Printing a list of Check-Ins_Check- Outs

1. Click on the Room Mgmt button on the Home window. The Daily Room Management chart will be displayed.
2. Click on the Print Button in the top of the chart. A Daily Reports dialog box will be displayed.
3. Click on the checkboxes for Check-Ins and Check-Outs.
4. Click on the Print button to begin printing.
Tip To preview the print out before printing select Screen instead of Printer .