

Viewing a Guest's0

Conference History

1. Click on the Guests button on the Home window. The Guest Details window will be displayed.
2. Find the desired Guest as outlined earlier in this section.
3. Click on the History button. The Guest Bookings History window will open displaying the booking history for this Guest.
4. Click on the Bookings drop down list (to the left of the Print button) and select Conferences to display this Guest's Conference history.
- Tip To print out this Guest's Conference history click on the Print button.
5. Close the History window to return to the Guest Details window.