How do I share my booking form with the panel banker?

3 years ago · Updated

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▼ For Headquarters, Supervisor, Sales Manager user access role only
View User account types for more info
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Projects > (Project Name) > Edit > Booking Setup

- Only Headquarters or a Business Unit Leader access role account can edit this function
- This function will only appear on projects that you've set on
- Headquarters or the Business Unit Leader will need to enable this function in order for other staff members to be able to share the booking form with the bankers

1. Click **Projects** at the Showroom homepage
2. Click on the specific project you would like to hide your sales chart pricing
3. Click **Edit** at the top right hand corner
4. Click **Booking Setup** on the left menu bar
5. In the setup menu, scroll down to the **Booking Printing** section near the bottom of the page
6. Set **Print Type** to default or custom if you have your own booking form format
7. Click on the **Enable PDF** box to enable a PDF version of the booking form

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