Batch Generate Documents

2018 - Spring Edition

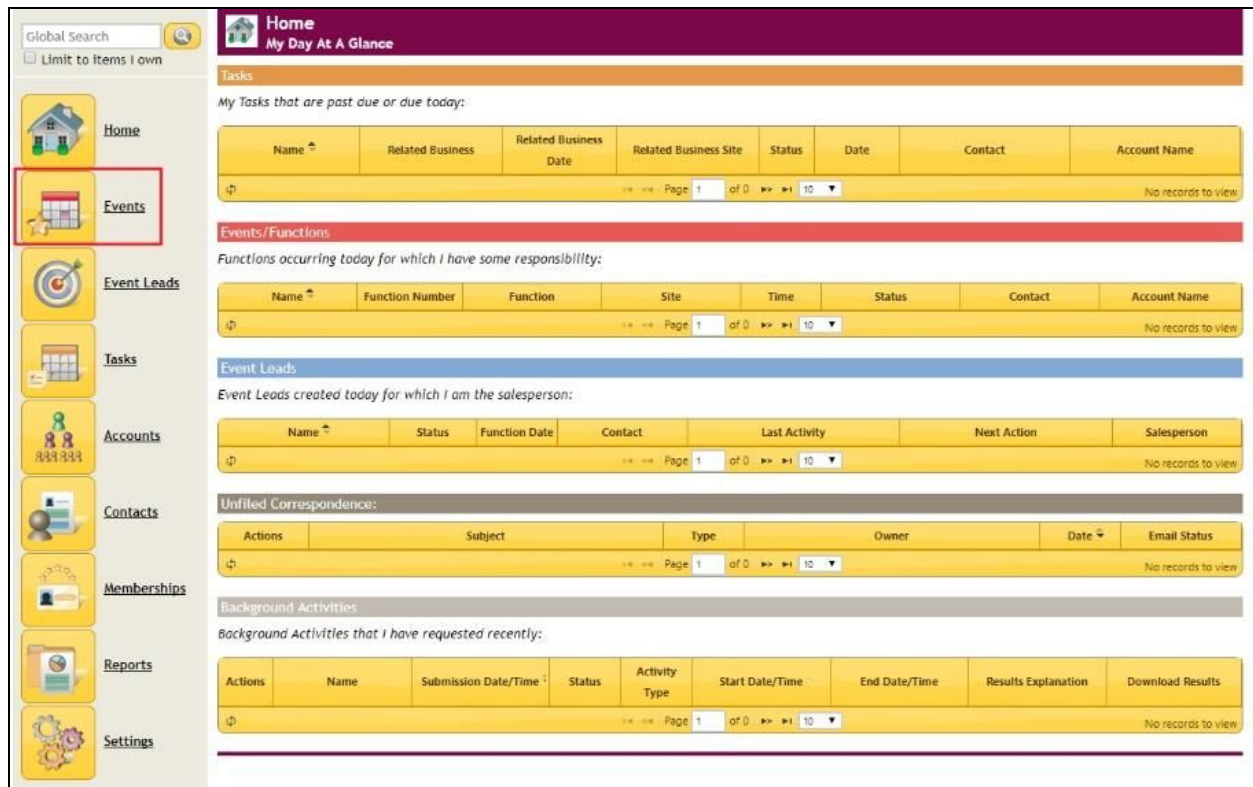## User Guide - Table of Contents

Overview

Banquet Event Orders (BEOs) can be generated for each event. In order to create a Banquet Event Order for multiple events, you can create a Batch Generation of **BEOs**.

Use Case(s)

The Club is having a managers meeting and needs to give all the managers a BEO for each event for the upcoming week/month.
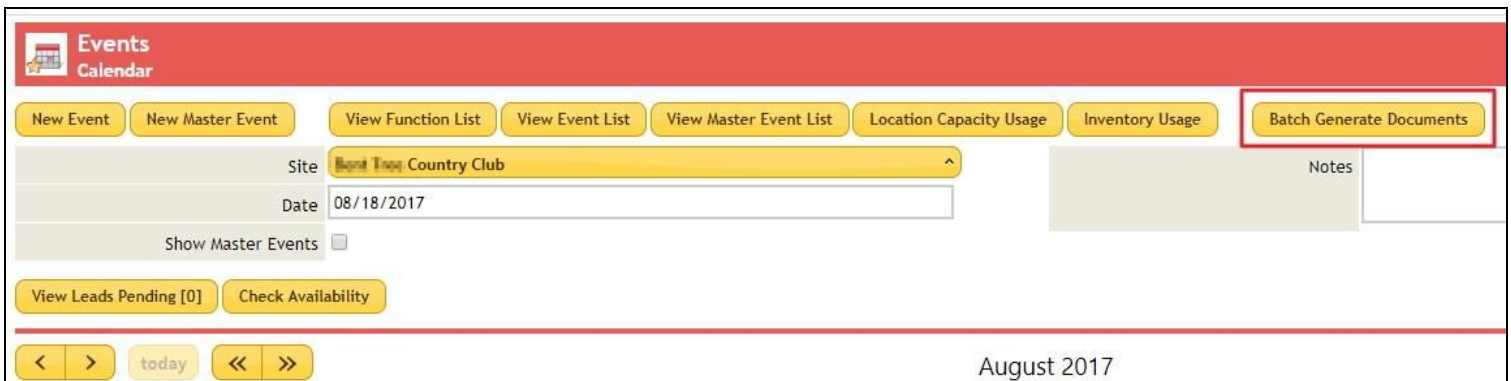
Accessing the Tool

To **print** a batch of **BEOs** or other event documents you will go to **Events** (on the left).

Then select **Batch Generate Documents**.

Batch Generation

On this page, select the **date range**, check the **events** to be included from the list below, and select the **document(s)** to create.

Click **Generate Documents**.

Retrieve Documents

These documents will need to be retrieved on the Home page at the bottom under **Background Activities**.

Under Background Activities, the documents requested will be available under **Download Results**.

FAQs

Q: How can I separate the documents I am downloading into individual PDFs?

A: Documents can be separated individually or all included in one document. Be sure to specify this setting during the Batch Generation step under **Document Options**.

Best Practices

- Ensure all date ranges are correct for BEO document search for the most accurate results.