

Guest Import Table

A.	Dear	
B.	Title	
C.	Firstname	
D.	Surname	
E.	Other Names	
F.	Preferred Name	
G.	Company	
H.	Address	
I.	City /Suburb	
J.	State	
K.	Postcode	
L.	Country	
M.	Home Phone	
N.	Work Phone	
O.	Fax	
P.	Mobile Phone	
Q.	E Mail	
R.	Frequent Flyer Number	
S.	DOB	
T.	Gender	Note Must either be an 'M' or 'F'. Any other values will generate an error.
U.	Guest ID	Note If left empty the next available Guest ID will automatically be assigned to this particular record. Warning ! If a Guest ID in your Import file matches a current Guest ID in your datafile then the imported Guest record will overwrite the one in the datafile. It is strongly suggested to leave all Guest ID fields empty in the import file (unless you are importing your Guests into an empty datafile to begin with).
V.	Live	Note Must either be a 0 or 1. Any other values will generate an error.
W.	Date Entered	
X.	Date of Last Booking	
Y.	Guest Type ID	Note Must be a valid Guest Type ID otherwise leave empty.
Z.	Source ID	Note Must be a valid Source ID otherwise leave empty.
A. A.	Agent ID	Note Must be a valid Agent ID otherwise leave empty.
A. B.	Dietary Requirements	
A. C.	Disabilities	
A. D.	Next of Kin	

Guest Import Table

AE.	Next of Kin Phone	
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AF.	Notes	
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