



PROVENUE®
TRAINING DOCUMENTATION

*Ticketing Setup –
Package Administration*

Revision History

Document Version	Application Version	Date	Author	Changes
1.0	PV 2.2	10/10/2011	Lisa King	Document Originated
2.0	PV 3.4.00	3/27/2015	Susan Leslie	Updated for PV 3.4.00

Copyright Information

This document has been created, authored and/or prepared by or on the behalf of Tickets.com, Inc. The contents hereof contain trade secrets and other information that is proprietary to Tickets.com, Inc., and use of this document is subject to the terms, conditions and restrictions set forth in the license agreement accompanying this document and the ProVenue software, the terms of which are incorporated herein by this reference.

This document is intended to provide the user with accurate and authoritative information relating to the operation of the ProVenue software. While every precaution has been taken to ensure its accuracy, Tickets.com, Inc. makes no warranty that the contents hereof are accurate in all respects and Tickets.com, Inc. hereby disclaims any and all responsibility for any errors or omissions in the text.

Copyright© 2015

Tickets.com, Inc.

Costa Mesa, California USA

All rights reserved.

Advantix/SQL™, ProVenue®, ProVenueElite®, ProVenueMax™, ProVenueOne™, ProVenueOnline®, ProVenuePlus™, ProVenueReports™, ProVenueGrandSlam™, and Tickets.com® are registered trademarks, trademarks and service marks of Tickets.com, Inc., in the United States and other countries, as applicable.

Tickets.com has its own Federal and State registrations.

Adobe® and Acrobat Reader® are registered trademarks of Adobe Systems Incorporated in the United States and other countries.

BOCA® is a registered trademark of Boca Systems, Inc.

Microsoft® and Windows® are registered trademarks of Microsoft Corporation in the United States and other countries.

All other brands and products are trademarks or registered trademarks of their respective owners. The information in this document is confidential and proprietary to Tickets.com, Inc. This document may not be reproduced, republished or otherwise redistributed, in whole or in part, by any electronic or mechanical means (including without limitation, photocopying, caching or other information storage and retrieval methods) for any reason without the prior written permission of Tickets.com, Inc. All patron information used herein (which may include, but not be limited to patron name, address, phone number and account number) is strictly fictional. In the event any patron information contained herein resembles that of any real person, living or dead, such resemblance is purely unintentional and coincidental.

Table of Contents

Overview	1
Prerequisites	1
Creating a Package	2
Detail	3
Package	4
Package Status	8
Exchanges	10
Liability	11
Renewal Group	12
Package Seat Calculation	13
Org Affiliates	14
Reservation Release Date	15
Event Lists	16
Package Event Lists	16
Package Event List Affinity	18
Package Access	21
Transaction Types and Dates	22
General	30
Payment Plans	33
Delivery Card Types	35
Promotions	37
Payment Methods	39

Overview

A package contains multiple events which are sold as a unit. Packages can have fixed seat behavior, where the same seat is sold for all events in the package, or variable seat behavior where the seats differ. Packages can be renewable, where patrons are sent renewal offers for the following season.

Prerequisites

To create a Package within ProVenue[®], a user must have one of the following Portal Roles assigned within *User Management*:

- ConfigMgmt – Configuration Management; or
- TicketingSetup – Supplier Scoped Ticketing Setup

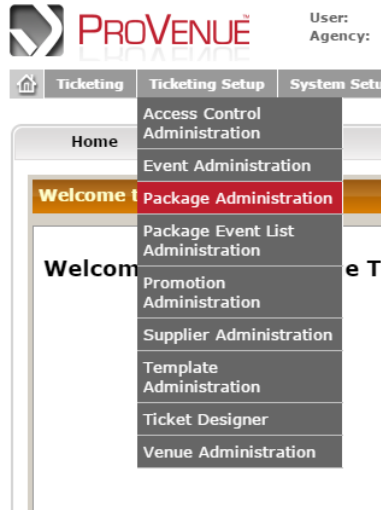
These roles allow a user access to *Package Administration*.

Before creating a package, the following items must be set up in the system:

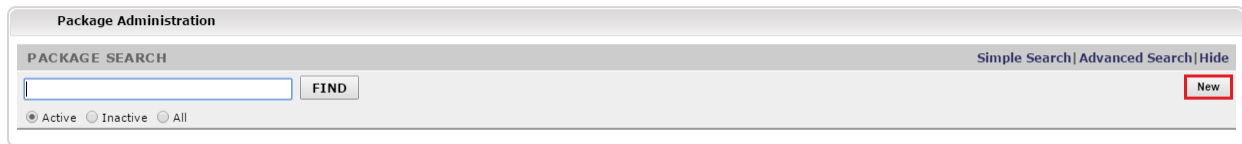
- Supplier
- Season
- Series (if applicable)
- Access Code
- Package Report Group (if applicable)
- Primary/Secondary/Settlement Org Affiliates
- Subscriber Since Code (if applicable)
- Package Event Lists

Creating a Package

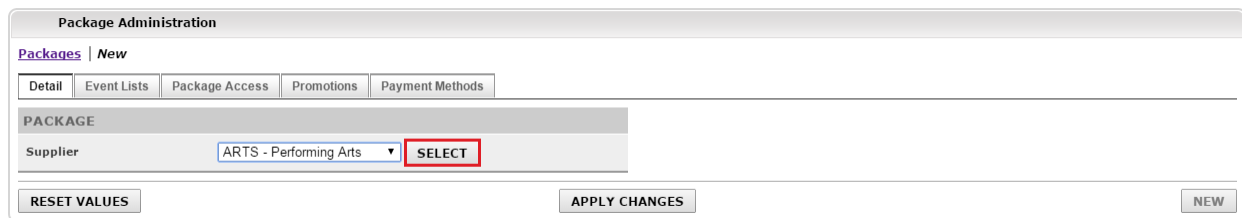
- From the *Home* screen, navigate to *Ticketing Setup > Package Administration*.



- To create a new package, click **New**.



- Choose the Supplier from the dropdown list and click **SELECT**.



Detail

The following screen will be displayed:

Package Administration

[Packages](#) | [New](#)

Detail | Event Lists | Package Access | Promotions | Payment Methods

PACKAGE

<p>ID: <input type="text"/></p> <p>Supplier: Performing Arts Change</p> <p>Code: <input type="text"/></p> <p>Description: <input type="text"/></p> <p>Public Description: <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div></p> <p>Season: 16BDWAY - 2016 Broadway Season</p> <p>Series: <input type="text"/></p> <p>Package Type: Package</p> <p>Display Order: 100</p> <p>Status: <input checked="" type="radio"/> Active <input type="radio"/> Inactive</p> <p>PVO Acceptance: <input checked="" type="checkbox"/> Block Package <input type="checkbox"/> Force Package</p>	<p>Access Code: ALLACCESS - ALL access</p> <p>Package Report Group: <input type="text"/></p> <p>Package Class: Full Season</p> <p>Full Season Equivalence: <input type="checkbox"/> <input type="checkbox"/> Prorates with Package</p> <p>Reference Date: <input type="text"/></p> <p>Reference Time Zone: America/Detroit</p> <p>Reference Date/Time Text: <input type="text"/></p> <p>Keywords: <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div></p> <p>Options: <input type="checkbox"/> Force Fixed Seat Quantity <input checked="" type="checkbox"/> Renewable <input type="checkbox"/> Package Upsell</p>
--	---

PACKAGE STATUS

Package Status: Off Sale

Rollover Sold Out

EXCHANGES

<input checked="" type="checkbox"/> Same Supplier	<input type="checkbox"/> Same Series
<input checked="" type="checkbox"/> Same Primary Org Affiliate	<input checked="" type="checkbox"/> Same Event Run
<input checked="" type="checkbox"/> Same Venue	<input checked="" type="checkbox"/> Event must be in a package
<input checked="" type="checkbox"/> Same Season	<input checked="" type="checkbox"/> Same Quantity

LIABILITY

<input checked="" type="checkbox"/> Same Supplier	<input type="checkbox"/> Same Series
<input checked="" type="checkbox"/> Same Primary Org Affiliate	<input checked="" type="checkbox"/> Same Event Run
<input checked="" type="checkbox"/> Same Venue	<input checked="" type="checkbox"/> Event must be in a package
<input checked="" type="checkbox"/> Same Season	

RENEWAL GROUP

Renewal Group:

Can Be Released Online:

PACKAGE SEAT CALCULATION

Average All Seats Rounding: Round Up

Use First Event List

Use Specific Event List

ORG AFFILIATES

Primary: TKTPRM - Ticketing Company Primary

Secondary:

Settlement: TKTSETTLE - Ticketing Company Settlement

Subscriber Since Code:

RESERVATION RELEASE DATE

Relative To Transaction: Inherit

Relative to Package: Inherit

before reference date

Fixed Date:

RESET VALUES
APPLY CHANGES
NEW

Package

- Enter the necessary information for the package, as described in more detail below.

PACKAGE	
ID	Access Code: ALLACCESS - ALL access
Supplier: Performing Arts <input type="button" value="Change"/>	Package Report Group: [dropdown]
Code: [input]	Package Class: Full Season
Description: [input]	Full Season Equivalence: [input] <input type="checkbox"/> Prorates with Package
Public Description: [text area]	Reference Date: [input] [calendar icon]
Season: 16BDWAY - 2016 Broadway Season	Reference Time Zone: America/Detroit
Series: [dropdown]	Reference Date/Time Text: [input]
Package Type: Package	Keywords: [text area]
Display Order: 100	Options: <input type="checkbox"/> Force Fixed Seat Quantity
Status: <input checked="" type="radio"/> Active <input type="radio"/> Inactive	<input checked="" type="checkbox"/> Renewable
PVO Acceptance: <input checked="" type="checkbox"/> Block Package <input type="button" value="Force Package"/>	<input type="checkbox"/> Package Upsell

Package	
ID	A unique system-generated code.
Supplier	The Supplier associated with this package.
Code	Enter a unique code, up to 14 characters, that represents the package.
Description	Enter a description for the package. The description can contain up to 30 characters. This should be written in mixed case.
Public Description	Enter a public description for the package. This is used if the package will be sold online.
Season	<p>Select a season from the dropdown list. Seasons provide a major grouping for events and packages and may be used to segregate events and packages on reports.</p> <p>Only events associated with this season can belong to the Package Event List, and in turn the package. The season must have been previously set up in <i>Supplier Administration</i>.</p>
Series	<p>A series is an attribute that represents a grouping of packages. For example, a Broadway series might be made up of a number of specific packages containing Broadway events.</p> <p>A series can be used in reports and can be used to control exchange behavior. The series must have been previously set up in <i>Supplier Administration</i>.</p>
Package Type	<p>Select one of the following types of packages:</p> <ul style="list-style-type: none"> • Package (Default) – The package is a conventional package that is sold/reserved using package use cases and a sale type of “Package Ticket.”

