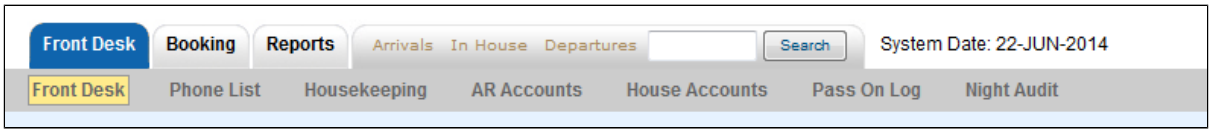
Active Search

The Active Search field (sometimes referred to 'Live Search') does a search of all guests that meet one of the following criteria:

- Checked out today,
- Currently in-house
- Due to arrive today.

Search can be by any of the following methods:

- Partial name (Smi instead of Smith),
- Full Name
- Full name that SOUNDS LIKE the actual guest name (Snith instead of Smith)
- Credit Card Swipe while the Active Search box has focus.
- Room Number



Tools and Navigation