Performing a Conference 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 Telemarketing History dialog box will be displayed.
3. Enter the From and to dates to base this Conference History list on.
4. Click on the Conference History radio button. The Room ID field will change into a Conference Type ID field.
5. Click in the Conference Type ID field and enter a Conference Type ID if you want this list to be based on a particular Conference Type or leave this field blank to include all Conference types within the date range you specified in Step 3.
Tip You can enter a '?' and press [Tab] to display a Conference Types lookup list.
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.