Package	
	<ul style="list-style-type: none"> • Bundle – The package is sold using a single event use case with a sale type of “Single Ticket” or “Group Ticket.” Bundles are triggered by offering or re-pricing a seat using a Buyer Type associated with a ‘Bundle Value’ promotion. <p>Once a package has been saved, the package type cannot be changed.</p>
Display Order	This determines the package position when displayed in lists throughout ProVenue®. If more than one group has the same display order number, then these will be sorted in alphanumeric order based on description.
Status	Specify whether the package is active or inactive.
PVO Acceptance	Specify whether ProVenueOnline® can access information about the package: <ul style="list-style-type: none"> • Block Event – Prevents the package from being accepted by the external system. • Force Event – Forces a package to be picked up by the external system.
Access Code	Access Codes determine who can report on (specific reports) or update the package. Access Codes work in conjunction with Access Roles that are assigned to Agencies in <i>Organization Administration</i> . Each Access Code that is assigned to an Access Role can be granted various operational permissions. Access Codes do not control sales access to a package.
Package Report Group	A package can be assigned to a package report group for purposes of reporting. The package group must have been previously set up in <i>Supplier Administration</i> . A package report group can be added to a Package after it has been created.
Package Class	Select one of the following values for package class: <ul style="list-style-type: none"> • Full Season • Partial Season • Flex • Combo • Value • Other <p>This classification is used to distinguish packages for reporting and other processing, such as extracts to other systems or the Tickets.com® settlement system.</p>
Full Season Equivalence	Many organizations report on packages based on an equivalence of a full season. A package that does not contain the same number of events as a full season package will not be fully equivalent, and will only contribute a fractional value of a full season. A full season equivalent ratio (FSE) is used to determine this fractional value.

Package	
	<p>For example, the All-Stars have an 81 game season. They determine that the 81 game package has a Full Season Equivalent (FSE) of 1, and the 40 game package has a FSE of .4938 (40/81). These values are entered here. A team can determine these values, and in some cases a FSE value can be greater than 1.</p> <p>Prorates with Package – After events have taken place, the system will calculate the new ratios.</p>
Reference Date	<p>Enter a reference date for the package that can be used for relative date calculations. For example, the ability to sell a Package might be set up for some Sales Channels/Agencies/Users using a relative date.</p> <p>If not using online self-service exchanges, it is recommended that the reference date entered is the date and time of the first event in the package. If using online self-service exchanges, however, the last event date in the package should be used as the reference date.</p>
Reference Time Zone	Reference time zone is used to aid in date calculations.
Reference Date/Time Text	It is also possible to set a text date for the package. If set, this text is displayed in the package search results and the shopping cart when creating package transactions.
Keywords	Enter keywords, separated by commas, to be used when searching for a package. Each package has its own keyword 'container,' which is separate from keywords that can be assigned to a series in <i>Supplier Administration</i> .
Options	<p>Forced Fixed Seat Quantity - determines if a user is required to select the same quantity of seats in all of the events in the package. There is a package access permission which allows this value to be overridden at runtime. Package Event List seat quantity ratios cannot be set unless this value is set to false. Also, the Boolean at the Package Event List cannot be set to False if this value is set to True.</p> <p>This attribute is irrelevant for the first Package Event List when assigned to a 'Package Type' of "Bundle."</p> <p>Renewable – (Enabled by default) Indicates that the package is a part of a subscription; this package can be renewed or rolled over. This <u>must</u> be enabled before the first sale if the package will be rolled over.</p> <p>Note: If renewable is selected, then a subscriber since code is recommended.</p>

Package	
	Package Upsale - Future ProVenue® functionality, not currently in use.

Package Status

Package status controls overall access to the package, and what, if any, activity can be performed.

PACKAGE STATUS

Package Status Off Sale ▼

Rollover Sold Out

Package Status	
Package Status	<p>The following is a list of package statuses and their definitions:</p> <ul style="list-style-type: none"> Off Sale - The package is off sale and no activity resulting in any change to a seat's status (selling, returning, printing, exchanging, setting hold codes, etc.) may occur. On Hold - The package has been put into a maintenance state. Once in this state, the system shall no longer be able to lock seats for the package. Note that any seats currently locked as a part of a transaction can be sold if the transaction is completed. Canceled - The package has been canceled. No further sales of any kind are allowed to this package. Only returns can be made and only by Sales Channels/Agencies/Users that have permission to do so (see the section on package Access). It shall not be possible to print tickets for a package when a package has this status. On Sale - The package is on sale with none of the restrictions imposed by the other package statuses. Sales Channels/Agencies/Users with the appropriate access can take various actions on inventory according to their permissions. Closed - The events in the package have been settled and are no longer on sale. Note that this package status can also be used to 'soft delete' a package, effectively removing it from sales calendars and ensuring that no seats for this package can be sold. It is not possible to print tickets for a package with a "Closed" status.
Rollover	When checked, restricts activity to the package to those Sales Channels/Agencies/Users that have permission to access a rollover package. This status is system checked at the start of rollover and the check is system removed at the completion of the rollover. Manually checking it will prevent rollover.
Sold Out	This Boolean permission defaults to false. When set to true, the package has been marked as sold out. Once in a sold out status, the only activity allowed to the package is to those

Package Status	
	Sales Channels/Agencies/Users that have permission to access a sold out. This status might be set when a package is nearly sold out in order to allow a box office manager to manipulate inventory, consolidate seats with a hold code set, or possibly to take some action with scattered singles.

Note: The status cannot be changed to “On Sale” until a valid Package Event List has been assigned to the package.

Exchanges

Exchanges of individual events within a package may be restricted to specific other events. The restrictions are governed by Package Event List Equivalences, exchange groups, and/or a series of Boolean values in *Package Administration*.

EXCHANGES	
<input checked="" type="checkbox"/> Same Supplier	<input type="checkbox"/> Same Series
<input checked="" type="checkbox"/> Same Primary Org Affiliate	<input checked="" type="checkbox"/> Same Event Run
<input checked="" type="checkbox"/> Same Venue	<input checked="" type="checkbox"/> Event must be in a package
<input checked="" type="checkbox"/> Same Season	<input checked="" type="checkbox"/> Same Quantity

Exchanges	
Same Supplier	When checked, restricts exchanges of individual events within the package to events with the same supplier. This setting is ignored when Package Event List Equivalence is defined.
Same Primary Org Affiliate	When checked, restricts exchanges of individual events within the package to events with the same primary org affiliate. This setting is ignored when Package Event List Equivalence is defined.
Same Venue	When checked, restricts exchanges of individual events within the package to events with the same venue. This setting is ignored when Package Event List Equivalence is defined.
Same Season	When checked, restricts exchanges of individual events within the package to events with the same season. This setting is ignored when Package Event List Equivalence is defined.
Same Series	When checked, restricts exchanges of individual events within the package to events with the same series. This can only be selected if the package for which it is set belongs to a series. This setting is ignored when Package Event List Equivalence is defined.
Same Event Run	When checked, restricts exchanges of individual events within the package to events with the same event run. This setting is ignored when Package Event List Equivalence is defined.
Event must be in a package	When checked, restricts exchanges of individual events within the Package to events that belong to a package. If Same Series is checked, then this restriction is automatically selected.
Same Quantity	When checked, requires that the same quantity seats returned in an exchange equals the number of seats sold in the exchange.

Note: The above settings may be overridden by settings configured in Package Access for exchanges initiated from ProVenue®, as opposed to online self-service exchanges.

Liability

Liability determines the context in which credits that are owed to a patron can be redeemed. The use of open item liabilities may be restricted to specific events.

LIABILITY	
<input checked="" type="checkbox"/> Same Supplier	<input type="checkbox"/> Same Series
<input checked="" type="checkbox"/> Same Primary Org Affiliate	<input checked="" type="checkbox"/> Same Event Run
<input checked="" type="checkbox"/> Same Venue	<input checked="" type="checkbox"/> Event must be in a package
<input checked="" type="checkbox"/> Same Season	

Liability	
Same Supplier	When checked, restricts the usage of open item liabilities created from the return of package tickets to events with the same supplier.
Same Primary Org Affiliate	When checked, restricts the usage of open item liabilities created from the return of package tickets to events with the same primary org affiliate.
Same Venue	When checked, restricts the usage of open item liabilities created from the return of package tickets to events with the same venue.
Same Season	When checked, restricts the usage of open item liabilities created from the return of package tickets to events with the same season.
Same Series	When checked, restricts the usage of open item liabilities created from the return of package tickets to events with the same series. This can only be selected if the package for which it is set belongs to a series.
Same Event Run	When checked, restricts the usage of open item liabilities created from the return of package tickets to events with the same event run.
Event must be in a package	When checked, restricts the usage of open item liabilities created from the return of package tickets to events that belong to a package. If Same Series is checked, then this restriction is automatically selected.

