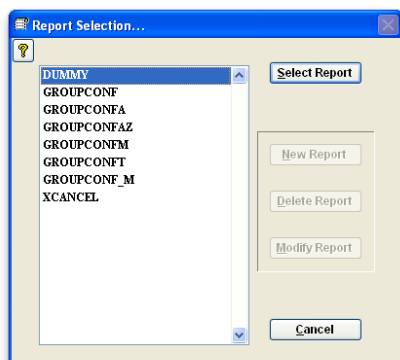
10. Select the format and click Select E-Form.  This opens the email with the information entered and allows the user to enter their name, the subject and make any changes.




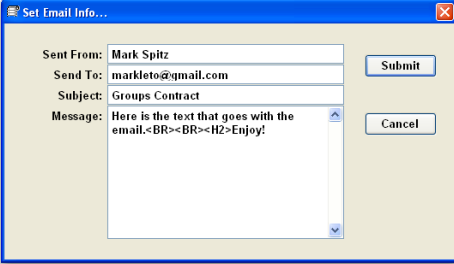
11. Once changes have been made, Submit  send the email.



12. A list of print forms is selected from that will be attached to an email in PDF format. Select Report  opens an email form. The user, subject and message about the forms is entered.



13. Once the information is entered, Submit  sends the email.





The screenshot shows a Windows-style dialog box titled "Set Email Info...". It contains four text input fields for email metadata and a larger text area for the message body. The fields are pre-filled with the following text:

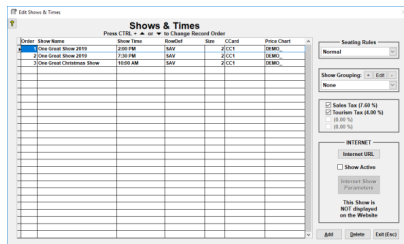
- Sent From: Mark Spitz
- Send To: marketo@gmail.com
- Subject: Groups Contract
- Message: Here is the text that goes with the email.<BR><BR><H2>Enjoy!

On the right side of the dialog, there are two buttons: "Submit" and "Cancel".



## 11. How to Create/Edit Shows and Times. Return to [Table of Contents](#). Return to [How To Table of Contents](#).

1. Go to [Main Menu](#).
2. Go to [Administration](#). 
3. Go to [Edit Shows & Times](#). 
4. Enter OK when all other operators are logged off.
5. Enter the position in the menu order the show is to appear.



**Menu Order:**

6. Enter the show name, as it will appear in the menu.

**Show Name:**

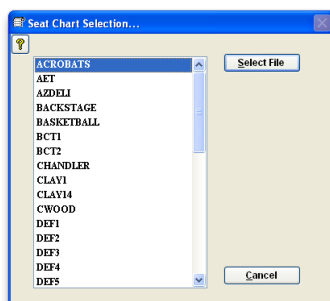
7. Enter the show time, as it will appear in the menu. Format is HH:MM AM/PM.

**Show Time:**

8. Choose the row definition file to be associated with the show.

**RowDef File:**

9. Choose the seat chart to be used with the show. Select File returns to the Show & Times form.



10. Confirm the appropriate screen size. This is pre-programmed by the Programmer when the seat chart is created.

Screen Size:

2

3=Large

11. Click in the CCard File box to open a list. Choose the credit card that is to be associated with the show from that list. Select Gateway returns to the Show & Times form.

CCard File:

dt

Credit Card Gateway Selection...

AZ  
CC1  
DT  
ELAYON  
I\_DEF1  
I\_DEFAZ  
M

Select Gateway

New

Delete

Cancel

12. Click in the Price Chart box to open a list. Choose the Price List that is to be associated with the show from that list. Select Gateway returns to the Show & Times form.

Price Chart:

DUTTO

Price List Selection...

ARIZO2010  
ARIZO2011  
CATNY2010  
CATSP2010  
DUTTO2010  
GEORG2010  
GEORG2011  
ISLAN2010  
MEALS2010  
STARL2012

Select List

New List

Delete List

Copy List

Cancel [Esc]

13. If "Open" is selected in the Seating Rules dropdown box, seating is unassigned and a progress bar will be displayed showing the number of seats/percentage of seating sold.

Seating Rules

Normal

14. Choose from a drop down menu box the names of show groupings that can be assigned to the currently displayed show.

Show Grouping:

+ Edit -

None

15. Choose the tax categories to be associated with the show.

<input checked="" type="checkbox"/>	Tourism (4.00 %)
<input checked="" type="checkbox"/>	Sales Tax (7.60 %)
<input type="checkbox"/>	Sales Tax Food (8.48 %)
<input type="checkbox"/>	Tourism Food (0.50 %)

16. Exit saves the changes and returns to the Main Menu.

## 12. How to Edit a Seating Chart. Return to [Table of Contents](#). Return to [How To Table of Contents](#).

1. Go to [Main Menu](#).

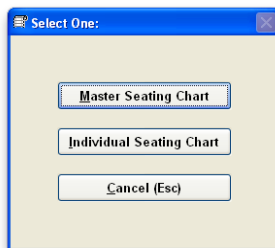
2. Go to [Administration](#).

4. Administration

3. Go to [Edit Seating Charts](#).

2 Edit Seating Charts

4. Select Edit Master Seating [Master Seating Chart](#) if you wish to make changes that affect multiple shows, show times, or dates. Select Individual Seating Chart [Individual Seating Chart](#) if you wish to make changes that affect only one show at one time and on one date.



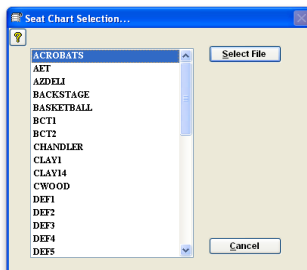
A. [Master Seating Chart](#) – Allows user to edit the layout of the theater seating chart for the purpose of creating an active seating chart.

B. [Individual Seating Chart](#) – Allows user to edit a seating chart for the purpose of editing for a single show. Go to Step 12.

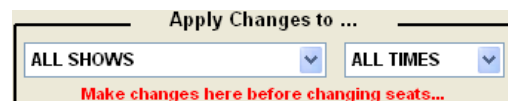
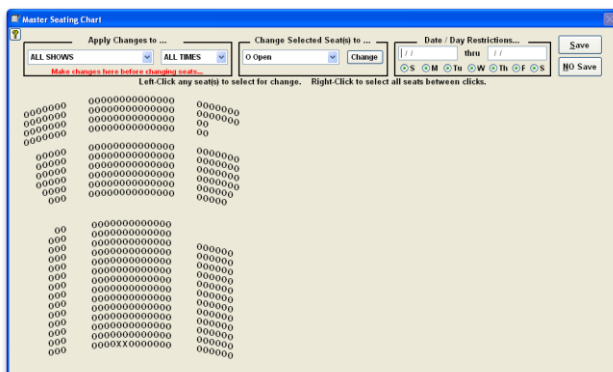
5. Select the desired seating chart from the Master Seat Chart list. Clicking “Select File”

[Select File](#)

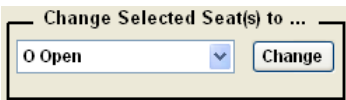
opens the Seating Chart Editor. Only shows that use the selected Seating Chart Layout can be affected by any changes.



6. In the Seating Chart Editor, select which shows and times to which you wish to apply the changes in the Apply Changes to... section.



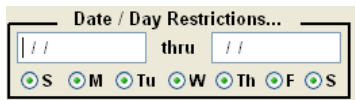
7. In the Seating Chart Editor, once the seats are selected, use the Change Selected Seat(s) to... drop down box to change the seat designation.



steps until all changes have been made.

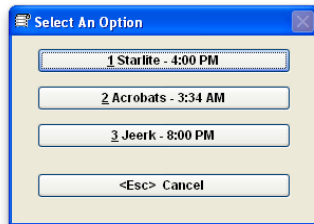
9. Clicking the “Change” button  initiates the action.

10. Enter the starting and ending date for the changes as well as which days of the week.

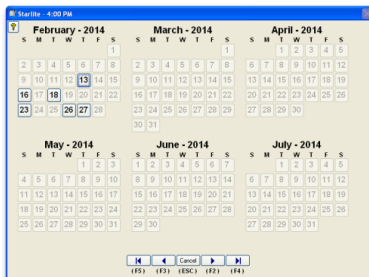


11. Click Save.  This saves changes and returns to Administration Menu.

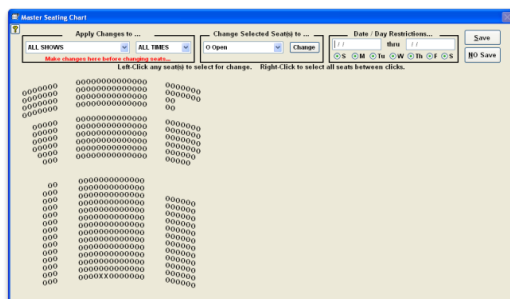
12. To make changes to an Individual Seating Chart, choose from the list of available shows. This opens the Show Calendar.




13. Choose the date from the Show Calendar. This opens the Seating Chart Editor.




14. In the Seating Chart Editor, choose the seats to be changed.




15. Once the seats are selected, use the Change Selected Seat(s) to... drop down box to change the seat designation. Choose the designation the seats are to be assigned. Click the Change button  to activate the changes.



16. Clicking the  button initiates the action.

17. Repeat the last three steps until all changes have been made.

18. Click "Exit"  to save all changes and return to Administration.

### 13. How to Modify the Seating on a Reservation. Return to [Table of Contents](#). Return to [How To Table of Contents](#).

1. Go to [Main Menu](#).

2. Go to [Recall Reservation](#).

2. Recall Reservation

3. Go to [Recall Reservation by Confirmation Number](#).

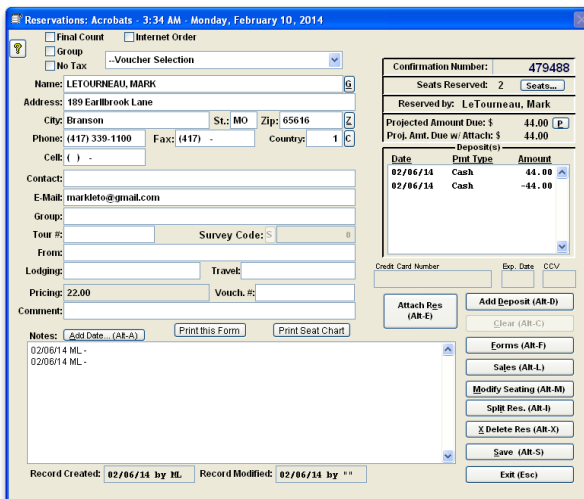
1 - Recall Reservation by Confirmation Number

Opens Confirmation # entry.

4. Enter Confirmation Number. Clicking Recall Reservation [Recall Reservation](#) opens Reservation Form.



A small dialog box titled "Recall Reservation by Confirmation Number:". It contains a text field labeled "Confirmation #:" and two buttons at the bottom: "Recall Reservation" and "Cancel (Esc)".



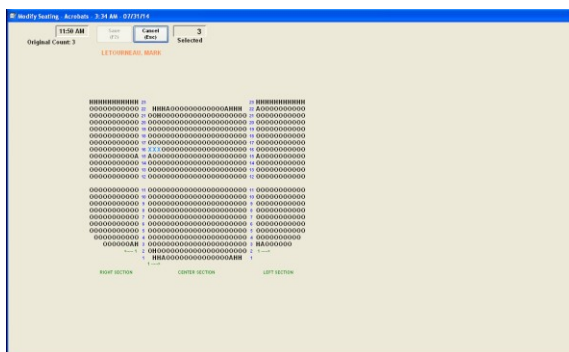
A screenshot of the "Reservations: Acrobats" window. The window is divided into several sections. On the left, there are fields for "Name", "Address", "City", "State", "Zip", "Phone", "Fax", "Country", "E-Mail", "Group", "Tour #", "From", "Lodging", "Pricing", and "Comment". On the right, there is a "Confirmation Number" field (479488), "Seats Reserved" (2), "Reserved by" (LeTourneau, Mark), "Projected Amount Due" (\$44.00), and "Proj. Amt. Due w/ Attach" (\$44.00). Below this is a table of deposits with columns "Date", "Print Type", and "Amount". The table shows two entries: "02/06/14" with "Cash" and "44.00", and "02/06/14" with "Cash" and "-44.00". At the bottom, there are buttons for "Attach Res (AR-E)", "Add Deposit (AR-D)", "Clear (AR-C)", "Forms (AR-F)", "Sales (AR-L)", "Modify Seating (AR-M)", "Split Res. (AR-I)", "Delete Res. (AR-X)", "Save (AR-S)", and "Exit (Esc)".

4. Click Modify Seating (Alt-M) -

Modify Seating (Alt-M)

Opens Modify Seating Chart to

allow seating assignments to be changed.

