

Printing Guest0

1.	Click on the Guests button on the Home window. The Guest Details window will be displayed.	
Details	2.	Find the desired Guest as outlined earlier in this section.
	3.	Click on the Print button. The Select Print Options dialog box will open.
	4.	Select the radio button for Details.
	5.	Select Printer and then click on the Print button. Tip Select Screen instead of Printer if you want to preview the report before printing.