

POSNext 2.0 Quick Start Guide

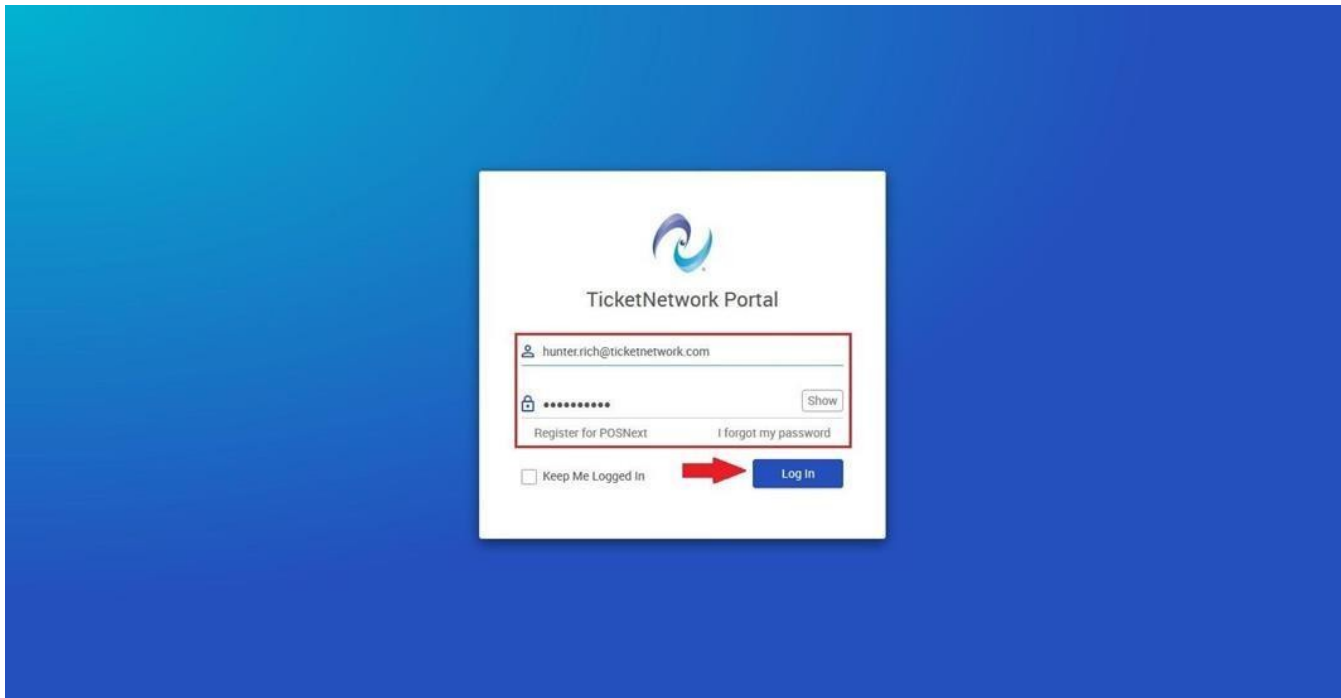
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Login to TicketNetwork's POSNext

Go to <https://portal.ticketnetwork.com/>
Enter your credentials and select **Log In**.




TicketNetwork Portal

hunter.rich@ticketnetwork.com

***** Show








Register for POSNext I forgot my password



Keep Me Logged In  Log In

In TicketNetwork Portal, select the POSNext 2.0

Applications

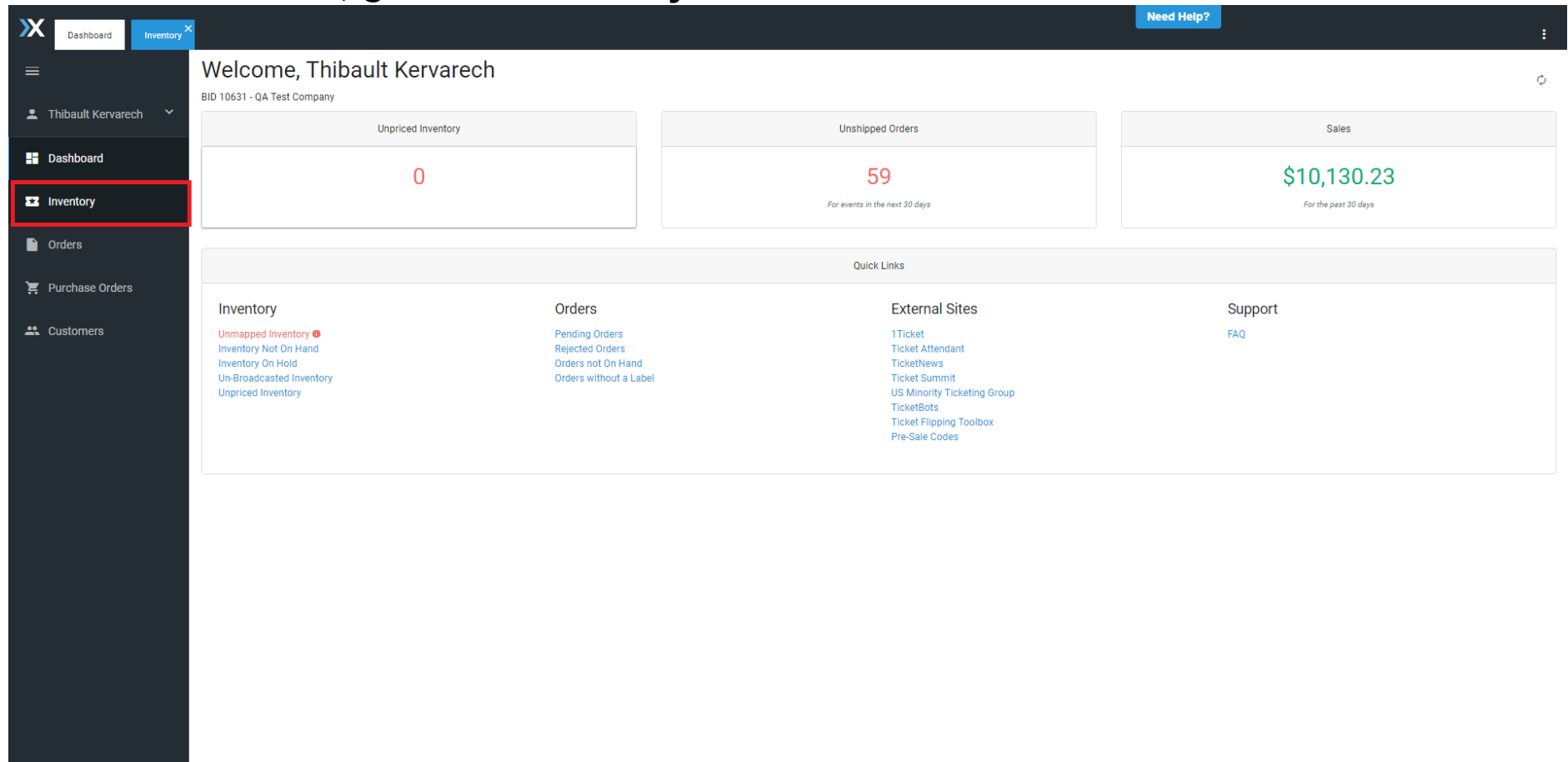
My List

 POSNext 1.0	 Application Status	 FAQ	 Business Center	 Chat - Beta TN Chat	 TicketNetwork API Store	 POSNext 2.0
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Broker Guidebook
Broker Guidebook

Enter Inventory

From the Dashboard, go to the **Inventory Tab**.



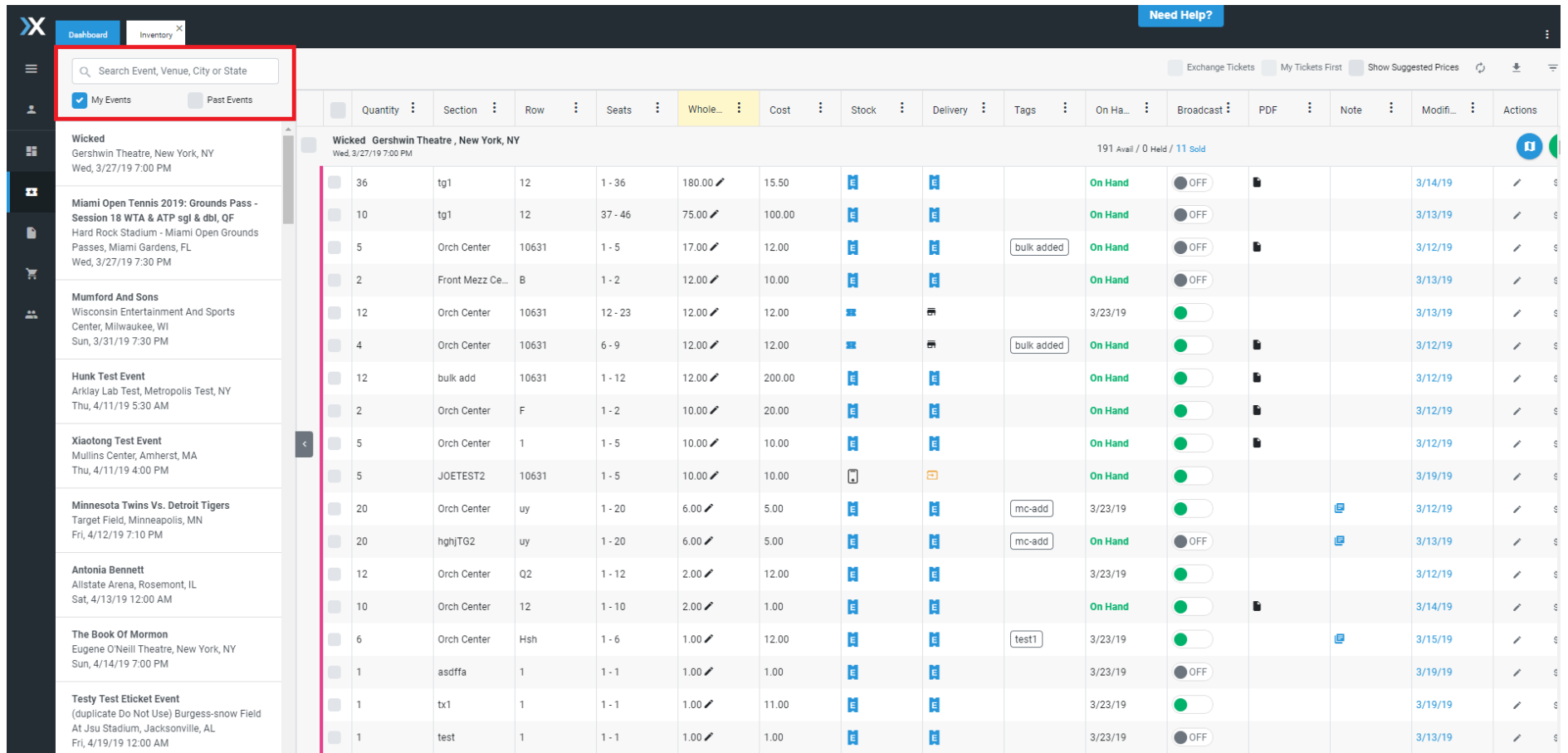
The screenshot shows the TicketNetwork dashboard interface. The top navigation bar includes a 'Need Help?' button. The left sidebar contains a menu with 'Inventory' highlighted in a red box. The main content area displays the following data:

Unpriced Inventory	Unshipped Orders	Sales
0	59 <small>For events in the next 30 days</small>	\$10,130.23 <small>For the past 30 days</small>

Below the summary cards is a 'Quick Links' section with the following categories and links:

- Inventory**
 - [Unmapped Inventory](#)
 - [Inventory Not On Hand](#)
 - [Inventory On Hold](#)
 - [Un-Broadcasted Inventory](#)
 - [Unpriced Inventory](#)
- Orders**
 - [Pending Orders](#)
 - [Rejected Orders](#)
 - [Orders not On Hand](#)
 - [Orders without a Label](#)
- External Sites**
 - [1Ticket](#)
 - [Ticket Attendant](#)
 - [TicketNews](#)
 - [Ticket Summit](#)
 - [US Minority Ticketing Group](#)
 - [TicketBots](#)
 - [Ticket Flipping Toolbox](#)
 - [Pre-Sale Codes](#)
- Support**
 - [FAQ](#)

In the Inventory tab, use the search bar located on the top right side of the screen to search for an event or multiple events. The search will accept any combination of Event, Venue, City, State, Date or Day of the week.