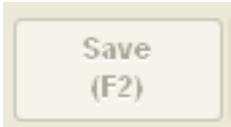


A screenshot of the "Modify Seating" window. The window shows a seating chart for "Acrobats" on "Monday, February 10, 2014". The chart is divided into three sections: "ROOF SECTION", "CENTER SECTION", and "LEFT SECTION". The seating chart is represented by a grid of letters and numbers, indicating the current seating arrangement. The window also shows the "Original Count: 3" and "Selected: 3".

5. Click on “X” to delete a seat. Click on “O” to add a seat to the Seating Chart.



6. Click Save to activate changes.





#### 14. How to Split a Reservation. Return to [Table of Contents](#). Return to [How To Table of Contents](#).

1. Go to [Main Menu](#).

2. Go to [Recall Reservation](#).

2. Recall Reservation

3. Go to [Recall Reservation by Confirmation Number](#).

1 - Recall Reservation by Confirmation Number

Opens Confirmation # entry.

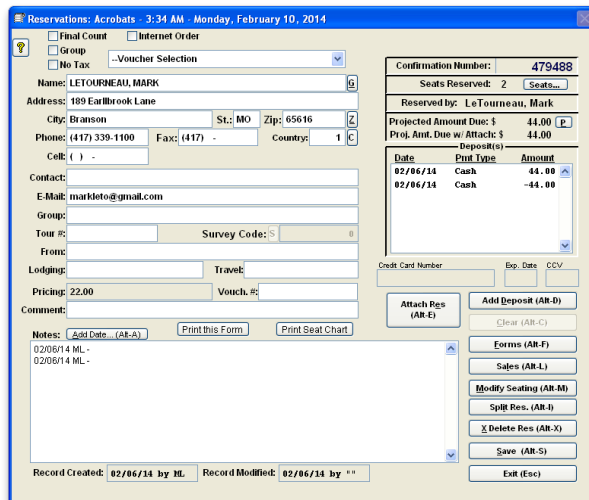
4. Enter Confirmation Number. Clicking Recall Reservation [Recall Reservation](#) opens Reservation Form.



Recall Reservation by Confirmation Number:

Confirmation #:

[Recall Reservation](#) [Cancel \(Esc\)](#)



Reservations: Acrobats - 3:34 AM - Monday, February 10, 2014

☐ Final Count ☐ Internet Order

☐ Group ☐ No Tax

Name: LETOURNEAU, MARK

Address: 189 Eastbrook Lane

City: Branson St.: MO Zip: 65616

Phone: (417) 339-1100 Fax: (417) - Country: 1

Cell: ( ) -

Contact:

E-Mail: marketo@gmail.com

Group:

Tour #:  Survey Code: 0

From:

Lodging:  Travel:

Pricing: 22.00 Vouch. #:

Comment:

Notes: [Add Note... \(Alt-A\)](#) [Print this Form](#) [Print Seat Chart](#)

02/06/14 ML -  
02/06/14 ML -

Record Created: 02/06/14 by ML Record Modified: 02/06/14 by "

Confirmation Number: 479488

Seats Reserved: 2 [Seats...](#)

Reserved by: LeTourneau, Mark

Projected Amount Due: \$ 44.00

Proj. Amt. Due w/ Attach: \$ 44.00

Date	Print Type	Amount
02/06/14	Cash	44.00
02/06/14	Cash	-44.00

Deposit(s)

Credit Card Number  Exp. Date  CVV

[Attach Res \(Alt-E\)](#) [Add Deposit \(Alt-D\)](#)

[Clear \(Alt-C\)](#)

[Forms \(Alt-F\)](#)

[Sales \(Alt-L\)](#)

[Modify Seating \(Alt-M\)](#)

[Split Res. \(Alt-I\)](#)

[Delete Res \(Alt-X\)](#)

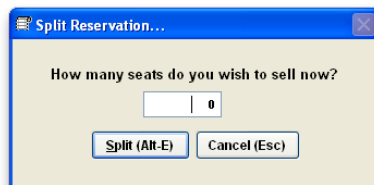
[Save \(Alt-S\)](#)

[Exit \(Esc\)](#)

5. Click Split Res (Alt-I) -

Split Res. (Alt-I)

This allows the seating to be separated into multiple reservations. Opens Number of Seats entry.



Split Reservation...

How many seats do you wish to sell now?

[Split \(Alt-E\)](#) [Cancel \(Esc\)](#)

6. Enter the number of seats to be split into a new reservation and click Split (Alt-E).

[Split \(Alt-E\)](#)

This creates a new confirmation number and opens a Price Chart. The original reservation contains the remaining seats.

7. The new confirmation/reservation appears in a new price chart and the sales procedure is followed, depending upon the origination of the reservation, whether FIT or non-FIT.

15. How to Delete a Reservation. Return to [Table of Contents](#). Return to [How To Table of Contents](#).

1. Go to [Main Menu](#).

2. Go to [Recall Reservation](#).

2. Recall Reservation

3. Go to [Recall Reservation by Confirmation Number](#).  
Opens Confirmation # entry.

1 - Recall Reservation by Confirmation Number

4. Enter Confirmation Number. Clicking Recall Reservation [Recall Reservation](#) opens Reservation Form.

A dialog box titled "Recall Reservation by Confirmation Number:". It contains a text input field labeled "Confirmation #:". Below the field are two buttons: "Recall Reservation" and "Cancel (Esc)".

A screenshot of the "Reservations: Acrobats" application window. The window title is "Reservations: Acrobats - 3:34 AM - Monday, February 10, 2014". The form contains various fields for reservation details, including Name (LETOURNEAU MARK), Address (189 Eastbrook Lane), City (Branson), State (MO), Zip (65616), Phone, Fax, Country, Email (marketo@gmail.com), Group, Tour #, From, Lodging, Pricing (22.00), Voucher #, and Comment. There is a "Notes" section with a list of dates. On the right, there is a "Confirmation Number" field (479488), "Seats Reserved" (2), "Reserved by" (LeTourneau, Mark), "Projected Amount Due" (\$44.00), and "Proj. Amt. Due w/ Attach" (\$44.00). Below this is a table of deposits with columns "Date", "Print Type", and "Amount". The table shows two entries: "02/06/14" with "Cash" and "44.00", and "02/06/14" with "Cash" and "-44.00". At the bottom right, there are several buttons: "Attach Res (Alt-E)", "Add Deposit (Alt-D)", "Clear (Alt-C)", "Forms (Alt-F)", "Sales (Alt-L)", "Modify Seating (Alt-M)", "Split Res. (Alt-I)", "Delete Res (Alt-X)", "Save (Alt-S)", and "Exit (Esc)".

5. Click Delete Res (Alt-X) -

X Delete Res (Alt-X)

This opens a query. "Yes" opens a verification password entry. "No" aborts the action.

A dialog box titled "CTS" with a question mark icon. The text inside says "You have clicked Delete. Do you wish to DELETE this Reservation?". There are two buttons: "Yes" and "No".

6. Enter the password. Submit

Submit

deletes the reservation and returns to the Seating Chart.

A dialog box titled "Enter Password". It contains a text input field for the password. Below the field are two buttons: "Submit" and "Cancel (Esc)".

## 16. How to Attach a Reservation. Return to [Table of Contents](#). Return to [How To Table of Contents](#).

1. Go to [Main Menu](#).

2. Go to [Recall Reservation](#).

2. Recall Reservation

3. Go to [Recall Reservation by Confirmation Number](#).

1 - Recall Reservation by Confirmation Number

Opens Confirmation # entry.

4. Enter Confirmation Number. Clicking Recall Reservation [Recall Reservation](#) opens Reservation Form.

A small dialog box titled "Recall Reservation by Confirmation Number:". It contains a text input field labeled "Confirmation #:". Below the field are two buttons: "Recall Reservation" and "Cancel (Esc)".

The main window of the "Reservations: Acrobats" application. It displays a reservation for "LeTourneau, Mark" with confirmation number 479488. The window includes fields for personal information, contact details, and a list of transactions. A sidebar on the right contains various action buttons like "Attach Res (Alt-E)", "Add Deposit (Alt-D)", "Clear (Alt-C)", "Forms (Alt-F)", "Sales (Alt-L)", "Modify Seating (Alt-M)", "Split Res. (Alt-I)", "Delete Res (Alt-X)", "Save (Alt-S)", and "Exit (Esc)".

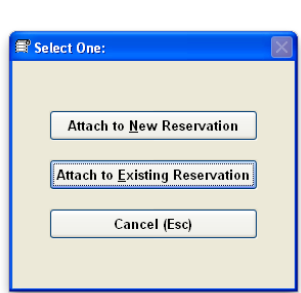
Attach Res  
(Alt-E)

5. Click Attach Res (Alt-E) –

This opens Reservations Attached to Confirmation # window.

A window titled "Reservations attached to Confirmation # 479509". It shows a list of reservations attached to the confirmation. The first entry is "479511 RFD - 8:00 PM - 07/23/14" with a price of "\$ 0.00". At the bottom, there are navigation buttons: "Add Reserv.", "1-1 of 1", and "Remove Res."

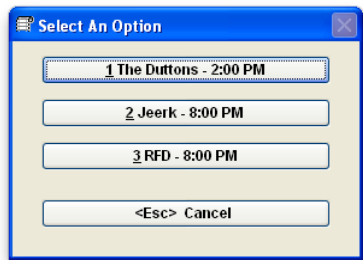
6. Click Add Reservation. **Add Reserv.** This opens Attach Options.



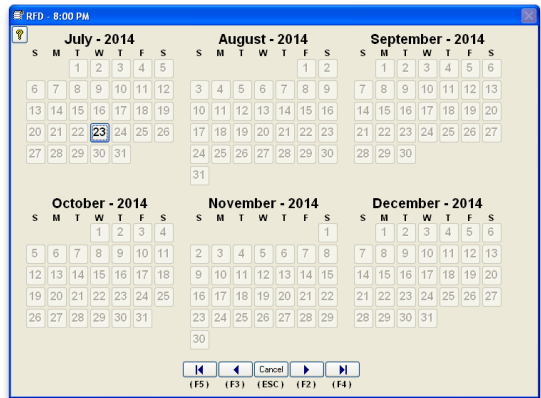
Option 1: Attach to New Reservations **Attach to New Reservation** opens Show Selection.

Option 2: Attach to Existing Reservation **Attach to Existing Reservation** opens a Confirmation Entry.

7. Click the appropriate Show Selection. This opens a Show Calendar.

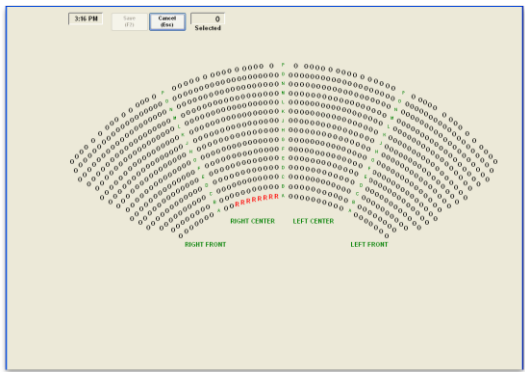



8. Select the date on the Show Calendar. This opens the Seating Chart.

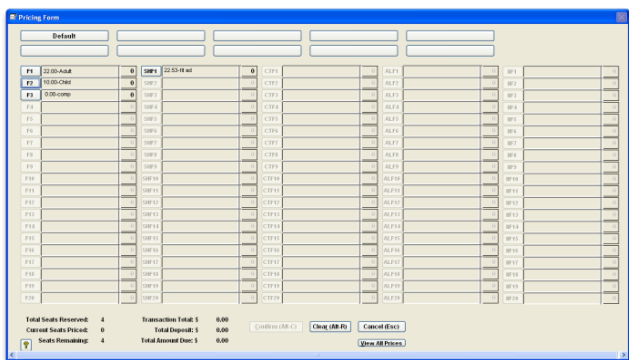


9. Select the seats by left clicking on the total number desired. Clicking Save (F2)

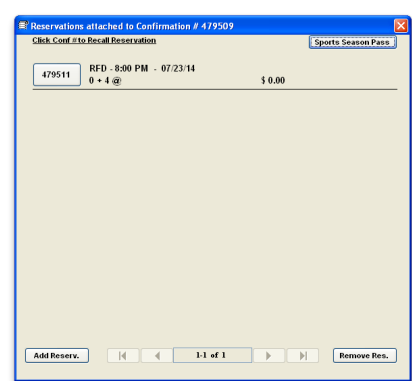
**Save (F2)** opens Ticket Price Chart.




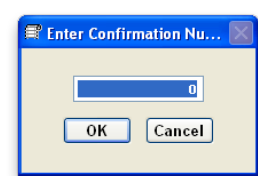
10. Select the appropriate ticket prices. Confirm (Alt-C)  returns to Attached Reservations List.

