



## Batch Printing to Maximize Efficiency

*Take Your Galaxy Mastery to the Next Level*

### How do you prepare for upcoming groups and will call orders?

Are you taking advantage of all the features Galaxy has to offer when preparing for arrivals? How can you maintain guest service levels at your will call and groups window with fewer resources?

Batch printing is a surefire way to take the pain out of printing and save you time and money. In this training session, we will discuss the benefits and best practices of batch printing and teach you how to configure your environment to take advantage of this little known feature.

You will learn:

- The basic concepts of batch printing
- The best practices for implementing batch printing



*This course is offered online using Microsoft Live Meeting and Skype VOIP audio service. To take full advantage of this training session, customers should use a broadband internet connection with connected microphone and speakers.*

**Location:** Online • **Duration:** 1 hour • **Tuition:** \$150

Note: A minimum of three registrants is required to hold this class.

Prerequisites: Completion of System Administrator Essentials or equivalent knowledge of:

- Ticket Formatting
- Delivery Methods
- Order Entry

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