A GUIDE TO READING YOUR REPORT(S)
March 2021

Below are some steps to take while reviewing the reports(s) we send you.
Our Reports represent your data. We have taken the files you sent to us and converted them into a report that is set up to print from. This report will contain any items from your original data that we will need to print the tickets/parking and to insert if we are inserting these items. It will contain the STH account information and all the seating information for each STH account sent.

Below is an example of what your report(s) may look like when you open it. Reports are best viewed in Notepad (PC) or TextEdit (Mac).

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Your Report

7/9/2014    Any Town All In [DISK1 – FileNumber: 0007 CGC – University of Any Town (PublicGEN-E-J1.txt)]    **ORIGINAL**    JOB: 33559    FILE: PublicGEN-E-J1.asc    PAGE: 1
Rec #    Account    Name1               Addr1                                      Addr2
         City/State/Zip              EMail                                                      TicketType
         Date      Section   Row   Seat   Price     Item:PL:PT   Parking Type   Barcode
1        100110    Jonas Group                      c/o Tom Jonas                 450 Aberdeen Drive
         Any Town, XX 15501          Jonas@Jonasgroup.com                    North Club
         08/30/14  NC-008    C     3      $25.00    FS:11:RA                65219444027453
         09/20/14  NC-008    C     3      $56.00    FS:11:RA                93577520456339
         09/27/14  NC-008    C     3      $35.00    FS:11:RA                10489004026453
         10/16/14  NC-008    C     3      $56.00    FS:11:RA                06369225457619
         10/25/14  NC-008    C     3      $56.00    FS:11:RA                24323045722453
         11/01/14  NC-008    C     3      $56.00    FS:11:RA                95413922455669
         11/22/14  NC-008    C     3      $56.00    FS:11:RA                05524306327453
2        100110    Jonas Group                      c/o Tom Jonas                 450 Aberdeen Drive
         Any Town, XX 15501          Jonas@Jonasgroup.com                    North Club
         08/30/14  NC-008    C     4      $25.00    FS:11:RA                81019044427453
         09/20/14  NC-008    C     4      $56.00    FS:11:RA                91021453368756
         09/27/14  NC-008    C     4      $35.00    FS:11:RA                67826450471896
         10/16/14  NC-008    C     4      $56.00    FS:11:RA                99949228451619
         10/25/14  NC-008    C     4      $56.00    FS:11:RA                28023745022453
         11/01/14  NC-008    C     4      $56.00    FS:11:RA                02123927453669
         11/22/14  NC-008    C     4      $56.00    FS:11:RA                81424450624246
3        100110    Jonas Group                      c/o Tom Jonas                 450 Aberdeen Drive
         Any Town, XX 15501          Jonas@Jonasgroup.com                    North Club
         08/30/14  NC-008    C     5      $25.00    FS:11:RA                09029454408196
         09/20/14  NC-008    C     5      $56.00    FS:11:RA                05037529452339
         09/27/14  NC-008    C     5      $35.00    FS:11:RA                11325450436896
         10/16/14  NC-008    C     5      $56.00    FS:11:RA                39592161628453
         10/25/14  NC-008    C     5      $56.00    FS:11:RA                13323545529453
         11/01/14  NC-008    C     5      $56.00    FS:11:RA                84029456693396
         11/22/14  NC-008    C     5      $56.00    FS:11:RA                43212429451069
4        100110    Jonas Group                      c/o Tom Jonas                 450 Aberdeen Drive
         Any Town, XX 15501          Jonas@Jonasgroup.com                    North Club
         08/30/14  NC-008    C     6      $25.00    FS:11:RA                25326454402196
         09/20/14  NC-008    C     6      $56.00    FS:11:RA                03617523458339
         09/27/14  NC-008    C     6      $35.00    FS:11:RA                45868922459049
         10/16/14  NC-008    C     6      $56.00    FS:11:RA                18628456165926
         10/25/14  NC-008    C     6      $56.00    FS:11:RA                31523545626453
         11/01/14  NC-008    C     6      $56.00    FS:11:RA                09633925451669
         11/22/14  NC-008    C     6      $56.00    FS:11:RA                02842425457069
         **********************************************************************************************  1 *
5        91908     Joe and Joshua Jonas                                           4138 Joesph Avenue
         Any Town, XX 15207          josh.Jonas@memail.net                   Regular Ticket
         08/30/14  525       J     7      $10.00    FS:7:RA                 58819644322453
         09/20/14  525       J     7      $16.00    FS:7:RA                 95075433423453
         09/27/14  525       J     7      $10.00    FS:7:RA                 17008921455049
         10/16/14  525       J     7      $16.00    FS:7:RA                 77620456166926
         10/25/14  525       J     7      $16.00    FS:7:RA                 44282321453459
         11/01/14  525       J     7      $16.00    FS:7:RA                 61939466528453
         11/22/14  525       J     7      $16.00    FS:7:RA                 68820450673246
6        91908     Joe and Joshua Jonas                                           4138 Joesph Avenue
         Any Town, XX 15207          josh.Jonas@memail.net                   Regular Ticket
         08/30/14  525       J     8      $10.00    FS:7:RA                 86471922452449
         09/20/14  525       J     8      $16.00    FS:7:RA                 00347520455339
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1. The Report header has basic job information: The date the report was processed, the job description, the number assigned to this particular file, the customer name, the original file name as it was sent to us, and the job number we assign to the overall job.

2. Below the report header is the information headers. The first information header is Rec #, the next header is Account, then Name 1, Addr1, Addr2, City/State/Zip, Email, Ticket Type, Date, Section, Row, Seat, Price, Item:PL:PT, Parking Type, Barcode. These are standard headers, but headers can change depending on how much information we need to incorporate into the reports, for example, adding Guest Passes or Credentials may add additional headers.

3. On the left hand side you will see a list of record numbers. Each seat/parking/guest pass/credential sent in the data is assigned an individual record number. The first account in this report (100110 Jonas Group) has 4 tickets and no parking, so he has 4 record numbers equaling his four seats.

4. The record #s, account and address information headers are self-explanatory. Now we move on to the Date header. This will line up with the date or event code listed below. For Record 1, the report shows the first Date/Event as 8/30/14. Next is the Section, Row and Seat headers and the report is showing the seat for this event is NC-008/C/3. Next are the Price and Item:PL:PT headers. We include both Price and Item:PL:PT to show what price is printing and the Price Type used to determine the price so that you can double check the price. This report shows that for the 8/30/14 game, seat NC-008/C/3 has a price of $25.00. Next is the Parking Type, which is blank because the Jonas Group did not purchase parking. This report shows that the Barcode for the 8/30/14 game is suppose to be 65219444027453. Lastly, the Ticket Type for seat NC-008/C/3 is North Club.

Check all the above items against your information to confirm we are processing your data correctly.

5. A line of asterisks separate each account in the file. If you follow the asterisks all the way across to the right, you see a 1 * because Jonas Group is the first account in this report.

6. Finally, scroll to the bottom of the report and double check the number of Records (seats/parking, ect) and the total number of accounts. These two numbers should correlate with your original data and the quantities that we show on the manifest(s) for your job.