

EZ Search

EZ Search is a very powerful tool that combines several classical functions into one easy-to-use auto fill function. With EZ Search, a Letter or Number is entered into a corresponding data field and a list appears with all data that begins with that character.

The list is then displayed in a box that appears under the data field. Additional letters may be entered and to refine the search and shortened the List of possible matches. Scroll down the list of names until you have located the exact record you are looking for. Once the correct name is located, the user may select it by using the up/down keys until the record is highlighted in **BLUE**. Then the user presses "ENTER".

If all the letters have been entered, but the name still doesn't show up, press the SPACE BAR or enter a comma. This will signal EZ Search to return all names that exactly match the name you have entered.

Alternately, the name can be selected by clicking it single clicking it with the mouse. If the user presses ENTER with no record selected, the EZ Search will return no record. If the user presses TAB, the EZ Search box will be exited and the letters entered will act as the new entry.

This function is available on most Guest Information and Booking Fields, excluding Date and Financial data. The EZ Search tool makes it easy to do things like Search Bookings, enter New Bookings with existing Guest Data, Search for Confirmation and Folio #'s and fill-in Travel Agent and Direct Bill Information.

Some examples of the EZ Search feature are shown below. EZ Search is available in all New Booking and Search areas as well.

Tools and Navigation

Search Guest Name

Quick Search More Search Options

Last Name: B

Confirmation #: brady

Folio #: baria

Arrival Date: Brady

Departure Date: birchfield

Quick Search

Quick Search More Search Options

Last Name: Br

Confirmation #: brady

Folio #: Brady

Arrival Date: brown

Departure Date:

Quick Search

Search by Confirmation

Quick Search More Search Options

Last Name:

Confirmation #: 1

Folio #: 10001

Arrival Date: 1499554-1W

Departure Date: 1056057

Quick Search

Quick Search More Search Options

Last Name:

Confirmation #: 19

Folio #: 1908182

Arrival Date: 9S56F19R8A1W

Departure Date: 9S56F19R8A1

Quick Search

Auto-fill Company and Travel Agent Information

Booking Information

* Source: * Guest Type:

PO Number:

Travel Agent: Company:

Guest Comments:

Booking Comments:

Booking Information

* Source: * Guest Type:

PO Number:

Travel Agent: Company:

Guest Comments: