



PREPARED BY:
CNIC N946

LAST UPDATED:
7/21/2023

RECTRAC 3.1 CREATING A MOVIE TICKET SALES ITEM

Table of Contents:

- Section 1: [Ticket Management](#)
- Section 2: [Editing a Newly Created Movie Ticket Sales Item](#)
- Section 3: [Ticket Code Entry](#)
- Section 4: [Edit Fees On a Movie Ticket Sales Item](#)
- Section 5: [Edit Tickets Available On a Movie Ticket Sales Item](#)
- Section 6: Movie Ticket Setup for WebTrac (Online Ticket Sales)

FOR ASSISTANCE PLEASE CONTACT:
+1.844.697.4357 | SUPPORT@CNICFFR.ORG

RecTrac 3.1 Creating a Movie Ticket Sales Item

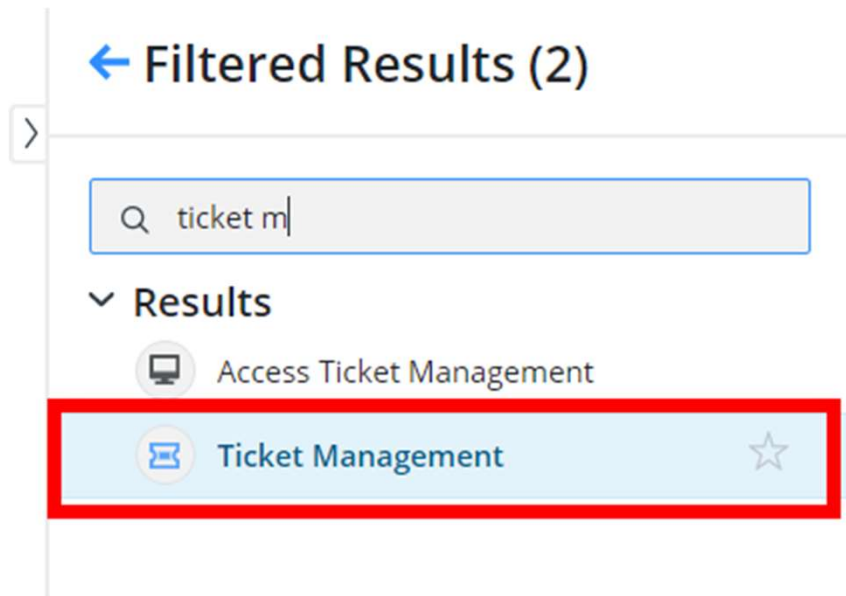


Ticket Management

Step 1: Click the 9 dot menu button in the top left corner.



Step 2 : Type Ticket Management in the search box and then select it under results.



RecTrac 3.1 Creating a Movie Ticket Sales Item



Ticket Management

Step 3: Click the 'Add' button at the bottom of the screen.

POS Ticket Management

Options Templates (0) Refresh

Ticket Code	Short Description	Status	Type
DEF-SE3824-MOVIE-2D	Default Pensacola Theater 2D Movie	Default	Movie Tickets
DEF-SE3824-MOVIE-3D	Default Pensacola Theater 3D Movie	Default	Movie Tickets
DEF-SE3824-MOVIE-ADV2D	Default Pensacola Theater Adv 2D ...	Default	Movie Tickets
DEF-SE3824-MOVIE-ADV3D	Default Pensacola Theater Adv 3D ...	Default	Movie Tickets
SE3824-27-221-1-001	Iron Man 3D	Active	Movie Tickets

Buttons: Add, Change, Clone, More

Step 4: Choose from the pre-defined list of default movie ticket items. These are tailored to your theater location and already have most fields set:

- Number of tickets available based on theater size.
- Fee break down and rates.
- Permissions, department, type and sub-type based on program defined reporting options.

Default Record Add

Use this record as the default for this add ⓘ

Default Pensacola Theater 2D Movie

--- New Blank Record ---

Default Pensacola Theater 2D Movie

Default Pensacola Theater 3D Movie

Default Pensacola Theater Adv 2D Movie

Default Pensacola Theater Adv 3D Movie

Default Record Add

Use this record as the default for this add ⓘ

Default Pensacola Theater 3D Movie

Buttons: Cancel, Continue

RecTrac 3.1 Creating a Movie Ticket Sales Item



Editing a Newly Created Movie Ticket Sales Item

Note: Adding by using the default items populates most of the information needed for a movie ticket item. The department, type, subtype, SAP trigger, and other info will all fill in automatically. If you choose the wrong default item, it is easiest to click cancel at this screen and repeat the process rather than trying to edit the different fields.

