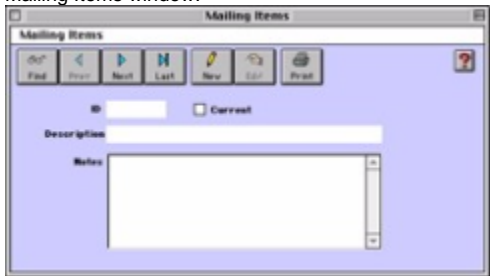


Setting up Mailing List Items

Mailing Items can be used to track the Items shipped to a Guest. This is a good way to record what follow-up materials have been sent and the date they were sent.

? Choose Parameters from the BookingCenter and Mailing Items from the Booking System drop down list to display the Mailing Items window.



The screenshot shows a software window titled "Mailing Items". At the top is a toolbar with icons and labels for "Find", "Prev", "Next", "Last", "New", "Edit", and "Print". Below the toolbar, the window contains a form with the following fields: an "ID" text box, a "Current" checkbox, a "Description" text box, and a "Notes" text area. The window has a light blue background and a standard Windows-style border.

? Click on the New button or click the Edit button to modify the demonstration data.

? Enter the following information:

ID Enter a unique ID to identify this mailing item.

Current Click this checkbox if this mailing item is current (i.e. active within the system).

Description Enter the description for this mailing item.

Notes Enter any notes on this particular mailing item.

? Click OK or press [Enter] to save the new mailing item.

? Repeat for each mailing item you desire.