

How To Run a Catering Report

This article will show you how to run a catering report.

1. Once logged into Custom Linc, navigate to Sightseeing > Manifests.

The screenshot shows the CustomLinc Desktop interface. The left sidebar has a 'Quick Links' section with 'Manifests' highlighted in a red box. A red arrow points to this box. The main content area shows a date filter for 'Thu 08/10/2026' and a 'Vessel/Vehicle: All' dropdown. Below this is a table of catering manifests.

Code	Description	Depart	Max	Tot	Ava	Can	Yield	Status
1000B-L 1	10:00 Bel-Lak 12:25 Lak-Bel		414	415	-1	164	100%	
	10:00 Belgrave - Lakeside		414	401	13	92		
	12:25 Lakeside - Belgrave		414	415	0	72		
1100B-L 1	11:00 Bel-Lak 14:15 Lak-Bel		262	262	0	5	100%	
	11:00 Belgrave - Lakeside		262	262	0	5		
	14:15 Lakeside - Belgrave		262	261	1			
1415B-L 1	14:15 Bel-Lak 16:15 Lak-Bel		414	414	0	66	100%	
	14:15 Belgrave - Lakeside		414	413	1	9		
	16:15 Lakeside - Belgrave		414	414	0	57		

Below the table, there are two empty sections with headers 'Code' and 'Product'.

2. Select the desired date you would like.

CustomLinc Desktop

POS Add Search Contacts Members Calendar Menu Reports Settings Calendar x Contacts x Manifests x

Search < Thu 08/10/2026 > Vessel/Vehicle: All Reconcile Print

Quick Links

- Sightseeing
 - Schedule
 - Availability
 - Check-in
 - Booking 1
 - Booking 2
 - Pickups
- Manifests
- Express
 - Services
 - Loadings
 - Check-in
 - Booking 1
 - Booking 2
- Accommodation
- Charter
- Rostering
- Rental
- Maintenance

Action List

2 Bookings for QA
2 Deposits due

Code	Description	Depart	Max	Tot	Ava	Can	Yield	Status
1000B-L 1	10:00 Bel-Lak 12:25 Lak-Bel		414	415	-1	164	100%	
10:00	Belgrave - Lakeside		414	401	13	92		
12:25	Lakeside - Belgrave		414	415	0	72		
1100B-L 1	11:00 Bel-Lak 14:15 Lak-Bel		262	262	0	5	100%	
11:00	Belgrave - Lakeside		262	262	0	5		
14:15	Lakeside - Belgrave		262	261	1			
1415B-L 1	14:15 Bel-Lak 16:15 Lak-Bel		414	414	0	66	100%	
14:15	Belgrave - Lakeside		414	413	1	9		
16:15	Lakeside - Belgrave		414	414	0	57		

Code	Product

- Right click on a train service (any service will do, the report displays all services on the set date).

CustomLinc Desktop

POS Add Search Contacts Members Calendar Menu Reports Settings Calendar x Contacts x Manifests x

Search < Thu 08/10/2026 > Vessel/Vehicle: All Reconcile Print

Quick Links

- Sightseeing
 - Schedule
 - Availability
 - Check-in
 - Booking 1
 - Booking 2
 - Pickups
- Manifests
- Express
 - Services
 - Loadings
 - Check-in
 - Booking 1
 - Booking 2
- Accommodation
- Charter
- Rostering
- Rental
- Maintenance

Action List

2 Bookings for QA
2 Deposits due
5 Final Payments due
4 Follow up due

Code	Description	Depart	Max	Tot	Ava	Can	Yield	Status
1000B-L 1	10:00 Bel-Lak 12:25 Lak-Bel		414	415	-1	164	100%	
10:00	Belgrave - Lakeside		414	401	13	92		
12:25	Lakeside - Belgrave		414	415	0	72		
1100B-L 1	11:00 Bel-Lak 14:15 Lak-Bel		262	262	0	5	100%	
11:00	Belgrave - Lakeside		262	262	0	5		
14:15	Lakeside - Belgrave		262	261	1			
1415B-L 1	14:15 Bel-Lak 16:15 Lak-Bel		414	414	0	66	100%	
14:15	Belgrave - Lakeside		414	413	1	9		
16:15	Lakeside - Belgrave		414	414	0	57		

Code	Product
1000-B-L	10:00 Belgrave to Lakeside
1000-B-L-1225-L-B	10:00 Belgrave to Lakeside - 12:25 Lakeside to Belgrave
1225-L-B	12:25 Lakeside to Belgrave

