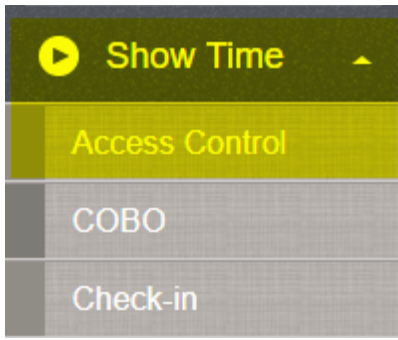


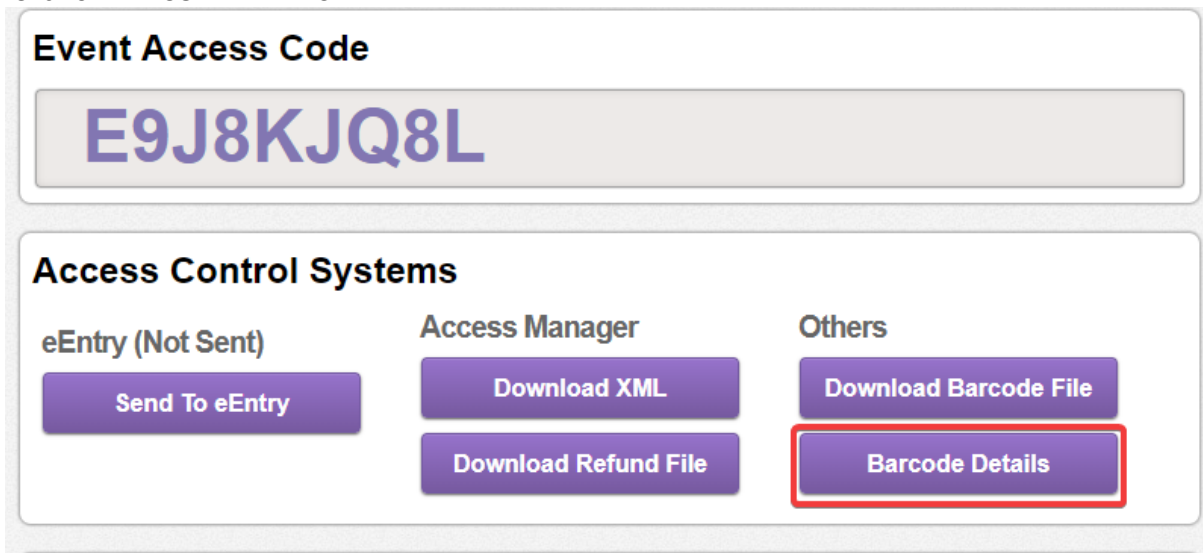
ticketweb BACKLINE

DOWNLOADING BARCODES FROM BACKLINE

On the event dashboard click on **SHOW TIME > ACCESS CONTROL**



Click on **BARCODE DETAILS**



Your barcode file will download, before uploading to your scanners make sure you remove any barcodes labelled as **inactive**. To do this you will need to sort your file by the **STATUS** column.

You can then easily remove any rows with inactive barcodes

	Status	Confirm
1		
2	Inactive	ML2277!
3	Inactive	ML2277!
4	Active	MAHH8!
5	Active	MK44H!
6

Inactive barcodes are either from test bookings, cancelled preprints / orders or refunds so you don't want these barcodes uploaded to your scanners.