

# Viewing Notes for a

Guest

1. Click on the Guests button on the Home window. The Guest Details window will be displayed.
2. Find the desired Guest as outlined earlier in this section.
3. Click on the Notes button. A Guest Notes window will be displayed.
4. Double-click on the desired Guest Note to view it in the Guest Notes window.

Tip To edit this Guest's notes click on the Edit button.

Note Any Office Notes entered in the Booking Details screen will be copied to the guest's permanent guest record.

5. Close the Guest Notes window to return to the Guest Details window.