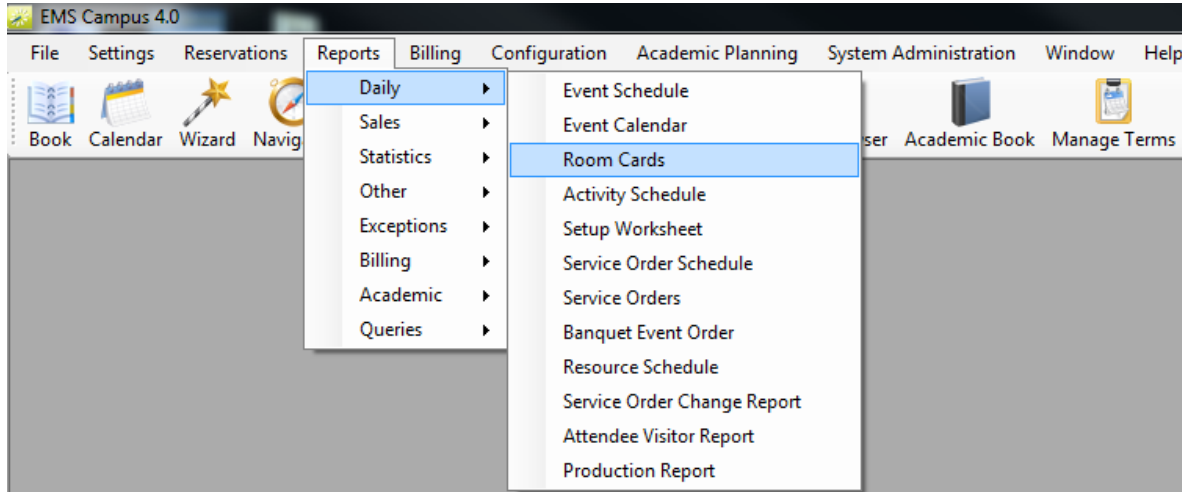


# How to Print Room Cards

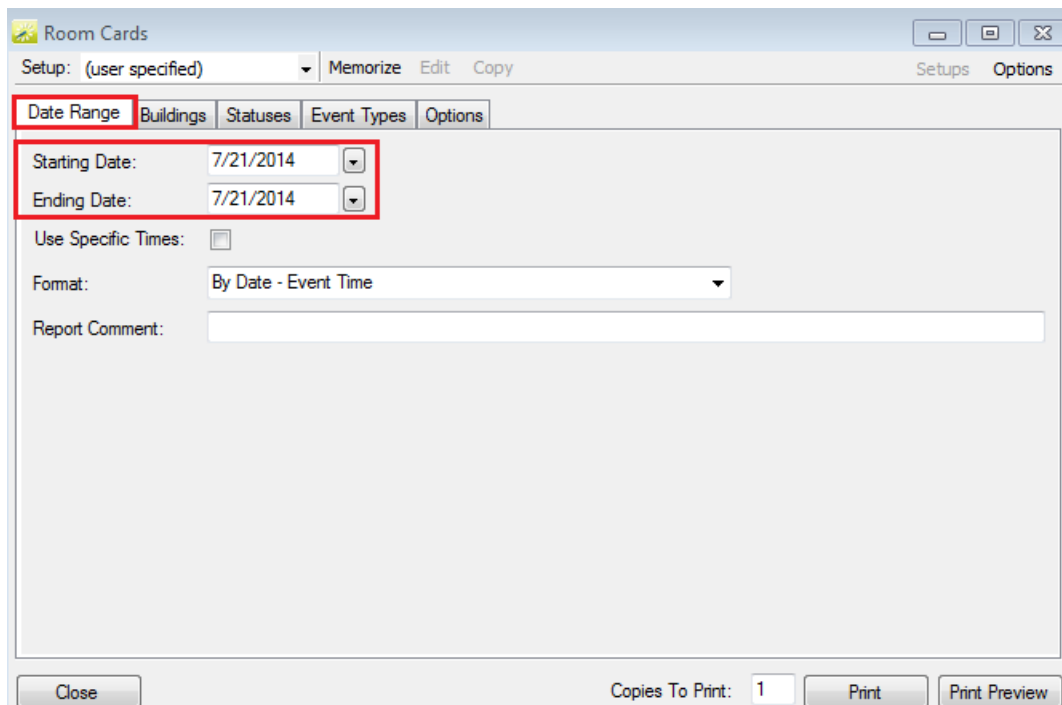
This report allows you to print cards that display reservations outside of rooms for selected days.

