



Guest Manager

2017 - Fall Edition

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Overview

Each reservation system offers various reporting tools. The **Guest Manager** shows reports on all guests within the reservation system and details information on the guest. The Guest Manager can be helpful to collect data on who is a potential prospect.

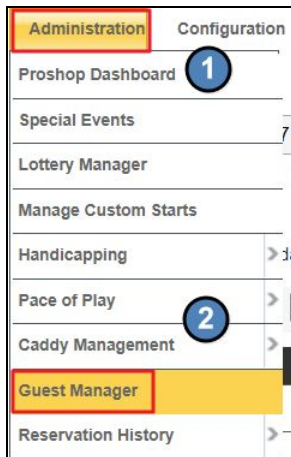
Use Case(s)

- **As an Admin, I would like to be able to see which Guests have been added to the reservation system, who their member sponsor is, and view contact information for the guest.**

Accessing the Guest Manager

The **Guest Manager** can be accessed within any Reservation system by starting on the **Admin Dashboard**.

Hover over **Admin** and choose **Guest Manager**.



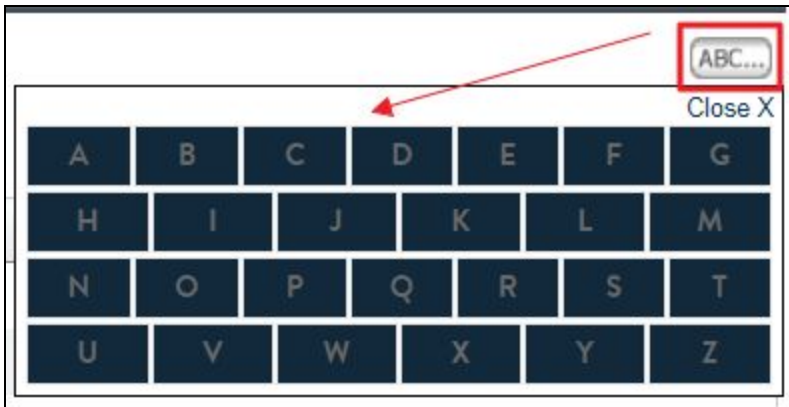
Searching for Guests

You can easily **sort** and **search** through all guests within the system.

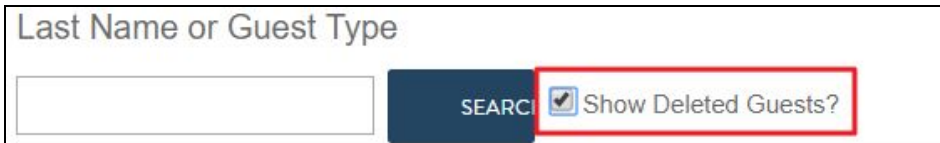
Using the **search bar**, you can type in the **last name** of the guest and **click search** to return results.



Using the **ABC...** button, you may sort through guests by the first letter of their last name.






To show deleted guests, **checkmark** the **Show Deleted Guests** box which will return any deleted guests.



The image shows a search form with a text input field, a 'SEARCH' button, and a checkbox labeled 'Show Deleted Guests?'. The checkbox is checked and highlighted with a red box.





Using the top toolbar, you may also sort guests by **clicking** on the **Name Arrow, Member Sponsor, Type, Email, or Phone**. This will sort the list alphabetically in either ascending or descending order.

Name	Member Sponsor	Type	Email	Phone	
 Schroer, Don	Master List	Family Guest			
 Aaron, Alan	Master List	Comp		(321) 123-1234	
 Aaron, Cally	Master List	Comp			

Managing Guests

Within the guest manager you may remove guests from the system or re-add deleted guests.

You can **re-add deleted guests** by **clicking the Red 'X'**.

 Aaron, Caity	Aaron, Duane [133]	N/A	(555) 333-1111	
 Abbot, Rusty	Master List	N/A		

To **delete** guests from the system, **click the trash** associated with the guest.

 Aaron, Caity	Aaron, Duane [133]	N/A	(555) 333-1111	
 Abbot, Rusty	Master List	N/A		

You may **edit** guest information by clicking on the **pencil icon**. **Click Save Guest** to update the guest information.

 Aaron, Caity	Aaron, Duane [133]	N/A	(555) 333-1111	
 Abbot, Rusty	Master List	N/A		

Edit Guest

First Name Caity	Last Name Aaron
Phone # (555)-333-1111	Email
City 	State/Province None Selected
Zipcode 	Handicap
Home Course 	Guest Type Select/Type Guest Type

Enable Guest Quick Add?

