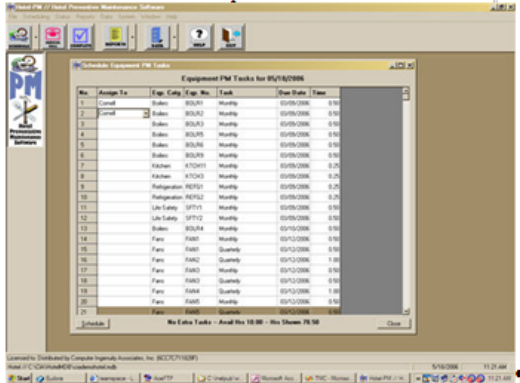


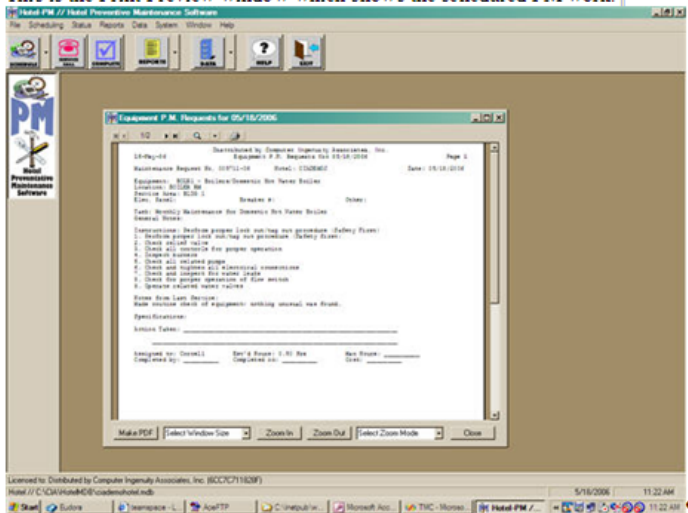
Hotel-PM Finding Hidden Windows

Sometimes windows of the Hotel-PM can be located off the visible portion of the screen. Consider the following example.

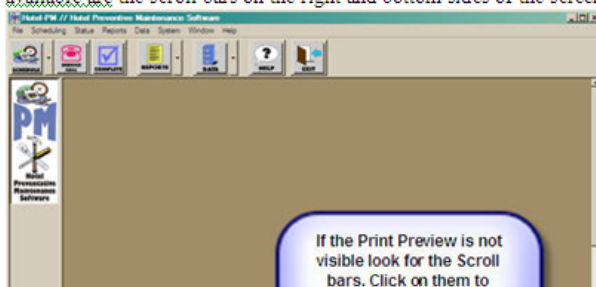
You open the window to Schedule Equipment-PM. After assigning the desired work you click the Schedule button but the expected Print-Preview is not seen.



This is the Print-Preview window which shows the scheduled-PM-work.



Like all windows the Print-Preview can be repositioned to suit your needs. This flexibility also allows for the window to be moved out of the visible portion of the screen. When this happens the Hotel-PM screen would appear like the one shown below. The only clue that the print preview is available are the scroll bars on the right and bottom sides of the screen.





To see the Print Preview window, move the scroll bars to shift the visible area of the screen. You can also locate the window by using the Window command found in the File Menu. This command will display a list of the active windows. Clicking on Cascade, Tile Horizontal or Tile Vertical will reposition all of the active windows to the visible portion of the screen.

