

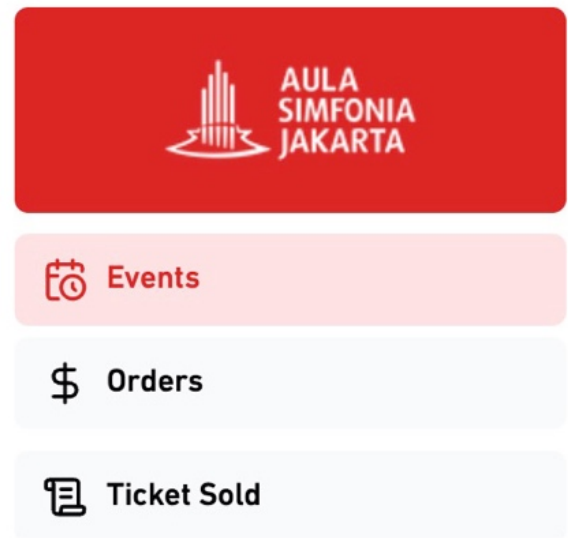
Box Office






BAGIAN 1

Booking Kursi · Kirim Tiket · List Pembeli

I – BOOKING KURSI

1. Pilih panel Events
2. Temukan konser yang diinginkan dan klik pada tiga titik.
3. Pilih Seat Map



24	Beethoven Symphony 4 & 6		PUBLISHED	22 Mar 2025 17:00:00	
					<div>Actions Edit Config Seat <input checked="" type="checkbox"/> Seat Map Published <input checked="" type="checkbox"/> Delete</div>
23	Sanguinis Choralensis! 2025		PUBLISHED	22 Feb 2025 19:30:00	
22	Mendelssohn Symphony No. 2		PUBLISHED	15 Mar 2025 17:00:00	

4. Area Kursi dapat diganti pada mini-map

5. Isi detail customer lalu pilih *Create Order*.

NB: Section Preview dapat menampilkan sudut pandang.

Bypass Seat Form (3)

Seat breakdown 

Seat ID	Section	Code	Price	
82756	Mezzanine	MJ-24	300.000	
82754	Mezzanine	MJ-23	300.000	
82752	Mezzanine	MJ-22	300.000	

Total Amount:

900.000

Name

Box Office

Email

boxoffice@aulasimfonijakarta.com

Phone Number

+62 877 7100 2009


☐ Gold

Confirm book

Create Order

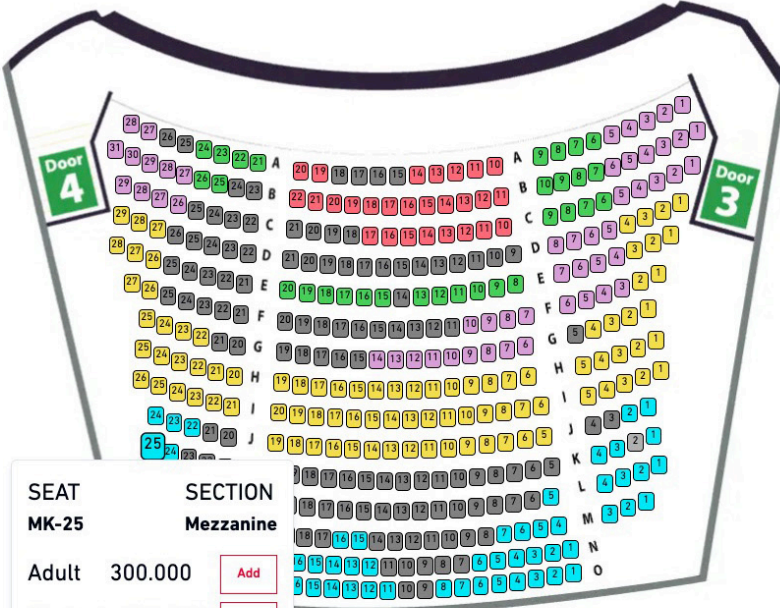
Mezzanine Select your seats below

Section Preview

Section Preview + - 


UPPER LEVEL
(No Lift Access)