Dashboard **Inventory** Need Help?

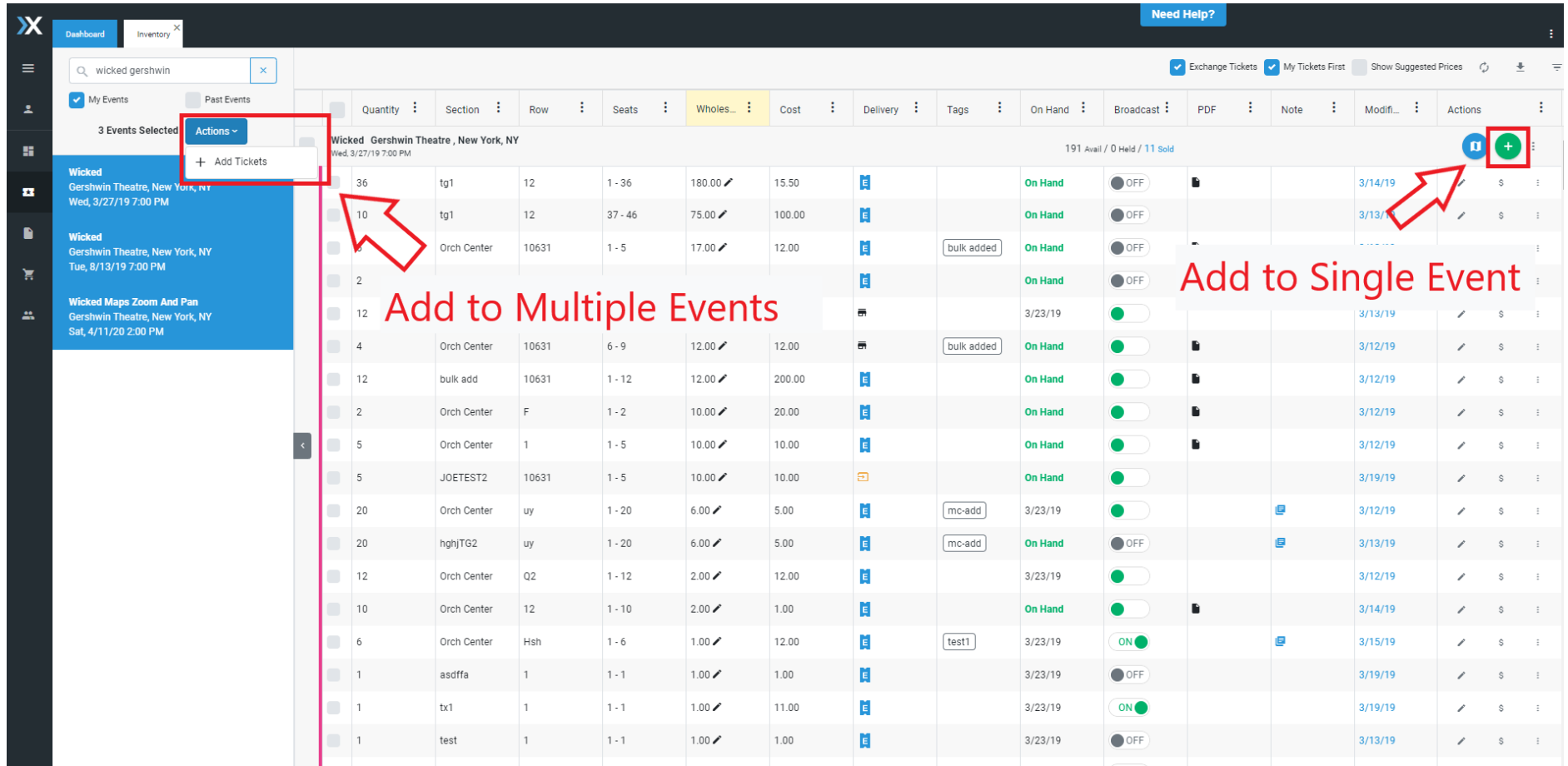
Search Event, Venue, City or State

My Events Past Events

Exchange Tickets My Tickets First Show Suggested Prices

Quantity	Section	Row	Seats	Whole	Cost	Stock	Delivery	Tags	On Ha...	Broadcast	PDF	Note	Modifi...	Actions
Wicked Gershwin Theatre, New York, NY 191 Avail / 0 Held / 11 Sold														
36	tg1	12	1 - 36	180.00	15.50				On Hand	OFF			3/14/19	
10	tg1	12	37 - 46	75.00	100.00				On Hand	OFF			3/13/19	
5	Orch Center	10631	1 - 5	17.00	12.00			bulk added	On Hand	OFF			3/12/19	
2	Front Mezz Ce...	B	1 - 2	12.00	10.00				On Hand	OFF			3/13/19	
12	Orch Center	10631	12 - 23	12.00	12.00				3/23/19	ON			3/13/19	
4	Orch Center	10631	6 - 9	12.00	12.00			bulk added	On Hand	ON			3/12/19	
12	bulk add	10631	1 - 12	12.00	200.00				On Hand	ON			3/12/19	
2	Orch Center	F	1 - 2	10.00	20.00				On Hand	ON			3/12/19	
5	Orch Center	1	1 - 5	10.00	10.00				On Hand	ON			3/12/19	
5	JOETEST2	10631	1 - 5	10.00	10.00				On Hand	ON			3/19/19	
20	Orch Center	uy	1 - 20	6.00	5.00			mc-add	3/23/19	ON			3/12/19	
20	hghJTG2	uy	1 - 20	6.00	5.00			mc-add	On Hand	OFF			3/13/19	
12	Orch Center	Q2	1 - 12	2.00	12.00				3/23/19	ON			3/12/19	
10	Orch Center	12	1 - 10	2.00	1.00				On Hand	ON			3/14/19	
6	Orch Center	Hsh	1 - 6	1.00	12.00			test1	3/23/19	ON			3/15/19	
1	asdfffa	1	1 - 1	1.00	1.00				3/23/19	OFF			3/19/19	
1	tx1	1	1 - 1	1.00	11.00				3/23/19	ON			3/19/19	
1	test	1	1 - 1	1.00	1.00				3/23/19	OFF			3/13/19	

To add inventory to one event, select the + button on the event header. To add inventory to multiple events, hold the Ctrl key and click to select multiple events, then click **Add Tickets** from the bulk menu that appears.



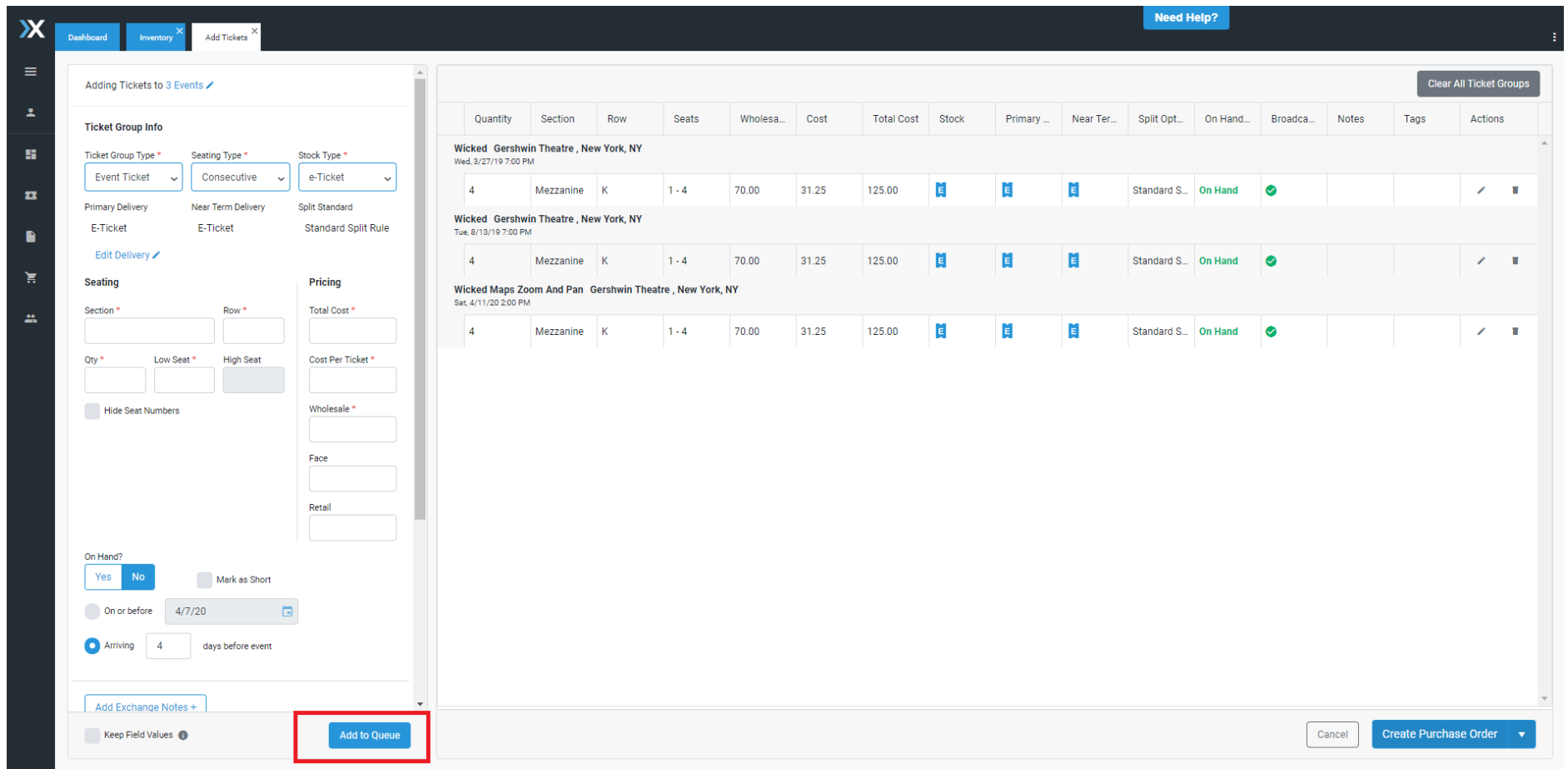
The screenshot shows the TicketNetwork inventory management interface. A table lists various events, including 'Wicked' at Gershin Theatre, New York, NY. The 'Wicked' event is selected, and a bulk menu is open, showing the '+ Add Tickets' option. Red annotations highlight the '+ Add Tickets' button in the bulk menu and the '+' button in the event header.

