

How do I print information directly from an attendee's record?

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You can use Attendee Tools to create PDF of a document that includes individual details (i.e. a merge doc).

You need to have created the Merge Doc beforehand.

1. From the attendee's record (in the Attendee Panel), look for **Tools (spanner icon)**:



2. Click on the **PDF Merge Doc** option

Tools

- ★ Cancel Attendee Cancel items on this attendee.
- ★ Name Badge Print a name badge for this attendee
- ★ Online Activity Log View attendees online activity including Interactive Sites, Mobile Apps and App Store.
- ★ **PDF Merge Doc** Create a PDF Merge Doc for this attendee
- ★ Replace Attendee Easily replace an attendee with another contact including all of the module information and financials
- ★ Site Auto Login Easily access links with the Auto Login Token for this contact

3. Click the drop down menu and select the merge document you created

PDF Merge Doc

[Details](#)

Merge Doc Information ▾

4. Click **Start** to generate a PDF document.

You can also use the "Print Personalized Documents" feature if you want to print an attendance record, itinerary or similar edited report.