STAGE



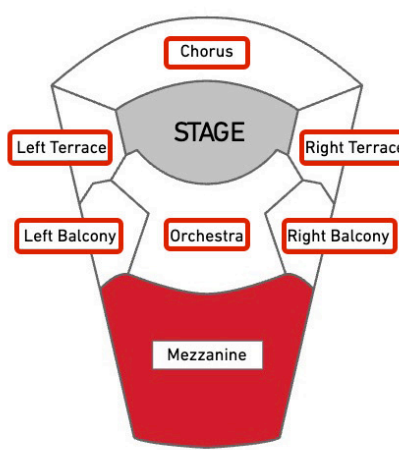
SEAT
MK-25

SECTION
Mezzanine

Adult 300.000 

Student 150.000 

Change seat area

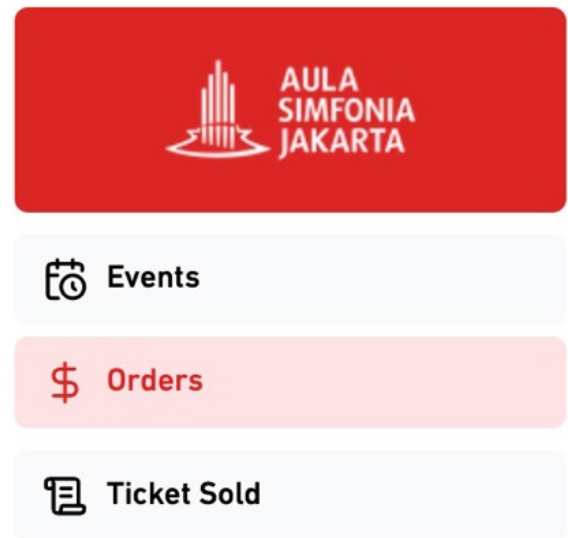


Legend

- 300.000 & 150.000 (Student price)*
- 500.000
- 700.000
- 1.000.000
- 1.500.000
- 600.000
- Taken
- Temporarily Booked

II – KIRIM TIKET

1. Pilih panel Orders
2. Temukan pemesanan yang telah dibuka (Gunakan fitur pencarian Name / Email)
3. Klik menu dan pilih Resend Ticket



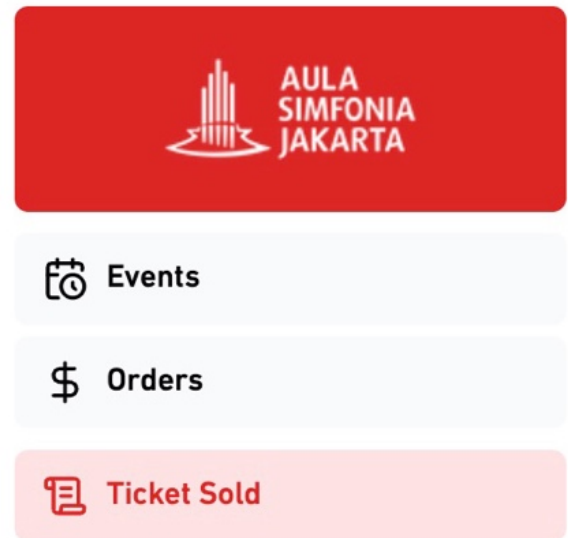
Orders

Event: Name: Email:

#	Transaction ID	Name	Email	Phone	Details	Menu
1	ASJY20257223970	Box Office	boxoffice@aulasimfoniajakarta.com	+6287771002009	Mendelssohn & Bruch - MJ-22 Mendelssohn & Bruch - MJ-23 Mendelssohn & Bruch - MJ-24	<div>Actions Resend Ticket Update Order Void</div>
2						
3						
4						
5						