A screenshot of a 'Pricing Form' window. It features a grid with columns for item codes (e.g., P1, P2, P3), descriptions (e.g., 22.00-A44, 10.00-C44), quantities, and prices. At the bottom, there are summary fields for 'Total Seats Reserved', 'Current Seats Reserved', 'Seeds Remaining', 'Transaction Total', 'Total Expense', and 'Total Amount Due'. Buttons for 'Confirm (Alt-C)', 'Cancel (Esc)', and 'View All Prices' are visible.

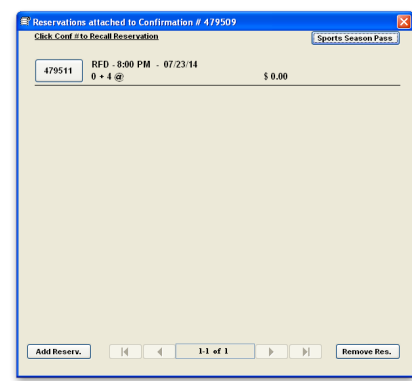
11. Once the attached reservation is confirmed, clicking the red “X” in the upper right corner closes the form.

A screenshot of a window titled 'Reservations attached to Confirmation # 479509'. It shows a reservation for 'RFD - 8:00 PM - 07/23/14' with a price of '\$ 0.00'. The window includes a 'Sports Season Pass' button and navigation controls at the bottom.

12. Option 2 opens Confirmation Number Entry. After entering the number, OK  returns to the Attached Reservations List.

A screenshot of a small dialog box titled 'Enter Confirmation Nu...'. It contains a text input field with the number '0' and two buttons: 'OK' and 'Cancel'.

11. Once the attached reservation is confirmed, clicking the red “X” in the upper right corner closes the form.

A screenshot of a window titled 'Reservations attached to Confirmation # 479509'. It shows a reservation for 'RFD - 8:00 PM - 07/23/14' with a price of '\$ 0.00'. The window includes a 'Sports Season Pass' button and navigation controls at the bottom.

17. How to Remove an Attached Reservation. Return to [Table of Contents](#). Return to [How To Table of Contents](#).

1. Go to [Main Menu](#).

2. Go to [Recall Reservation](#).

2. Recall Reservation

3. Go to [Recall Reservation by Confirmation Number](#).

1 - Recall Reservation by Confirmation Number

Opens Confirmation # entry.

4. Enter Confirmation Number. Clicking Recall Reservation

Recall Reservation

opens  
Reservation Form.

A small dialog box titled "Recall Reservation by Confirmation Number:". It contains a text input field labeled "Confirmation #:". Below the field are two buttons: "Recall Reservation" and "Cancel (Esc)".

A screenshot of the "Reservations: Acrobats" form. The form is titled "Reservations: Acrobats - 3:34 AM - Monday, February 10, 2014". It contains various fields for reservation details, including Name, Address, City, State, Zip, Phone, Fax, Country, E-Mail, Group, Tour #, Survey Code, Lodging, Travel, Pricing, and Vouch. #. There is also a section for "Confirmation Number" with the value 479488, "Seats Reserved" with the value 2, and "Reserved by" with the name LeTourneau, Mark. A table shows "Projected Amount Due" and "Proj. Amt. Due w/ Attach" for two dates: 02/06/14 and 02/06/14. The table has columns for "Date", "Pmt Type", and "Amount". The "Amount" column shows 44.00 for the first date and -44.00 for the second date. There are buttons for "Attach Res (Alt-E)", "Add Depos (Alt-D)", "Clear (Alt-C)", "Forms (Alt-F)", "Sales (Alt-L)", "Modify Seating (Alt-M)", "Split Res. (Alt-I)", "Delete Res (Alt-X)", "Save (Alt-S)", and "Exit (Esc)".

5. Click Attach Res (Alt-E) –

Attach Res  
(Alt-E)

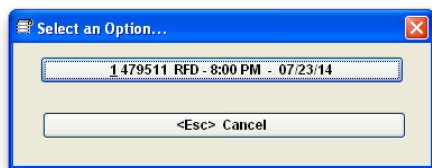
This opens Reservations Attached to Confirmation # window. Click Remove Res. button.

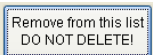
Remove Res.

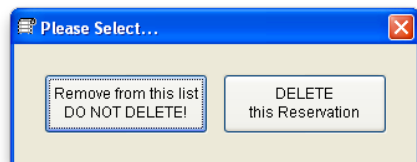
This opens a Show Name List.

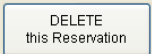
A screenshot of the "Reservations attached to Confirmation # 479509" window. The window has a title bar "Reservations attached to Confirmation # 479509" and a subtitle "Click Conf # to Recall Reservation". It contains a table with one row of data: "479511 RFD - 8:00 PM - 07/23/14 \$ 0.00". Below the table are buttons for "Add Reserv.", "Remove Res.", and a "Sports Season Pass" button. There are also navigation buttons at the bottom: "1-1 of 1".

6. Choosing the Show Name opens Remove Options.



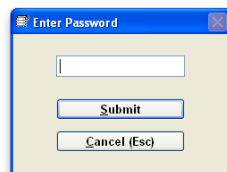
7. Choosing Remove from the List  detaches the reservation from the currently displayed reservation. This returns to the Attach Reservation form.



8. Choosing Delete the Reservation  removes the reservation from the attachment and deletes it. This will open a password entry. Password is required for this action to be completed.



9. Enter the password. Submit  returns to the Attach Reservation form.





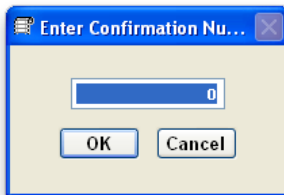
**18. How to Issue a Partial Refund. Return to [Table of Contents](#). Return to [How To Table of Contents](#).**

1. Go to [Main Menu](#).

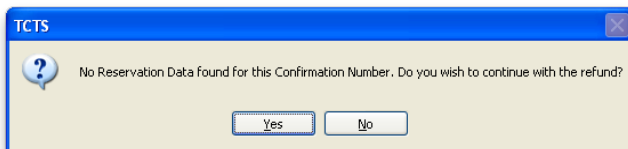
2. Go to [Refunds](#). 

3. Go to Refund Selected Seats. 

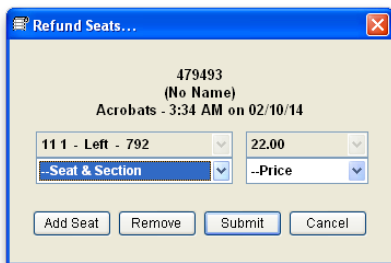
4. Enter the Confirmation Number. Click OK. This opens a Query.

A small dialog box titled "Enter Confirmation Nu..." with a text input field containing "0" and "OK" and "Cancel" buttons.

5. "Yes" opens Confirm Show/Confirmation. If No, the refund can be made without it being connected to a Confirmation Number.

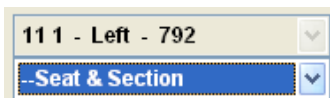
A dialog box titled "TCTS" with a question mark icon and the text "No Reservation Data found for this Confirmation Number. Do you wish to continue with the refund?" and "Yes" and "No" buttons.

6. Confirm Show/Confirmation information.

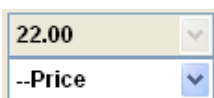
A dialog box titled "Refund Seats..." showing reservation details: "479493 (No Name) Acrobats - 3:34 AM on 02/10/14". It has two dropdown menus: "11 1 - Left - 792" and "22.00". Below them are "Add Seat", "Remove", "Submit", and "Cancel" buttons.

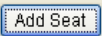
479493  
(No Name)  
Acrobats - 3:34 AM on 02/10/14

7. Select the seat and section from the drop down list.

A dropdown menu showing "11 1 - Left - 792" and a button labeled "--Seat & Section".

8. Select the price from a drop down list.

A dropdown menu showing "22.00" and a button labeled "--Price".

9. Seats may be added to the list of seats to be removed by highlighting the seats and clicking the Add Seat button. 

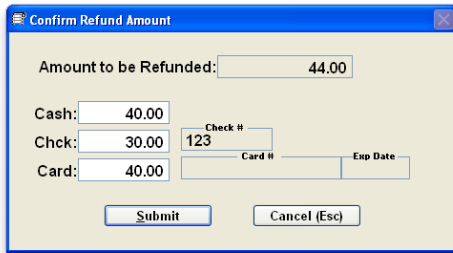
10. Seats may be removed to the list of seats to be removed by highlighting the seats and

clicking the Remove Seat button.

Remove

11. Click Submit  to open the Confirm Refund Amount.

12. Confirm the refund amount or adjust the refund amount or the refund type.



The 'Confirm Refund Amount' dialog box displays the following fields and values:

Field	Value
Amount to be Refunded:	44.00
Cash:	40.00
Chck:	30.00
Card:	40.00
Check #	123
Card #	
Exp Date	

Buttons:

Amount to be Refunded:

A. A cash refund can be made even if the payment amounts were a different type.

13. Clicking Submit  activates the refund.

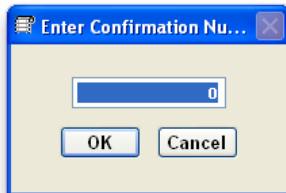
**19. How to Refund an Entire Sale. Return to [Table of Contents](#). Return to [How To Table of Contents](#).**

1. Go to [Main Menu](#).

2. Go to [Refunds](#). 

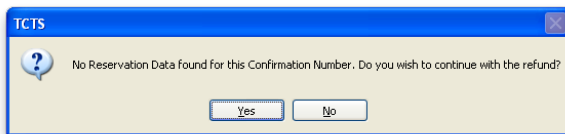
3. Go to Refund Entire Sale. 

4. Enter the confirmation number. Ok opens a Query.



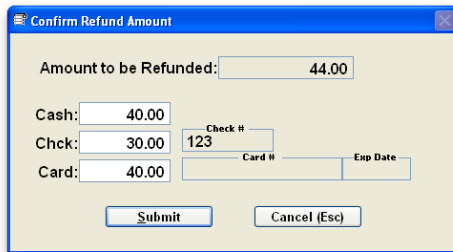
A small dialog box titled "Enter Confirmation Nu..." with a text input field containing the number "0". Below the input field are two buttons: "OK" and "Cancel".

5. "Yes" opens Confirm Show/Confirmation. If No, the refund can be made without it being connected to a Confirmation Number.



A dialog box titled "TCTS" with a question mark icon. The text inside says: "No Reservation Data found for this Confirmation Number. Do you wish to continue with the refund?". At the bottom are two buttons: "Yes" and "No".

6. Enter the refund amount in the type of payment to be refunded.



A dialog box titled "Confirm Refund Amount". It has a text input field for "Amount to be Refunded:" with the value "44.00". Below this are three rows of payment methods: "Cash:" with a value of "40.00", "Chck:" with a value of "30.00" and a "Check #" field containing "123", and "Card:" with a value of "40.00" and fields for "Card #" and "Exp Date". At the bottom are two buttons: "Submit" and "Cancel (Esc)".

Note: A cash refund option is always an option no matter what payment method was used.

7. Click Submit  to activate the refund and return to Main Menu.

20. How to Recall a Reservation. Return to [Table of Contents](#). Return to [How To Table of Contents](#).

There are three ways to Recall a Reservation. Each of these “How To’s” can be accessed through the links below.

1. [Recall Reservation by Confirmation Number](#).

**1 - Recall Reservation by Confirmation Number**

2. [Recall Reservation by Name and Address](#).

**2 - Recall Reservation by Name and Address**

3. [Recall Reservation by Group Information](#).

**3 - Recall Reservation by Group Information**

21. How to Add a New Show. Return to [Table of Contents](#). Return to [How To Table of Contents](#).

1. Go to [Main Menu](#).

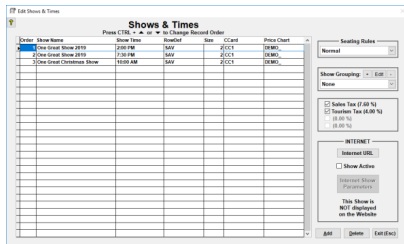
2. Go to [Administration](#).

4. Administration

3. Go to [Edit Shows & Times](#).

3 Edit Shows & Times

4. Click "Add."



5. Enter the Menu Order to establish the order the show is to be displayed. The default is the next number based upon previously established shows. The order can be rearranged here by entering the number in which this show is to appear.

**Menu Order:**

1

6. Enter the show name. (limit: 20 characters including spaces)

**Show Name:**

The Duttons

7. Enter the show time. The format is HH:MM AM/PM.


**Show Time:**

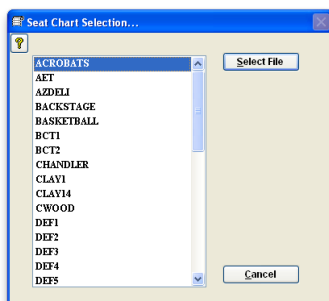
2:00 PM

8. Choose the RowDef (row definition) file to be associated with the show. This is the seating chart layout for the theater. Clicking in the box opens the Seating Chart List.