*\*Once you do this once, all of the settings will stay the same the next time you come to print the room cards. You can change them at any time.*

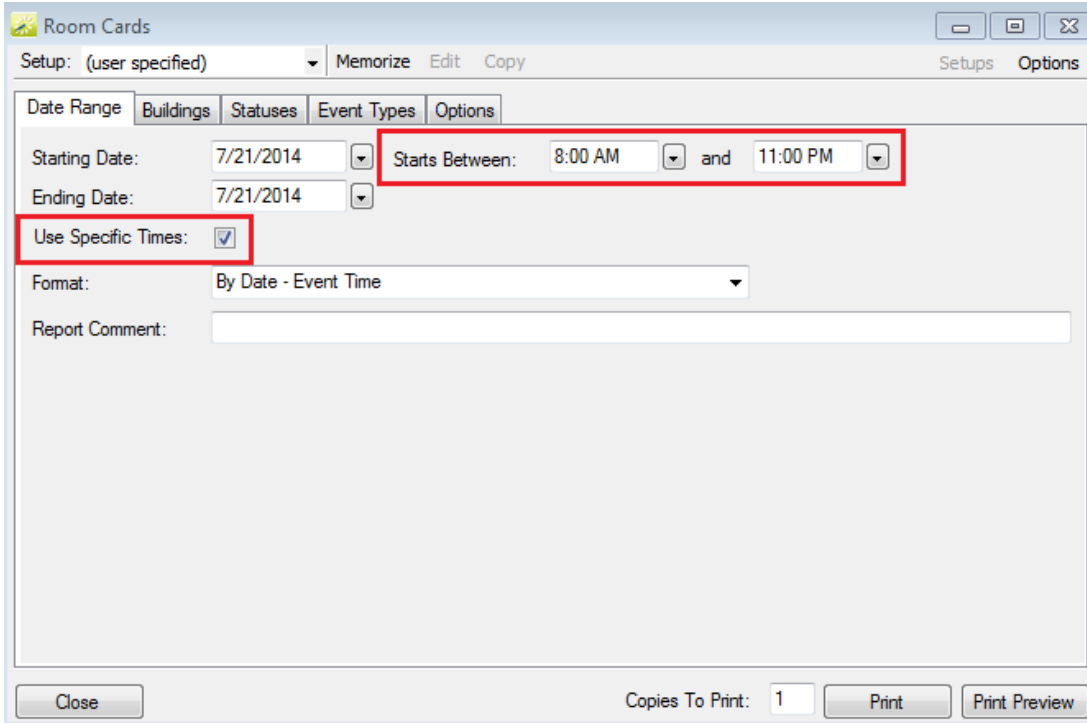
1. From the main menu, select Reports > Daily > Room Cards