Renewal Group

RENEWAL GROUP	
Renewal Group	<input type="text" value=""/>
Can Be Released Online	<input type="checkbox"/>

Renewal Group	
Renewal Group	Renewal groups define various rules for patron-initiated online renewals. For example, events/packages within the same Renewal Group can be renewed together in the same online cart.
Can Be Released Online	<p>If enabled, allows orders associated with the package to be released online.</p> <p>This setting corresponds to an option available to online patrons at the MyTickets™: To Do List page, which allows the patron to either keep (renew) or release (choose not to renew) an order. For example, a patron might choose to not renew a parking element for the new season.</p> <p>The option to remove an order is only available if the event/Package has been designated in ProVenue® as eligible for online release.</p> <p>Note: If the 'Can be Released Online' checkbox is enabled, the system releases tickets that patrons choose not to claim. The target Hold Code for the released seats is controlled via the 'Hold Code Return/Release Behavior' permission for the online user.</p>

Package Seat Calculation

A package seat is generally the number of tickets purchased as part of a package divided by the number of events purchased. For example, a customer buying 2 seats for each event in a package containing 5 Events would have 10 tickets or 2 packages seats. Some packages, however, may allow different quantities of seats to be purchased for different events in the Package Event Lists. When different quantities are allowed, this setting determines how the package seat will be calculated.

At the package level, package seats can be calculated based on the following rules:

PACKAGE SEAT CALCULATION

Average All Seats Rounding: ▼

Use First Event List

Use Specific Event List

Package Seat Calculation	
Average All Seats	<p>This calculation is the sum of all seats to all events in all Package Event Lists divided by the number of events in all Package Event Lists.</p> <p>If this option is enabled, then one of the following rounding rules must be selected:</p> <ul style="list-style-type: none"> • Round Up • Round Down • Round Half Up • Round Half Down
Use First Event List	<p>This option will use the package seat calculation for the first event list in the Package Event List tab. The rounding rule for a Package Event List is set in <i>Package Event List Administration</i>.</p>
Use Specific Event List	<p>This option is not available at this time.</p>


Org Affiliates

ORG AFFILIATES	
Primary	TKTPRM - Ticketing Company Primary ▼
Secondary	▼
Settlement	TKTSETTLE - Ticketing Company Settlement ▼
Subscriber Since Code	▼

Org Affiliates	
Primary	The package Primary Organization is a required attribute and must be overridden if different from the supplier default. The Primary Organization may be used to help establish a business owner of the package for reports and other processes on the system.
Secondary	A package may also have a Secondary Organization defined, representing a second level organizational relationship to the package, in addition to the required Primary Organization
Settlement	A Settlement Organization is the entity that settles funds from the package. It identifies a contract type or service charge framework for distributions. Each Settlement Organization can have a separate weekly settlement report.
Subscriber Since Code	The subscriber-since code is an attribute used in conjunction with the year and month to define a subscriber since for a season. The subscriber since code must have been previously set up for the Primary Org Affiliate in the "Org Affiliates" tab in <i>System Administration</i> . This is recommended if the package is renewable.

Reservation Release Date

When seats for a package are reserved, it is possible to have a pre-determined method to calculate a release date for the package reservation. There are three date elements that come into play in determining the calculated release date:

RESERVATION RELEASE DATE	
Relative To Transaction	<input checked="" type="checkbox"/> Inherit <input type="text"/> <input type="text"/> ▼
Relative to Package	<input checked="" type="checkbox"/> Inherit <input type="text"/> <input type="text"/> ▼ before reference date ▼
Fixed Date	<input type="text"/>  <input type="text"/>

Reservation Release Date	
Relative To Transaction	A release date may be set based on a relative time following the transaction. For example, it is possible to allow a patron to retain a reservation for up to 48 hours after making the reservation. This can be set at the Supplier level and inherited to the package level. It may be overridden at the package level.
Relative to Package	A release date may be set based on a time relative to the package reference date and time. For example, a reservation release date can be set to 24 hours before the package reference date and time. This can be set at the Supplier level and inherited to the package level. It may be overridden at the package level.
Fixed Date	A release date may be set as a fixed date and time. The fixed date and time can only be defined at the Package level.

Note: The system does not automatically release the reservations on the specified date; it is instead used as a reference for the users.

- Once all the necessary information for the package has been entered, click **APPLY CHANGES**.

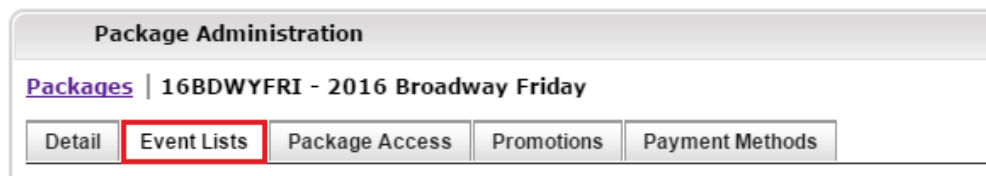
APPLY CHANGES

Event Lists

A package contains one or more Package Event Lists, with each Package Event List containing one or more events. Package behavior is determined by the Package Event Lists that are assigned to the package. The Package Event List determines if the included events are fixed, variable, or flex in their behavior.

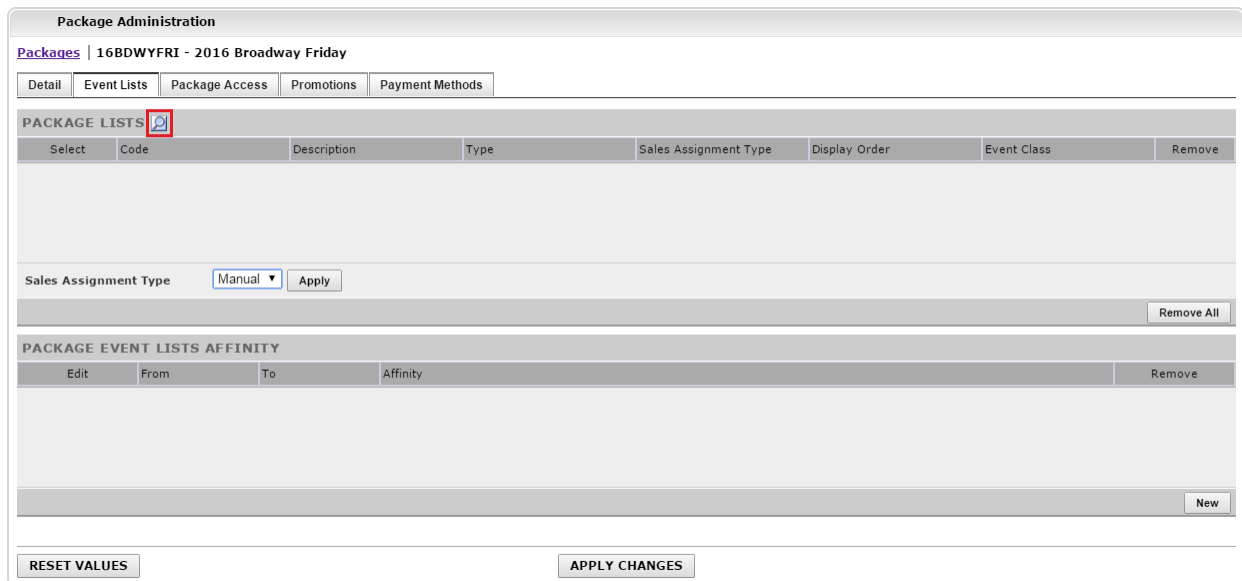
In many instances, only one Package Event List will be assigned to a [package, but there is no practical limit on how many can be assigned. Having multiple Package Event Lists allows packages in different venues to be presented in steps to the user, with all events in one Package Event List being presented and selected at once. It is also possible to assign different types of Package Event Lists (fixed, variable, flex) to a single package.

- To assign a Package Event List to the package, click the “Event Lists” tab.



Package Event Lists

- To select a Package Event List click the  icon.



- Enter Package Event List search criteria, if needed, and click **FIND**. Check the box next to the Package Event List that you want to include in the package and click **OK**.

- Choose the 'Sales Assignment Type' for the Package Event List and click **Apply**.

Package Lists	
Sales Assignment Type	The way in which the seats are selected. 'Manual' and 'Automatic' seat assignment types are currently supported. <ul style="list-style-type: none"> • Manual - For packages with a 'Package Type' of "Package," only "Manual" is supported. • Automatic - For packages with a 'Package Type' of "Bundle," the first Package Event List must be set to "Manual" and all subsequent lists set to "Automatic."
Display Order	This determines the order in which the packages are sold.

- Once all Package Event Lists have been added to the package, Click **APPLY CHANGES**.

APPLY CHANGES

Package Event List Affinity

A package with different Package Event Lists can have a relationship between the lists based on event dates, event quantities, or ticket quantities.

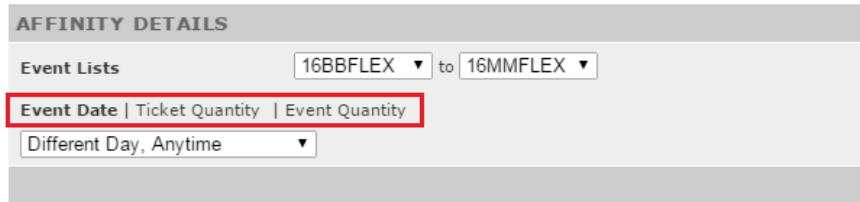
For example, setting a Package Event List affinity between a Package Event List of primary events and a Package Event List of parking events allows the correct quantity of tickets to be selected in a single package transaction.

For a package defined as a Bundle, an event quantity relationship is especially important in defining the subsequent behavior for the bundle once a single event offer has been initiated.

- To set a Package Event List affinity, click **New**.



- Select the type of relationship to set: Event Date; Ticket Quantity; or Event Quantity.



Note: The options available will depend on whether the Package Event Lists are Fixed or Variable and whether or not the package is a Bundle.

Event Date

This relationship is based on the date of the events from the two lists.

