

Increasing and Decreasing Ticket Quantities

Last Modified on 07/04/2016 1:10 am EDT

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

Increasing/Decreasing Units:

Inventory levels can be increased or decreased depending on changing availabilities;

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
 3. Select from the listing ticket option you wish to add or remove inventory units from.
 4. Select the **Units** button.
 5. Select whether you wish to increase or decrease available units and enter the amount into the field.
 6. Click **Save**.
-