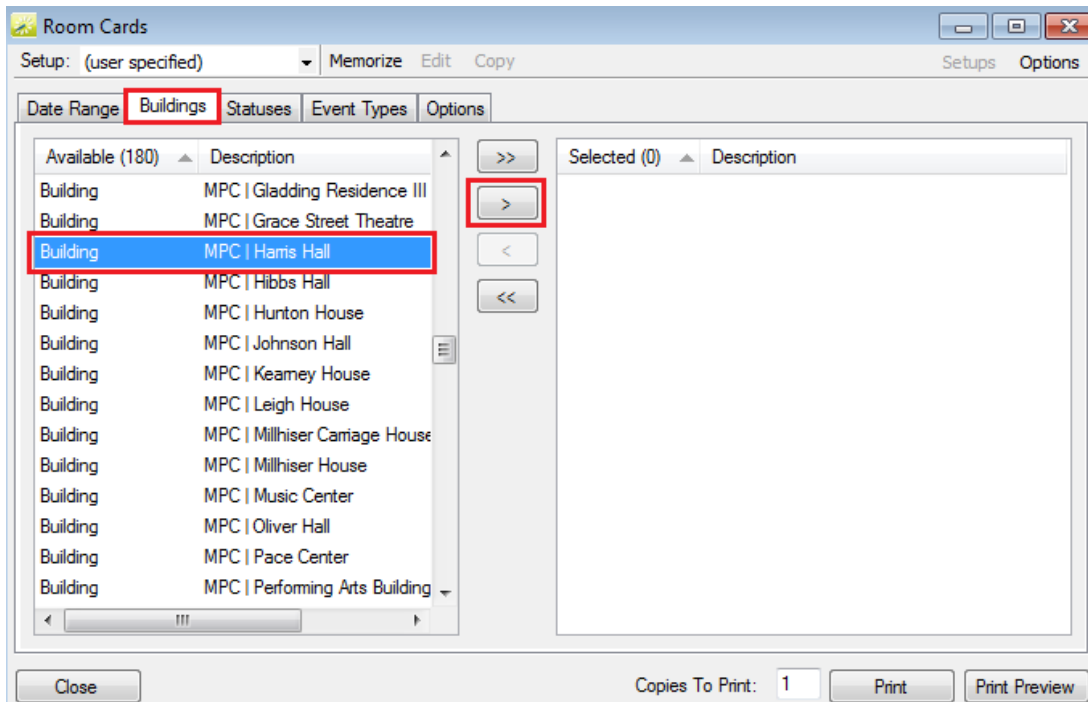
2. An information box will appear asking you to pick the “Date Range.” Enter the starting date and ending date you would like your room card to display. For this example, we will create a room card for Monday (7/21) in Harris Hall.



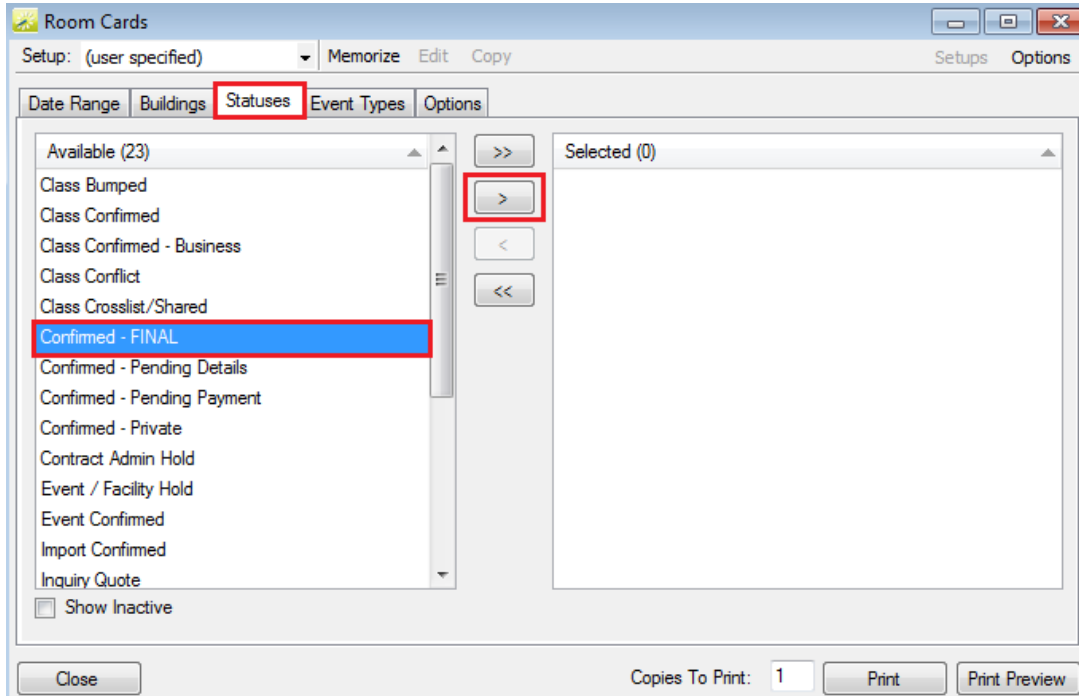
3. If you would like to have your time card display a specific time, check the “Use Specific Time” box. For this example, we will print the time card for the building hours in Harris.



