

# Waitlist Management (in Express Actions)

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The Waitlist Management Express Action makes it easy to review and process your Waitlist requests. You can review waitlist requests by individual categories, then individually or in bulk move Waitlist requests to another option (such as purchase or cancel).

- In Express Actions, open the **Waitlist Management** Express Action tool.
- Select the **Waitlist Item** you want to manage to see its inventory grid.

### Waitlist Management

Waitlist Item\* Going Green in 2021 Golf Tournament: Participant Ticket

Total Inventory	Already Allocated	Selected From Waitlist	Available
84	80	4	0

Target Group 2 Attendees Selected

Set Payment Status to Purchase

<input checked="" type="checkbox"/>	ID	NAME	ORGANIZATION	WAITLIST DATE/TIME	DETAILS
<input checked="" type="checkbox"/>	444	Lopez, Mr. John	Gold Leaf Garden Management	Wednesday, Sep 20, 2017 06:47:11 AM	Participant Ticket - Waitlist Purchase - 2 tickets
<input checked="" type="checkbox"/>	336	Fair, Mr. Jeremy	Value Giant	Wednesday, Sep 20, 2017 05:20:49 AM	Participant Ticket - Waitlist Purchase - 2 tickets

Save As Data Snapshot Export To Excel Cancel Confirm

Use the Target Group Filter to select the relevant attendee records. (This is useful if you want to prioritize waitlist requests from a special group of attendees, such as VIPs or Exhibitors).

## Save as Data Snapshot

If when you're filtering, you can use the **Save as Data Snapshot** option to save the current set of selected records, for example to use in a report or as part of a later filtering operation (e.g. to email all VIPs, while excluding those VIPs who got tickets). For more information, read [this article about searching and filtering](#)

**Tip:** If more Waitlisted VIPs have been added after you create the Data Snapshot, they will NOT appear if you recall this snapshot later. The **Save as Data Snapshot** button saves the filter results at that point in time, not the filter rules used to find them. To save the filter and include new records, use the **Save** button inside the Filter screen.

### Create Data Snapshot ✕

Create New

Name

Remove After

Append to existing

Replace existing

## Choose and confirm

- Change the **Payment Status** to the desired setting.
- Choose which records you want to move off the Waitlist. You can choose all, or a sub-set of records. As you select or de-select records, the inventory numbers above for **Selected From Waitlist** and **Available** will adjust immediately.
- Select **Confirm** to move the selected records to the new (non-waitlist) Payment Status.

If you want to review your waitlist as a spreadsheet, you can **Export** it.