

REAL TIME VISIBILITY OF TICKET SALES: THE ORDER LIST

a quick reference guide

First, go to the TutuTix Client Portal Visit CLIENTS.TUTUTIX.COM/CLIENTS and log in. If you forgot your password, click the link and we'll email you a new one.

FIRST, SELECT the event from the CALENDAR or LIST view, then either click



or MENU - ORDER LIST

Use the SEARCH box to quickly find orders. Search by Name, Order ID, Ticket ID, or Credit Card Number.

Click the SETTINGS icon to choose which data is displayed on the report.

Click the EXCEL icon to export the visible data into spreadsheet format.

Click the PRINTER icon to access a printer-friendly version of this screen.

TutuTix Menu Oct 9, 2014 10:41 AM
Eric Housh

Spring Recital "Camelot"
Friday, June 5, 2015 at 7PM
3D Motion Dance Center - Blink, AL

Enter keyword to filter orders.

Order ID	Customer	Method	Delivery	Products	Seats	Contact Info
14580483	EVANS, PAMELA	CallCenter	Will Call	(3) Reserved Blue	Blue Section - 2: A.1 • A.2 • A.3	PamelaEvans@ticketboycott.com 775-936-6511
A3D67863	FREEMAN, JERI	WalkUp	Print at Home	(3) Reserved Blue	Blue Section - 2: B.6 • B.7 • B.8	JeriFreeman@ticketboycott.com 574-312-5788
E5A42089	GONZALEZ, JOHNNY	CallCenter	Print at Home	(2) Reserved Blue	Blue Section - 2: B.4 • B.5	JohnnyGonzalez@ticketboycott.com 717-383-3316
B0948C85	HILT, JAY	CallCenter	Print at Home	(4) Reserved Blue	Blue Section - 2: C.5 • C.6 • C.7 • C.8	JayHilt@ticketboycott.com 774-202-3458
B7A093A1	MILLER, HARRY	WalkUp	Print at Home	(3) Reserved Blue	Blue Section - 2: A.4 • A.5 • A.6	HarryMiller@ticketboycott.com 940-210-1201
EF8A085B	MORRIS, ELBERT	CallCenter	Will Call	(6) Reserved Blue	Blue Section - 2: D.3 • D.4 • D.5 • D.6 • D.7 • D.8	ElbertMorris@ticketboycott.com 435-678-8085

1 - 6 of 6 items

GET THE INFO YOU WANT

The SETTINGS window enables you to customize exactly what information is presented in the order list.

Checking a box makes that data visible in the report.

FILTERS enable you to hide canceled, delivered, and redeemed (scanned) tickets from the list

Customize

Filters	Show/Hide	
<input type="checkbox"/> Hide Canceled	<input checked="" type="checkbox"/> Order ID	<input checked="" type="checkbox"/> Sections
<input type="checkbox"/> Hide Delivered	<input checked="" type="checkbox"/> Customer	<input checked="" type="checkbox"/> Products
<input type="checkbox"/> Hide Redeemed	<input checked="" type="checkbox"/> Payments	<input checked="" type="checkbox"/> Seats
	<input checked="" type="checkbox"/> Order Method	<input type="checkbox"/> Tickets
	<input checked="" type="checkbox"/> Delivery	<input type="checkbox"/> Redeemed
		<input checked="" type="checkbox"/> Placed
		<input checked="" type="checkbox"/> Contact Info

Update



Drama-Free Dance Recital Ticketing
WWW.TUTUTIX.COM
855.222.2849