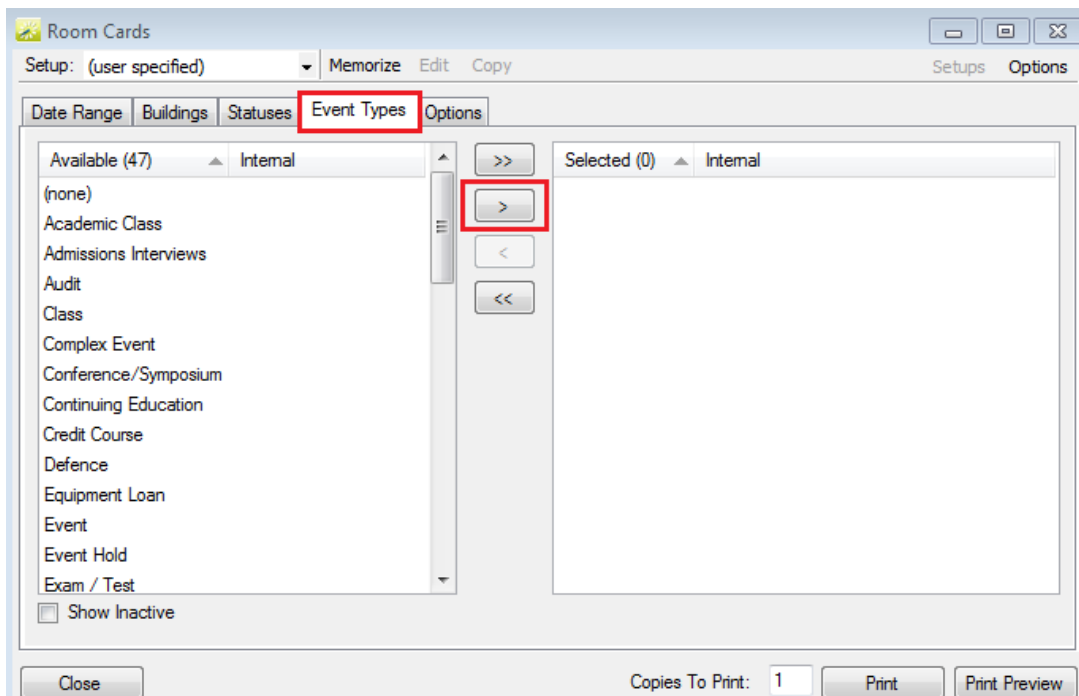
4. Click the “Buildings” tab. Pick the building you desire to print the room card for and click the arrow (>).



4. Click the “Statuses” tab and select all of the appropriate statuses. Most departments use “Event Confirmed,” “Class Confirmed,” “Confirmed – FINAL,” or “Meeting Confirmed.” Select the status your department uses and click the arrow (>). For this example, we will use “Confirmed – FINAL.”



6. Click the “Event Types” tab. Many departments use different event types. Pick which event types your department uses and click the arrow (>).



7. Click the “Options” tab. “Show Bookings On Start Date Only” should be checked. There are also other certain options you can have on your room cards (i.e. printing blank room cards, print the VCU logo, etc.) Click “Print” and separate room cards will print out for every room that has reservations for the day(s) you selected.