Step 5: Fill in all the required fields, show in red below:

- 1) Ticket Code (defined on the next page).
- 2) Short and long description (same for both, over-write the default text)
- 3) Begin and End event date.
- 4) Begin and End event time
- 5) Ticket templates. Will default unless your theater has multiple movie screens.

All other required fields are already set based on the default item chosen in step 4.

The screenshot displays the RecTrac system interface for creating a movie ticket sales item. The interface is divided into two main sections: 'Core Settings' and 'Additional Settings'. The 'Core Settings' section is active and contains several fields. Fields 1 through 5 are circled in red to indicate required input. Field 1 is 'Ticket Code *', field 2 is 'Short Description *' and 'Long Description *', field 3 is 'Begin Event Date *', field 4 is 'End Event Date *', and field 5 is 'Ticket Template RecTrac *'. Other fields include 'Status' (Active), 'Permissions *' ((1) SE Pensacola Portside Theater 3...), 'Department *' (Movie), 'Type *' (Movie Tickets), 'Subtype *' (2DMovie), 'Block Option' (Serialized), 'Use Combined Fee Prompt?' (checked), and 'Assign Tickets To Clerk?' (unchecked). The 'Additional Settings' section is also visible but not active. Below the main form are sections for 'WebTrac Settings', 'Miscellaneous Settings', and 'Access Ticket Settings'.

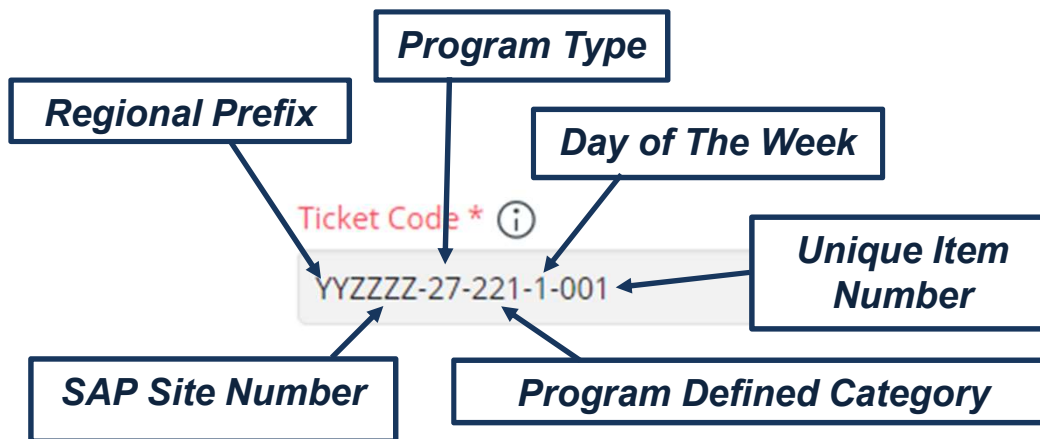
If this is a standard movie showing based on the default setup for your theater, the fees, fee categories, and number of tickets for the showing are already set. Click Save to finish the creation process. Otherwise, proceed to step 6.

RecTrac 3.1 Creating a Movie Ticket Sales Item



Ticket Code Entry

Enter in the Ticket Code based on the Navy 3.1 Item Coding Scheme Spreadsheet that will be distributed. This code should be 19 characters long, in the format shown below.



More info about the ticket code:

- Regional Prefix and SAP site number will always be the same for your location. It is imperative that the SAP site number is input correctly in the item code for the SAP interface to work properly.
- Program type is 27 for Movie Program items.
- Day of the week is a numeric representation of each week day. Setting this properly to the date of the showing ensures the new movie ticket will show under the correct sales button for clerks.
 - 1 = Monday
 - 2 = Tuesday
 - 3 = Wednesday
 - 4 = Thursday
 - 5 = Friday
 - 6 = Saturday
 - 7 = Sunday

RecTrac 3.1 Creating a Movie Ticket Sales Item



Edit Fees On a Movie Ticket Sales Item

Note: The following steps only need to be completed if this is a special movie showing where the rates will be different than the default rates.

Step 6: Click the 'Fees' tab at the top. Then click the stylus icon next to fee amount to be changed, adjust the fee as needed and then click the stylus when finished. Repeat for as many fee categories as needed. When done, click Save at the bottom.