III – LIST PEMBELI

1. Pilih panel Ticket Sold
2. Klik pada select event dan tentukan konser yang diinginkan
3. Klik download CSV



Report Ticket Sold

Select Year: 2025 Select Event: Mendelssohn & Bruch Download CSV

#	Transaction ID	Sales Date
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Events

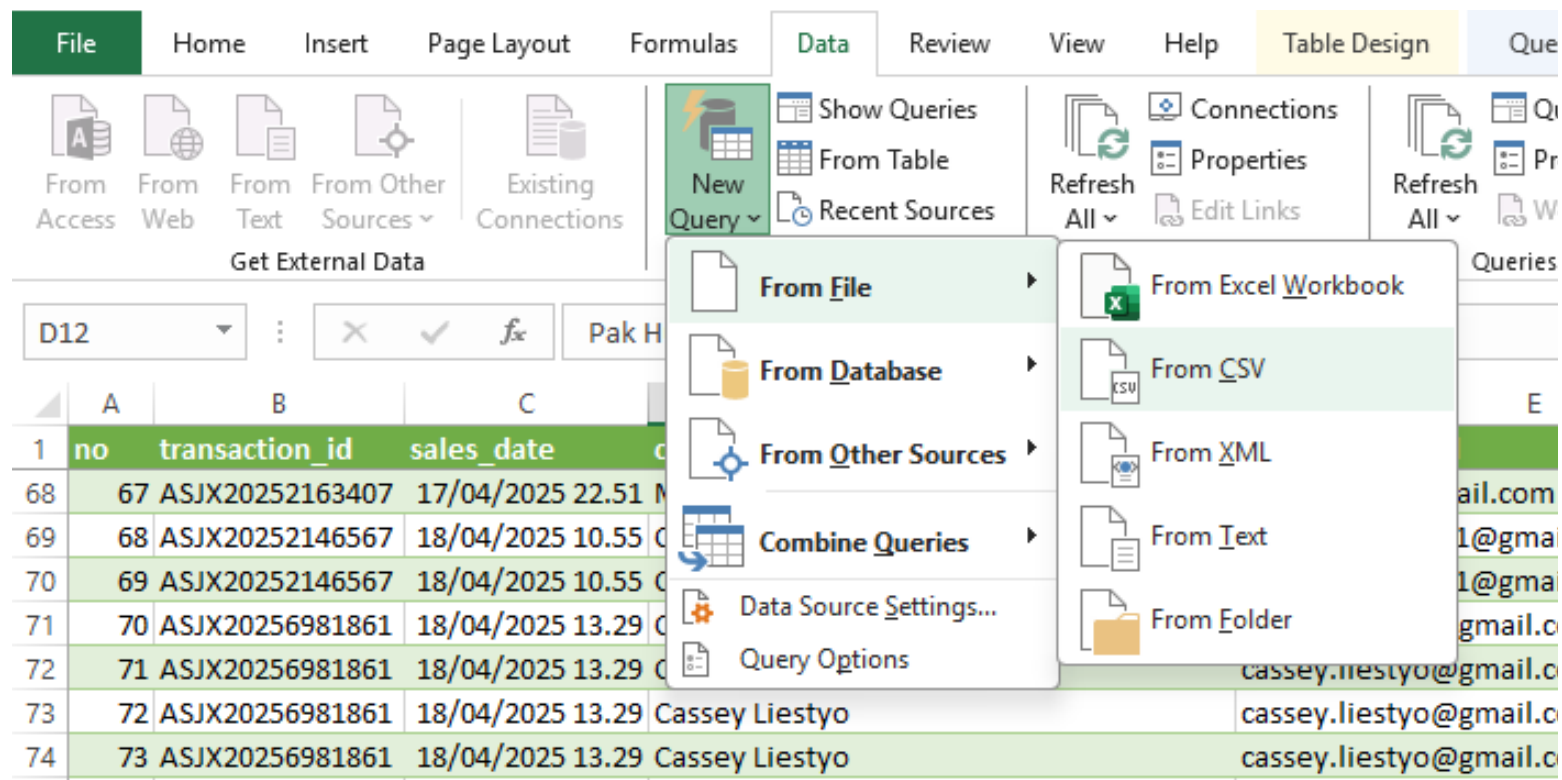
- ✓ Mendelssohn & Bruch
 - In Perfect Harmony
 - Clarinet & Piano
 - 2025 Grand Concert Tour
 - Strauss & Stravinsky
 - Strauss & Stravinsky (deleted)
 - Bach Mass in B Minor
 - Violin & Piano
 - Beethoven Symphony 4 & 6
 - Sanguinis Choralensis! 2025

4. Buka Microsoft excel

5. Pilih menu Data > New Query > From File > From CSV

6. Cari dan buka file CSV yang telah diunduh pada

Langkah #3



Box Office

BAGIAN 2

Concert Day

Tugas Usher

1. Pembelian tiket (Lihat Bagian [1.1] – Bagian [1.3])
2. Penitipan barang
 - Barang diterima dikemas tertutup dan rapih
 - Tidak menerima botol air kemasan / makanan terbuka
 - Kartu hilang, pengembalian dilakukan setelah seluruh barang lain diambil.
3. Terkait Tiket konser
 - Tidak menerima penitipan tiket