Event Date	
Different Day, Anytime	The event in List 1 must be on a different day than the event in List 2.
Same Day, Anytime	The event in List 1 must be on the same day as the event in List 2.
Same Day, Offset End Times	The event in List 1 must be on the same day as the event in List 2. The event in List 1 must end at a relative time before the event in List 2 starts and/or the event in List 1 must start at a relative time after the event in List 2 ends.
Same Day, Offset Start Times	The event in List 1 must be on the same day as the event in List 2. The event in List 1 must start at a relative time before

Event Date	
	the event in List 2 starts and/or the event in List 1 must start at a relative time after the event in List 2 starts.
Same Day, Same Time	The event in List 1 must be on the same day and at the same time as the event in List 2.

Ticket Quantity

This relationship is based on the quantity of tickets selected for an Event from each list.

Ticket Quantity	
Same Quantity	The quantity of tickets from List 1 must be the same as the quantity of tickets from List 2.
Ratio 1:X	For every one ticket from List 1, a quantity of tickets required from List 2 can be set. Not an option with Bundle Packages.
Ratio X:1	The quantity of tickets from List 1 can be set which will require one ticket from List 2.
Exactly 1	Only an option with Bundle Packages

Event Quantity

This relationship is based on the quantity of events selected from each list.

Event Quantity	
Same Quantity	The quantity of events from List 1 must be the same as the quantity of events from List 2.
Ratio 1:X	For every one event from List 1, a quantity of events allowed or required from List 2 can be set.
Ratio X:1	The quantity of events from List 1 can be set which will allow or require one event from List 2.
Every One	For every one event from List 1, a quantity of one event from List 2 is allowed or required.

Example 1: A pick-a-plan package is set up that requires customers to choose events from two different lists. The Package contains two variable Package Event Lists of primary events and we want the customer to select the same number of events and the same number of tickets from each list.

- Under Event Quantity, choose Same Quantity and click **Apply**.

AFFINITY DETAILS

Event Lists 16BBFLEX ▼ to 16MMFLEX ▼

Event Date | Ticket Quantity | **Event Quantity**

Same Quantity ▼

Apply

- Under Ticket Quantity, choose Same Quantity and click **Apply**.


AFFINITY DETAILS





Event Lists 16BBFLEX ▼ to 16MMFLEX ▼

Event Date | **Ticket Quantity** | Event Quantity

Same Quantity ▼

Apply

The affinities will now be listed and can be edited, if needed, by clicking the  icon.

PACKAGE EVENT LISTS AFFINITY				
Edit	From	To	Affinity	Remove
	16BBFLEX	16MMFLEX	Both package event lists must have the same number of tickets.	
	16BBFLEX	16MMFLEX	Both package event lists must have the same number of events.	

New

- Once all necessary affinities have been set, click **APPLY CHANGES**.

APPLY CHANGES

Example 2: A promotion is offered where for every game ticket purchased, the customer will receive a game program. A Bundle Package is created and has two fixed Package Event Lists. The primary Package Event List contains the game events and the second Package Event List contains the program event.

- Under Ticket Quantity, choose Same Quantity and click **Apply**.

AFFINITY DETAILS

Event Lists 15GAMELIST ▼ to 15PROGRAM ▼

Ticket Quantity

Same Quantity ▼

Apply

- Once all necessary affinities have been set, click **APPLY CHANGES**.

APPLY CHANGES

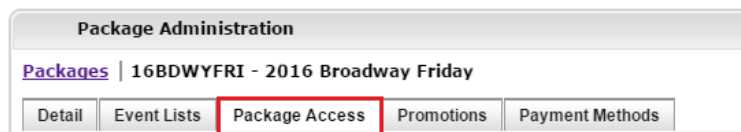
Package Access

Package set up includes the ability to set permissions at the Sales Channel, Agency and/or User levels that define sales and reporting access, as well as utility capabilities and defined payment plans.


Package Access may be defined for the Sales Channels/Agencies/Users at the Supplier, season, series, or package level.

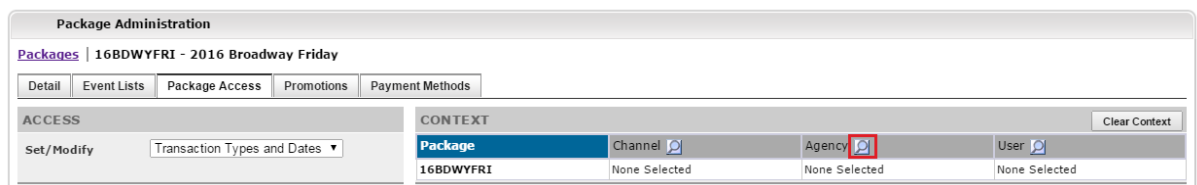
When a new package is created, Package Access defaults to the values defined at the Supplier, season, or series level (with overrides in that order), but can be inherited or overridden at the package level.

- To edit Package Access, click the “Package Access” tab.

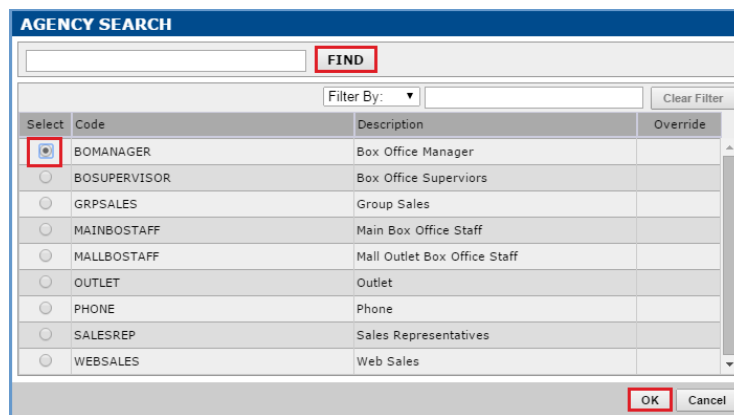


Note: The “Package Access” tab is not available for a package with the ‘Package Type’ set to “Bundle.”

- To set Package Access for a particular Sales Channel/Agency/User, click the  icon next to the corresponding level. In the example below, we'll set Package Access for the Box Office Manager Agency.



- Enter Agency search criteria, if needed, and click **FIND**. Select the radio button next to the Agency for which you want to set Package Access and click **OK**.



Transaction Types and Dates

- Select “Transaction Types and Dates” from the ‘Set / Modify’ dropdown menu.

Package Administration

[Packages](#) | 16BDWYFRI - 2016 Broadway Friday

Detail | Event Lists | Package Access | Promotions | Payment Methods

ACCESS
 Set/Modify Transaction Types and Dates ▼

CONTEXT Clear Context

Package	Channel	Agency	User
16BDWYFRI	BOXOFF	BOMANAGER	--

REPORT CALENDAR
 Report Calendar Access Inherit Allow
 From To
Clear Access

SALES CALENDAR
 Sales Calendar Access Inherit Allow
 From To
Clear Access

FULL PACKAGE
 Package Ticket Sale Inherit Allow
 From To
 Package Return Inherit Allow
 From To
 Package Exchange Return/Release Inherit Allow
 From To
 Package Exchange Sale Inherit Allow
 From To
 Package Reservation Inherit Allow
 From To
 Package Ticket Claim Inherit Allow
 From To
 Package Ticket Release Inherit Allow
 From To
 Edit Reservation Release Date Inherit Allow
 Make Payments Online Inherit Allow
 From To
Clear Access

PARTIAL PACKAGE
 Partial Package Ticket Return Inherit Allow
 From To
 Partial Package Ticket Exchange Return/Release Inherit Allow
 From To
 Partial Package Ticket Exchange Sale Inherit Allow
 From To
 Deferred Partial Package Exchange Inherit Allow
 Partial Package Seat Upgrade Inherit Allow
 From To
 Allow Different Quantity
Clear Access

RESET VALUES
APPLY CHANGES

Report Calendar

The report calendar determines if and when a Sales Channel/Agency/User is allowed to run reports for this package, if the report uses the report calendar Access Mechanism, not the Access Code Mechanism.

REPORT CALENDAR

Report Calendar Access Inherit Allow

From

To

Report Calendar	
Report Calendar Access	<p>When enabled, a fixed and/or relative date range for access can be set.</p> <p>If enabled, and both the 'From' and the 'To' fields are left blank, then the report will be deemed available.</p> <p>To override the inherited settings, deselect the Inherit checkbox.</p>

Sales Calendar

The Sales Calendar determines if and when a Package is displayed in search results for a Sales Channel/Agency/User. If enabled, the Package will display in *Ticket Sales* with an indication of its status in relation to the user.

SALES CALENDAR

Sales Calendar Access Inherit Allow

From

To

Sales Calendar	
Sales Calendar Access	<p>When enabled, a fixed and/or relative date range for access can be set.</p> <p>If enabled, and both the 'From' and the 'To' fields are left blank, then access will be deemed available. When setting any access for ProVenueOnline®, Kiosks, or IVR, both the 'From' and 'To' fields must have values defined; they cannot be left blank.</p> <p>To override the inherited settings, deselect the Inherit checkbox.</p>

Full Package

These settings govern permissions relating to the Full Package.