Add to Multiple Events

Add to Single Event

Quantity	Section	Row	Seats	Wholes...	Cost	Delivery	Tags	On Hand	Broadcast	PDF	Note	Modifi...	Actions
36	tg1	12	1 - 36	180.00	15.50			On Hand	OFF			3/14/19	
10	tg1	12	37 - 46	75.00	100.00			On Hand	OFF			3/13/19	
2	Orch Center	10631	1 - 5	17.00	12.00		bulk added	On Hand	OFF			3/12/19	
2								On Hand	OFF			3/12/19	
12								On Hand	OFF			3/13/19	
4	Orch Center	10631	6 - 9	12.00	12.00		bulk added	On Hand	ON			3/12/19	
12	bulk add	10631	1 - 12	12.00	200.00			On Hand	ON			3/12/19	
2	Orch Center	F	1 - 2	10.00	20.00			On Hand	ON			3/12/19	
5	Orch Center	1	1 - 5	10.00	10.00			On Hand	ON			3/12/19	
5	JOETEST2	10631	1 - 5	10.00	10.00			On Hand	ON			3/19/19	
20	Orch Center	uy	1 - 20	6.00	5.00		mc-add	On Hand	ON			3/12/19	
20	hghJTG2	uy	1 - 20	6.00	5.00		mc-add	On Hand	OFF			3/13/19	
12	Orch Center	Q2	1 - 12	2.00	12.00			On Hand	ON			3/12/19	
10	Orch Center	12	1 - 10	2.00	1.00			On Hand	ON			3/14/19	
6	Orch Center	Hsh	1 - 6	1.00	12.00		test1	On Hand	ON			3/15/19	
1	asdfffa	1	1 - 1	1.00	1.00			On Hand	OFF			3/19/19	
1	tx1	1	1 - 1	1.00	11.00			On Hand	ON			3/19/19	
1	test	1	1 - 1	1.00	1.00			On Hand	OFF			3/13/19	

Enter ticket details for one or more ticket groups, selecting **Add to Queue** when ticket details are supplied for each group. Tickets priced above \$0 Wholesale will broadcast on the TicketNetwork exchange by default - this can be prevented by updating the Broadcast To settings while adding ticket groups.



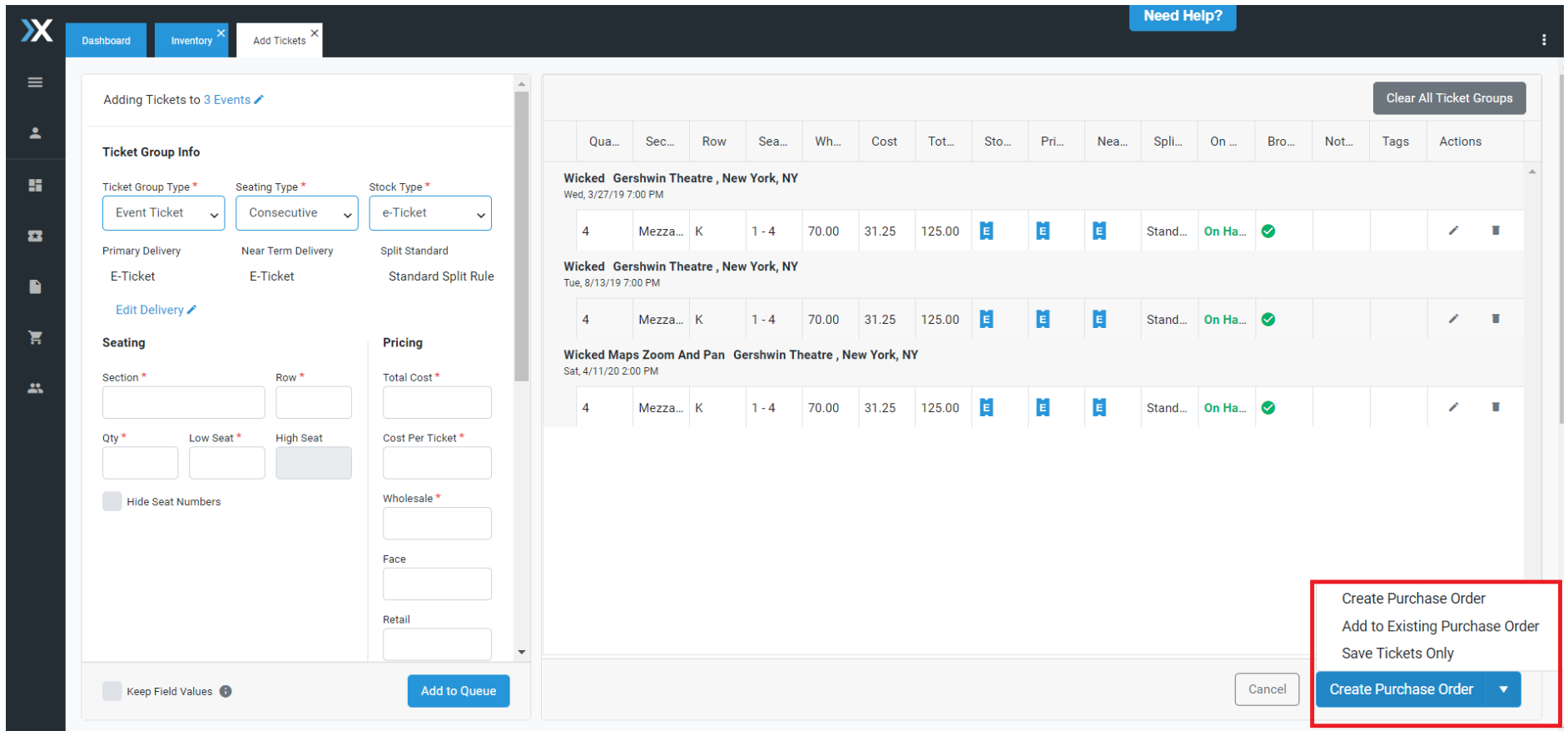
The screenshot shows the 'Add Tickets' interface in the TicketNetwork system. The left sidebar contains the following sections:

- Ticket Group Info:** Ticket Group Type (Event Ticket), Seating Type (Consecutive), Stock Type (e-Ticket), Primary Delivery (E-Ticket), Near Term Delivery (E-Ticket), Split Standard (Standard Split Rule).
- Seating:** Section, Row, Qty, Low Seat, High Seat, Hide Seat Numbers.
- Pricing:** Total Cost, Cost Per Ticket, Wholesale, Face, Retail.
- On Hand?** Yes/No buttons, Mark as Short checkbox, On or before date (4/7/20), Arriving (4 days before event).
- Buttons:** Add Exchange Notes, Keep Field Values, **Add to Queue** (highlighted in red), Cancel, Create Purchase Order.

The main table displays the following ticket groups:

Quantity	Section	Row	Seats	Wholesale	Cost	Total Cost	Stock	Primary	Near Ter	Split Opt	On Hand	Broadca	Notes	Tags	Actions
Wicked Gershwins Theatre , New York, NY Wed. 3/27/19 7:00 PM															
4	Mezzanine	K	1 - 4	70.00	31.25	125.00	📄	📄	📄	Standard S...	On Hand	✅			✎
Wicked Gershwins Theatre , New York, NY Tue. 8/13/19 7:00 PM															
4	Mezzanine	K	1 - 4	70.00	31.25	125.00	📄	📄	📄	Standard S...	On Hand	✅			✎
Wicked Maps Zoom And Pan Gershwins Theatre , New York, NY Sat. 4/13/20 2:00 PM															
4	Mezzanine	K	1 - 4	70.00	31.25	125.00	📄	📄	📄	Standard S...	On Hand	✅			✎

The default option is **Create Purchase Order** to enter the purchase information and associate the ticket groups with a vendor. Additionally, you may associate the tickets with an existing ticket group by selecting **Add to Existing Purchase Order** - or simply **Save Tickets Only** to leave them unassociated with any Purchase Order.



Adding Tickets to 3 Events

Ticket Group Info

Ticket Group Type * Seating Type * Stock Type *

Primary Delivery Near Term Delivery Split Standard

[Edit Delivery](#)

Seating

Section * Row *

Qty * Low Seat * High Seat

Hide Seat Numbers

Pricing

Total Cost *

Cost Per Ticket *

Wholesale *

Face

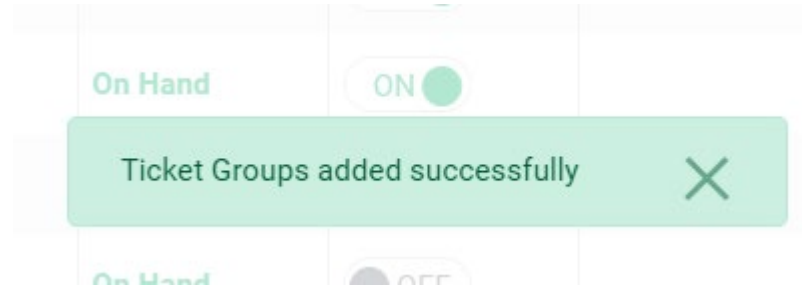
Retail

Keep Field Values

Table:

Qua...	Sec...	Row	Sea...	Wh...	Cost	Tot...	Sto...	Pri...	Nea...	Spli...	On ...	Bro...	Not...	Tags	Actions
Wicked Gershwin Theatre , New York, NY Wed, 3/27/19 7:00 PM															
4	Mezza...	K	1 - 4	70.00	31.25	125.00	E	E	E	Stand...	On Ha...	✓			
Wicked Gershwin Theatre , New York, NY Tue, 8/13/19 7:00 PM															
4	Mezza...	K	1 - 4	70.00	31.25	125.00	E	E	E	Stand...	On Ha...	✓			
Wicked Maps Zoom And Pan Gershwin Theatre , New York, NY Sat, 4/11/20 2:00 PM															
4	Mezza...	K	1 - 4	70.00	31.25	125.00	E	E	E	Stand...	On Ha...	✓			























After your ticket group has been added, you will be returned to the Inventory (or to the PO if you have created one), and will receive a success message in the lower right-hand corner of the screen:



This area is where all messages related to operations will appear in POSNext 2.0 - these include success messages, failure or error messages, and warnings.

Editing Inventory

To edit inventory open the **Inventory** tab. Inventory you own will be marked with a pink bar on the left side of the screen. You will be able to select one or multiple events (using Ctrl+Click) that you own inventory for. Once you find the ticket group you wish to edit, select the pencil icon found in the Actions column.