POS Ticket Update

Core **Fees** Rules Questions Email Features Ticket Blocks Comments

Wildcard Cost Center

Options Templates (0) Refresh

Linked To	Linked Description	Description	Qty	Amount	Req	Fee Type	Tran Type	Criteria Description	Status	Rev GL Cod
	Ticket	Single Sailor/Marine	1.00	\$ 0.00	<input type="checkbox"/>	Standard Fee	Purchase		Active	527
	Ticket	Veteran	1.00	\$ 4.00	<input type="checkbox"/>	Standard Fee	Purchase		Active	527
	Ticket	Child 5 and Under	1.00	\$ 0.00	<input type="checkbox"/>	Standard Fee	Purchase		Active	527
	Ticket	Retiree	1.00	\$ 4.00	<input type="checkbox"/>	Standard Fee	Purchase		Active	527
	Ticket	Active Duty	1.00	\$ 3.00	<input type="checkbox"/>	Standard Fee	Purchase		Active	527
	Ticket	Adult	1.00	\$ 5.00	<input type="checkbox"/>	Standard Fee	Purchase		Active	527

Add Change Link Set Delete Clone Bulk Change Export Fees Import Fees

Cancel Save

Note: The fee category breakdown is based on the standards set by the movie program and will be used for reporting back to the NMPS system. Fees can be changed for each category, but a new category line should NOT be added OR deleted without consulting CNIC HQ. If a category doesn't apply to a particular movie showing, set the fee to \$0 and then clerks can ignore it when tickets are being sold.

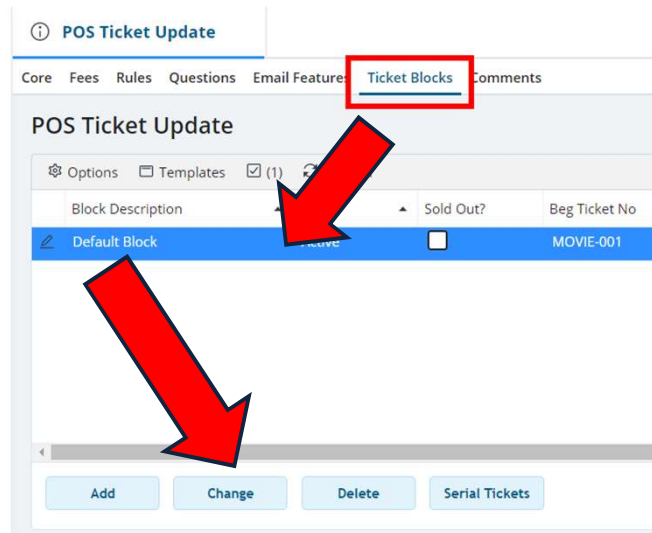
RecTrac 3.1 Creating a Movie Ticket Sales Item



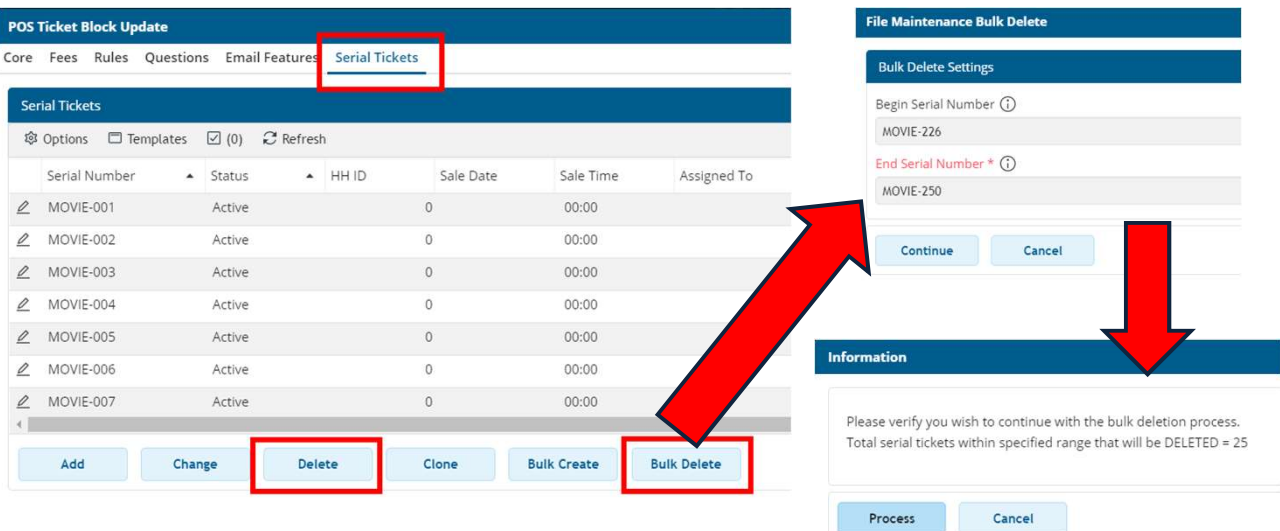
Edit Tickets Available On a Movie Ticket Sales Item

Note: The following steps only need to be completed if this is a special movie showing where the tickets available to be sold will be different than the defaults tickets available for your theater.

