

Web Reporting

RTS has modified Web Reporting. You will now be able to login with your email, Gmail account or Facebook. To enable your login, please use the following steps. If you have multiple locations, please execute the steps for each theatre.

When accessing your web reporting login, you will notice a new login page. It will resemble the login page displayed below.

		Web Reporting RTS
Log In	Sign Up	
Email Address *		
Password *		
	Forgot Password?	
LO	g iii	
G	Sign in with Google	
Gontin	nue with Facebook	

Configuring RTS

1) To add an email address, navigate in RTS to Setup – Passwords. You will need to have a password setting of 10001 to see yourself in the list. If you are not able to see your name in the Password list, an administrator with higher credentials will need to configure your settings.

2) From the Password menu, mark "Access Web Reporting as True." Also, add your email address or Facebook email address for "Email Address" under the Info Section.

View Over / Under	True
Multiple Locations	True
Access Web Reporting	True
T (1)	

Info	
Email Address	

Logging in

When signing in to your account for the first time, select the option based off of the email account you added in RTS.

				Web Reporting
Log In	Sign Up			
Email Address*				
Password *				
Log	In			
G	ign in with Google			
f Contin	ue with Facebook			

Gmail: Select Sign in with Google. Choose your email account accordingly to proceed with the login.

Facebook: Choose Continue with Facebook. Select your account to proceed with the login.

Other Email: Click Sign Up

Log In	Sign Up		
Email Address*			
Set Password*			
Confirm Password *			
Create Account			

- 1) Enter your Email Address
- 2) Set your password
- 3) Confirm password
- 4) Select "Create Account"

If you are not able to log in immediately, restart the software on your server.

Web Reporting Link

https://(YOUR RTN NUMBER).formovietickets.com:2235/app/reports

You can locate your RTN number be navigating to Help – About. The RTN number will display on the left side of the window under the DNS information.