

Guests

To see a list of all Guests, go to **SETUP | RELATIONSHIPS | GUESTS**.

Here you can modify the information in the guests record as well as see all bookings associated with the guest.

By default 100 records are displayed. due to the volume of guests most properties will have it is recommended to use the search features to locate specific guests.

To view guest details and booking history of guest, click on the guest ID and the Guest Record will appear. You can then Modify the guest record.

At the top of the Guests tab is a button allowing you to **export** all guest information into a .csv file. This is useful when you need to export your guest database to use for marketing purposes. Choose "Show only live" and "Show all guests" and then click on the button "Export all Guests".

To **edit** information about a Guest, choose the Guest and click the Edit button. Then, make your changes and click 'Save' button when done. You can thus make updates to Guest records - after checkout - without affecting the linkage to bookings.

If you need to Edit the Guest record attached to a Booking to become a different Guest record, then the '[Reset Guest ID](#)' feature works even after a booking has been completed.

In this section

Front Desk	Bookings	Rates	Relationships	Owners	Parameters	Settings	PMS	Features/Images
✓ Guests	Companies	My Agents	Agent Relationships					
Show all guests: ☒ Show only live ☐ Export All Guests (.csv)								
Find records where Guest ID has Sort by Guest ID down Display 200 Records Fetch								
Guest ID	Name	Country	City	Email	Postal Code	Source	Guest Type	
370515	RAJI Hamid	Morocco	Laayoune			Facebook	Casual	
117504	Feliksda Guillaume	United States				Website	Unknown	
149507	jim lala	United States	Bay Village	lala@hotmail.com	44140	Magazine Feature Article	Unknown	
348015	. aladdin	United States				Newspaper	Unknown	
250519	01 Spinner					Family	Unknown	
250515	01 BVH	United States	Nordland		98358	BOATER/FISHERMAN	Unknown	
271015	01 DEMO	United States	Tx		McAllen	Family	Unknown	
271016	02 Demo	United States	McAllen		78503	Family	Unknown	