Wicked Gershwain Theatre, New York, NY Wed. 3/27/19 7:00 PM		195 Avail / 0 Held / 11 Sold										 				
<input type="checkbox"/>	36	tg1	12	1 - 36	180.00	15.50			On Hand	<input type="checkbox"/>			3/14/19		\$	⋮
<input type="checkbox"/>	10	tg1	12	37 - 46	75.00	100.00			On Hand	<input type="checkbox"/>			3/13/19		\$	⋮
<input type="checkbox"/>	4	Mezzanine	K	1 - 4	70.00	31.25			On Hand	<input checked="" type="checkbox"/>			3/20/19		\$	⋮
<input type="checkbox"/>	5	Orch Center	10631	1 - 5	17.00	12.00		bulk added	On Hand	<input type="checkbox"/>			3/12/19		\$	⋮
<input type="checkbox"/>	2	Front Mezz Ce...	B	1 - 2	12.00	10.00			On Hand	<input type="checkbox"/>			3/13/19		\$	⋮
<input type="checkbox"/>	12	Orch Center	10631	12 - 23	12.00	12.00			3/23/19	<input checked="" type="checkbox"/>			3/13/19		\$	⋮
<input type="checkbox"/>	4	Orch Center	10631	6 - 9	12.00	12.00		bulk added	On Hand	<input checked="" type="checkbox"/>			3/12/19		\$	⋮
<input type="checkbox"/>	12	bulk add	10631	1 - 12	12.00	200.00			On Hand	<input checked="" type="checkbox"/>			3/12/19		\$	⋮
<input type="checkbox"/>	2	Orch Center	F	1 - 2	10.00	20.00			On Hand	<input checked="" type="checkbox"/>			3/12/19		\$	⋮
<input type="checkbox"/>	5	Orch Center	1	1 - 5	10.00	10.00			On Hand	<input checked="" type="checkbox"/>			3/12/19		\$	⋮

A new window will appear. Edit any ticket information, including ticket price. The only field you will not be able to edit is ticket quantity - that requires deleting the ticket group and/or void the associated purchase order and re-entering the ticket group with the adjusted quantity.

Edit Tickets
✕

Wicked Gershwin Theatre, New York, NY Wed, 3/27/19 7:00 PM
2 Tickets

Ticket Group Info

Ticket Group Type *	Seating Type *	Stock Type *
<input type="text" value="Event Ticket"/>	<input type="text" value="Consecutive"/>	<input type="text" value="e-Ticket"/>
Primary Delivery	Near Term Delivery	Split Standard
E-Ticket	E-Ticket	Standard Split Rule

[Edit Delivery](#)

Seating

Section *	Row *	Low Seat *	High Seat
<input type="text" value="Front Mezz"/>	<input type="text" value="B"/>	<input type="text" value="1"/>	<input type="text" value="2"/>

Hide Seat Numbers

On Hand? Mark as Short

Pricing

Total Cost *	<input type="text" value="20.00"/>
Cost Per Ticket *	<input type="text" value="10.00"/>
Wholesale *	<input type="text" value="12.00"/>
Face	<input type="text" value="10.00"/>
Retail	<input type="text" value="10.00"/>

Tags

Broadcast To

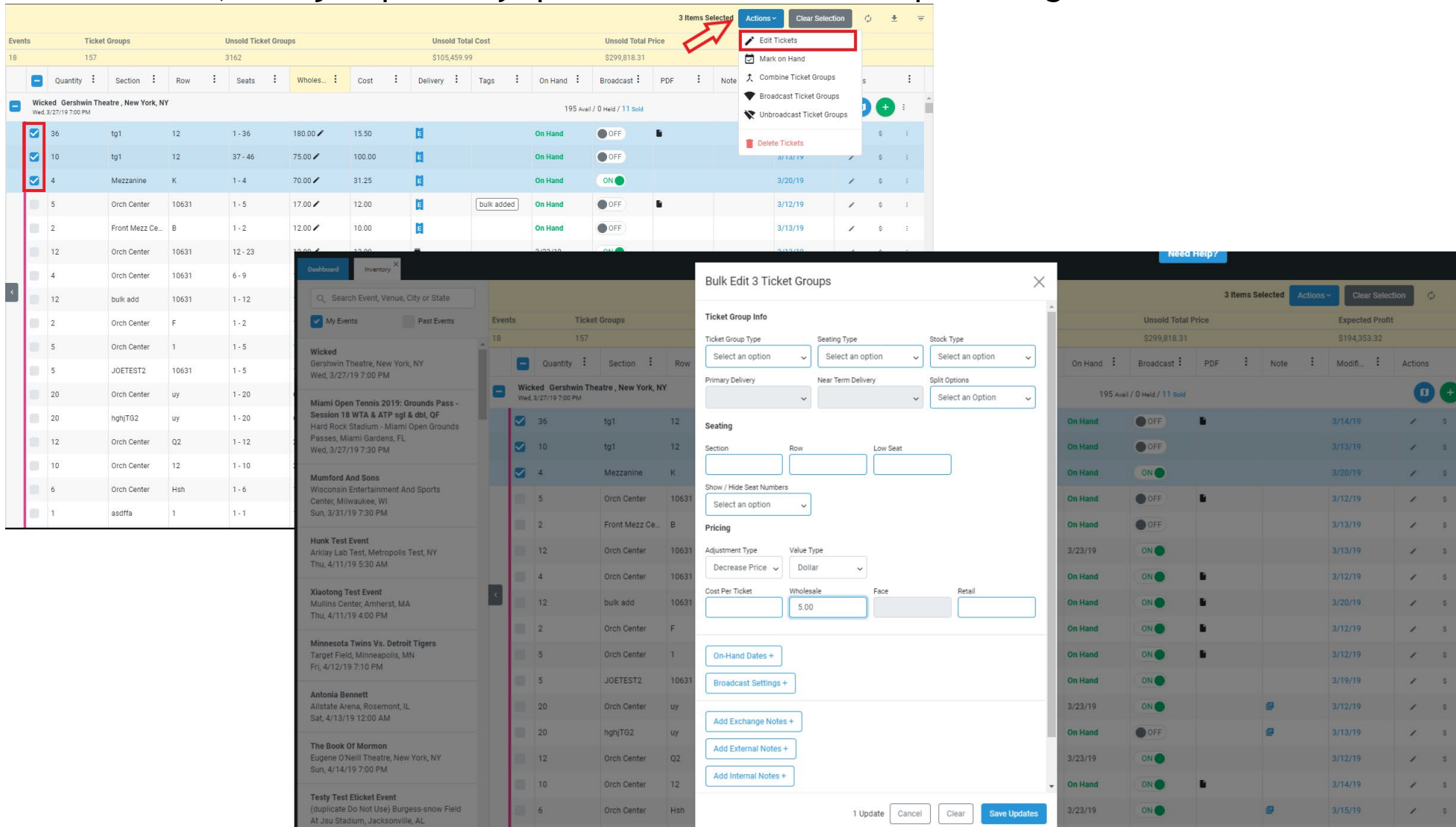
TicketNetwork Export

Ticket Evolution

Looking to edit only the price of the tickets? Reprice your inventory by selecting the pencil icon next to the wholesale price and adjust pricing inline. If you want to adjust prices for many ticket groups within the same event, toggle up and down by using the up and down arrow keys on your keyboard, and hit enter to save adjusted prices.

Quantity	Section	Row	Seats	Wholes...	Cost	Delivery	Tags	On Hand	Broadcast	PDF	Note	Modifi...	Actions
Wicked Gershwin Theatre, New York, NY Wed. 3/27/19 7:00 PM 195 Avail / 0 Held / 11 Sold													
36	tg1	12	1 - 36	180.00	15.50			On Hand				3/14/19	\$
10	tg1	12	37 - 46	75.00	100.00			On Hand				3/13/19	\$
4	Mezzanine	K	1 - 4	<input type="text" value="70.00"/>	31.25			On Hand				3/20/19	\$
5	Orch Center	10631	1 - 5	17.00	12.00		bulk added	On Hand				3/12/19	\$
2	Front Mezz Ce...	B	1 - 2	12.00	10.00			On Hand				3/13/19	\$
12	Orch Center	10631	12 - 23	12.00	12.00			3/23/19				3/13/19	\$
4	Orch Center	10631	6 - 9	12.00	12.00		bulk added	On Hand				3/12/19	\$
12	bulk add	10631	1 - 12	12.00	200.00			On Hand				3/12/19	\$
2	Orch Center	F	1 - 2	10.00	20.00			On Hand				3/12/19	\$
5	Orch Center	1	1 - 5	10.00	10.00			On Hand				3/12/19	\$
5	JOETEST2	10631	1 - 5	10.00	10.00			On Hand				3/19/19	\$
20	Orch Center	uy	1 - 20	6.00	5.00		mc-add	3/23/19				3/12/19	\$
20	hghjTG2	uy	1 - 20	6.00	5.00		mc-add	On Hand				3/13/19	\$
12	Orch Center	Q2	1 - 12	2.00	12.00			3/23/19				3/12/19	\$
10	Orch Center	12	1 - 10	2.00	1.00			On Hand				3/14/19	\$
6	Orch Center	Hsh	1 - 6	1.00	12.00		test1	3/23/19				3/15/19	\$
1	asdfffa	1	1 - 1	1.00	1.00			3/23/19				3/19/19	\$
1	tx1	1	1 - 1	1.00	11.00			3/23/19				3/19/19	\$

Bulk Editing features are also available on POSNext. Edit ticket information for a whole section, or adjust prices by specific dollar amounts or percentages.



