

# Search

1. Click on the Marketing button on the Home window. The Guest Marketing List will be displayed.
  2. Click on the Quick Search... button. If there are Guests still loaded in the list you will be prompted to clear the list first. If so click 'Yes'. The Search for Guests dialog box will then be displayed.
  3. Enter all or part of either the Guest Firstname, Surname or Company Name and then click OK. Any Guests that match your search criteria will be loaded into the list. The number of Guests loaded into the list will also be displayed in the bottom right-hand corner of the list.
- Remember Double-clicking on any Guest in the list will open the Guest Details window with their details loaded. Close the Guest Details window to return to the Guest Marketing List.