**RowDef File:**

def1

9. Choose the seat chart to be used with the show. Select File  returns to the Show & Times form.



10. Enter the Scrn (Screen) Size. If you don't know the screen size, complete the rest of the information, save the entry, then use the arrow buttons to find a show with the same RowDef File. If you need to change the size, navigate back to the Show & Time, click Edit, change the Scrn Size, then click Save.

Scrn Size:

2

3=Large

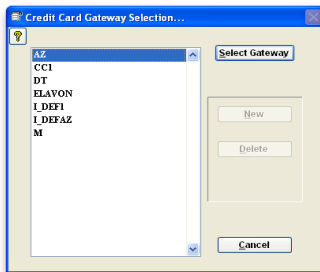
Or contact the Programmer for screen size. The screen variables are set for the specific system in specific venue.

11. Select the Credit Card File by clicking in the box and selecting the file name from a list. If you are not sure, please contact the programmer.

CCard File:

dt

12. Credit Card File list. Select Gateway **Select Gateway** returns to Seating Chart Editor.



A dialog box titled "Credit Card Gateway Selection...". It features a list box on the left containing the following items: AZ, CCI, DT, ELAVON, I\_DEF1, I\_DEFAZ, and M. To the right of the list box are three buttons: "Select Gateway", "New", and "Delete". At the bottom right of the dialog is a "Cancel" button.

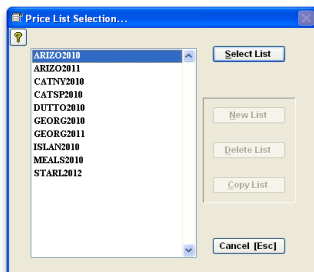
13. Select the Price Chart by clicking in the box and selecting the file name from a list.

Price Chart:

DUTTO

Click within the box and a list of price charts appears. DEFLT is the default if the system has only a single pricing chart.

14. Price Chart list. Select List **Select List** returns to the Seating Chart Editor.



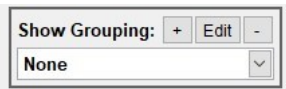
A dialog box titled "Price List Selection...". It features a list box on the left containing the following items: ARIZO2010, ARIZO2011, CATNY2010, CATSP2010, DUTTO2010, GEORG2010, GEORG2011, ISLAN2010, MEALS2010, and STARE2012. To the right of the list box are four buttons: "Select List", "New List", "Delete List", and "Copy List". At the bottom right of the dialog is a "Cancel [Esc]" button.

15. If "Open" is selected in the Seating Rules dropdown box, seating is unassigned and a progress bar will be displayed showing the number of seats/percentage of seating sold.

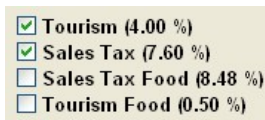
Seating Rules


Normal

16. If desired, select the appropriate Show Grouping. A drop down menu box appears with names of show groupings that can be assigned to the currently displayed show. This list can be edited, added to or deleted from. A new grouping may be created by clicking the "+" button. Save the new group by clicking the Save button.



17. Select the appropriate taxes by clicking in the checkbox next to the tax name (rate).



19. Click the Exit button  to save all changes and return to Administration Menu.

## 22. How to Move Sold Seats. Return to [Table of Contents](#). Return to [How To Table of Contents](#).

1. Go to [Main Menu](#).

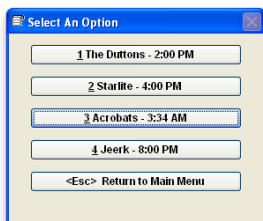
2. Go to [Ticket Sales/Reservations](#).

1. Ticket Sales / Reservations

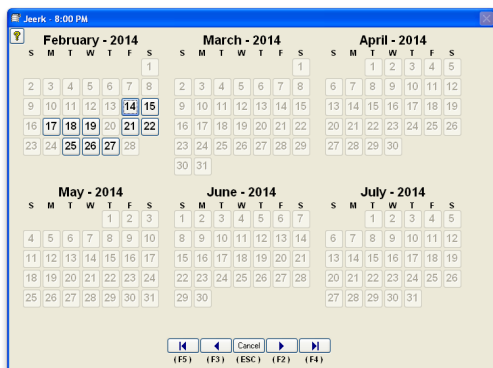
3. Go to [Select Show with Time then Date](#).


1 Select Show with Time then Date

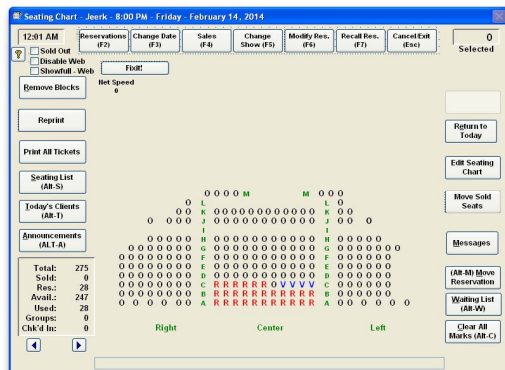
4. Select the Show with Time that the customer wants the seats moved to. This may be the same show or another date. This opens the Calendar.



5. Choose the Date on the Calendar. This may be the same date or another date. This opens the [Seating Chart](#).

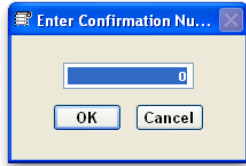


6. Choose the seats the customer desires by clicking on the “O”. Any other lettered seat is unavailable. Click the Move Sold Seats button.  This opens the Confirmation Number Entry.

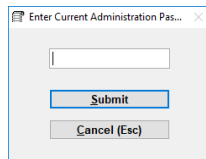




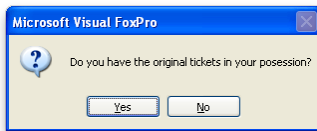
7. Enter the Confirmation Number. Ok  opens a Query.



8. If switching to a different show, an administrative password is required.  moves sold seats, prints tickets and returns to the Seating Chart.



9. "Yes"  moves sold seats and prints tickets. No opens Query 2.



9. "Yes"  moves sold seats, prints tickets and returns to the Seating Chart.



## 23. How to Move a Reservation. Return to [Table of Contents](#). Return to [How To Table of Contents](#).

1. Go to [Main Menu](#).

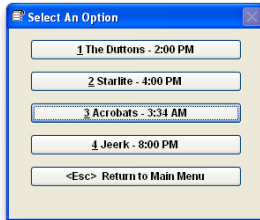
2. Go to [Ticket Sales/Reservations](#).

1. Ticket Sales / Reservations

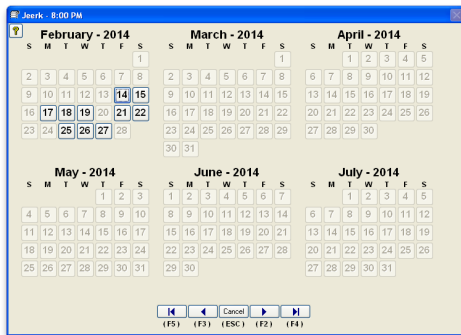
3. Go to [Select Show with Time then Date](#).

1 Select Show with Time then Date

4. Select the Show with Time that the customer wants the seats moved to. This may be the same show or another date. This opens the Calendar.

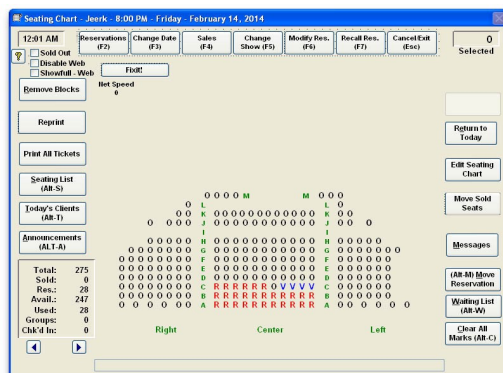


5. Choose the Date on the Calendar. This may be the same date or another date. This opens the Seating Chart.



6. Choose the seats the customer desires by clicking on the "O". Any other lettered seat is unavailable. Click the "Move Reservation" button.


(Alt-M) Move  
Reservation



7. This opens the Confirmation Number Entry. Click the Move Reservation button. This opens Reservation Confirmation.

Move Reservation



8. Reservation Confirmation. Clicking Move Reservation  completes the action and returns to the Seating Chart.

<input type="checkbox"/> Is Group	
<input type="checkbox"/> No Tax	Voucher:
Name: <b>LEYOUNGNEAU, MARK</b>	
Address: <b>189 Earllbrook Lane</b>	
City: <b>Branson</b>	St.: <b>MO</b>
Phone: <b>(417) 339-1100</b>	Fax: <b>(417) -</b>
Zip: <b>65616</b>	Country: <b>1</b>
Contact:	
Group:	
Tour #:	Reservation Code: <b>0</b>
From:	
Lodging:	
Comment: <b>0.00</b>	
Comment:	
Notes:	
(02/06/14 ML - 02/06/14 ML -	
Record Created: <b>02/06/14 by ML</b>	
Record Modified: <b>02/20/14 by ML</b>	

## 24. How to Add a New User. Return to [Table of Contents](#). Return to [How To Table of Contents](#).

1. Go to [Main Menu](#).

2. Go to [Administration](#).

4. Administration

3. Go to Operator Codes -

5 Operator Codes

Allows administrator to limit access to the operators on the system.

4. Click New **New** to add a new operator. This creates a blank screen. The following information can be entered.

4-1. User ID must be a unique number up to four (4) digits long.

4-2. Name – User Information

4-3. Password – User Information

4-4. Email – User Information. If an email is attached, a message will come via email and not the internal messaging system.

4-5. Check Boxes – The permissions that are allowed for this user are checked.

4-6. Reports Restriction – If the user must be restricted from other limitations, contact the Programmer.

4-7. Also Restrict Reservations – If the user must be restricted from other limitations, contact the Programmer.

5. Once “New” is clicked the button reverts to “Save.” Click the Save **Save** button to activate the new user.

25. How to Create a Pricing Chart. Return to [Table of Contents](#). Return to [How To Table of Contents](#).

1. Go to [Main Menu](#).

2. Go to [Administration](#).



3. Go to Edit Ticket Prices -

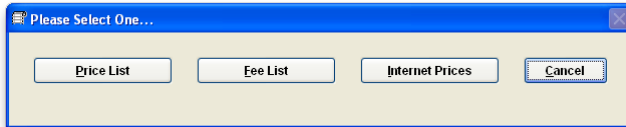


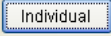

This opens Price Selector.

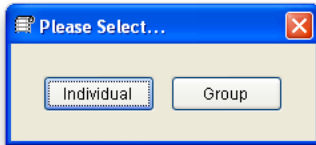
4. Click Price List.



This opens List Query if the system is set to split Individual and Group Prices. Otherwise it opens the Price Chart List.



5. If necessary, choose either Individual  or Group  from the options. The procedure is the same for each list.

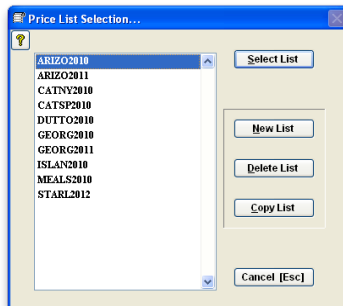



6. The next button to click is grayed out until the user presses Alt-F9.

7. Click New List.



This opens the form to title the Price List.

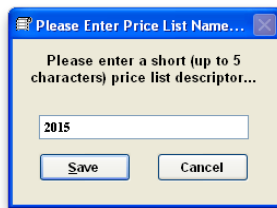


8. Title the Price List by choosing a unique 5 letter identifier or choose from the list of previously enters identifiers. Save  opens the next part of the unique name of the Price List.



9. Enter a unique set of letters or numbers, usually the year the show is active.



Save  opens the date entry for the show duration.




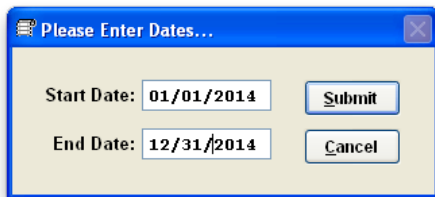
Please Enter Price List Name...

Please enter a short (up to 5 characters) price list descriptor...


2015


 

10. Enter the start and end date for the duration of the Price List. Submit  opens the Price List Editor.

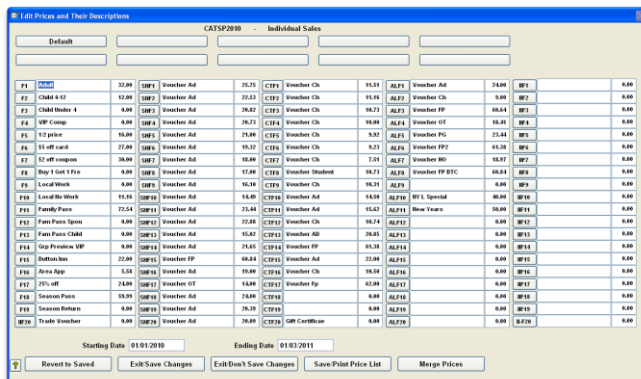


Please Enter Dates...

