

Working with Guests

The Guests button opens all your guest records, which are useful for making bookings for repeat guests, running marketing analyses, saving credit card information, noting dietary information, saving contact information, among others. You can set up the Guests window to require detailed guest information or only that information you need (See "Guest Options:" on page xxxiii)
? Click on the Guests button on the Home window, select Guests from the BookingCenter menu or Ctrl + 9 to display the Guests window.

Guests

Guest ID 2 Live Company Account Last booking 12 June 2006

Title Mr Dear Jeff Credit Limit

First Name BookingCenter Other Names BookingCenter Accont

Surname Account Preferred name BookingCenter Accont

Company BookingCenter

Position

Address

City State Zipcode

Country

Hm Phone Wk Phone

Fax Mobile

Rewards ID E-Mail jeff@bookingcenter.com

Type ID TB TouchBase Dietary Req

Source ID J Jeff Treddale Special Req

Agent ID D.O.B.

Gender M Male rsn 85

Next of Kin

Next of Kin Phone

Card Details

Entered 31 October 2001