

# Registration Cards

Note A Guest Registration Card will only print out for those Guests arriving on the day currently displayed on the chart. In addition, the information that appears on the registration cards

is taken from that information you entered on the Booking Details Window (See "Working with Room Bookings" on page c)

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 right-hand corner of the chart. A Daily Reports dialog box will be displayed.
3. Click on the Registration Cards checkbox.
4. Click on the Print button to begin printing.

Tip If there are numerous arrivals that day, all Registration Cards will be printed at once - a big time savings!

Printing a Meal List Note The Meal List will be printed for the date currently displayed on the Chart. If you need to print a Meal List for a different day click on the Refresh button and enter the date desired before clicking on the Print button.

1. Click on the Room Mgmt button on the Home window. The Daily Room Management chart will be displayed.
2. Click the Print button in the top right-hand corner of the chart. A Daily Reports dialog box will be displayed.
3. Click on the Meal List checkbox.
4. Click on the Print Button to begin printing.

Tip To preview the print out before printing select Screen instead of Printer.