FULL PACKAGE	
Package Ticket Sale	<input checked="" type="checkbox"/> Inherit <input checked="" type="checkbox"/> Allow From <input type="text"/> To <input type="text"/>
Package Return	<input checked="" type="checkbox"/> Inherit <input checked="" type="checkbox"/> Allow From <input type="text"/> To <input type="text"/>
Package Exchange Return/Release	<input checked="" type="checkbox"/> Inherit <input checked="" type="checkbox"/> Allow From <input type="text"/> To <input type="text"/>
Package Exchange Sale	<input checked="" type="checkbox"/> Inherit <input checked="" type="checkbox"/> Allow From <input type="text"/> To <input type="text"/>
Package Reservation	<input checked="" type="checkbox"/> Inherit <input checked="" type="checkbox"/> Allow From <input type="text"/> To <input type="text"/>
Package Ticket Claim	<input checked="" type="checkbox"/> Inherit <input checked="" type="checkbox"/> Allow From <input type="text"/> To <input type="text"/>
Package Ticket Release	<input checked="" type="checkbox"/> Inherit <input checked="" type="checkbox"/> Allow From <input type="text"/> To <input type="text"/>
Edit Reservation Release Date	<input checked="" type="checkbox"/> Inherit <input checked="" type="checkbox"/> Allow
Make Payments Online	<input checked="" type="checkbox"/> Inherit <input type="checkbox"/> Allow From <input type="text"/> To <input type="text"/>

[Clear Access](#)

Full Package	
Package Ticket Sale	<p>This setting determines if the Sales Channel/Agency/User is allowed to sell the full package. When enabled, a fixed date and/or relative date range based on the package reference date can be set for access.</p> <p>If enabled, and both the 'From' and the 'To' fields are left blank, then access will be deemed available. When setting any access for ProVenueOnline®, Kiosks, or IVR, both the 'From' and 'To' fields must have values defined; they cannot be left blank.</p> <p>To override the inherited settings, deselect the Inherit checkbox.</p>
Package Return	<p>This setting determines if the Sales Channel/Agency/User is allowed to return the full package. When enabled, a fixed date</p>

Full Package	
	<p>and/or relative date range based on the package reference date can be set for access.</p> <p>If enabled, and both the 'From' and the 'To' fields are left blank, then access will be deemed available. When setting any access for ProVenueOnline[®], Kiosks, or IVR, both the 'From' and 'To' fields must have values defined; they cannot be left blank.</p> <p>To override the inherited settings, deselect the Inherit checkbox.</p>
Package Exchange Return/Release	<p>This setting determines if the Sales Channel/Agency/User is allowed to Return/Release the package as part of a full package exchange. When enabled, a fixed date and/or relative date range based on the package reference date can be set for access.</p> <p>If enabled, and both the 'From' and the 'To' fields are left blank, then access will be deemed available. When setting any access for ProVenueOnline[®], Kiosks, or IVR, both the 'From' and 'To' fields must have values defined; they cannot be left blank.</p> <p>To override the inherited settings, deselect the Inherit checkbox.</p> <p>At this time, full package exchanges are not available for online self-service exchanges.</p>
Package Exchange Sale	<p>This setting determines if the Sales Channel/Agency/User is allowed to sell the package as part of a full package exchange. When enabled, a fixed date and/or relative date range based on the package reference date can be set for access.</p> <p>If enabled, and both the 'From' and the 'To' fields are left blank, then access will be deemed available. When setting any access for ProVenueOnline[®], Kiosks, or IVR, both the 'From' and 'To' fields must have values defined; they cannot be left blank.</p> <p>To override the inherited settings, deselect the Inherit checkbox.</p> <p>Note that it is not required to grant both the Exchange Return and Exchange Sale permissions. For example, by providing separate permissions for sale and return, a full package can be set up as a viable 'source' for exchanges, but restricted from being selected as an exchange target.</p> <p>At this time, full package exchanges are not available for online self-service exchanges.</p>
Package Reservation	<p>This setting determines if the Sales Channel/Agency/User is allowed to reserve seats for the package. When enabled, a fixed date and/or relative date range based on the package reference date can be set for access.</p>

Full Package	
	<p>If enabled, and both the 'From' and the 'To' fields are left blank, then access will be deemed available. When setting any access for ProVenueOnline[®], Kiosks, or IVR, both the 'From' and 'To' fields must have values defined; they cannot be left blank.</p> <p>To override the inherited settings, deselect the Inherit checkbox.</p>
Package Ticket Claim	<p>This setting determines if the Sales Channel/Agency/User is allowed to claim reserved seats for the package. When enabled, a fixed date and/or relative date range based on the package reference date can be set for access.</p> <p>If enabled, and both the 'From' and the 'To' fields are left blank, then access will be deemed available. When setting any access for ProVenueOnline[®], Kiosks, or IVR, both the 'From' and 'To' fields must have values defined; they cannot be left blank.</p> <p>To override the inherited settings, deselect the Inherit checkbox.</p>
Package Ticket Release	<p>This setting determines if the Sales Channel/Agency/User is allowed to release reserved seats for the package. When enabled, a fixed date and/or relative date range based on the package reference date can be set for access.</p> <p>If enabled, and both the 'From' and the 'To' fields are left blank, then access will be deemed available. When setting any access for ProVenueOnline[®], Kiosks, or IVR, both the 'From' and 'To' fields must have values defined; they cannot be left blank.</p> <p>To override the inherited settings, deselect the Inherit checkbox.</p>
Edit Reservation Release Date	<p>When enabled, this setting allows the Sales Channel/Agency/User to override the default calculation on the release date for this Package.</p>
Make Payments Online	<p>This setting determines if the package is eligible for online payments. When enabled, a fixed date and/or relative date range based on the package reference date can be set for access.</p> <p>If enabled, and both the 'From' and the 'To' fields are left blank, then access will be deemed available. When setting any access for ProVenueOnline[®], Kiosks, or IVR, both the 'From' and 'To' fields must have values defined; they cannot be left blank.</p> <p>To override the inherited settings, deselect the Inherit checkbox.</p>

Partial Package

These settings govern permissions relating to Partial Package activity (i.e., when tickets for individual events within a package are returned or exchanged.)

PARTIAL PACKAGE	
Partial Package Ticket Return	<input checked="" type="checkbox"/> Inherit <input checked="" type="checkbox"/> Allow From: <input type="text"/> To: <input type="text"/>
Partial Package Ticket Exchange Return/Release	<input checked="" type="checkbox"/> Inherit <input checked="" type="checkbox"/> Allow From: <input type="text"/> To: <input type="text"/>
Partial Package Ticket Exchange Sale	<input checked="" type="checkbox"/> Inherit <input checked="" type="checkbox"/> Allow From: <input type="text"/> To: <input type="text"/>
Deferred Partial Package Exchange	<input checked="" type="checkbox"/> Inherit <input checked="" type="checkbox"/> Allow
Partial Package Seat Upgrade	<input checked="" type="checkbox"/> Inherit <input type="checkbox"/> Allow From: <input type="text"/> To: <input type="text"/> <input type="checkbox"/> Allow Different Quantity
<input type="button" value="Clear Access"/>	

Partial Package	
Partial Package Ticket Return	<p>This setting determines if the Sales Channel/Agency/User is allowed to return part of the Package, e.g., tickets from only one of the events in the Package. When enabled, a fixed date and/or relative date range based on the date of the event can be set for access.</p> <p>If enabled, and both the 'From' and the 'To' fields are left blank, then access will be deemed available. When setting any access for ProVenueOnline®, Kiosks, or IVR, both the 'From' and 'To' fields must have values defined; they cannot be left blank.</p> <p>To override the inherited settings, deselect the Inherit checkbox.</p>
Partial Package Ticket Exchange Return/Release	<p>This setting determines if the Sales Channel/Agency/User is allowed to return or release part of the Package as part of an Exchange. When enabled, a fixed date and/or relative date range based on the date of the event can be set for access.</p> <p>To allow partial Package returns for an online self-service exchange, configure the 'Partial Package Ticket Exchange Return/Release' permission for the appropriate Agencies.</p> <p>If enabled, and both the 'From' and the 'To' fields are left blank, then access will be deemed available. When setting any</p>

Partial Package	
	<p>access for ProVenueOnline[®], Kiosks, or IVR, both the 'From' and 'To' fields must have values defined; they cannot be left blank.</p> <p>To override the inherited settings, deselect the Inherit checkbox.</p>
Partial Package Ticket Exchange Sale	<p>This setting determines if the Sales Channel/Agency/User is allowed to sell part of the Package as part of an Exchange. When enabled, a fixed date and/or relative date range based on the date of the event can be set for access.</p> <p>To allow Partial Package as the target for an online self-service exchange, configure the 'Partial Package Ticket Exchange Sale' permission for the appropriate Agencies. Note for online self-service exchanges, it is required to grant both the Exchange Return and Exchange Sale permissions for the MyTickets[™] and exchange Agencies.</p> <p>If enabled, and both the 'From' and the 'To' fields are left blank, then access will be deemed available. When setting any access for ProVenueOnline[®], Kiosks, or IVR, both the 'From' and 'To' fields must have values defined; they cannot be left blank.</p> <p>To override the inherited settings, deselect the Inherit checkbox.</p>
Deferred Partial Package Exchange	<p>This setting determines if the Sales Channel/Agency/User is allowed to perform a deferred partial exchange of Package tickets. A deferred Partial Package exchange happens when an exchange is initiated, the exchange return is complete, but the exchange sale (replacement seats) cannot be completed at that time.</p> <p>If enabled, and both the 'From' and the 'To' fields are left blank, then access will be deemed available. When setting any access for ProVenueOnline[®], Kiosks, or IVR, both the 'From' and 'To' fields must have values defined; they cannot be left blank.</p> <p>To override the inherited settings, deselect the Inherit checkbox.</p> <p>At this time, deferred partial package exchanges are not available for online self-service exchanges.</p>
Partial Package Seat Upgrade	<p>This setting determines if the Sales Channel/Agency/User is allowed to upgrade (i.e., exchange individual event tickets for the same individual event within the Package) seats for part of the Package. When enabled, a fixed date and/or relative date range based on the date of the event can be set for access.</p> <p>If enabled, and both the 'From' and the 'To' fields are left blank, then access will be deemed available. When setting any access for ProVenueOnline[®], Kiosks, or IVR, both the 'From' and 'To' fields must have values defined; they cannot be left</p>

Partial Package	
	<p>blank.</p> <p>To override the inherited settings, deselect the Inherit checkbox.</p> <p>There is also a setting to allow a different quantity of seats for the upgrade.</p>

- Once all the necessary access for Transaction Types and Dates has been set, click **APPLY CHANGES**.

APPLY CHANGES

General

- Select “General” from the ‘Set/Modify’ dropdown menu.