The screenshot displays the POSNext interface for bulk editing ticket groups. The main table shows the following data for the selected items:

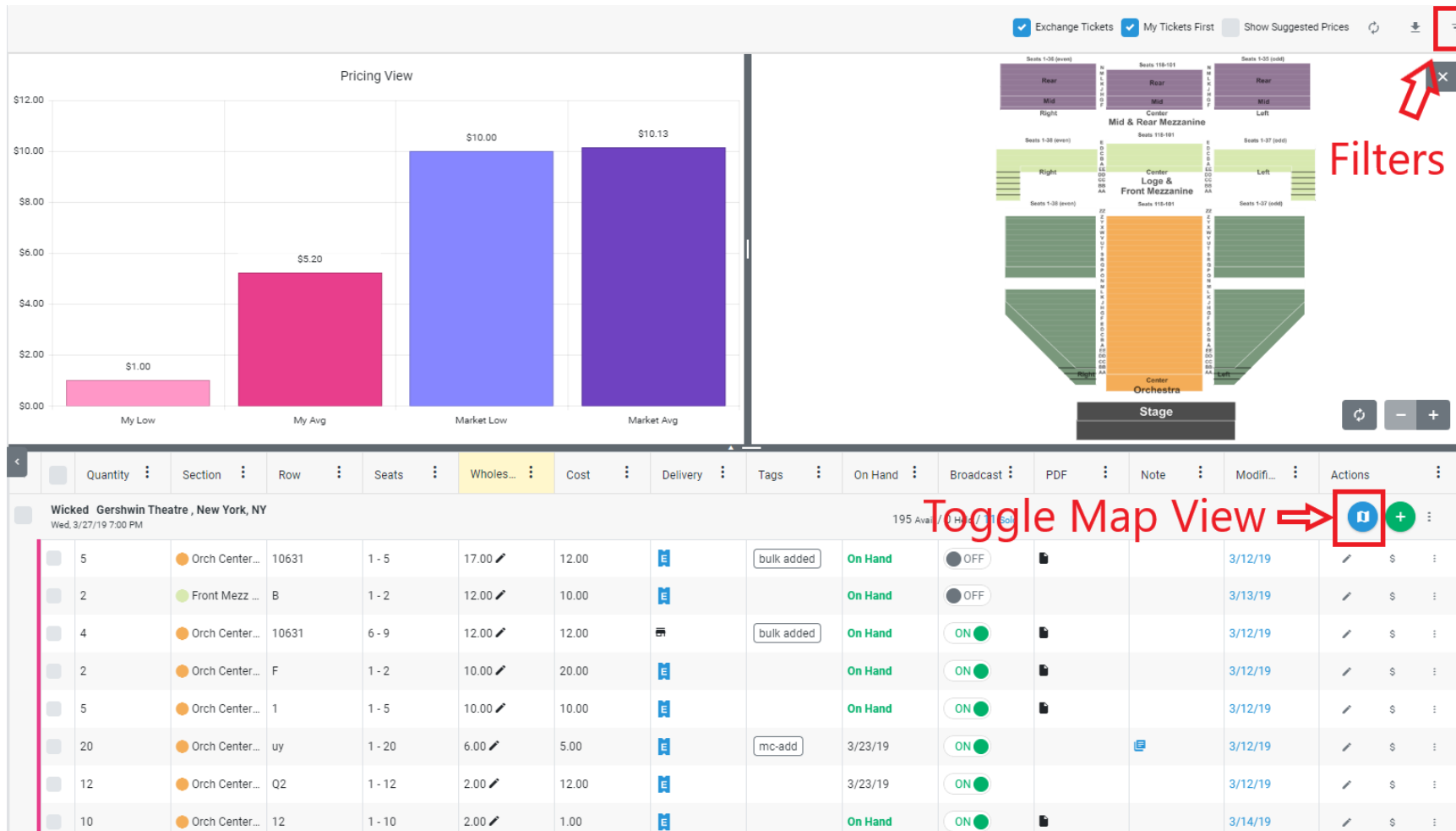
Quantity	Section	Row	Seats	Wholes...	Cost	Delivery	Tags	On Hand	Broadcast	PDF	Note	Actions
36	tg1	12	1-36	180.00	15.50			On Hand	OFF			
10	tg1	12	37-46	75.00	100.00			On Hand	OFF			
4	Mezzanine	K	1-4	70.00	31.25			On Hand	ON			

The 'Bulk Edit 3 Ticket Groups' modal is open, showing the following configuration options:

- Ticket Group Info:** Ticket Group Type, Seating Type, Stock Type (all set to 'Select an option').
- Seating:** Section, Row, Low Seat (all empty).
- Pricing:** Adjustment Type (Decrease Price), Value Type (Dollar), Cost Per Ticket (5.00), Wholesale, Face, Retail.
- Buttons:** On-Hand Dates +, Broadcast Settings +, Add Exchange Notes +, Add External Notes +, Add Internal Notes +.

The background table also shows a list of events and ticket groups, including 'Wicked Gershwin Theatre, New York, NY', 'Miami Open Tennis 2019: Grounds Pass - Session 18 WTA & ATP sgi & dbi, QF', 'Mumford And Sons', 'Hunk Test Event', 'Xiaotong Test Event', 'Minnesota Twins Vs. Detroit Tigers', 'Antonia Bennett', 'The Book Of Mormon', and 'Testy Test Eticket Event'.

For a deeper dive into an event's inventory, click on the "View Map" icon to view a dynamic map of the event, along with a Pricing View. Apply filters to quickly narrow down specific inventory. Additionally, POSNext displays real-time marketplace pricing, comparing your low and average prices to the exchange. Identify underpriced inventory and purchase via Mercury.








The screenshot displays the POSNext interface for an event at Gershin Theatre, New York, NY. It is divided into three main sections:

- Pricing View:** A bar chart comparing 'My Low' (\$1.00), 'My Avg' (\$5.20), 'Market Low' (\$10.00), and 'Market Avg' (\$10.13).
- Seat Map:** A dynamic map of the theatre seating area, color-coded by price. A red arrow points to a 'Filters' icon in the top right corner of the map area.
- Inventory Table:** A table listing individual ticket inventory with columns for Quantity, Section, Row, Seats, Wholesale Cost, Retail Cost, Delivery, Tags, On Hand, Broadcast, PDF, Note, Modified, and Actions. A red arrow points to a 'Toggle Map View' icon (a blue square with a white map icon) in the top right of the table header.

Quantity	Section	Row	Seats	Wholesale Cost	Retail Cost	Delivery	Tags	On Hand	Broadcast	PDF	Note	Modified	Actions
5	Orch Center...	10631	1 - 5	17.00	12.00	📄	bulk added	On Hand	OFF	📄		3/12/19	✍️ \$:
2	Front Mezz ...	B	1 - 2	12.00	10.00	📄		On Hand	OFF	📄		3/13/19	✍️ \$:
4	Orch Center...	10631	6 - 9	12.00	12.00	📄	bulk added	On Hand	ON	📄		3/12/19	✍️ \$:
2	Orch Center...	F	1 - 2	10.00	20.00	📄		On Hand	ON	📄		3/12/19	✍️ \$:
5	Orch Center...	1	1 - 5	10.00	10.00	📄		On Hand	ON	📄		3/12/19	✍️ \$:
20	Orch Center...	uy	1 - 20	6.00	5.00	📄	mc-add	3/23/19	ON	📄		3/12/19	✍️ \$:
12	Orch Center...	Q2	1 - 12	2.00	12.00	📄		3/23/19	ON	📄		3/12/19	✍️ \$:
10	Orch Center...	12	1 - 10	2.00	1.00	📄		On Hand	ON	📄		3/14/19	✍️ \$:

Sell Inventory

To manually sell inventory, go to the Inventory tab, and find the tickets you are looking to sell. Then, select the dollar sign icon to sell tickets.

Wicked Gershin Theatre , New York, NY										195 Avail / 0 Held / 11 Sold		  		
<input type="checkbox"/>	36	tg1	12	1 - 36	180.00 	15.50		On Hand	<input type="radio"/> OFF		3/14/19			
<input type="checkbox"/>	12	bulk add	10631	1 - 12	123.00 	200.00		On Hand	<input type="radio"/> OFF		3/20/19			

Confirm or adjust ticket information as necessary. Add a customer and edit payment information, add an internal or external note if desired, and select **Confirm Sale** to complete the sale and generate an invoice.

If you have a Braintree Merchant Account, selecting “Credit Card” as a payment method will allow you to charge credit cards through Braintree.

Sell Tickets
Wicked Gerstwin Theatre, New York, NY Wed, 3/27/19 7:00 PM

Ticket Group Info

Quantity 4	Section Mezzanine	Row K	Seats 1 - 4	Pricing	
Stock Type e-Ticket	Seating Type Consecutive	Ticket Group Type Event Ticket	On Hand Yes - 3/20/19	Face 31.25 x 4	Wholesale 70.00 x 4
				Cost 31.25 x 4	

Sale Info

Quantity: 4 - + Low Seat High Seat Seats: 1 - 4

Order Type* Shipping Method* Sale Date

Walk-In Retail 3/20/19

Internal Note (optional)
Max 500 characters

External Note (optional)
Max 500 characters

Reference # (optional)
Max 50 characters

Pricing

Sale Price* x4

Shipping Cost (optional)

Expenses (optional)

Discount (optional)

Tax (optional)

Calculated tax:

Expenses/Discount Notes (optional)
Max 100 characters

Customer Info Add Customer +

Please search for a customer

Payment Info

Payment Method*
Select an option

Paid in full Amount Paid*
280.00

Account Number

Payment Summary
Max 500 characters

Outstanding balance: 0.00 Cancel Confirm Sale

Review your orders in the **Orders** tab. To view the Order's **Invoice**, click on the Invoice's link from the Invoice ID column, or select the **More Actions** menu on the far right and click **View Invoice**.

O...	Order Date	Order Status	Invoice...	...	Invoice Date	Order Type	Payme...	Event	Event Date	Total	...	Nô...	Tags	On ...	PDF	Delivery	Deliver...	Actions
7216608	Wed, 3/20/19 10:43 AM	Accepted	Active	2512	Wed, 3/20/19 10:44 AM	Fulfillment	Outstanding	Hallow's Eve Fall Festival	Sat, 10/31/20 11:00 PM	207.40	207.40			10/27/20		E-Ticket	Sent	
7216527	Wed, 3/20/19 9:58 AM	Accepted	Active	2511	Wed, 3/20/19 9:58 AM	Fulfillment	Outstanding	Disney On Ice: Frozen	Fri, 4/19/19 3:00 PM	23.80	23.80	MC_Tix		4/15/19		E-Ticket	Unsent	
7216525	Wed, 3/20/19 9:55 AM	Accepted	Active	2510	Wed, 3/20/19 9:55 AM	Fulfillment	Outstanding	The Book Of Mormon	Sun, 4/14/19 7:00 PM	42.50	42.50	mc_test	On Hand			E-Ticket	Sent	
7216522	Wed, 3/20/19 9:37 AM	Accepted	Active	2509	Wed, 3/20/19 9:37 AM	Fulfillment	Outstanding	The Book Of Mormon	Sun, 4/14/19 7:00 PM	34.00	34.00			4/10/19		E-Ticket	Unsent	

In the new Mercury Purchase Grid, enter all the Ticket Group information for the purchase:

Mercury Purchase
Hunk Test Event Arklay Lab Test, Metropolis Test, NY Thu, 4/11/19 5:30 AM

Ticket Group Info			Pricing		
Quantity 1	Section asdf	Row 1	Seats 1 - 1	Face 0.00 x 1	Wholesale 8,877.00 x 1
Stock Type Standard	Ticket Group Type Event Ticket	On Hand No - 7/10/18		Cost 8,877.00 x 1	

Purchase Info

Quantity *
 - +

Delivery Method *

On-Hand Date *

Pricing

Sale Price *

Broadcast Channels

TicketNetwork

Export

Ticket Evolution

Recipient Delivery Info

If available now, you can enter the information of the person attending the event. This can be updated from the purchase order.

Customer Name *

Email *

Phone *

Order Total: (1 x 8,877.00) = **8,877.00**

Purchase Info: Quantity being purchased, Delivery and On-Hand date of the tickets once they become yours.

Pricing: This will be the price these tickets will list for on the Exchange when they become yours.

Broadcast Channels: Where this ticket group will be broadcast when they become yours.