Step 7: Click the 'Ticket Blocks' tab, highlight the default block line and then click 'Change'.



Now click the 'Serial Ticket's' tab. From here, either manually delete the number of tickets needed (starting at the end) OR use the 'Bulk Delete' option to enter in a range of tickets to delete from this showing. In this example, if I wanted to delete 25 tickets, I would enter MOVIE-226 thru MOVIE-250 using bulk delete. The confirmation message will tell you how many will be deleted based on the range entered. Click Save and then Save again to finish.



RecTrac 3.1 Creating a Movie Ticket Sales Item



Movie Ticket Setup for WebTrac (Online Ticket Sales)

Note: The following steps only need to be completed if your movie theater is selling tickets online over WebTrac.

If your theater is selling movie tickets online over WebTrac, there are certain data elements and styles of data entry that need to be followed, per the CNIC N92 movie program standards for eCommerce movie ticket sales.

The main thing to remember is to use upper/lower case text when entering in titles and information. For example using the movie title 'Hotel Transylvania 3':

Description should be: Hotel Transylvania 3


Not: HOTEL TRANSYLVANIA 3

Not: HOTEL transylvania 3

Capitalize the first letter in each word of the movie title.

The end goal is to have the following display on WebTrac for all movies:

Main Ticket Search Screen on WebTrac

Maleficent						
PG-13, 105 min						
Description	Type	Event Date	Event Time	Available	Status	
 Maleficent	Yokosuka - Benny Decker Theater	10/20/2022	6:00 pm - 8:00 pm	20 +	Item Details	● Available ⋮

Purchase Options on WebTrac

Purchase Options

Ticket Block: *

Maleficent - 10/20/2022 - 1800 (20+ Available)

Ticket Quantity:

Ticket Selection Option: *

First Available

[Continue](#) [Cancel](#)

RecTrac 3.1 Creating a Movie Ticket Sales Item



Movie Ticket Setup for WebTrac (Online Ticket Sales) (cont.)

Step 1: Under the 'Core' tab in Ticket Management, enter in the Short Description AND the Long Description for this movie showing, capitalizing the first letter in each word of the movie title. It's important to update BOTH description fields with the same text.

POS Ticket Update - JP5080-27-239-4-003

Core Fees Rules Questions Ticket Blocks Comments

POS Ticket Update - JP5080-27-239-4-003 - Maleficent

Core Settings

Ticket Code * ⓘ	Status ⓘ	Permissior
JP5080-27-239-4-003	Active	(1) JP5080
Short Description * ⓘ	Department * ⓘ	Block Opti
Maleficent	Movie	Serialized
Long Description * ⓘ	Type * ⓘ	<input checked="" type="checkbox"/> Use C
Maleficent	MT-YokBennyDecker	
Report Tag ⓘ	Subtype * ⓘ	<input type="checkbox"/> Assign
	Other	

WebTrac Settings


Step 2: Click on the 'Ticket Blocks' tab. Use the stylus icon to edit the 'Block Description' to display the movies date and start time (in military time). Use the following date/time format:
MM/DD/YYYY – TTTT

POS Ticket Update - JP5080-27-239-4-003

Core Fees Rules Questions Ticket Blocks Comments

POS Ticket Update - JP5080-27-239-4-003 - Maleficent

Options Templates (0) Refresh

Block Description	Status	Sold Out?	Beg Ticket No
 10/20/2022 - 1800	Active	<input type="checkbox"/>	MOVIE-001

RecTrac 3.1 Creating a Movie Ticket Sales Item



Movie Ticket Setup for WebTrac (Online Ticket Sales) (cont.)

Step 3: Click on the 'Comments' tab. In the 'Brochure Text' Plain Text Editor box, enter in movie rating and run time using the below examples for the format:

R, 135 min
PG, 95 min
PG-13, 120 min

A screenshot of the RecTrac web application interface. At the top, there is a navigation bar with tabs: "Core", "Fees", "Rules", "Questions", "Ticket Blocks", and "Comments". The "Comments" tab is highlighted with a red box. Below the navigation bar, the main heading reads "POS Ticket Update - JP5080-27-239-4-003 - Maleficent". There are three main text input areas: "Comment Code" (with an information icon and a small square icon), "Special Comments" (with an information icon and a "Plain Text Editor" label), and "Brochure Text" (with an information icon, a "Plain Text Editor" label, and the text "PG-13, 105 min" entered). The "Brochure Text" area is highlighted with a red box. At the bottom, there is a "Tickler Code" field with an information icon.

Step 4: Click 'Save' when finished.