Package Administration

[Packages](#) | 16BDWYFRI - 2016 Broadway Friday

Detail | Event Lists | **Package Access** | Promotions | Payment Methods

ACCESS | **CONTEXT** Clear Context

Set/Modify: General

Package	Channel	Agency	User
16BDWYFRI	BOXOFF	BOMANAGER	--

TICKET SALES OPTIONS

Anonymous Sales Inherit Allow

View Seat Information Inherit Allow

Override Seat Type Inherit Allow

Package Status Access Inherit Allow Sold Out Access Allow Cancelled Access

Break Fixed Seat Quantity Inherit Allow

Break Exchange Context Rules Inherit Allow

Break Exchange Quantity Rule Inherit Allow

Override Exchange Equivalence Inherit Allow

Override Composite Threshold Inherit Allow

Clear Access

UTILITIES OPTIONS

Rollover Access Inherit Allow

Clear Access

VIEW MODES

Hold Code View Inherit Allow

Default Group: HOUSE - House

Clear Access

RESET VALUES
APPLY CHANGES

Ticket Sales Options

TICKET SALES OPTIONS	
Anonymous Sales	<input checked="" type="checkbox"/> Inherit <input checked="" type="checkbox"/> Allow
View Seat Information	<input type="checkbox"/> Inherit <input checked="" type="checkbox"/> Allow
Override Seat Type	<input type="checkbox"/> Inherit <input type="checkbox"/> Allow
Package Status Access	<input checked="" type="checkbox"/> Inherit <input checked="" type="checkbox"/> Allow Sold Out Access <input checked="" type="checkbox"/> Allow Cancelled Access
Break Fixed Seat Quantity	<input checked="" type="checkbox"/> Inherit <input checked="" type="checkbox"/> Allow
Break Exchange Context Rules	<input checked="" type="checkbox"/> Inherit <input type="checkbox"/> Allow
Break Exchange Quantity Rule	<input checked="" type="checkbox"/> Inherit <input type="checkbox"/> Allow
Override Exchange Equivalence	<input type="checkbox"/> Inherit <input checked="" type="checkbox"/> Allow
Override Composite Threshold	<input type="checkbox"/> Inherit <input type="checkbox"/> Allow
Clear Access	

Ticket Sales Options	
Anonymous Sales	Determines if the Sales Channel/Agency/User is allowed to sell seats to the Package without a patron attached to the transaction.
View Seat Information	The default value is false. A user with read permissions to the Package Access Code and with the View Seat Detail attribute

Ticket Sales Options	
	<p>set to true shall have access to detailed information about individual seats from the composite seat map in <i>Ticket Sales</i>.</p> <p>If enabled, a user will be able to access information about a seat in the “Seat Info” tab in Map sales or by right-clicking on a seat and selecting “View Seat Information.”</p>
Override Seat Type	A user with this permission can override the Package Event List seat type. For example, if the Package Event List ‘Seat Type’ is set to “Same-Seat” a user with this override could request “Any Seats, Same Price Scale.”
Package Status Access	<ul style="list-style-type: none"> • Allow Sold Out Access – determines if the Sales Channel/Agency/User can perform other allowed functions of sell, return, reserve, release, or hold code management when the ‘Package Status’ is set to “Sold Out.” • Allow Canceled Access – determines if the Sales Channel/Agency/User can perform other allowed functions of return and release when the ‘Package Status’ is set to “Canceled.”
Break Fixed Seat Quantity	When enabled, allows the Sales Channel/Agency/User to alter seat quantity relationships when the package has a Package Event List affinity with a defined seat quantity relationship.
Break Exchange Context Rules	When enabled, allows the Sales Channel/Agency/User to alter the exchange rules defined in the package details.
Break Exchange Quantity Rule	When enabled, allows the Sales Channel/Agency/User to break the same quantity exchange rule set in the package details.
Override Exchange Equivalence	When enabled, allows the Sales Channel/Agency/User to override the Package Event List Equivalence set in <i>Package Event List Administration</i> and exchange to events outside of the Package Event List Equivalence.
Override Composite Threshold	When enabled, allows the Sales Channel/Agency/User to override the Package Event List composite display threshold at runtime.

Utilities Option

UTILITIES OPTIONS	
Rollover Access	<input checked="" type="checkbox"/> Inherit <input checked="" type="checkbox"/> Allow
<input type="button" value="Clear Access"/>	

Utilities Option	
Rollover Access	When enabled, the Sales Channel/Agency/User can perform other allowed functions of sell, return, reserve, release, or hold code management when this package's rollover flag is set to true.

View Modes

VIEW MODES	
Hold Code View	<input type="checkbox"/> Inherit <input checked="" type="checkbox"/> Allow Default Group <input type="text" value="HOUSE - House"/>
<input type="button" value="Clear Access"/>	

View Modes	
Hold Code View	<p>When enabled, allows the Sales Channel/Agency/User to enable the hold code view in map sale.</p> <p>If allowed, a default Hold Code Display Group may be selected.</p> <p>If no default display group is selected, or one is selected for which the user has no access, then when in a hold code view mode the user shall have to select a display group to allow the display indicators for that display group to become visible.</p>

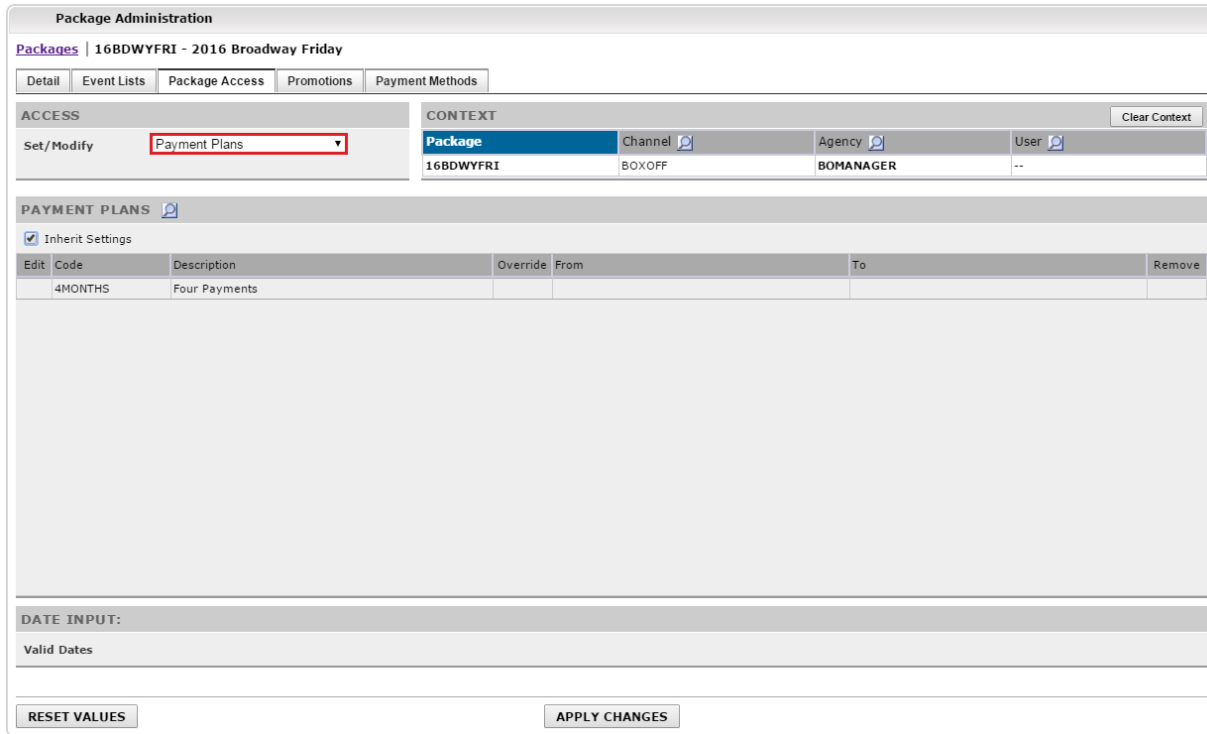
- Once all the necessary access has been set, click **APPLY CHANGES**.

APPLY CHANGES

Payment Plans

A payment plan is a template used to create a set of installments for an open item receivable. Payment Plans are set up in *Supplier Administration > Payment Plans*. Payment plans can be applied to packages at the Supplier or package Level.

- Select “Payment Plans” from the ‘Set/Modify’ dropdown menu.



Package Administration

16BDWYFRI - 2016 Broadway Friday

Detail | Event Lists | Package Access | Promotions | Payment Methods

ACCESS

Set/Modify: **Payment Plans**

CONTEXT

Package	Channel	Agency	User
16BDWYFRI	BOXOFF	BOMANAGER	--

PAYMENT PLANS

Inherit Settings


Edit	Code	Description	Override	From	To	Remove
	4MONTHS	Four Payments				

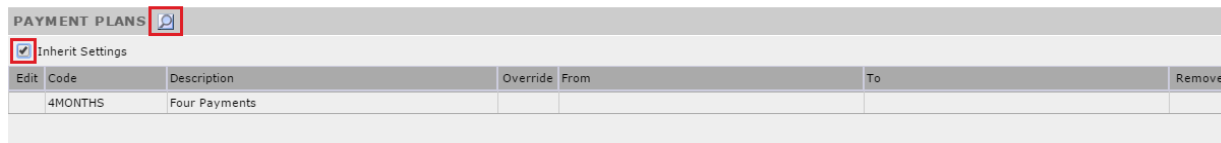
DATE INPUT:


Valid Dates

RESET VALUES | APPLY CHANGES

Payment plans that were set in *Supplier Administration* and inherited to the package will be displayed.

- To add a new payment plan, uncheck the ‘Inherit Settings’ box, then, click the  icon.