Start Date: 01/01/2014 

End Date: 12/31/2014 

11. Click the upper left button to activate the Ticket Price List. Multiple lists may be generated as needed.




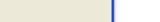



Edit Prices and Their Descriptions

CATSP2010 - Individual Sales

Code	Description	Price	Code	Description	Price	Code	Description	Price	Code	Description	Price
F1	Adult	32.00	SP1	Voucher Ad	25.25	CP1	Voucher Ch	15.51	ALF1	Voucher Ad	24.00
F2	Child 4-12	12.00	SP2	Voucher Ad	22.25	CP2	Voucher Ch	15.51	ALF2	Voucher Ch	9.00
F3	Child Under 4	0.00	SP3	Voucher Ad	20.25	CP3	Voucher Ch	15.51	ALF3	Voucher PP	10.00
F4	VIP Comp	0.00	SP4	Voucher Ad	20.25	CP4	Voucher Ch	15.51	ALF4	Voucher OT	10.00
F5	1/2 price	16.00	SP5	Voucher Ad	21.00	CP5	Voucher Ch	15.51	ALF5	Voucher PG	21.00
F6	1/2 off card	27.00	SP6	Voucher Ad	19.25	CP6	Voucher Ch	15.51	ALF6	Voucher PP2	15.00
F7	1/2 off coupon	24.00	SP7	Voucher Ad	16.00	CP7	Voucher Ch	7.51	ALF7	Voucher PP	10.00
F8	Buy 1 Get 1 Free	0.00	SP8	Voucher Ad	17.00	CP8	Voucher Student	10.71	ALF8	Voucher PP BIC	10.00
F9	Local Work	0.00	SP9	Voucher Ad	16.00	CP9	Voucher Ch	15.51	ALF9		0.00
F10	Local No Work	11.00	SP10	Voucher Ad	14.00	CP10	Voucher Ad	14.51	ALF10	W/L Special	0.00
F11	Family Pass	22.50	SP11	Voucher Ad	21.00	CP11	Voucher Ad	15.51	ALF11	New Years	0.00
F12	Fun Pass 1st	0.00	SP12	Voucher Ad	21.00	CP12	Voucher Ch	15.51	ALF12		0.00
F13	Fun Pass Child	0.00	SP13	Voucher Ad	15.00	CP13	Voucher Ad	24.51	ALF13		0.00
F14	Fun Pass 1st	0.00	SP14	Voucher Ad	21.00	CP14	Voucher PP	15.51	ALF14		0.00
F15	Fun Pass 2nd	22.00	SP15	Voucher PP	16.00	CP15	Voucher Ad	22.00	ALF15		0.00
F16	Fun Pass	1.00	SP16	Voucher Ad	16.00	CP16	Voucher Ch	15.51	ALF16		0.00
F17	25% off	24.00	SP17	Voucher OT	14.00	CP17	Voucher Sp	10.00	ALF17		0.00
F18	Season Pass	10.00	SP18	Voucher Ad	24.00	CP18		0.00	ALF18		0.00
F19	Season Return	0.00	SP19	Voucher Ad	25.25	CP19		0.00	ALF19		0.00
F20	Trade Voucher	0.00	SP20	Voucher Ad	16.00	CP20	Gift Certificate	0.00	ALF20		0.00

Starting Date: 01/01/2010 Ending Date: 01/03/2011


12. Enter the description and the price for each ticket to be offered.

F1	Adult	32.00
F2	Child 4-12	12.00
F3	Child Under 4	0.00
F4	VIP Comp	0.00
F5	1/2 price	16.00

13. Enter the Start and End Dates.

Starting Date  Ending Date

14. When all ticket prices are entered, clicking Exit/Save Changes saves the Price List and returns to [Administration](#).



## 26. How to Edit a Pricing Chart. Return to [Table of Contents](#). Return to [How To Table of Contents](#).

1. Go to [Main Menu](#).

2. Go to [Administration](#).

4. Administration

3. Go to Edit Ticket Prices -

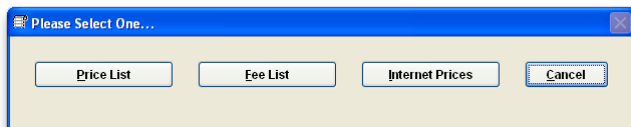
8 Edit Ticket Prices

This opens Price Selector.

4. Click Price List.

Price List

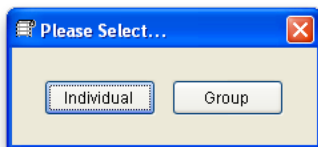
This opens List Query if the system is set to split Individual and Group Prices. Otherwise it opens the Price Chart List.



5. If necessary, choose either Individual or Group from the options. The procedure is the same for each list.

Individual

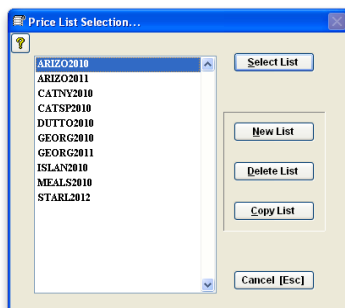
Group



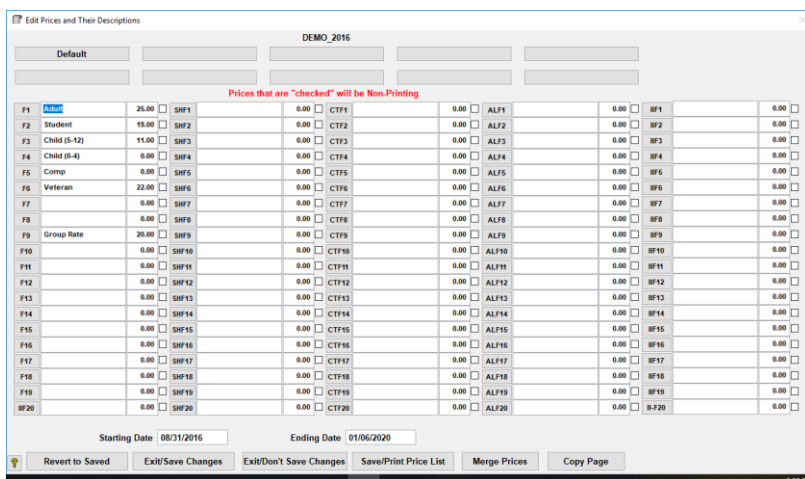
6. Click Select List.

Select List

This opens the Price List.



11. Click the desired Ticket Price List. Opens list.



12. Make necessary edits to ticket descriptions or prices.

F1	Adult	32.00
F2	Child 4-12	12.00
F3	Child Under 4	0.00
F4	VIP Comp	0.00
F5	1/2 price	16.00

13. Edit the Start and End Dates, if necessary.

Starting Date 01/01/2010

Ending Date 01/03/2011

14. When all changes have been made, clicking Exit/Save Changes saves the Price List and returns to [Administration](#).

Exit/Save Changes



## 27. How to Add/Edit a Notification. Return to [Table of Contents](#). Return to [How To Table of Contents](#).

1. Go to [Main Menu](#).

2. Go to [Administration](#).



3. Go to Notifications -

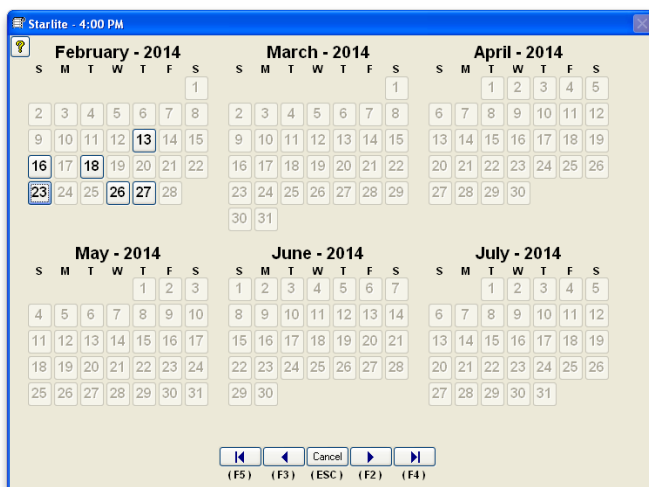


This opens a Show List.

4. Click on the show to which the Notification is to be linked and opens a Show Calendar.

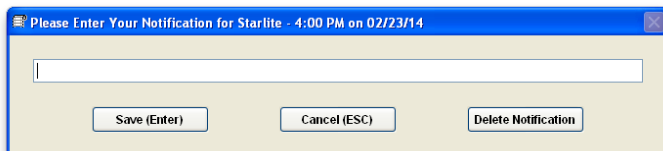


5. Click the date of the show to which the notification is to be attached.



6. Type the note into the box. Click Save (Enter) to save the notification and return to Administration. Cancel (Esc) discards changes and returns to

Administration. Delete Notification deletes any notification previously entered on that date and returns to Administration.



7. The Notification appears at the bottom of the Seating Chart for that Show, Time and Date selected. See [Seating Chart](#).

28. How to Change Tax Rates. Return to [Table of Contents](#). Return to [How To Table of Contents](#).

1. Go to [Main Menu](#).


2. Go to [Administration](#).

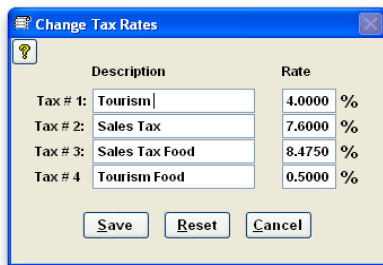
4. Administration

3. Go to Change Tax Rates –  
Editor.

2 Change Tax Rates

Opens Tax Rate

4. Enter a description or title to each tax rate Tax Rate Editor. Then enter the percentage rate for each tax rate. Note: Any field left blank will not be available to the user in choosing rates. Click  to save the information entered and return to the Utilities Menu.



The image shows a 'Change Tax Rates' dialog box with a table of tax rates. The table has two columns: 'Description' and 'Rate'. There are four rows of data. At the bottom of the dialog are three buttons: 'Save', 'Reset', and 'Cancel'.

	Description	Rate
Tax # 1:	Tourism	4.0000 %
Tax # 2:	Sales Tax	7.6000 %
Tax # 3:	Sales Tax Food	8.4750 %
Tax # 4:	Tourism Food	0.5000 %

Buttons: Save, Reset, Cancel

## 29. How to Add/Edit Survey Codes. Return to [Table of Contents](#). Return to [How To Table of Contents](#).

1. Go to [Main Menu](#).

2. Go to [Administration](#).

4. Administration

3. Go to Survey Codes.

3 Survey Codes

Survey Codes.

Allows administrator to modify

1. [Main Headings Bar](#) –

2. [Main Heading Designation](#) –

3. [Sub-Headings](#) –

4. [Codes](#) –

5. [Save and Exit](#) –

6. [Revert](#) –

7. [Cancel \(No Save\)](#) - Return to [Utility Programs](#).

8. [Print List](#) -

4. Click on a Main Heading. This displays a list of Sub Headings.

Allows grouping of codes. The title of the

5. Click on a Sub Heading. This displays a list of codes Final Headings.

6. Click in a blank box to add a Survey Code. Click on an existing Survey Code to edit.

7. Click Save and Exit

Save and Exit

to save all changes and additions and return to Utility Programs. Click on Revert

Revert

to discard all changes and refresh to the last saved code list. Click Cancel (No Save)

Cancel (No Save)

and return to Utility Programs. Click Print List

Print List

to open Printer Selection window and print the list of all Survey Codes.

30. How to Reprint Credit Card Receipts. Return to [Table of Contents](#). Return to [How To Table of Contents](#).

1. Go to [Main Menu](#).

2. Go to [Administration](#).

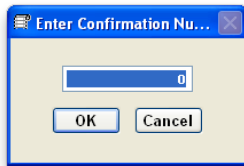


3. Go to Reprint Credit Card Receipts.



Opens Confirmation Number Entry.

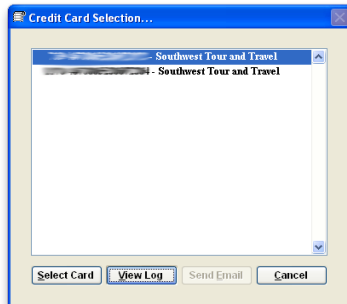
4. Enter the confirmation number that is attached to the credit card. OK opens the Credit Card List.



5. Highlight the card number and click Select Card.



The tickets print and returns to Administration.



