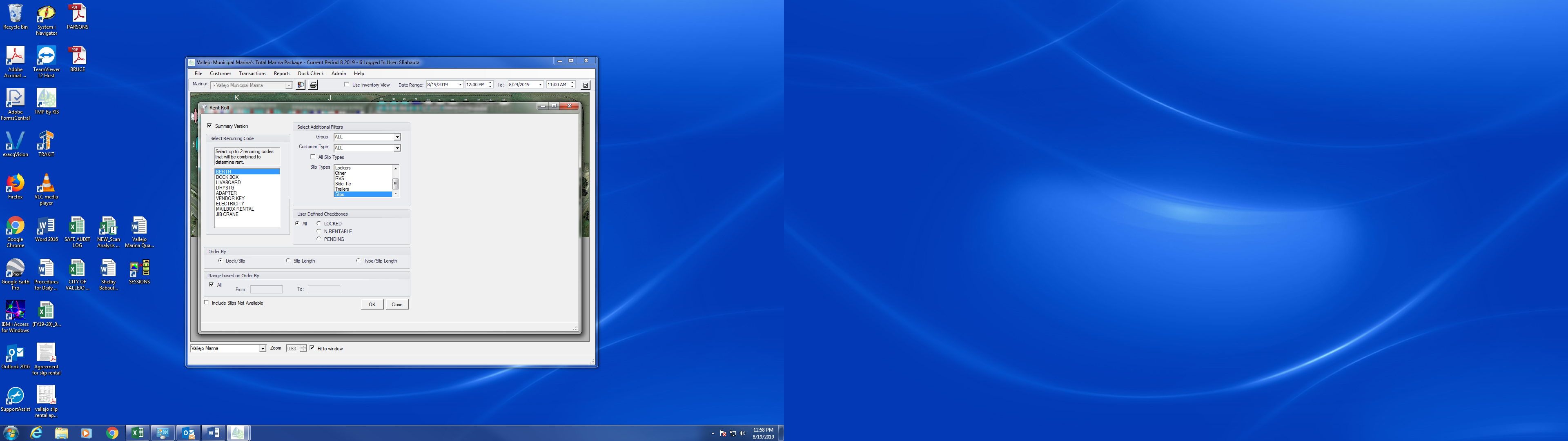
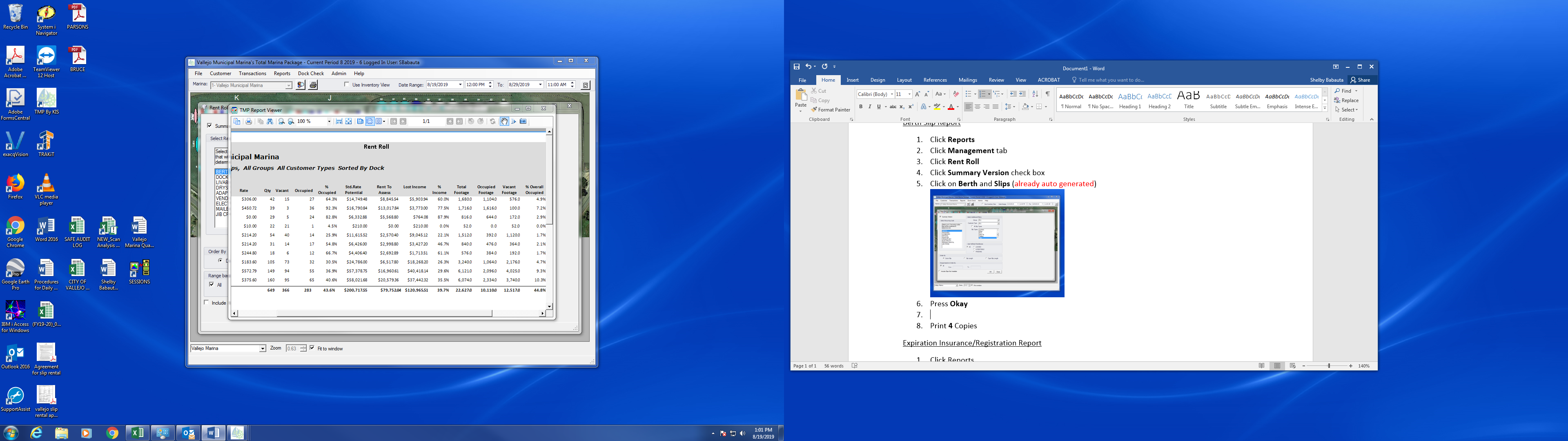
Mac Meeting How to Generate Reports

