

Printing a Form

Letter

1. Click on the Room Bookings button on the Home window. The Booking Details window will open.
2. Find the booking you want the form letter printed out for.
3. Click on the Print button. You will see the Select Printing Options dialog box.
4. Select Letter. A Letter ID field will appear.
5. Enter the Letter ID and click OK.

Tip You can enter a '?' or just hit [Tab] to display a Letters lookup list.