31. How to Reindex/Compress Databases. Return to [Table of Contents](#). Return to [How To Table of Contents](#).

1. Go to [Main Menu](#).

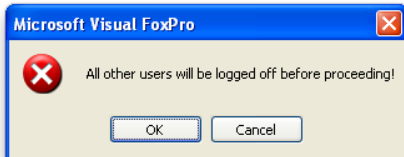
2. Go to [Administration](#).

4. Administration

3. Go to Reindex/Compress Databases.

5 Reindex/Compress Databases

4. Clicking the Reindex button opens a warning note.



5. Clicking OK  forces all users to exit TCTS and starts a 45 second countdown and then initiates file maintenance. Upon completion the screen will return to Utility Programs.

### 32. How to Add/Edit the Coupon List. Return to [Table of Contents](#). Return to [How To Table of Contents](#).

1. Go to [Main Menu](#).

2. Go to [Administration](#).

4. Administration

3. Go to Coupon Administration –

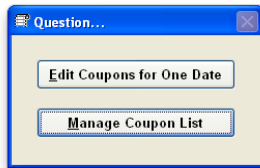
6 Coupon Administration

Opens List Options.

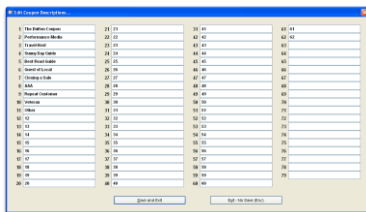
4. Click Manage Coupon List.

Manage Coupon List

This opens Manage Coupon List.



5. Type in coupon name to add a coupon or highlight a coupon to edit.



6. Click Save and Exit.

Save and Exit

This saves the changes and returns to Utility Programs.

### 33. How to Add/Edit Comp List. Return to [Table of Contents](#). Return to [How To Table of Contents](#).

1. Go to [Main Menu](#).

2. Go to [Administration](#).



3. Go to Edit Comp List.

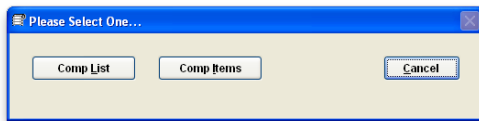


Opens Comp Options.

4. Click on Comp Item.



Comp Items opens the comp item form.

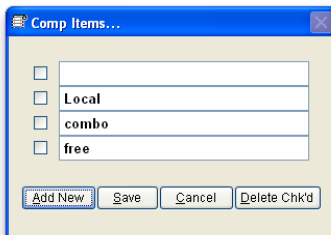


5. Click a check box ☐ Local for any Comp Items to be deleted.

Click Delete Chk'd to delete a comp.



6. Click Add New to open a blank field to add a new comp item. Type the description of the comp in the blank field. Click Save to add the comp to the Comp List, saves all changes and return to Utilities Menu.



**34. How to Add/Edit Seat Block Descriptions. Return to [Table of Contents](#). Return to [How To Table of Contents](#).**

1. Go to [Main Menu](#).

2. Go to [Administration](#).

4. Administration

3. Go to Seat Block Descriptions. Opens Seat Chart Blocks.

9 Seat Block Descriptions

Opens Seat Chart Blocks.

4. Type the Seat Block description in an open field or edit an existing description.



5. Click the color button to the right of the description and choose the color for the Seat Block from the standard Windows® color screen. The seat block description will be displayed in that color.

6. Click the Save & Exit button

Save & Exit

to save changes and return to Utility Programs.



**35. How to Close Shows. Return to [Table of Contents](#). Return to [How To Table of Contents](#).**

1. Go to [Main Menu](#).

2. Go to [Administration](#).

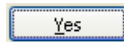


3. Go to Close Shows.

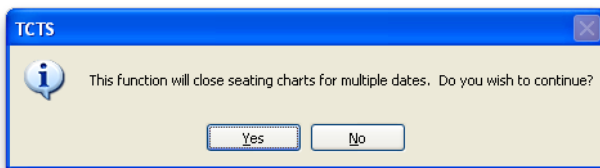



Opens the Action Confirmation Query.

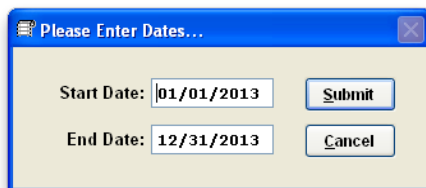
4. Click Yes



to continue closing shows. This opens a Date Range. Note: Any unused deposits assigned to that date does not allow the closing and any unsold reservations are deleted by the closing.



5. Enter the Start and End dates for the shows to be closed. Click Submit  to activate the process and return to Utility Programs.



**36. How to Create a Statement Charge. Return to [Table of Contents](#). Return to [How To Table of Contents](#).**

1. Go to [Main Menu](#).

2. Go to [Administration](#).



3. Go to Accounts Receivable.

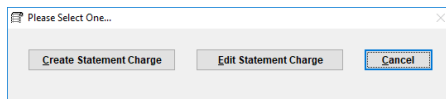


4. Go to Create Statement Charge.

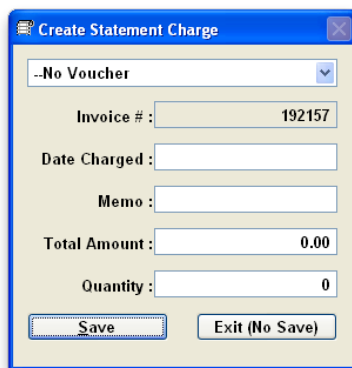


Opens a Statement Charge.

5. Choose to Create, Edit or Cancel.



6. Create Statement Charge window opens to create a debit memo for a FIT via statement charge.

A window titled "Create Statement Charge" with a blue title bar. It contains several fields: a dropdown menu for "Voucher" with "--No Voucher" selected; an "Invoice #" field with the value "192157"; a "Date Charged" field; a "Memo" field; a "Total Amount" field with the value "0.00"; and a "Quantity" field with the value "0". At the bottom are two buttons: "Save" and "Exit (No Save)".

5-1. Select the FIT to be charged from the drop down list.

5-2. The Invoice # is auto-generated by the system.

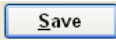
5-3. The Date Charged defaults to today's date.

5-4. The Memo field is for an explanation of the statement charge as to why the charge is being made outside of the sales window.

5-5. Manually enter the Total Amount of the charge.

5-6. The quantity is the number of seats based upon how many seats are affected by the charge.

Note: If any entry is blank the window will not save but will open a dialogue box to requiring input into the blank field(s).

7. Click Save  to create the charge based upon the data and return screen to the Accounts Receivable menu.

**37. How to Enter Payments Received from FITs.** Return to [Table of Contents](#). Return to [How To Table of Contents](#).

1. Go to [Main Menu](#).

2. Go to [Administration](#).

3. Go to *Accounts Receivable*.

- #### 4. Go to Payments.

5. Click Enter Payments.

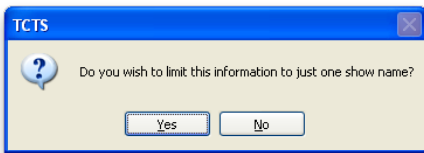


1. Enter Payments allows payments to be applied to an FIT invoice.

2. Edit Payments allows the user to edit a previously entered payment.

3. Cancel <Esc> - Returns to the to [Accounts Receivable menu](#).

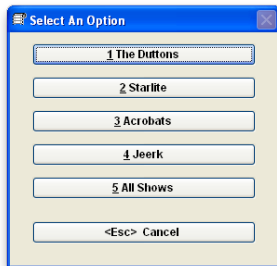
- ## 6. Clicking Yes



1. Yes – Opens One Show Name Option.

2. No - an Accounts Receivable payments window opens. Go to [AR Payments](#). Go to [AR Payments](#). for further detail.

7. Click on the desired Show. This opens Accounts Receivable Payments.



8. To finalize the entry of the Accounts Receivable Payments, go to [How to Complete an Accounts Receivable Payment](#).

[illegible]

### 38. How to Edit Payments Received from FITs. Return to [Table of Contents](#). Return to [How To Table of Contents](#).

1. Go to [Main Menu](#).

2. Go to [Administration](#).

4. Administration

3. Go to Accounts Receivable.

7 Accounts Receivable

4. Go to Payments.

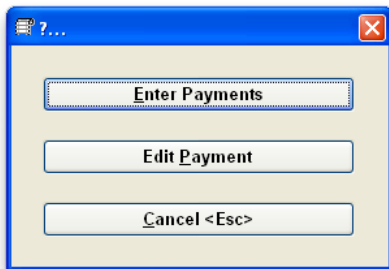
Payments

Opens Payment Options.

5. Click Edit Payments.

Edit Payment

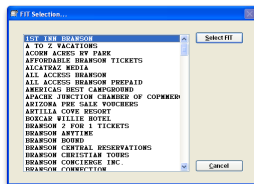
This opens FIT List.



6. Click on the FIT to be edited. Select FIT

Select FIT

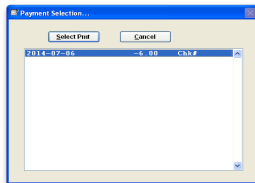
opens FIT Payment Selection.



7. Click on the FIT payment to be edited. Click Select Pmt

Select Pmt

open to Accounts Receivable Payment.



1. Choose the FIT the payment is to be edited against.
2. Select Pmt – Go to [AR Payments](#) for further detail.
3. Cancel – Returns to [Accounts Receivable Menu](#)

8. To finalize the edit to the Accounts Receivable Payments, go to [How to Complete an Accounts Receivable Payment](#).

Date	Show	Inc. #	Conf. #	Vouch. #	Name	Credit Post.	Original Amt.	Amount Due	Payment
09/20/2014	The Dutton	221420	607046	141217	214, 215 - Douglas, Shari		72.00	72.00	
09/20/2014	The Dutton	221499	607063	141211	210, 209, 208 - Koenen, Karen		72.00	72.00	
09/20/2014	George Dee	221481	607070	140267	Schulz, Diane		62.00	62.00	
09/20/2014	The Dutton	221500	607170	141231	One, Elm		18.00	18.00	
09/20/2014	The Dutton	221519	607185	141235	141234 - Cummings, Lary		36.00	36.00	
09/20/2014	The Dutton	221520	607185	141237	141238 - Phelan, Fran		36.00	36.00	
09/20/2014	The Dutton	221527	607185	141195-94-93-92	Latham, Ruby		72.00	72.00	
09/20/2014	The Dutton	221528	607185	141155	141154 - Moore, Louise		36.00	36.00	
09/20/2014	The Dutton	221534	607185	141245-44	Proffers, Anna		36.00	36.00	
09/20/2014	George Dee	221562	607260	140262	Clifton, Charley		31.00	31.00	
09/20/2014	The Dutton	221565	607270	141249-48	Unlabeled, Frank		36.00	36.00	
09/20/2014	The Dutton	221570	607271	141237	Mink, Terry		36.00	36.00	
09/20/2014	The Dutton	221576	607274	141236-235	Henderson, Chuck		36.00	36.00	
09/20/2014	The Dutton	221580	607280	141232	Clifton, Lary		36.00	36.00	
09/20/2014	The Dutton	221581	607277	141247	Pugh, Dean		36.00	36.00	
09/20/2014	The Dutton	221584	607278	141251-50	Paterson, Jan		36.00	36.00	
09/20/2014	George Dee	221589	607280	140268-267	Paterson, Jan		31.00	31.00	
09/20/2014	The Dutton	221589	607281	141230	Bicker, Edward		36.00	36.00	
09/20/2014	The Dutton	221600	607285	141241	Wardell, Ron		72.00	72.00	
09/20/2014	The Dutton	221604	607286	141242-223	Faulstich, Danny		36.00	36.00	
09/20/2014	The Dutton	221615	607291	141233	Re, Bruce		72.00	72.00	
09/20/2014	The Dutton	221623	607227	141258	Moore, Iris		108.00	108.00	
09/20/2014	The Dutton	221624	607230	141243-242	Vaughn, Milan		36.00	36.00	
09/20/2014	The Dutton	221642	607237	141255	Hallgren, Ann		36.00	36.00	

### 39. How to Print Statements. Return to [Table of Contents](#). Return to [How To Table of Contents](#).

1. Go to [Main Menu](#).

2. Go to [Administration](#).

4. Administration

3. Go to Accounts Receivable.

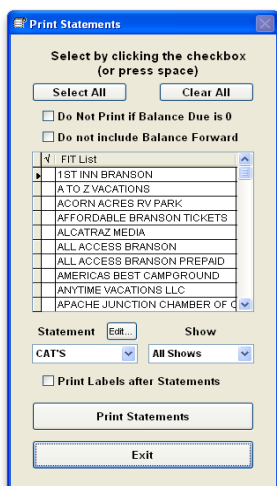
7. Accounts Receivable

4. Go to Print Statements.

3. Print Statements

5. Click Print Statements [Print Statements](#) to open Print Statement List. Click Statement Report

6. Print Statements.



6-1. Click Select All [Select All](#) FITs to have all statements printed.

