

Lodge-ical News – November 2009

INTERNET TRAINING: SIGN UP FOR OUR NEXT CLASS

Beginning in 2010, we will be presenting a series of internet training classes. Continue to read our newsletters to learn about other classes. Our first class in 2010 has been scheduled.

Class Title: Clients Module (for Lodge-ical version 7.0)

Date and Time: Tuesday, January 12, 2010. 10am – 12pm Mountain Time

Cost per Student: \$50 (if you are not keeping current with your annual maintenance/support agreement, please call for pricing).

Contact us now to make a reservation. We require a minimum of 5 students and class size will not exceed 10 students.

Here is what one participant said:

"We have been using the Lodge-ical program for our reservations for many years. The online course is a great way to review what it has to offer, and to learn about new features and tricks in the program.....all from the comfort of our own office." – Jennifer at Hunewill Guest Ranch, California

User Tip: Print Christmas card labels from within Lodge-ical

1. Go to Clients/Find-A-Client (if you are using version 6.0 or earlier, go to Clients/Mailing Labels)
2. Select the criteria at the top of the form to narrow down your query results
3. Press the DISPLAY button at the top of the form so that you can see the query results at the bottom of the page. The grid will show you ALL clients who satisfy the criteria of the query.
4. Press the 3x10 button at the top of the form. You will be asked if you want to update the Correspondence Log. Answer Yes or No and press OK.
5. You will now preview your labels formatted for a page of standard labels; 3 across, 10 down.
6. Print to Printer