Printing a Confirmation Letter to File

1. Click on the Room Bookings button on the Home window. The Booking Details window will open.
2. Find the booking for which you want the Booking Confirmation printed.
3. Click on the Print button. You will see the Select Printing Options dialog box.
4. Select Booking Confirmation of a Letter as your Report and File as your Destination and then click OK. If the Personnel used on this booking has their correct 'Merge Folder' set, then BookingCenter will automatically open the External document (See "Setting up Letters" on page liii) .