

Guest Reporting

his report generates information on all your guests as you define it.

1. Click on the Reports button from the Home window. The Reports window will be displayed.
2. Click on the Guests button. The Select Guest Search window will be displayed.



Note If there are no searches available you will be immediately prompted if you wish to create a new search. Click 'Yes' to continue. You will then be presented with the Edit Search window.

Tip The guest searches correspond to the guest searches you set up when using the Marketing feature (See "Working with Guest Marketing" on page cxxi)

Editor's Note: The Guest Marketing feature is powerful and should be used by all properties to develop relationships and communicate with past guests.

3. Select the desired report and click Select button:

- Summary - This report will generate a list of guests with general data.
- Details - This report will generate a list of guests with all the guest details
- Labels - This will generate mailing labels for all your guests
- Letters - This will merge guest names and addresses into form letters that you setup (See "Setting up Letters" on page liii) .

4. Select the report destination.

Tip Select Screen instead of Printer if you want to preview the report before printing.

5. Click on the Print button to display the Sort Selections window for the chosen Guest report.

6. Select your sorting and sub-totalling options.

Note The overall data will be grouped by your selection for Sort & subtotal by. . . with each individual grouping (subtotal) ordered by your selection for then sort by . . .



7. Click OK to generate the report.

Example: A Summary report sorted by Agent and then by Surname

Name	Code	Telephone
Samers Brown	1018	91234567
Steve Farmer	1017	010 876 216
Simon James	1011	234 5678
Jane Johnson	1012	07 123 4567
Robert Lamb	1014	09 456 7890
Michael O'Sullivan	1015	123 4567
Ben Robinson	1005	234 5678
Building Sample	1010	
Frank Smooth	1004	(01) 345 7890
James Shodgrass	1003	456 7890
Telene Stobben	1019	
Total of 11 Guests for		
Agent: AT - All Travel		
Name	Code	Telephone
Jon Briggs	1001	9345 6789
Julie Beal	1000	9123 4567
John Jones	1006	(02) 345 6789
Sam Smart	1016	9229 5437
Total of 4 Guests for AT All Travel		
Agent: RT - Reputable Travel		
Name	Code	Telephone
John Francis	1002	(00) 456 9007
Total of 1 Guests for RT Reputable Travel		
Total of 12 Entries on file: 10		