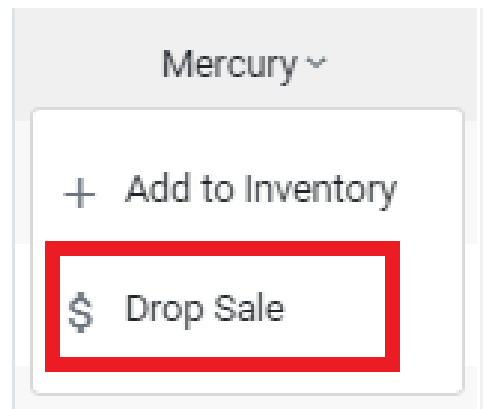
Shipping Information/Recipient Delivery Info: Depending on the ticket type, this will be your shipping information or the e-mail/name you would like the ticket delivered to.

Drop Sale:

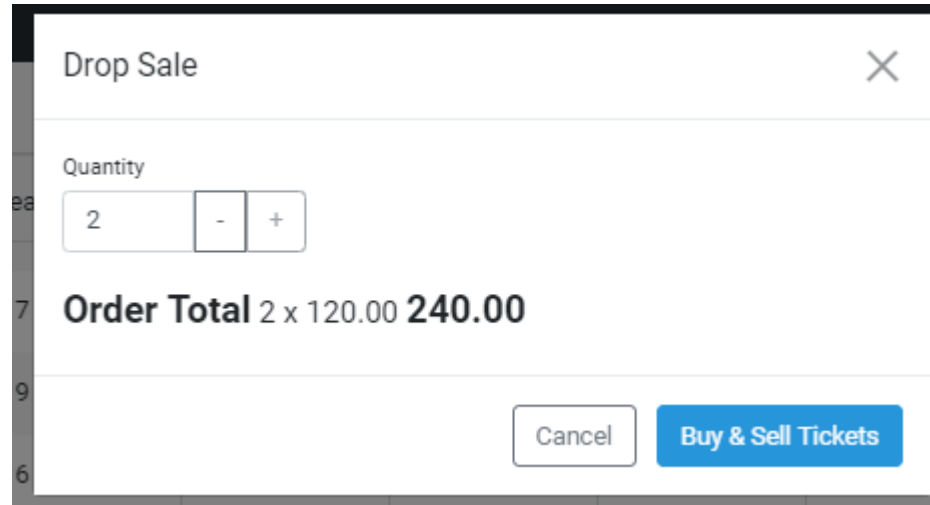
Find the inventory you are looking to purchase via Mercury.

Ariana Grande Staples Center, Los Angeles, CA Mon, 5/6/19 7:00 PM	2	UQR	100	1 - 2	5.00	5.00		5/2/19	<input checked="" type="checkbox"/>			2/7/19	\$	Mercury ▾
	1	SuiteLevelC 22B	25063	N/A	10.00	10.00		On Hand						

Select the Mercury button, and select Drop Sale.



A popup window will appear looking to confirm quantity of tickets being purchased. It will display a total before selecting **Buy & Sell Tickets** to enter the sale information.



Drop Sale

Quantity

2 - +

Order Total 2 x 120.00 240.00

Cancel Buy & Sell Tickets

In the new Sell Tickets screen, you will enter all Ticket Group and Sale information:

Sell Tickets
Hunk Test Event Arklay Lab Test, Metropolis Test, NY Thu, 4/11/19 5:30 AM

Ticket Group Info			Pricing		
Quantity 2	Section CK TWO	Row 1	Seats 1 - 2	Face 50.00 x 2	Wholesale 120.00 x 2
Stock Type Mobile	Ticket Group Type Event Ticket	On Hand Yes - 4/4/18		Cost 120.00 x 2	

Sale Info

Order Type*

Shipping Method*

Sale Date

Internal Note (optional)
Max 500 characters

External Note (optional)
Max 500 characters

Reference # (optional)
Max 50 characters

Pricing

Sale Price* x2

Shipping Cost (optional)

Expenses (optional)

Discount (optional)

Tax (optional) \$ %

Calculated tax:

Expenses/Discount Notes (optional)
Max 100 characters

Customer Info [Add Customer +](#)

Please search for a customer

Payment Info

Payment Method*

Paid in full Amount Paid*

Account Number

Payment Summary
Max 500 characters

Sale Info: The type of Order, shipping method and other order notes.

Pricing: The price you are selling the tickets for, along with any additional charges.

Customer Info: The information of the customer purchasing the tickets from you

Payment Info: Information on the payment amount and type.

Non-Mercury B2B Purchasing

For inventory owned by brokers not opted into Mercury, you still can purchase the tickets using your Mercury purchasing limit. Those tickets will have a button called **Purchase**. These tickets will be subject to the Retail purchasing flow (and will for example not be covered by the 200% Mercury guarantee, or download files automatically, and may be subject to buying fees).

<input checked="" type="checkbox"/> Exchange Tickets <input checked="" type="checkbox"/> My Tickets First <input type="checkbox"/> Show Suggested Prices ↻ ⬇️ ☰															
	Quantity	Section	Row	Seats	Whole...	Cost	Stock	Delivery	Tags	On Ha...	Broadcast	PDF	Note	Modifi...	Actions
<input type="checkbox"/>	8	QR	10631	1 - 8	2.00	1.00				On Hand	ON			3/1/19	
<input type="checkbox"/>	1	QR	10631	10 - 10	2.00	1.00				On Hand	ON			6/9/18	
<input type="checkbox"/>	1	combination	1	1 - 1	1.00	1.00				4/7/19	ON			2/19/19	
<input type="checkbox"/>	1	combination	1	2 - 2	1.00	23.00				4/7/19	ON			2/19/19	
<input type="checkbox"/>	1	eticket	10632	18 - 18	1.00	2.00				On Hand	ON			3/13/19	
	49	10632	Ar Testing	N/A	50.00	50.00				On Hand					Purchase
	10	10	10	N/A	20.00	20.00				On Hand					Purchase
	10	Hello	Person	N/A	15.00	15.00				On Hand					Purchase
	12	test	23	N/A	12.00	12.00				4/7/19					Purchase
	12	12	1212	N/A	12.00	12.00				4/7/19					Purchase
	17	eticket	10632	N/A	2.00	2.00				On Hand					Purchase

The purchasing flow is very similar to Mercury buying. If you are over your Mercury buy limit, you will be redirected to TicketNetwork’s web checkout and be able to pay with another payment method such as a Credit Card (covered on the next page).

Note - to use your Mercury limit for non-Mercury inventory, your profile should be completed with at least one phone, email, billing address, and shipping address in your profile.

P

OSNext will add a placeholder ticket group into your inventory (unbroadcasted and with random seat numbers by default), and you will be able to update or broadcast these as desired.

Retail Purchase
Xiaotong Test Event | Mullins Center, Amherst, MA | Thu, 4/11/19 4:00 PM

Ticket Group Info				Pricing	
Quantity 17	Section TNCONVERSION	Row 2401	Seats 2 - 20	Face 2.00 x 17	Wholesale 2.00 x 17
Stock Type Mobile	Seating Type Odd/Even	Ticket Group Type Event Ticket	On Hand Yes - 4/26/18	Cost 2.00 x 17	

Purchase Info

Quantity *
 - +

Delivery Method *

On-Hand Date *

Pricing

Wholesale Price *
 x17

Shipping Info

Email *

Phone *

Billing Address *

Payment Info

Account Number


Payment Note
Max 500 characters

Web checkout:

Enter in your billing information in the secure checkout. Once the order is complete, you'll be able to manually add those tickets into your point-of-sale.

1 Delivery

Email: tim@test.com

Delivery Method: Standard Delivery 
Ships by 3/22/2019

[edit](#) 

2 Payment

[Redeem a Gift Card or Promo Code](#)

Payment Methods

Credit Card
  PayPal
  PayPal Credit

Enter Your Billing Address

This should match the address on your credit card statement.

* Cardholder's Name A full name is required.


*Country

*Address

*Zip/Postal Code

*City

*State/Province

*Phone 

My Shipping address is the same as my Billing address

Wicked

Thursday, April 11, 2019 at 4:00 PM
Mullins Center in Amherst, MA US
Section: 10 | Row: 10

Quantity: \$21.00 each **\$42.00**


All prices are in US Dollars (\$) except where otherwise noted.

Note: Test Note for Awesome Tongtong

Delivery: \$15.00


Total: \$57.00

Enter Credit Card Information

 100% SECURE

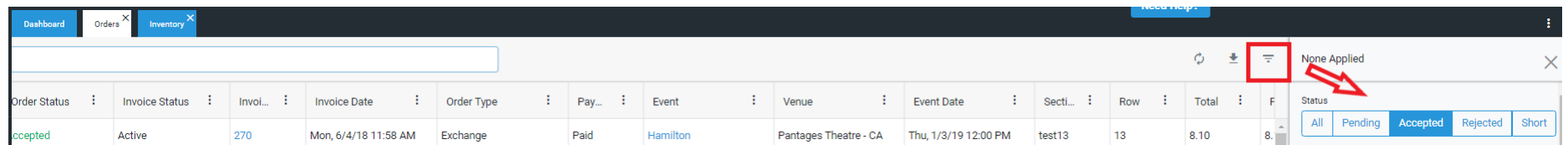
*Credit Card Number

*Expiration Date /

*Security Code 

TicketNetwork Order Management

TicketNetwork orders will not need to be processed manually. Instead, TicketNetwork orders will Auto-Process (an invoice will automatically be generated). Orders that are auto-processed will be automatically marked as **Accepted** in the **Orders** tab. Orders received from another exchange *or* orders received manually will need to be processed manually (see instructions above to Sell Inventory [Sec 4]). Accepted Orders can be easily filtered.



Order Status	Invoice Status	Invoi...	Invoice Date	Order Type	Pay...	Event	Venue	Event Date	Secti...	Row	Total	F	Status
Accepted	Active	270	Mon, 6/4/18 11:58 AM	Exchange	Paid	Hamilton	Pantages Theatre - CA	Thu, 1/3/19 12:00 PM	test13	13	8.10	8.	All Pending Accepted Rejected Short

<input type="checkbox"/>	Order ID ↓ ⋮	Order Date ⋮	Order Status ⋮
<input type="checkbox"/>	Drosale2.0	Mon, 6/4/18 11:58 AM	Accepted
<input type="checkbox"/>	aaaaa	Thu, 7/12/18 5:12 PM	Accepted
<input type="checkbox"/>	7214816	Fri, 3/15/19 9:11 PM	Accepted
<input type="checkbox"/>	7204061	Mon, 2/18/19 2:08 PM	Accepted
<input type="checkbox"/>	7204059	Mon, 2/18/19 1:09 PM	Accepted
<input type="checkbox"/>	7204057	Mon, 2/18/19 12:21 PM	Accepted
<input type="checkbox"/>	7204055	Mon, 2/18/19 12:20 PM	Accepted

Any orders that fail to auto-process will be marked **Pending** in the **Orders** tab. This might occur, for instance, because the tickets that sold to TicketNetwork are No Longer Available (NLA) in the POS. Manually update Pending orders to accept or reject the order by selecting the **Options** icon. TicketNetwork will auto-reject orders if they remain pending for a long duration.

