

# Performing a Booking History Search

1. Click on the Marketing button from the Home window. The Guest Marketing List will be displayed.
  2. Click on the History button. A History dialog box will be displayed.
  3. Enter the 'From' and 'to' dates to base this Booking History list on.
  4. Click on the Booking History radio button to select it.
  5. Click in the Room ID field and enter a Room ID if you only want the list to be based on a particular room or leave this field blank to include all Guests that stayed within the date range you specified in Step 3.
- Tip You can enter a '?' and press [Tab] to use a lookup list for the Room ID.
6. Click on the Load button. You will be returned to the Guest Marketing List with any Guests 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.