

Specifying Mailing Items to be sent to a Guest

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 Mailing button. The Guest Mailing List will open displaying all current mailing items that are to be sent to this Guest or have been sent to this Guest.
 4. Click on the New button in the Mailing List window. An Enter Guest Mailing Item dialog box will appear.
 5. Enter the Mailing Item code and [Tab].
Tip You can enter '?' or just hit [Tab] to display a Mailing Items lookup list.
 6. Enter the quantity to be sent, the date, and then click OK.
 7. Close the Guest Mailing List to return to the Guest Details window.
- Note You can search for mailings sent previously by using the Marketing section to search for Mailing Items. (See "Working with Guest Marketing" on page cxxi)