<input type="checkbox"/>	Order ID ↓ ⋮	Order Date ⋮	Order Status ⋮
<input type="checkbox"/>		Fri, 2/1/19 4:08 PM	Pending

Orders that are auto-rejected or rejected manually will be marked **Rejected** and can also be filtered.

<input type="checkbox"/>	Order ID ↓ ⋮	Order Date ⋮	Order Status ⋮
<input type="checkbox"/>	7202184	Wed, 2/13/19 11:12 AM	Rejected
<input type="checkbox"/>	7184449	Fri, 12/28/18 3:23 PM	Rejected
<input type="checkbox"/>	7164621	Thu, 11/8/18 12:23 PM	Rejected
<input type="checkbox"/>	7164619	Thu, 11/8/18 12:20 PM	Rejected

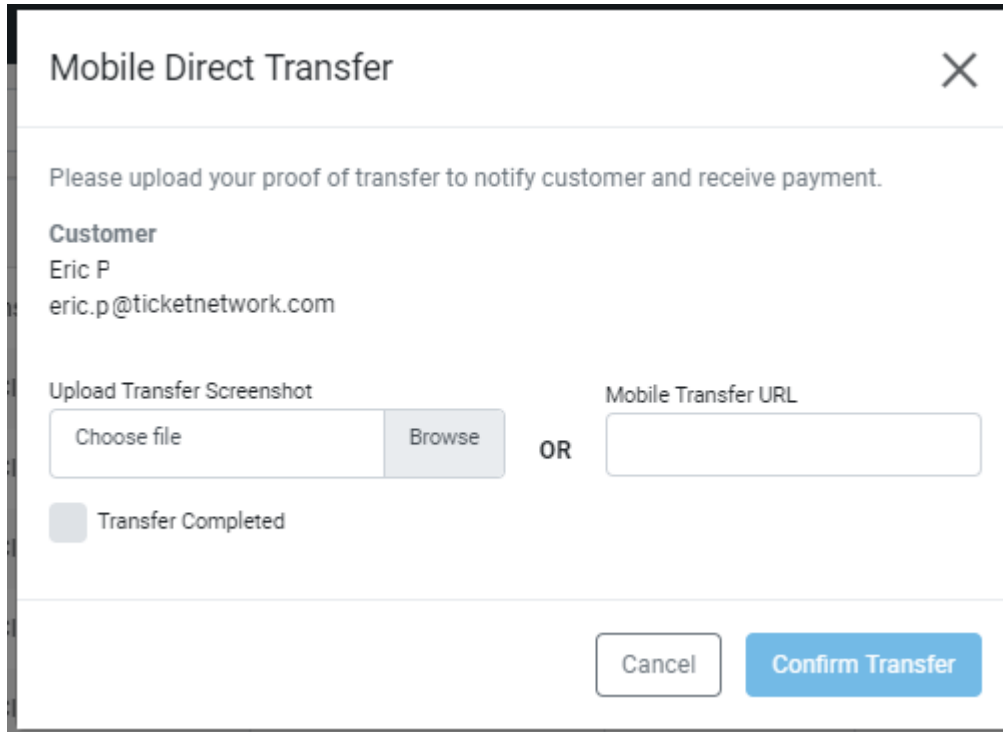
Confirm Electronic Transfer

For Mobile and Flash Seat transfer orders, you can confirm delivery in the **Orders** grid. Find a TicketNetwork order where the delivery method is Direct Transfer and select the more button under the Actions column then Manage Transfer.

Order ID	Order Date	Order Status	Event	Venue	Event Date	Total	Due	On Ha...	PDF	Delivery	Delivery St...	Actions
56847	Thu, 3/21/19 8:40 AM	Accepted	Disney On Ice: Frozen	Schottenstein Center	Fri, 4/19/19 3:00 PM	11.64	11.64	On Hand		Direct Transfer	Delivered	
7212267	Tue, 3/12/19 9:45 AM	Accepted	PalmTrixx	Output Club - Brooklyn	Sat, 8/31/19 10:00 PM	85.00	85.00	On Hand		Direct Transfer	Delivered	
7212233	Tue, 3/12/19 8:57 AM	Accepted	PalmTrixx	Output Club - Brooklyn	Sat, 8/31/19 10:00 PM	0.85	0.85	On Hand		Direct Transfer	Delivered	
7212231	Tue, 3/12/19 8:57 AM	Accepted	PalmTrixx	Output Club - Brooklyn	Sat, 8/31/19 10:00 PM	0.85	0.85	On Hand		Direct Transfer	Delivered	
7212229	Tue, 3/12/19 8:57 AM	Accepted	PalmTrixx	Output Club - Brooklyn	Sat, 8/31/19 10:00 PM	10.20	10.20	8/27/19		Direct Transfer	Unsent	
7212227	Tue, 3/12/19 8:57 AM	Accepted	PalmTrixx	Output Club - Brooklyn	Sat, 8/31/19 10:00 PM	0.85	0.85	On Hand		Direct Transfer		
7212225	Tue, 3/12/19 8:57 AM	Accepted	PalmTrixx	Output Club - Brooklyn	Sat, 8/31/19 10:00 PM	0.85	0.85	On Hand		Direct Transfer		
7212223	Tue, 3/12/19 8:56 AM	Accepted	PalmTrixx	Output Club - Brooklyn	Sat, 8/31/19 10:00 PM	0.85	0.85	On Hand		Direct Transfer		
7212221	Tue, 3/12/19 8:56 AM	Accepted	PalmTrixx	Output Club - Brooklyn	Sat, 8/31/19 10:00 PM	0.85	0.85	On Hand		Direct Transfer		
7212219	Tue, 3/12/19 8:55 AM	Accepted	PalmTrixx	Output Club - Brooklyn	Sat, 8/31/19 10:00 PM	0.85	0.85	On Hand		Direct Transfer		
7212213	Tue, 3/12/19 8:55 AM	Accepted	PalmTrixx	Output Club - Brooklyn	Sat, 8/31/19 10:00 PM	1.70	1.70	On Hand		Direct Transfer		
7212211	Tue, 3/12/19 8:55 AM	Accepted	PalmTrixx	Output Club - Brooklyn	Sat, 8/31/19 10:00 PM	1.70	1.70	On Hand		Direct Transfer		

- Use Alternates
- Manage Transfer
- Mark On Hand
- Attach QR Screenshots or Barcodes
- Edit Notes and Tags
- View Invoice
- Send Invoice
- Void Invoice
- View Pricing History










In the new Mobile Direct Transfer window there will be two options, Upload Transfer Screenshot or Mobile Transfer URL.



The screenshot shows a window titled "Mobile Direct Transfer" with a close button (X) in the top right corner. Below the title, there is a message: "Please upload your proof of transfer to notify customer and receive payment." Underneath, the customer information is displayed: "Customer Eric P eric.p@ticketnetwork.com". There are two options for providing proof of transfer: "Upload Transfer Screenshot" and "Mobile Transfer URL". The "Upload Transfer Screenshot" option includes a "Choose file" button and a "Browse" button. The "Mobile Transfer URL" option is a text input field. Below these options is a checkbox labeled "Transfer Completed". At the bottom of the window, there are two buttons: "Cancel" and "Confirm Transfer".

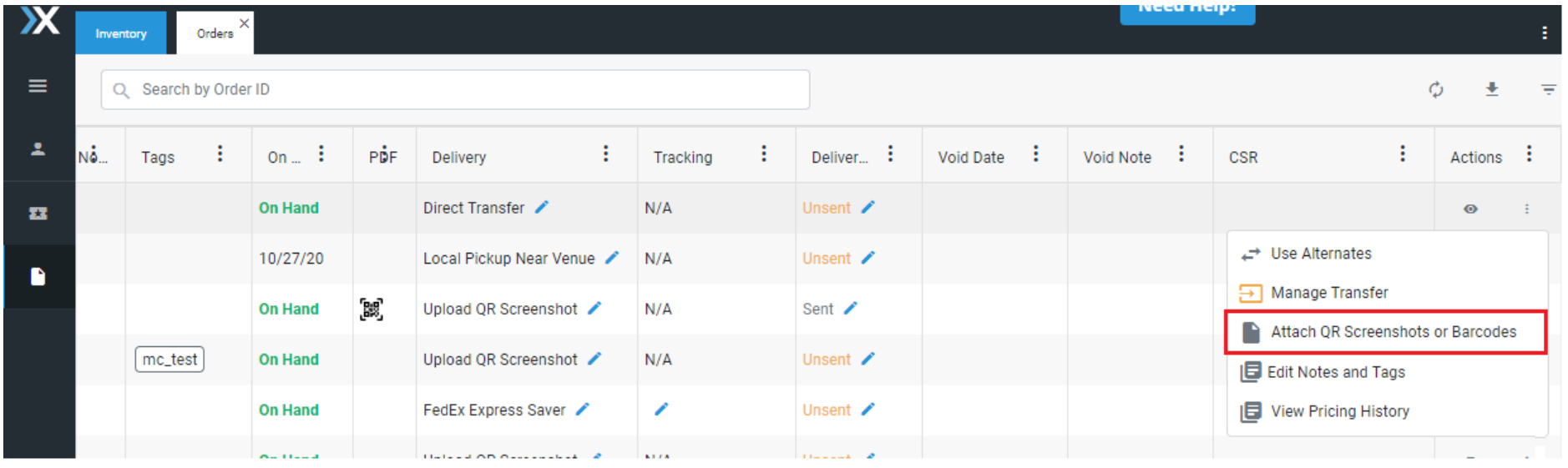
To Upload Transfer Screenshot, select Choose File and browse your computer for the file of your screenshot. Alternatively, if there's a Mobile Transfer URL that can be used, select the Mobile Transfer URL text field and enter the URL used for transfer.

Selecting Confirm Transfer will update the Delivery Status column to delivered. If a Mobile Transfer URL was provided then a link to view that URL will be available in the PDF column. The order will also be updated with a note that the tickets have been transferred to the customer.


Order ID	Order Date	Order Status	Event	Venue	Event Date	Total	Due	On Ha...	PDF	Delivery	Delivery St...	Actions
56847	Thu, 3/21/19 8:40 AM	Accepted	Disney On Ice: Frozen	Schottenstein Center	Fri, 4/19/19 3:00 PM	11.64	11.64	On Hand		Direct Transfer	Delivered 	 
7212267	Tue, 3/12/19 9:45 AM	Accepted	PalmTrixx	Output Club - Brooklyn	Sat, 8/31/19 10:00 PM	85.00	85.00	On Hand		Direct Transfer 	Delivered 	 

Uploading eTickets/QR Screenshots

For eTickets and mobile QR screenshots, you'll have the ability to upload the PDF. On the orders grid, click **More Actions**. Eticket orders will display "Manage eTickets or Barcodes" while mobile tickets will show "Manage QR Screenshots".



The screenshot displays the 'Orders' grid in the TicketNetwork interface. The grid has columns for 'No...', 'Tags', 'On ...', 'PDF', 'Delivery', 'Tracking', 'Deliver...', 'Void Date', 'Void Note', 'CSR', and 'Actions'. A search bar at the top is labeled 'Search by Order ID'. The 'Actions' column for a selected row is open, showing a dropdown menu with the following options: 'Use Alternates', 'Manage Transfer', 'Attach QR Screenshots or Barcodes' (highlighted with a red box), 'Edit Notes and Tags', and 'View Pricing History'. The grid contains several rows with 'On Hand' status and various delivery methods like 'Direct Transfer', 'Local Pickup Near Venue', and 'FedEx Express Saver'.