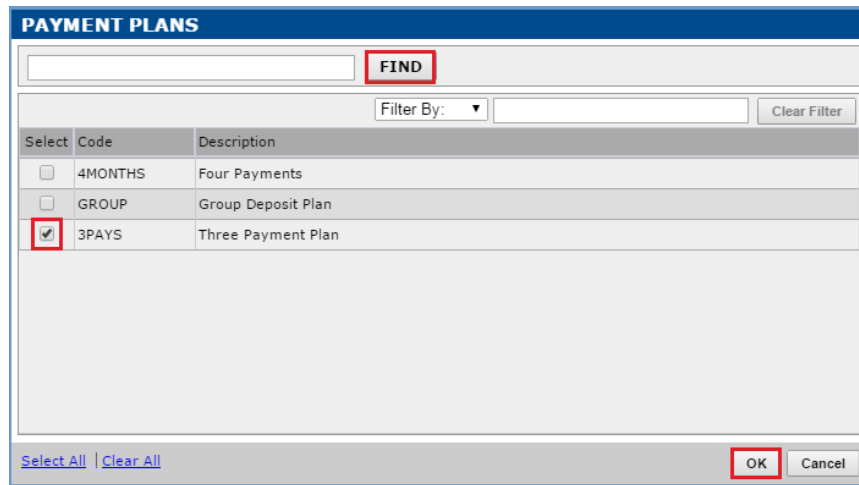


PAYMENT PLANS 


Inherit Settings

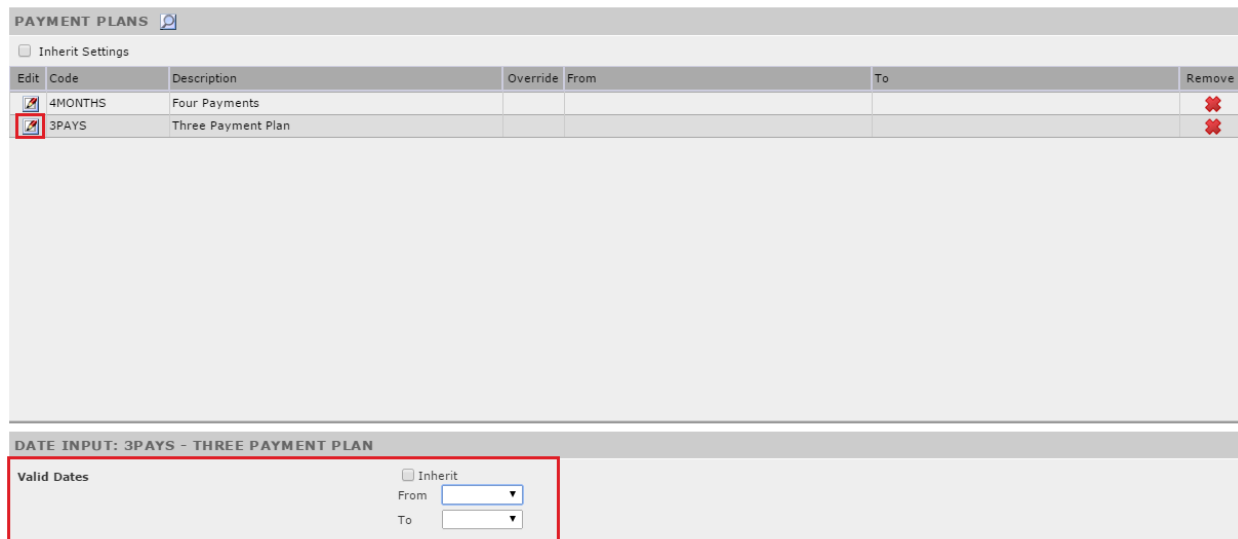
Edit	Code	Description	Override	From	To	Remove
	4MONTHS	Four Payments				

- Enter payment plans search criteria, if needed, and click **FIND**. Check the box next to the payment plan that you want to assign to add the Package and click **OK**.



Select	Code	Description
<input type="checkbox"/>	4MONTHS	Four Payments
<input type="checkbox"/>	GROUP	Group Deposit Plan
<input checked="" type="checkbox"/>	3PAYS	Three Payment Plan

- The payment plans can be edited, if needed, by clicking the  icon and entering updated valid dates.



Edit	Code	Description	Override	From	To	Remove
	4MONTHS	Four Payments				
	3PAYS	Three Payment Plan				

DATE INPUT: 3PAYS - THREE PAYMENT PLAN

Valid Dates Inherit
 From:
 To:

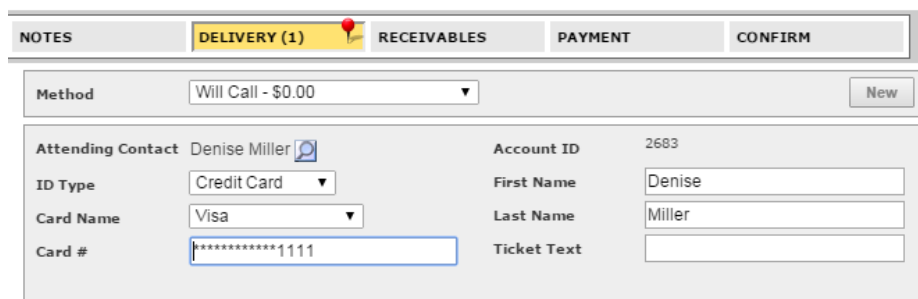
- Once the payment plans have been set, click **APPLY CHANGES**.

APPLY CHANGES

Delivery Card Types

This screen allows the user to specify which card types are valid forms of ID for delivery pickup. The card types include credit cards, driver's licenses, loyalty cards, and gift cards.

For example, if a credit card is added as a delivery card type for the package, then, while processing an order for a Will Call delivery method, the user can select "Credit Card" from the 'ID Type' dropdown list, and then enter the patron's credit card information.



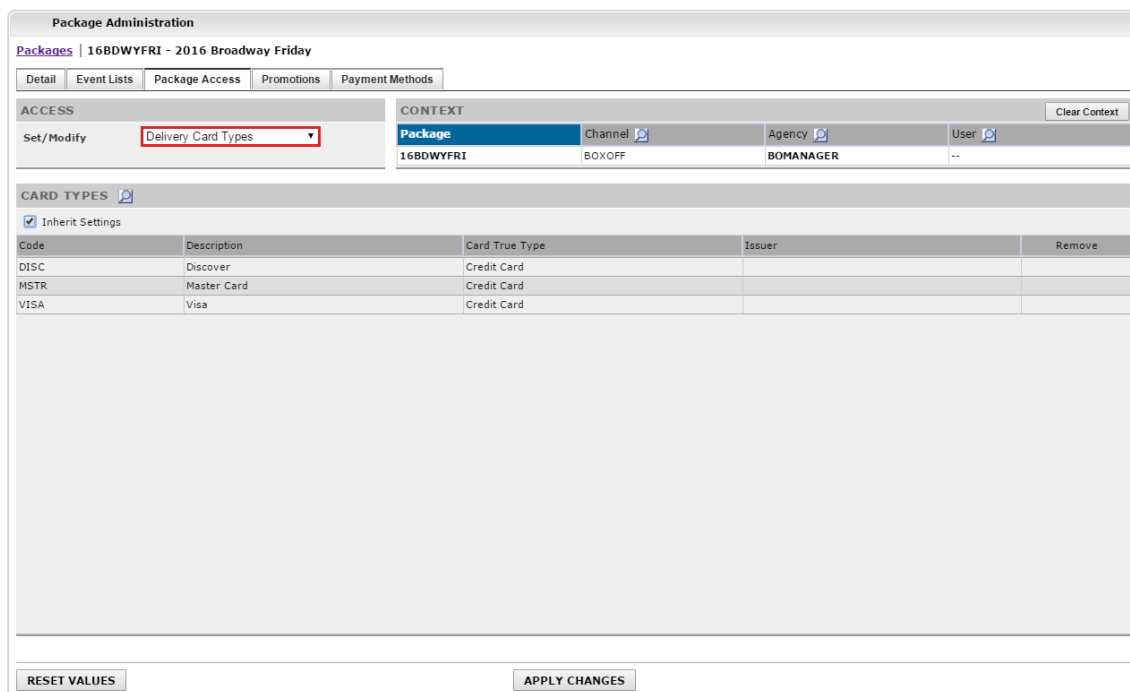
The screenshot shows a form with the following fields:

- Method: Will Call - \$0.00
- Attending Contact: Denise Miller
- Account ID: 2683
- ID Type: Credit Card
- First Name: Denise
- Card Name: Visa
- Last Name: Miller
- Card #: *****1111
- Ticket Text: (empty)

Ticketing users can then search using delivery card criteria at both the *Will Call Service* and *Ticket Services* menu options.

Once a delivery card is associated with a personal pickup delivery, the patron can present the delivery card as identification at ticket windows, kiosks, or Access Control scanning locations.

- Select "Delivery Card Types" from the 'Set/Modify' dropdown menu.



The screenshot shows the 'Package Administration' interface for package '16BDWYFRI - 2016 Broadway Friday'. The 'ACCESS' section has 'Set/Modify' set to 'Delivery Card Types'. The 'CONTEXT' table shows the package details:

Package	Channel	Agency	User
16BDWYFRI	BOXOFF	BOMANAGER	--


The 'CARD TYPES' section shows a table of card types:

Code	Description	Card True Type	Issuer	Remove
DISC	Discover	Credit Card		
MSTR	Master Card	Credit Card		
VISA	Visa	Credit Card		

Buttons at the bottom include 'RESET VALUES' and 'APPLY CHANGES'.

Delivery card types that were set in *Supplier Administration* and inherited to the package will be displayed.

- To add a new card type, uncheck the 'Inherit Settings' box, and then click the  icon.

CARD TYPES 				
<input checked="" type="checkbox"/> Inherit Settings				
Code	Description	Card True Type	Issuer	Remove
DISC	Discover	Credit Card		
MSTR	Master Card	Credit Card		
VISA	Visa	Credit Card		

- Enter card type search criteria, if needed, and click **FIND**. Check the box next to the card type that you want to assign to add the package and click **OK**.