4. Select "Print > Print Catering Report".

The screenshot displays the CustomLinc Desktop application interface. The top navigation bar includes icons for POS, Add, Search, Contacts, Members, Calendar, Menu, Reports, and Settings, along with tabs for Calendar, Contacts, and Manifests. A search bar and a date filter (Thu 08/10/2026) are visible. The left sidebar contains a 'Quick Links' section with categories like Sightseeing, Express, Accommodation, Charter, Rostering, Rental, and Maintenance. The main area shows a table of manifests with columns: Code, Description, Depart, Max, Tot, Ava, Can, Yield, and Status. A context menu is open over the table, with 'Print' highlighted. A secondary menu is open from 'Print', with 'Print Catering Report' highlighted. Red arrows indicate the selection path from the table row to 'Print' and then to 'Print Catering Report'.

Code	Description	Depart	Max	Tot	Ava	Can	Yield	Status
1000B-L 1	10:00 Bel-Lak 1		414	415	-1	164	100%	
10:00	Belgrave - La		414	401	13	92		
12:25	Lakeside - Be							
1100B-L 1	11:00 Bel-Lak 1						0%	
11:00	Belgrave - La							
14:15	Lakeside - Be							
1415B-L 1	14:15 Bel-Lak 1						0%	
14:15	Belgrave - La							
16:15	Lakeside - Be							

Product
10:00 Belgrave to Lakeside
10:00 Belgrave to Lakeside - 12:25 Lakeside to Belgrave
12:25 Lakeside to Belgrave

5. A dialog box will appear. You can choose to create an excel csv file, or open directly into Custom Linc. (You can print it from Custom Linc, see next step.)

Customline Desktop

POS

+

Search

Contacts

Members

Calendar

Menu

Reports

Settings

Calendar

Contacts

Manifests

Search

Quick Links

Sightseeing

Schedule

Availability

Check-In

Booking 1

Booking 2

Pickups

Manifests

Express

Services

Loadings

Check-In

Booking 1

Booking 2

Accommodation

Charter

Rostering

Rental

Maintenance

Action List

2 Bookings for QA

2 Deposits due

5 Final Payments due

4 Follow up due

Thu 08/10/2026

Vessel/Vehicle: All

Reconcile

Print

Manifest Filter

Code	Description	Depart	Max	Tot	Ava	Can	Yield	Status
1000B-L-1	10:00 Bel-Lak 12:25 Lak-Bel		414	415	-1	164	100%	
10:00	Belgrave - Lakeside		414	401	13	92		
12:25	Lakeside - Belgrave		414	415	0	72		
1100B-L-1	11:00 Bel-Lak 14:15 Lak-Bel		262	262	0	5	100%	
11:00	Belgrave - Lakeside		262	262	0	5		
14:15	Lakeside - Belgrave		262	261	1			
1415B-L-1	14:15 Bel-Lak 16:15 Lak-Bel		414	414	0	65	100%	
14:15	Belgrave - Lakeside		414	413	1	9		
16:15	Lakeside - Belgrave		414	414	0	57		

	Code	Product	Max
	1000-B-L	10:00 Belgrave to Lakeside	414
	1000-B-L-1225-L-B	10:00 Belgrave to Lakeside - 12:25 Lakeside to Belgrave	414
	1225-L-B	12:25 Lakeside to Belgrave	414

Catering Report Form

OpCentre Puffing Billy v2

☐ Create CSV file

Print Cancel

6. This will show you the options listed for that day. For each service, and a total at the bottom. To print, select "Print Report" at the top.

Previous Page

Next Page

First Page

Last Page

Specific Page

Zoom

Zoom

Fit

Reset Zoom

Fit Whole Page

Print Report

Print Selected

End

Find Next

Cancel

Preview of printed page 1 of 2 pages

Puffing Billy v2

Booked Options Report for 08/10/2026

Parameters

Option	Vessel	#Pax	Note	Main Nationalities
Puffing Billy v2				
10:00 Bel-Lak 12:25 Lak-Bel ()				
Classic Scones and Tea		1		Australia 100%
Grazing Box for 2		2		USA 100%
11:00 Bel-Lak 14:15 Lak-Bel ()				
Grazing Box for 2 - GLUTEN FREE		1		China 100%
14:15 Bel-Lak 16:15 Lak-Bel ()				
Classic Scones and Tea		4		Australia 75%, Malaysia 25%
Grazing Box for 2 + Picnic Blanket		1		Australia 100%
Summary				
Classic Scones and Tea		5		
Total		5		
Grazing Box for 2		2		
Total		2		
Grazing Box for 2 + Picnic Blanket		1		
Total		1		
Grazing Box for 2 - GLUTEN FREE		1		
Total		1		

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