6-2. Click Clear All [Clear All](#) to deselect all FITs.

6-3. Check “Do Not Print if Balance Due is (0)” to not print a statement if there is no balance due.

6-4. Check “Do Not Include Balance Forward” for the statement to not include the balance forward in the statement.

6-5. Statement. Choose one of a multiple of statements that may be available for shows. A drop down list is available to choose from.

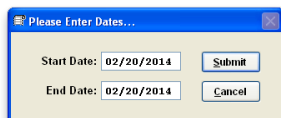
6-6. Statement Edit. [Statement Edit...](#) Use only if instructed by Programmer

6-7. Show. Select from a drop down list of all shows, individual shows or a customized list.

6-8. Check Print Labels after Statements to confirm print choice. Prints the labels for the statements that are printed.

6-9. Click Print Statements to open Statement Report Date Range .

7. Enter the start and end dates for the desired statements. Submit [Submit](#) sends the statements to Print Preview for printing.



40. How to Complete an Accounts Receivable Payment. Return to [Table of Contents](#).  
Return to [How To Table of Contents](#).

- 1. When coming from Enter Payments Received from FITs:
  - 1-1. Select the FIT from the drop down list in the upper left of the form. This will populate the lower section of the form with invoices to be paid.
  - 1-2. Confirm the Date Paid, the default is the current date.
  - 1-3. Enter the Amount Paid.
  - 1-4. Select the Payment Type from the drop down list. Additional information will be required and will appear under the payment type. This may include check number, credit card information note, or memo information.
    - If Chck is selected, a check number is requested beneath the payment type.
    - If Card is selected, the information will not be required until the payment is Saved.
    - If Memo is selected, a memo field opens to input the reason for the credit memo.

Note: Payment type cannot be selected until a payment amount is entered.

2. When coming from Edit Payments Received from FITs, the upper section will be auto filled from the payment information and is uneditable. The invoices that have been previously selected will be marked with a check. To make changes to the application of the payment, uncheck undesired invoice and check desired invoice to apply the payment.

Payment Window


- 3. Click Auto-Select ☐ **Auto-Select** to automatically select the first invoice on the list and apply a full payment to that and subsequent invoices until the payment amount is exhausted.
- 4. Click Clear  unselects all invoices and recalculates all totals.
- 5. Verify the information in the window in the upper right to see any difference in the amount that has been applied and the balance due.

Total Amt. Due:	0.00
Amt. Applied:	0.00
Balance Due:	0.00

6. Invoices can be selected manually by clicking on the box to the left of the invoices to be paid. Individual invoice payment amounts may also be entered manually in the payment column of that invoice.

[illegible]

7. If a credit is available for the FIT, the Credits button at the bottom of the window will be active and will display the amount of the credit. Clicking that button will open another payment window with a list of invoices to which it may be applied.

8. Click **Save**  to save all information as displayed. Payments will be applied and, if Credit Card payment has been chosen, a CC window will open to allow that information to be entered.

#### 41. How to Create a New FIT. Return to [Table of Contents](#). Return to [How To Table of Contents](#).

1. Go to [Main Menu](#).

2. Go to [Administration](#).

4. Administration

3. Go to Accounts Receivable.

7 Accounts Receivable

4. Go to [FITs/Contracts](#).

6 FITs / Contracts

Opens list of FIT accounts.

5. Click Accounts New

New

to opens Account Manager.

The screenshot shows the 'Accounts Receivable...' window. It has two main panes: 'Accounts' on the left and 'Contracts' on the right. The 'Accounts' pane lists various accounts like '1ST INN BRANSON', 'A TO Z VACATIONS', etc., with a 'Status' column. The 'Contracts' pane lists contract numbers and dates. There are buttons for 'New', 'Edit', and 'Delete' in both panes. At the bottom, there are checkboxes for 'Display Inactive' and 'Display Archived', and buttons for 'Edit FIT Contract Labels' and 'Exit'.

6. In the Account Editor, enter the Account Information for the FIT.

The screenshot shows the 'Account Editor' window for '1ST INN BRANSON'. It contains fields for Account Name, Contact, Title, Department, Phone, Fax, Address, City, State, Zip, and Country. There are also fields for E-Mail Address and Other Info. A 'Status' section has radio buttons for 'Y-Active', 'I-Inactive', 'A-Agent Pickup', 'X-Archived', and 'P-PrePaid'. There are checkboxes for 'Restrict Group Pricing to Contract' and 'Credit Card on File'. A 'Reseller?' section has radio buttons for 'N', 'Y=Yes (Non-Taxable)', and 'N=No (Taxable)'. At the bottom, there is a table for 'Contracts' with columns for Name, Shows, Adult, Student, Child/Family Pas, Senior, Other, Field 1, Field 2, and Field 3. Buttons for 'Add Contract', 'Remove Selected Contract', and 'Exit (Esc)' are at the bottom.

The screenshot shows the 'Account Editor' window for 'A TO Z VACATIONS'. It contains fields for Account Name, Contact, Title, Department, Phone, Fax, Address, City, State, Zip, and Country. There are also fields for E-Mail Address and Other Info. A 'Status' section has radio buttons for 'Y-Active', 'I-Inactive', 'A-Agent Pickup', 'X-Archived', and 'P-PrePaid'. There are checkboxes for 'Restrict Group Pricing to Contract' and 'Credit Card on File'. A 'Reseller?' section has radio buttons for 'N', 'Y=Yes (Non-Taxable)', and 'N=No (Taxable)'. At the bottom, there is a table for 'Contracts' with columns for Name, Shows, Adult, Student, Child/Family Pas, Senior, Other, Field 1, Field 2, and Field 3. Buttons for 'Add Contract', 'Remove Selected Contract', and 'Exit (Esc)' are at the bottom.

7. Confirm the Status/Group Status. "Y" is the normal setting. For other options, contact Programmer.

The screenshot shows the 'Status' and 'Groups Status' section in the Account Editor. It has radio buttons for 'Y' and 'I'. Below them, there is a legend: 'Y=Active I-Inactive A-Agent Pickup X-Archived P-PrePaid'.

8. Clicking Exit (Esc)

Exit (Esc)

saves the information and returns to

Accounts Receivable.



9. NOTE: The next step is to create a FIT Contract. See [How to Create a FIT Contract](#).

## 42. How to Create a FIT Contract. Return to [Table of Contents](#). Return to [How To Table of Contents](#).

1. Go to [Main Menu](#).

2. Go to [Administration](#).

4. Administration

3. Go to Accounts Receivable.

7 Accounts Receivable

4. Go to [FITs/Contracts](#).

6 FITs / Contracts

Opens list of FIT accounts.

5. Click Contracts New

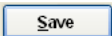
New

to opens Contract Name.

The screenshot shows the 'Accounts Receivable...' window. It has two main panes. The left pane, titled 'Accounts', has buttons for 'New', 'Edit', and 'Delete'. It contains a table with columns 'Account Name' and 'Status'. The right pane, titled 'Contracts', has buttons for 'New', 'Edit', and 'Delete'. It contains a table with columns 'Contract Name' and 'Amount'. Below the tables are checkboxes for 'Display Inactive' and 'Display Archived', and buttons for 'Edit FIT Contract Labels' and 'Exit'.

Account Name	Status
TEST INN BRANSON	A
A TO Z VACATIONS	Y
ACORN ACRES RV PARK	Y
AFFORDABLE BRANSON TICKETS	Y
ALCATRAZ MEDIA	Y
ALL ACCESS BRANSON	Y
AMERICAS BEST CAMPGROUND	Y
APACHE JUNCTION CHAMBER OF COMMERCE	Y
ARIZONA PRE SALE VOUCHERS	Y
ARTILLA COVE RESORT	Y
BOWCAR WILLIE HOTEL	Y
BRANSON 2 FOR 1 TICKETS	Y
BRANSON ANYTIME	Y
BRANSON BOUND	Y
BRANSON CENTRAL RESERVATIONS	Y
BRANSON CHRISTIAN TOURS	Y
BRANSON CONCIERGE INC.	Y
BRANSON CONNECTION	Y
BRANSON COUNTRY GETAWAY	Y
BRANSON COUNTRY TOURS	Y
BRANSON FUN VACATION	Y
BRANSON GROUP TOURS	Y
BRANSON HIGHLITES	Y
BRANSON HOTLINE GIFTED	Y




Contract Name	Amount
D \$12.88	
D \$13.85	
D \$15.00	
D \$16.10	
D \$16.10 PP	
D \$17.00	
D \$17.17	
D \$18.24	
D \$19.32	
D \$20.39	
D \$20.89	
D \$21.00	
D \$21.46	
D \$22.31	
D \$22.53	

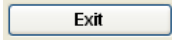
6. Create and enter a Contract Name. This name may be edited within the Contract Editor. Save  opens the Contract Editor.

The screenshot shows a dialog box titled 'Please Enter Contract Name...'. It has a text input field containing the number '22'. Below the input field are two buttons: 'Save' and 'Cancel'.

7. In the Contract Editor, edit prices by clicking in the box next to the right of the label and enter the price desired using the decimal for cents.

The screenshot shows the 'Contract: D \$12.88' window. It has a top section with input fields for 'Adult (AD)', 'Student (ST)', 'Child (CH)', 'Other (OT)', 'Field 1 (P0)', 'Field 2 (P1)', 'Field 3 (P2)', 'Field 4 ( )', 'Field 5 ( )', 'Field 6 ( )', 'Field 7 ( )', 'Field 8 ( )', 'Field 9 ( )'. Below this is a section for 'Shows Attached to this Contract (Max 20)' with a list box containing 'The Outtens - 2:00 PM'. To the right is a section for 'Available Shows' with a list box containing 'Trinidad Test - 7:00 PM', 'Starlite - 4:00 PM', 'Bellarmine Univ - 6:00 PM', 'New Show - 4:00 PM', 'Acrobats - 3:34 AM', 'Jeerk - 8:00 PM', 'Owens Theater - 3:00 PM', 'Haygood - 3:00 PM', 'RFD - 8:00 PM'. At the bottom are buttons for 'Exit' and 'Edit FIT Contract Labels'.

8. Choose from Available Show in the right column by clicking on and highlighting the show. Using the left arrow key,  move the show into the left column. All available shows will be listed in the Shows Attached column. To remove a show, use the right arrow key.  To clear the Shows Attached list, use the “X” key. 

9. All information is saved upon entering. Clicking Exit  returns to the originating screen.

**10. Note: A FIT should be created before continuing. See [How to Create a New FIT](#).**

**11. Note: The contract must be attached to a FIT for this to function. See [How to Attach a FIT Contract to a FIT](#).**

**12. Note: Contract pricing is required for this to function. See [How to Create Contract Pricing in the Price Chart](#).**

### 43. How to Attach a FIT Contract to a FIT. Return to [Table of Contents](#). Return to [How To Table of Contents](#).

1. Go to [Main Menu](#).

2. Go to [Administration](#).

4. Administration

3. Go to [Accounts Receivable](#).

7. Accounts Receivable

4. Go to [FITs/Contracts](#).

6. FITs / Contracts

Opens list of FIT accounts.

5. If the left column, click to highlight the account the contract is to be attached. Click Edit

Edit

above the Accounts to open Account Editor.

The screenshot shows the 'Accounts Receivable' window. On the left, under 'Accounts', there is a list of accounts including '1ST INN BRANSON', 'ATO 2 VACATIONS', 'ACORN ACRES RV PARK', etc. The '1ST INN BRANSON' account is selected. On the right, under 'Contracts', there is a list of contracts including 'D \$12.88', 'D \$13.85', 'D \$15.00', etc. The 'D \$12.88' contract is selected. Below the lists, there are buttons for 'New', 'Edit', and 'Delete' for both accounts and contracts. At the bottom, there are buttons for 'Edit FIT Contract Labels' and 'Exit'.

6. In the Account Editor, click Add Contract.

Add Contract

This opens a Query.

The screenshot shows the 'Account Editor' window. It contains fields for 'Account Name' (1ST INN BRANSON), 'Contact' (DeAnn Leek), 'Address' (2719 W Hwy 76), 'City' (Branson), 'State' (MO), 'Zip' (65616), 'Country' (United States), 'E-Mail Address' (1stinbranson.com), 'Phone' ((417) 334-7000), 'Fax' ((417) 334-5015), 'Status' (A), 'Groups Status' (Y), 'Restrict Group Pricing to Contract' (checked), 'Credit Card on File' (checked), 'Agent Pickup' (Print at Sale), 'Reseller?' (N), and 'Y=Yes (Non-Taxable) N=No (Taxable)'. There is a 'Send E-Mail Contract' button. Below these fields is a 'Contracts' table with columns: Name, Show(s), Adult, Student, Child/Family Pas, Senior, Other, Field 1, Field 2, Field 3. At the bottom, there are buttons for 'Add Contract', 'Remove Selected Contract', and 'Exit (Esc)'.

