

Ticketholder statuses

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Quick Steps: TicketDesq > Form > Ticketholders

1. Within the Management Console, select **TicketDesq** from the top menu and select the appropriate **Form** you wish to check your ticket status breakdown
2. Click **Ticketholders**
3. For a breakdown of your ticket statuses, click the appropriate tab - **Pending, Pre Approved, Active, Promoted, Cancelled**

The screenshot shows the TicketDesq management console interface. At the top, there is a navigation menu with items: Home, Website, Members, Subscriptions, Shop, Auctions, **TicketDesq**, Events, Registrations, Competitions, Tools, Administration, and SportsTG Noticeboard. On the left side, there is a sidebar menu with items: Venues, Events, Dashboard, Ticketholders, **Tickets** (highlighted with a mouse cursor), Book, Ticket Changes, Basic Information, and Ticketholder Options. The main content area is titled 'Active Ticketholders (Jade's NYE Event)'. Below the title, there are three buttons: 'Basic', 'Full', and 'Template'. Below these buttons, there is a section for 'All Records' with a list of letters 'A B C D E F G H I J K L M N O P Q R S T U V W X Y Z'. Underneath, there are tabs for 'Pending', 'Pre Approved', **Active**, 'Promoted', and 'Cancelled'. To the right of the tabs, there is a search bar with the text 'Search For:' and an input field, followed by 'In:' and a dropdown menu with 'Name' selected. At the bottom left of the main content area, it says 'Records: 1-1 of 1'.

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