Berth Slip Report

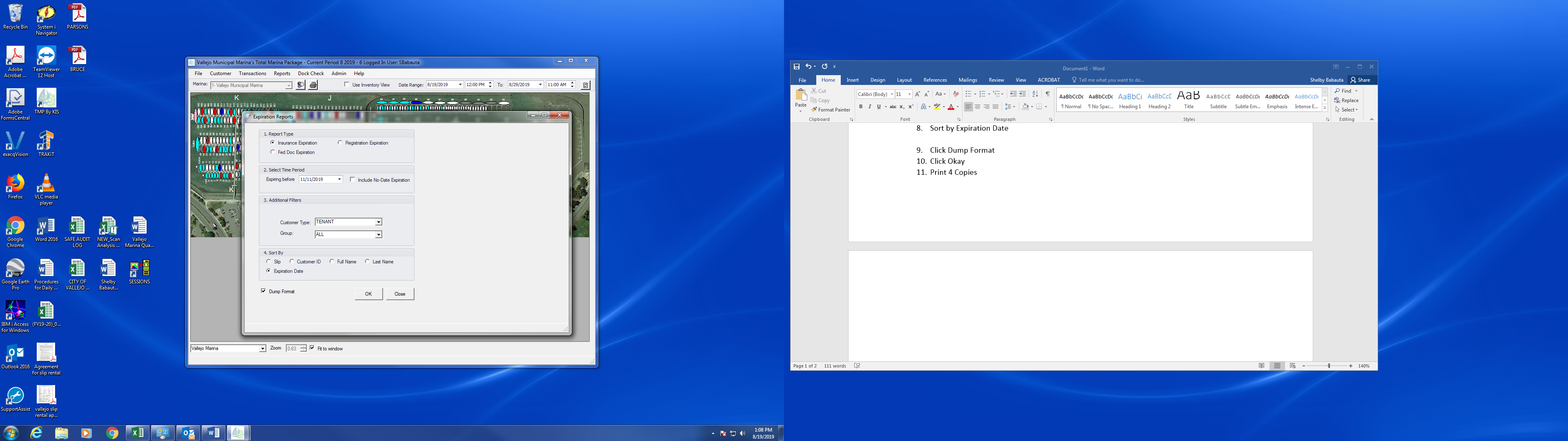
1. Click **Reports**
2. Click **Management** tab
3. Click **Rent Roll**
4. Click **Summary Version** check box
5. Click on **Berth** and **Slips** (already auto generated)



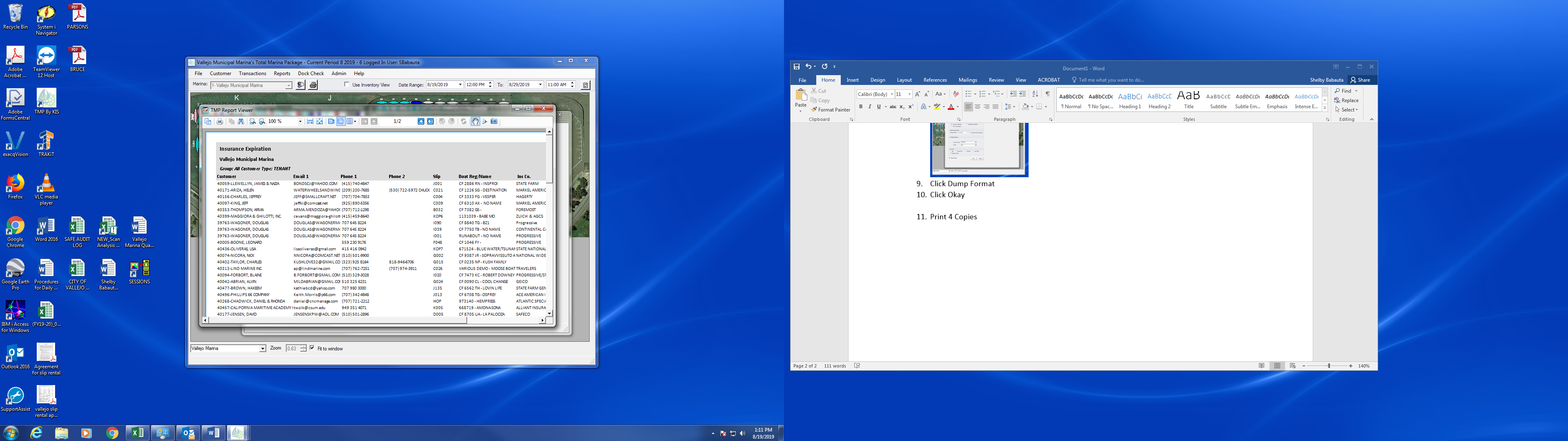
1. Press **Okay**
2. 
3. Print **4** Copies

Expiration Insurance/Registration Report

1. Click **Reports**
2. Click **Expiration** **Reports**
3. Click **Insurance/Registration/Fed Doc Expiration**
4. Click **Report Type** (**insurance or registration or fed doc expiration**)
5. Select **Time Period** (Select the last day of the month of the meeting example: **11/30/2019**)
6. Click **Customer Type** (Select **Tenant**)
7. Click **Group** (**All**)
8. Click **Sort by** (**Expiration Date)**



1. Click **Dump Format**
2. Click **Okay**



1. Print **4** Copies

**(Complete the same steps for registration and federal document Expiration)**