

Search1

1. Click on the Marketing button on the Home window. The Guest Marketing List will be displayed.
2. Click on the Notes Search... button. The Marketing Notes Search window will be displayed. This function will search both Booking Office Notes and Guest Notes.

3. Enter the date range of Notes you would like to search.
4. You must enter a key word(s) which you desire to include in your search in the Contains field.
5. Click on the Load button. You will be returned to the Guest Marketing List with any Guests with the Notes matching your search criteria loaded into the list. The number of Guests loaded will be displayed in the bottom right-hand corner of the list.

Note If the list returns empty then no Guests matched your search criteria.