

4. Adding an Inventory Type

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Quick Steps: TicketDesq > Select Event > Inventory Types > Add

Inventory Types define the ticket category that applies to the purchaser. They allow the organization to determine ticket allocations for purchasers based upon the seating area or the benefits that they receive (eg. VIP's).

1. Within the Management Console, select **TicketDesq** from the top menu, select the event and then **Inventory Types** from the left menu.

2. Select **Add** at the top of the page.

3. Complete all relevant fields for the new inventory type. Any fields marked with a red dot are required fields and must be completed before you click **Save**.

Fields to be aware of when creating your Inventory Type include:

Initial Units: The number of available tickets. This number can be increased/decreased at a later date if required.

Show Online: Determines if this purchase option will be available for the public to select.

In the **Date Control** tab, you are required to define the period which this inventory type will be available for purchase. Outside the set date range, any Inventory assigned to this Inventory Type will not be available for purchase online.

In the **Detail** tab you have the option add any additional information relating to the type.

Please note: You will still be required to set up Inventory and assign it to an Inventory Type.

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