



# Order Entry and Group Sales

Efficiently Manage Reservations, Advance Bookings and Group Visits

OrderEntry - #263 Abraxas Fuel (ABR001)

Customer: Billing | Shipping | Group | Delivery | Notes | Other Fields

Group: Abraxas Fuel

Expected Guests: 160

Date of Visit: 09/21/2008 1:00 PM

Order ID: 263

Opened: 05/23/2008 05:03 PM

Contact: Sheila A Maxwell

Status: Open

Unissued	160	5,325.00
Issued	0	0.00
Returned	0	0.00
Payments		-5,325.00
Balance		0.00

Line	Quantity	Code	Description	Unit Price	Total
1	150	00110100101GA	Adult General Admission	35.50	5,325.00
2	10	00110100102GA	Senior General Admission	20.00	200.00
3 *		PAYMENT	MC		-5,525.00
4		LINENOTE	Rain Date: 11/01/2008		

### Advanced Orders and Group Visits

Collect comprehensive data for advanced sales, consignment orders, and group visits. Audit order activity and provide concise sales programs for all your customers.

Quick Order Pickup Wizard

Search Criteria

You can choose to search orders to be picked by order number or by order contact or both

Search by Order Number

Enter the order number or scan a barcode.

Number: \_\_\_\_\_

Search by Contact Name

Enter all or part of the order contact's name:

First: Martin

Last: Plenk

**Quick Order Pickup**  
Pick up will call orders at any Galaxy Point of Sale or Galaxy Kiosk station. Collect guest identification during the quick pickup process.

Quick Order Pickup Wizard

Confirm Order

Review the order information. You can press the Previous button to go back or press the Next button to print tickets for this order.

General | Details | Notes

Items:

Code	Tickets/Items	Quantity
00110116005GR	Student Group Admission	20
00110116006GR	Cheperone Group Admission	2
00110116007GR	Driver Group Admission	1

Payments:

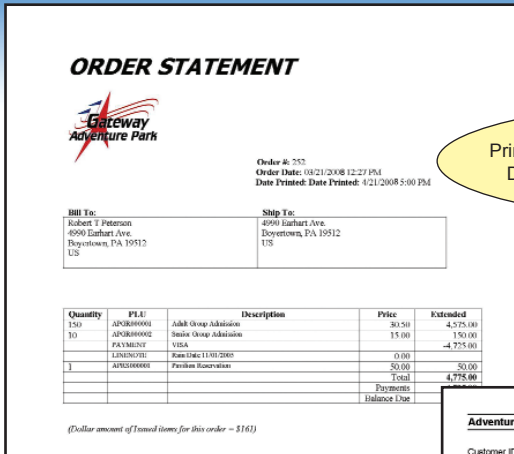
Form of Payment	Number/Endorsement	Expiration Date
CORP CK	1	

<< Previous | Next >> | Cancel | Help

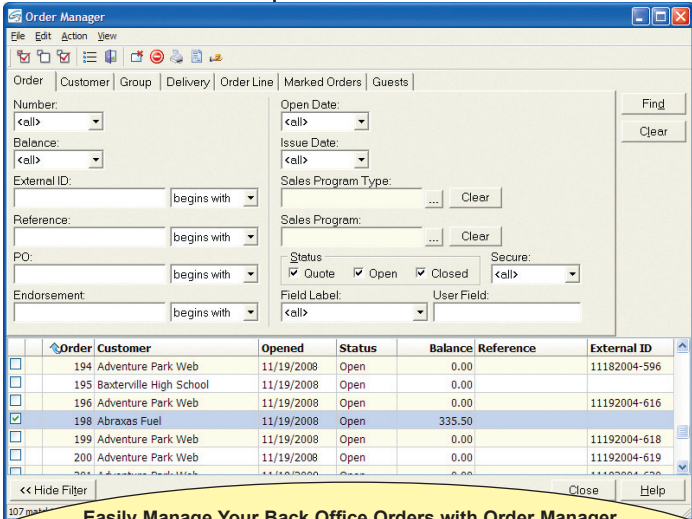
**Galaxy Order Entry** offers your guests the convenience of advance booking. Combined with Galaxy Point of Sale, Order Entry provides the tools necessary to effectively manage your reservation and will call centers. From group sales to consignment ticketing, Order Entry will streamline your operations and system maintenance procedures.

