

Monitoring Ticket Levels

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Quick Steps: Go to TicketDesq > Select Event > Inventory OR TicketDesq > Select Event > Inventory Type

Monitoring Inventory:

Inventory levels can be monitored from both the **Inventory** and the **Inventory Type** menu.

1. Within the Management Console, select **TicketDesq** from the top menu, then select the Event
2. Select **Inventory** or **Inventory Type** from the expanded left menu

In this screen, you will be given an overview of;

- *Available* units for purchase
 - Tickets currently *Pending* thereby they are assigned to an individual however have not been paid for
 - *Pre Approved* tickets which have been purchased however not approved by the administrator (Inventory Only)
 - *Active* units that have been purchased
 - *Cancelled* purchases
 - *Total* units.
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