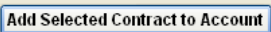
The screenshot shows the 'Contracts' query window. It displays a table with columns: Name, Show(s), Adult, Student, Child/Family Pas, Senior, Other, Field 1, Field 2, Field 3. The table is currently empty. At the bottom, there are buttons for 'Add Contract', 'Remove Selected Contract', and 'Exit (Esc)'.

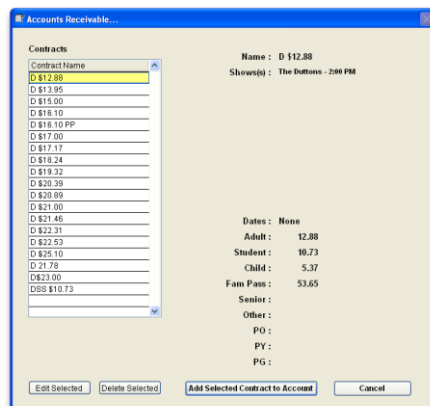
7. Answer the query. Click ADD.

ADD

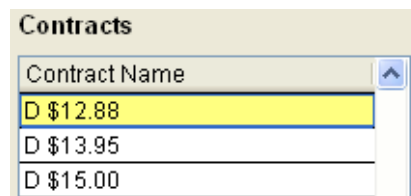
This opens a list of existing contracts.

The screenshot shows a dialog box with the following text: 'Do you wish to ADD an existing Contract to this Account - OR - Do you wish to create a NEW Contract and link it to this Account?'. At the bottom, there are three buttons: 'ADD', 'NEW', and 'Cancel'.


8. Highlight the contract to be attached and click Add Contract.  This returns to the Account Editor.

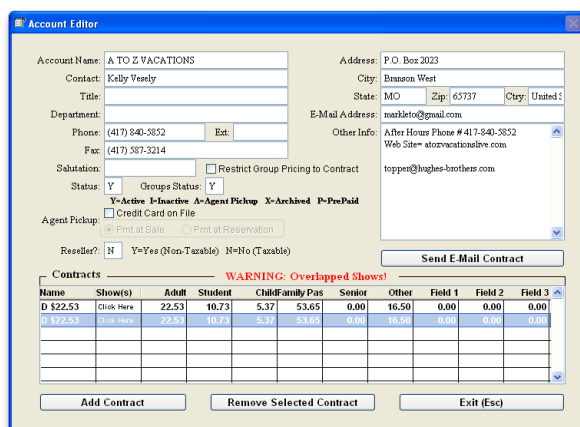


The 'Accounts Receivable' dialog box shows a list of contracts on the left. The 'Contract Name' field is highlighted with 'D \$12.88'. On the right, the 'Name' field is 'D \$12.88' and 'Shows(s)' is 'The Bottoms - 299 PM'. Below this, there are fields for 'Dates: None', 'Adult: 12.88', 'Student: 10.73', 'Child: 5.37', 'Fam Pass: 53.65', 'Senior:', 'Other:', 'PD:', 'PY:', and 'PG:'. At the bottom are buttons for 'Edit Selected', 'Delete Selected', 'Add Selected Contract to Account', and 'Cancel'.



The 'Contracts' list in the Account Editor shows three items: 'D \$12.88' (highlighted), 'D \$13.95', and 'D \$15.00'.

9. Confirm the contract has been added in the list of Contracts on the Account Editor. Click Exit (Esc)  to save all changes.



The 'Account Editor' dialog box shows account details for 'A TO Z VACATIONS'. The 'Contact' is 'Kelly Yealy'. The 'Address' is 'P.O. Box 2023, Branson West, MO 65737'. The 'E-Mail Address' is 'noahleto@gmail.com'. The 'Other Info' field contains 'After Hours Phone # 417-840-5852', 'Web Site= atozvacationsalv.com', and 'toppen@hughes-brothers.com'. The 'Status' is 'Y' (Active). The 'Agent Pickup' is 'Y' (Print at Sale). The 'Reseller?' is 'N' (No). The 'Contracts' table at the bottom shows the following data:

Name	Shows(s)	Adult	Student	Child/Family Pas	Senior	Other	Field 1	Field 2	Field 3
D \$22.53	Click Here	22.53	10.73	5.37	53.65	0.00	16.50	0.00	0.00
D \$22.53	Click Here	22.53	10.73	5.37	53.65	0.00	16.50	0.00	0.00

Buttons at the bottom include 'Add Contract', 'Remove Selected Contract', and 'Exit (Esc)'.

10. Note: A FIT must be created first. See [How to Create a New FIT](#).

11. Note: a FIT contract is required for this to function. [How to Create a FIT Contract](#).

12. Note: Contract pricing is required for this to function. See [How to Create Contract Pricing in the Price Chart](#).

**44. How to Create Contract Pricing in the Price Chart. Return to [Table of Contents](#). Return to [How To Table of Contents](#).**

1. Confirm the FIT exits. Go to [How to Create a New FIT](#).
2. Confirm the FIT contract exists. Go to [How to Create a New FIT Contract](#).
3. Confirm the contract is attached to a FIT. See [How to Attach a FIT Contract to a FIT](#).
4. Go to [Main Menu](#).

5. Go to [Administration](#).

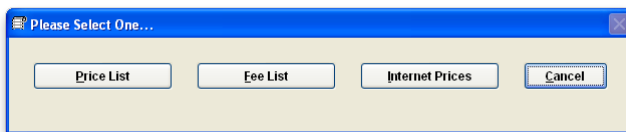
4. Administration

6. Go to Edit Ticket Prices -

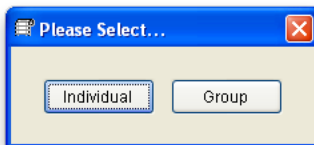
8 Edit Ticket Prices

This opens Price Selector.

4. Click Price List. This opens List Query if the system is set to split Individual and Group Prices. Otherwise it opens the Price Chart List.

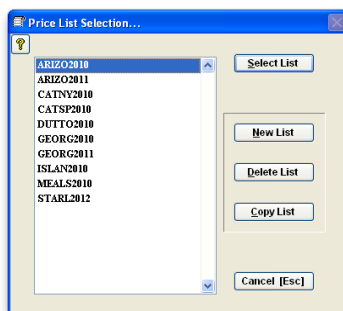


5. Click Individual. This opens Select Price List.



6. Click Select List. This opens the Price List.

Select List



11. Click the desired Ticket Price List. The first page is Default.

Item	Description	Price	Other
11	Default	32.00	0.00
12	Chick 4-12	12.00	0.00
13	Chick Under 4	0.00	0.00
14	VP Comp	0.00	0.00
15	VP price	10.00	0.00
16	VP off card	22.00	0.00
17	VP off coupon	30.00	0.00
18	VP 1 card 1 free	0.00	0.00
19	Local Work	0.00	0.00
20	Local No Work	11.00	0.00
21	Family Pass	12.00	0.00
22	Family Pass 1st	0.00	0.00
23	Family Pass 2nd	0.00	0.00
24	VP Premium VP	0.00	0.00
25	VP Premium	22.00	0.00
26	VP off	0.00	0.00
27	VP off	0.00	0.00
28	VP off	0.00	0.00
29	VP off	0.00	0.00
30	VP off	0.00	0.00
31	VP off	0.00	0.00
32	VP off	0.00	0.00
33	VP off	0.00	0.00
34	VP off	0.00	0.00
35	VP off	0.00	0.00
36	VP off	0.00	0.00
37	VP off	0.00	0.00
38	VP off	0.00	0.00
39	VP off	0.00	0.00
40	VP off	0.00	0.00
41	VP off	0.00	0.00
42	VP off	0.00	0.00
43	VP off	0.00	0.00
44	VP off	0.00	0.00
45	VP off	0.00	0.00
46	VP off	0.00	0.00
47	VP off	0.00	0.00
48	VP off	0.00	0.00
49	VP off	0.00	0.00
50	VP off	0.00	0.00
51	VP off	0.00	0.00
52	VP off	0.00	0.00
53	VP off	0.00	0.00
54	VP off	0.00	0.00
55	VP off	0.00	0.00
56	VP off	0.00	0.00
57	VP off	0.00	0.00
58	VP off	0.00	0.00
59	VP off	0.00	0.00
60	VP off	0.00	0.00
61	VP off	0.00	0.00
62	VP off	0.00	0.00
63	VP off	0.00	0.00
64	VP off	0.00	0.00
65	VP off	0.00	0.00
66	VP off	0.00	0.00
67	VP off	0.00	0.00
68	VP off	0.00	0.00
69	VP off	0.00	0.00
70	VP off	0.00	0.00
71	VP off	0.00	0.00
72	VP off	0.00	0.00
73	VP off	0.00	0.00
74	VP off	0.00	0.00
75	VP off	0.00	0.00
76	VP off	0.00	0.00
77	VP off	0.00	0.00
78	VP off	0.00	0.00
79	VP off	0.00	0.00
80	VP off	0.00	0.00
81	VP off	0.00	0.00
82	VP off	0.00	0.00
83	VP off	0.00	0.00
84	VP off	0.00	0.00
85	VP off	0.00	0.00
86	VP off	0.00	0.00
87	VP off	0.00	0.00
88	VP off	0.00	0.00
89	VP off	0.00	0.00
90	VP off	0.00	0.00
91	VP off	0.00	0.00
92	VP off	0.00	0.00
93	VP off	0.00	0.00
94	VP off	0.00	0.00
95	VP off	0.00	0.00
96	VP off	0.00	0.00
97	VP off	0.00	0.00
98	VP off	0.00	0.00
99	VP off	0.00	0.00
100	VP off	0.00	0.00

12. Click on a blank description field. Enter "FIT" and the two-letter price designator from the contract: i.e. AD for adult, CH for child, etc. Any further description optional.

F1	Adult	32.00
F2	Child 4-12	12.00
F3	Child Under 4	0.00
F4	VIP Comp	0.00
F5	1/2 price	16.00

13. Click the price next to the new entry and enter the price from the contract.

14. Repeat the last two steps for all prices entered in the contract.

15. Click Exit/Save Changes. 

16. Repeat the same series of steps for each price chart affected by that particular contract.

**17. Note: A FIT must be created first. See [How to Create a New FIT](#).**

**18. NOTE: A FIT Contract must be created. See [How to Create a FIT Contract](#).**

**19. Note: The contract must be attached to a FIT for this to function. See [How to Attach a FIT Contract to a FIT](#).**

#### 45. How to Merge FITs. Return to [Table of Contents](#). Return to [How To Table of Contents](#).

1. Go to [Main Menu](#).

2. Go to [Administration](#).

4. Administration

3. Go to Accounts Receivable.

7. Accounts Receivable

4. Go to [Merge FITs](#) –

8. Merge FIT's

Opens FIT Merge.

5. Click the Select Destination FIT.

Select Destination FIT

This opens FIT Select.

**FIT Merge**

Select Destination FIT ← Select FIT to be Merged

Account Name: ALL ACCESS BRANSON  
Contact: Joann McDowell / owner  
Address: 3005 W Hwy 76, Ste C  
City: Branson  
State: MO Zip: 65616 Ctry: USA  
Status: Y Y=Active I=Inactive A=Agent Pickup

Merge  
Note: Clicking will remove the Merged FIT

Account Name: ALL ACCESS BRANSON PREPAID  
Contact:  
Address:  
City:  
State: Zip: Ctry:  
Status: I Y=Active I=Inactive A=Agent Pickup

Cancel (Esc)

6. Select Destination FIT from the drop down list. Clicking Select auto fills the customer information in the FIT Merge window.

Select

**FIT Select**

Select Cancel

1ST INN BRANSON-(A)

7. Click the Select FIT to be Merged.

Select FIT to be Merged

This opens FIT Select.

**FIT Merge**

Select Destination FIT ← Select FIT to be Merged

Account Name: ALL ACCESS BRANSON  
Contact: Joann McDowell / owner  
Address: 3005 W Hwy 76, Ste C  
City: Branson  
State: MO Zip: 65616 Ctry: USA  
Status: Y Y=Active I=Inactive A=Agent Pickup

Merge  
Note: Clicking will remove the Merged FIT

Account Name: ALL ACCESS BRANSON PREPAID  
Contact:  
Address:  
City:  
State: Zip: Ctry:  
Status: I Y=Active I=Inactive A=Agent Pickup

Cancel (Esc)

8. Select Destination FIT from the drop down list. Clicking Select auto fills the customer information in the FIT Merge window.

Select

**FIT Select**

Select Cancel

1ST INN BRANSON-(A)

9. Click Merge

Merge

Note: Clicking will remove the Merged FIT

to combine the two FITs and delete the Merged FIT.



46. How to Edit Online Settings. **Contact qualified TCTS Programmer.** Return to [How To Table of Contents.](#)

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