### With Galaxy Order Entry you can:

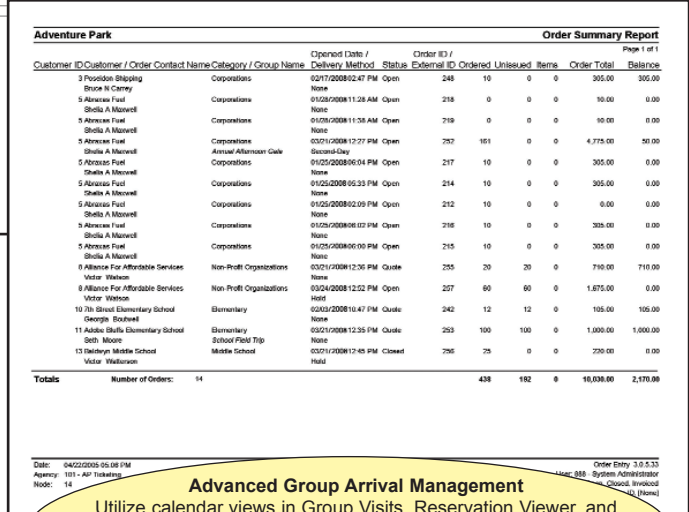
- Seamlessly Process Advance Orders and Group Visits**  
Collect comprehensive data for advance sales, consignment orders, and group visits. Audit order activity and provide concise sales programs for all your customers.
- Provide Quick Order Pickup**  
Pick up will call orders at any Galaxy Point of Sale or Galaxy Kiosk station. Collect guest identification during the quick pickup process.
- Design Your Order Confirmations and Statements**  
Print full-color statements and confirmation letters for all orders. Design statements to meet the various order practices of your customer categories.
- Easily Manage Your Back Office Orders with Order Manager**  
Manage all your back office order processes from one screen. Order Manager enables you to create and save filters with over 30 criteria. Filter orders and process for closure, deletion, printing statements, invoicing and issuing credit memos.
- Process Advance Group Arrivals**  
View calendars in Group Visits, Reservation Viewer, and Event Availability functions to quickly see availability of resources throughout your entire venue. Report detailed information on upcoming group arrivals.



**User-definable Confirmations and Statements**  
 Print full colored statements and confirmation letters for all orders.  
 Design statements to meet the various order practices of your customer categories.



**Easily Manage Your Back Office Orders with Order Manager**  
 Manage all your back office order processes from one screen. Order Manager enables you to create and save filters with over 30 criteria. Filter orders and process for closure, deletion, printing statements, invoicing and issuing credit memos.



**Advanced Group Arrival Management**  
 Utilize calendar views in Group Visits, Reservation Viewer, and Event Availability functions to quickly (and visually) see availability of resources throughout your entire venue. Report detailed information on upcoming group arrivals.

**Support Diverse Customer or Provider Sales Contracts**

- Assign item groups by customer category
- Enable sales agreement tracking
- Report order activity based on the applied sales programs
- Assign unique pricing rules to individual customers or customer categories
- Customize tickets with a group name and other information to add a personal touch

**Unlimited User-definable Statements**

- Uses Microsoft® Word document templates
- Print multiple statement formats from a single order
- Preview statements in Microsoft® Word before printing
- Automatically save statements to a file directly from an order
- E-mail statements directly to customer contacts
- Print statements and confirmation letters individually or in batches

**Unlimited Form of Payment Groups**

- Control the forms of payment accepted by the group sales department
- Adjust accepted forms of payment by customer category or individual customer

- Split payment among several orders and invoices
- Apply partial payments and deposits
- Create customer accounts with credit limits for printing tickets and selling items in advance
- View credit activity using multiple reports

**Service Multiple Sales Channels**

- Pick up will call orders from Galaxy Point of Sale or Galaxy Kiosk
- Place orders from an eGalaxy Web store
- Activate tickets at Galaxy Point of Sale
- Batch-print large consignment orders for third party resellers
- Track usage of tickets through Admission Control stations

**Integrated Reporting**

- Print summary and detailed reports by customer and customer category
- Monitor productivity with the Salesperson report
- Review major account activity with the Credit Activity report
- Print detailed group arrival information
- List will call orders that have been picked up
- Track consignment ticket usage and order breakage