No...	Tags	On ...	PDF	Delivery	Tracking	Deliver...	Void Date	Void Note	CSR	Actions
		On Hand		Direct Transfer	N/A	Unsent				👁️ ⋮
		10/27/20		Local Pickup Near Venue	N/A	Unsent				
		On Hand		Upload QR Screenshot	N/A	Sent				
	mc_test	On Hand		Upload QR Screenshot	N/A	Unsent				
		On Hand		FedEx Express Saver		Unsent				

Find the PDF you're looking to attach to the order and drag it to the browser. Alternatively, you can click browse to find the PDFs. Pages can be reordered by simply dragging and dropping. Click save. The delivery status on the grid will update to "sent" and the tickets will be on their way to the buyer.

Inventory Orders Manage eTickets for 7216648

Manage eTickets for Order Section NMACH std Row 10631 Seats 14 - 15 Hallow's Eve Fall Festival Avalon - MA, Boston, Massachusetts Sat, 10/31/20 11:00 PM

Upload PDF Low Seat High Seat Clear files

Drag & Drop PDFs here or Click to Browse

Seats	Page name	Barcode
14	Order #21...	Barcode
15	Order #21...	Barcode

PDF Preview Page 1 of 2

****MUST PRINT ON PAPER. NOT VALID FOR ENTRY VIA MOBILE DEVICE****

431 8 19 17486183 Bank of Amer Gate UPPER LEVEL

WASHINGTON REDSKINS V.S. PHILADELPHIA EAGLES FEDEXFIELD SUN SEPT 10 2017 1:00PM

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TICKETMASTERVIP.COM

BE CLEAR ON GAME DAY SAFETY
Teams will implement an NFL policy this year that limits the size and type of bags that may be brought into stadiums.

Only clear plastic bags not to exceed 12" x 6" x 12" are permitted inside FedExField. Small clutch bags no larger than the size of a hand may be carried separately or within the clear plastic bag. Additionally, seat cushions are no longer permitted inside FedExField. FOR MORE DETAILS GO TO www.NFL.com/AIIClear

2 FOR 1 TICKETS SAVE 50% ON TICKETS
TONS OF FUN, BUY 1 GET 1!
TICKETMASTER.COM/TWOFORONE

Important Instructions:

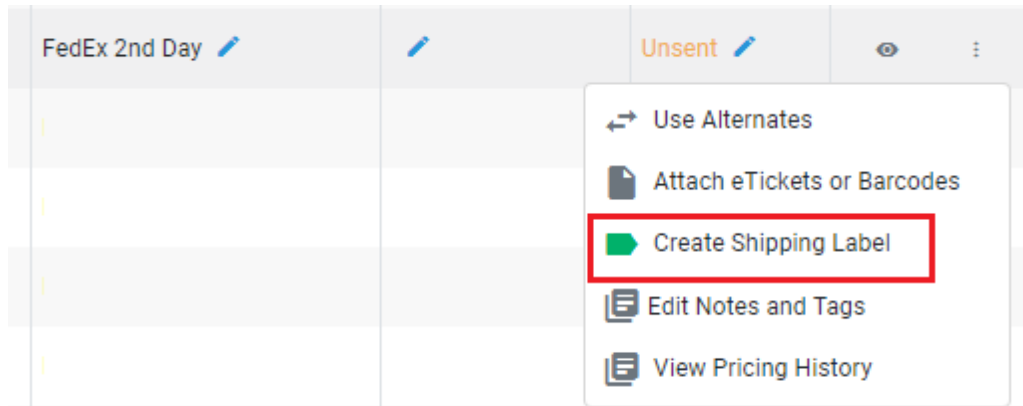
- The barcode only allows one entry per scan.
- Unauthorized duplication or sale of this ticket may prevent your admittance to the event.

Section: 431 Row: 8 Seat: 15

Cancel Save

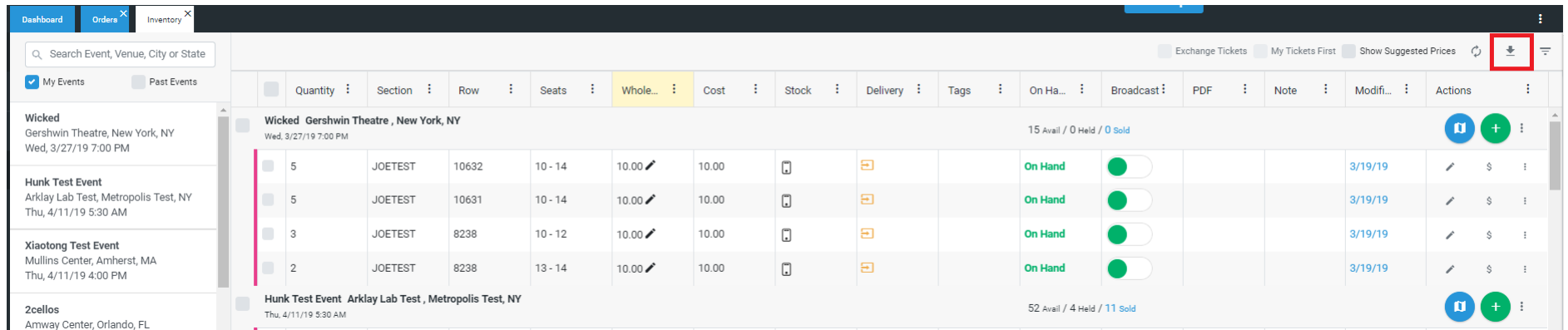
Printing a Shipping Label

On order that have a FedEx delivery method, click on the More Actions >> create shipping label. Once created, the shipping label will appear in a new tab for printing.



Reports

All grids are exportable, allowing clients to customize their own reports with the data available in the Inventory, Clients, Orders, and Purchase Orders tabs.



Quantity	Section	Row	Seats	Whole...	Cost	Stock	Delivery	Tags	On Ha...	Broadcast	PDF	Note	Modifi...	Actions
Wicked Gershwin Theatre, New York, NY Wed, 3/27/19 7:00 PM 15 Avail / 0 Held / 0 Sold														
5	JOETEST	10632	10 - 14	10.00	10.00				On Hand	<input checked="" type="checkbox"/>			3/19/19	✎ \$:
5	JOETEST	10631	10 - 14	10.00	10.00				On Hand	<input checked="" type="checkbox"/>			3/19/19	✎ \$:
3	JOETEST	8238	10 - 12	10.00	10.00				On Hand	<input checked="" type="checkbox"/>			3/19/19	✎ \$:
2	JOETEST	8238	13 - 14	10.00	10.00				On Hand	<input checked="" type="checkbox"/>			3/19/19	✎ \$:
Hunk Test Event Arklay Lab Test, Metropolis Test, NY Thu, 4/11/19 5:30 AM 52 Avail / 4 Held / 11 Sold														

In addition, POSNext offers built in reporting that similarly can be exported for your convenience! To access reports, go to the Reports tab. Business Summary is the default report that will appear.

Dashboard Reports Inventory

Business Summary

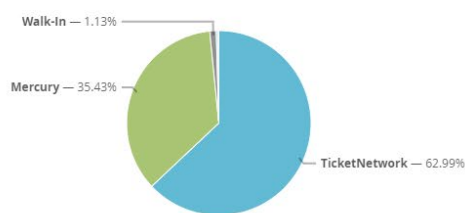
Business Summary

FILTERS Order and Invoice Date is in the past 30 days Run

Inventory - Unsold Summary

Events	160
Ticket Groups	1,416
Total Cost Unsold	\$727,622.31
Total Price Unsold	\$4,214,941.73
Expected Profit	\$3,487,319.42

Sales by Marketplace Breakdown



Outstanding Accounts

Days Outstanding ^	Total Receivable	Total Payable
1 Below 1	\$23.28	\$0.00
2 1 to 29	\$9,279.23	\$5,395.68
3 30 to 59	\$4,172.66	\$5,582.13
4 60 or Above	\$1,293,023.55	\$520,701.20

Invoice Summary

Sum Gross Order Total	\$13,039.71
Sum Voided Order Total	\$1,825.00
Sum Total Cost	\$119,013.07
Sum Expense Total	\$0.00
Sum Service Fee Total	\$1,361.99
Sum Wasted Cost	\$14,464.16
Current Net Profit	-\$121,799.51

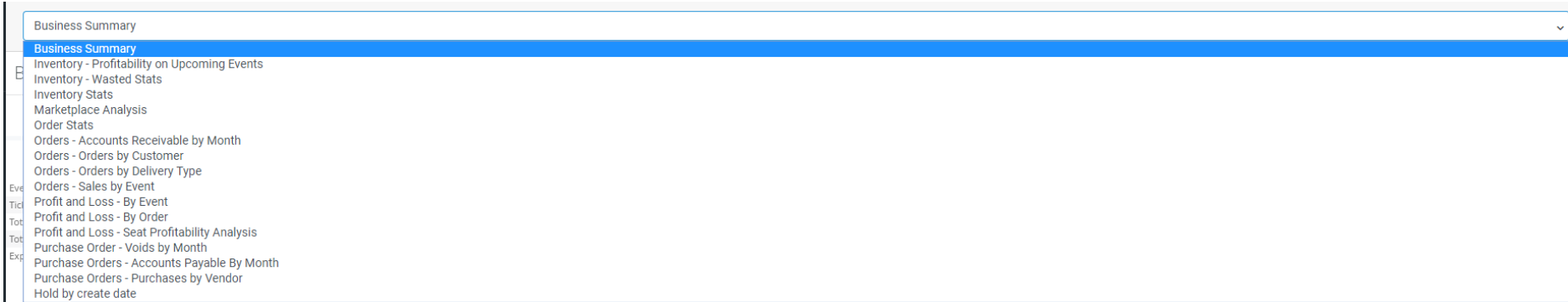
-\$121,799.51

Current Profit and Loss

Inventory - Unsold Inventory for the Next 7 Days

Event Date ^	Event Name	Unsold Tickets	Total Cost Unsold	Predicted Profit
1 2019-03-27	Wicked	676	\$108,696.00	\$4,831.00
2 2019-03-27	Miami Open Tennis 2019: Grounds Pass - Session 18 WTA & ATP sgl & dbl, QF	129	\$251.00	-\$108.00

Other available reports include Profitability on Upcoming Events, Inventory Stats, Order Stats, Profit and Loss by Order, and many more!

A screenshot of a web application's report menu. The menu is displayed as a vertical list of items, with the top item, "Business Summary", highlighted in blue. The list includes various reports such as "Inventory - Profitability on Upcoming Events", "Orders - Accounts Receivable by Month", and "Profit and Loss - By Order". On the left side of the menu, there are small, vertically stacked labels: "Eve", "Tic", "Tot", "Exp", and "Exp".

To schedule a training session, or if you
have any questions or concerns,
please contact us!

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