DELIVERY CARD TYPES

FIND

Filter By: Clear Filter

Select	Code	Description	Card True Type	Issuer
<input type="checkbox"/>	DLAL	Alabama	Driver License	AL - Alabama
<input type="checkbox"/>	DLAK	Alaska	Driver License	AK - Alaska
<input type="checkbox"/>	DLAB	Alberta	Driver License	AB - Alberta
<input checked="" type="checkbox"/>	AMEX	American Express	Credit Card	-
<input type="checkbox"/>	DLAZ	Arizona	Driver License	AZ - Arizona
<input type="checkbox"/>	DLAR	Arkansas	Driver License	AR - Arkansas
<input type="checkbox"/>	BKGC	Blackhawk Gift Card	Gift Card	-
<input type="checkbox"/>	DLBC	British Columbia	Driver License	BC - British Columbia
<input type="checkbox"/>	DLCA	California	Driver License	CA - California

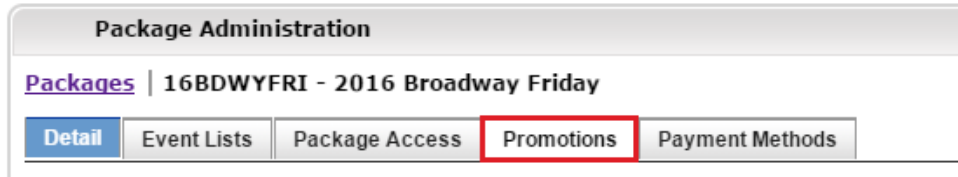
[Select All](#) | [Clear All](#) **OK** Cancel

- Once the delivery card types have been set, click **APPLY CHANGES**.

APPLY CHANGES

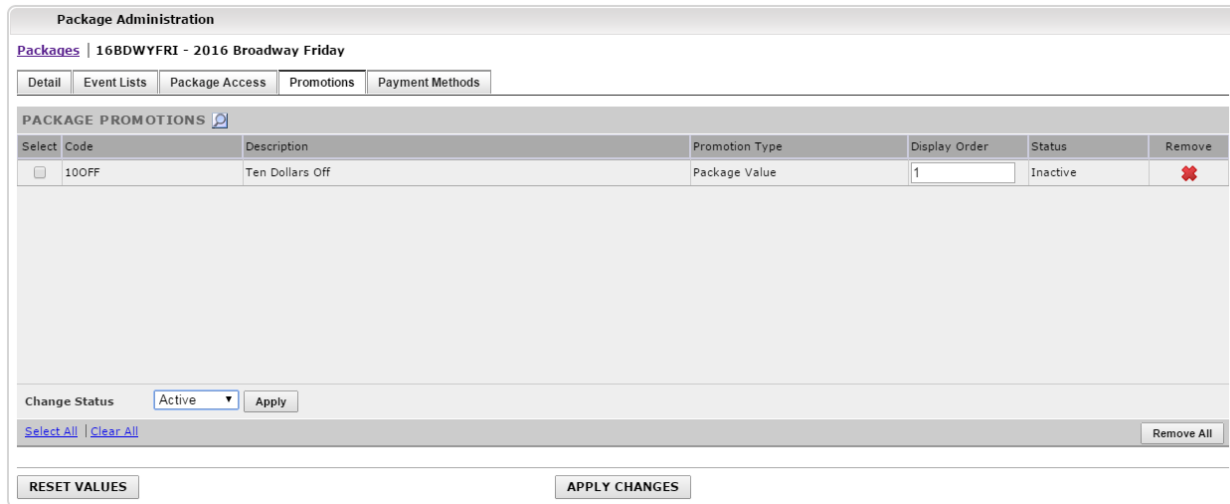
Promotions

- To view or edit promotions, click the “Promotions” tab.

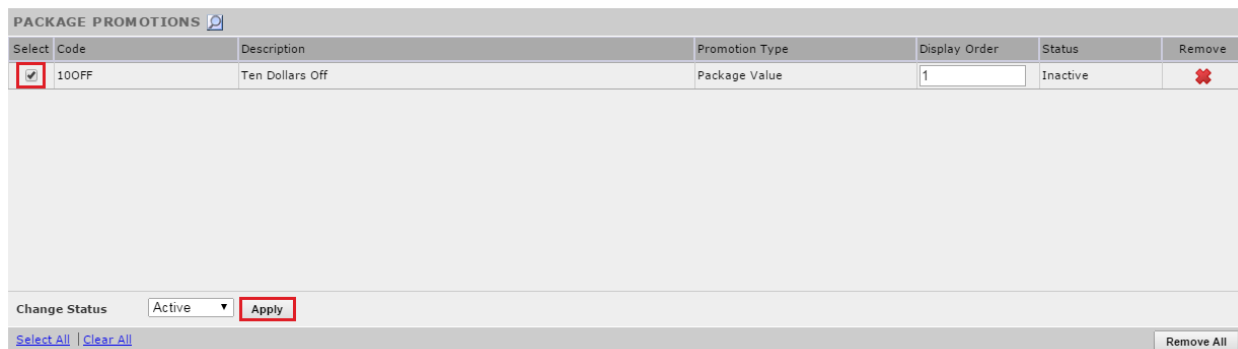



Note: The “Promotions” tab is not available for a package with the ‘Package Type’ set to “Bundle.”

Promotions may be assigned to packages through *Promotion Administration*. Promotions that were already associated with the package via *Promotion Administration* will be displayed.



- To change the status of the promotion, select the promotion, select the status, and then click **Apply**.





- To remove the Promotion, click the  icon.

Package Administration

[Packages](#) | 16BDWYFRI - 2016 Broadway Friday

Detail | Event Lists | Package Access | Promotions | Payment Methods

PACKAGE PROMOTIONS 

Select	Code	Description	Promotion Type	Display Order	Status	Remove
<input type="checkbox"/>	10OFF	Ten Dollars Off	Package Value	1 <input type="text"/>	Inactive	

- If any changes were made, click **APPLY CHANGES**.

APPLY CHANGES

Payment Methods

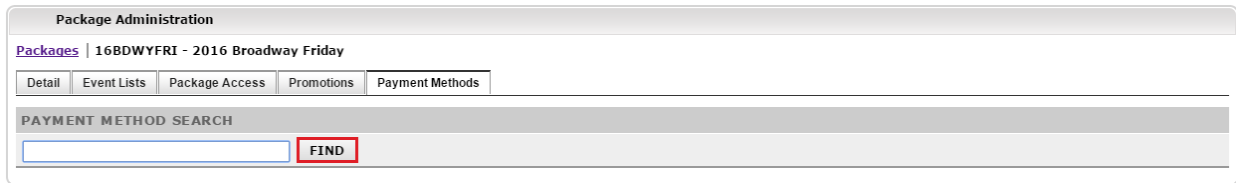
While you can include, exclude, or override payment methods from within a package, it's recommended that this is done via the *System Setup > Payment Methods* menu.


- To edit payment methods available for the Package, click the "Payment Methods" tab.

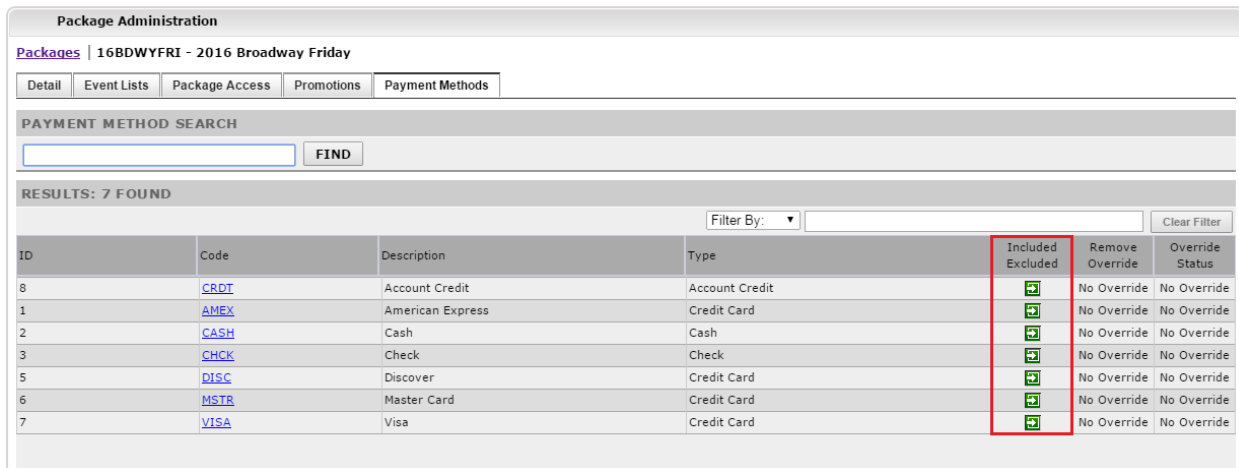


Note: The "Payment Methods" tab is not available for a package with the 'Package Type' set to "Bundle."

- Enter payment method search criteria, if needed, and click **FIND**.



- Select payment methods to 'Include' or 'Exclude' by clicking the  icon.



The screenshot displays a table of search results for payment methods. The table has columns for ID, Code, Description, Type, Included Excluded, Remove Override, and Override Status. The 'Included Excluded' column contains green icons with a plus sign, which are highlighted with a red rectangular border. The 'Remove Override' and 'Override Status' columns show 'No Override' for all entries.

ID	Code	Description	Type	Included Excluded	Remove Override	Override Status
8	CRDT	Account Credit	Account Credit		No Override	No Override
1	AMEX	American Express	Credit Card		No Override	No Override
2	CASH	Cash	Cash		No Override	No Override
3	CHCK	Check	Check		No Override	No Override
5	DISC	Discover	Credit Card		No Override	No Override
6	MSTR	Master Card	Credit Card		No Override	No Override
7	VISA	Visa	Credit Card		No Override	No Override