

Booking 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 (to the left of the Print button). The Guest Bookings History window will open displaying the booking history for this Guest.
4. Double-click on any booking that appears in the list. The Bookings window will open displaying the full details for that booking.
5. You can print the following items by clicking the Print button:
 - Registration Card
 - Booking Confirmation
 - Tax Invoice
 - Envelope
 - Letter
 - Label
6. Close the Bookings window to return to the Guest Bookings History window.
Note To print out this Guest's booking history click on the Print button.
7. Close the Guest Bookings History window to return to the Guests window.