Waitlist Management (in Express Actions)

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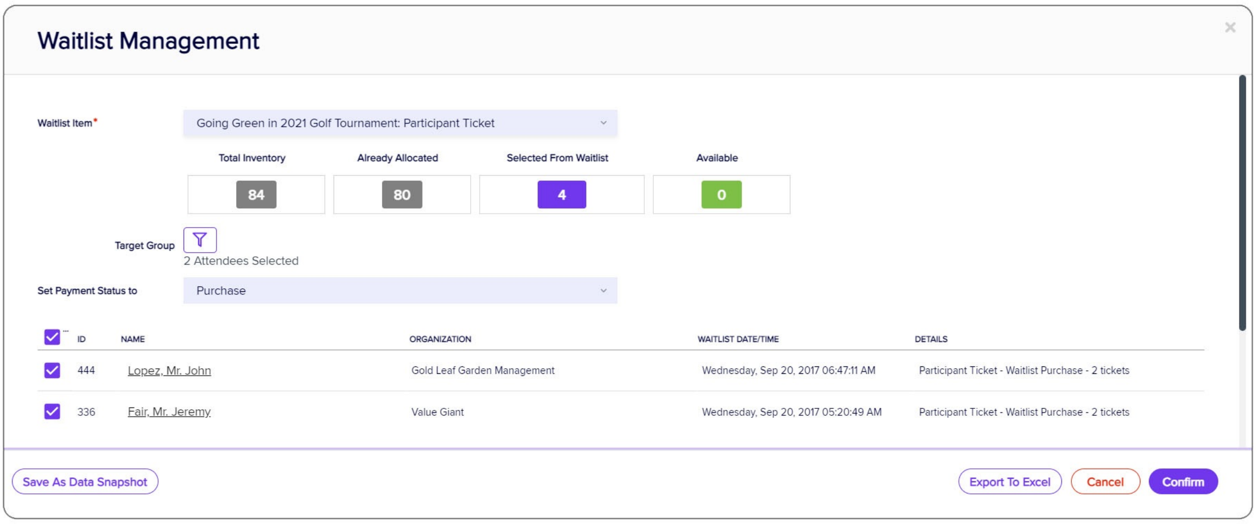
The Waitlist Management Express Action makes it easy to review and process your Waitlist requests. You can review waitlist requests by individual categories, then individually (or in bulk) move Waitlist requests to another Payment Status option (such as Purchase or Cancel).

Read more about setting up and managing Waitlists

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

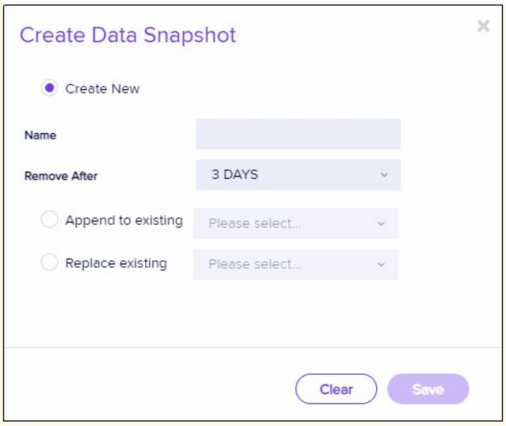


Use the Target Group Filter to select the relevant attendee records. (This is useful if you want to prioritize waitlist requests from a special group of attendees, such as VIPs or Exhibitors).

Save as Data Snapshot

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 waitlisted VIPs, while excluding those VIPs who already bought 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.



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.