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How do I print a Loan reminder / a SPA reminder / a termination letter?

6 years ago · Updated

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Before printing the letter, you can first set your desired booking status and aging days accordingly. The aging days must be more than 14 days for a letter to be printed.

1. Click on the blue arrow located under the **Assigned Staff** column
2. Click on **Print** on the top right hand corner
3. A new window will then be opened where you're able to preview the letter
4. Right click anywhere inside the window and click on the **Print** button that pops up
(Alternatively press Ctrl + P while viewing the page)

Note: This function can be used if you have provided us with your letter template prior to setup

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