

Personal Data Entry

It is important to note that a Personal Data profile must be initialized via the Reservation Entry form. Open up the Reservation Entry form and press the button labeled PERSONAL DATA.

Name	Which Questions Are Applicable to this Reservation?					
	Personal Preferences	Hunting Questions	Fishing Questions	Not Yet Assigned	Not Yet Assigned	Not Yet Assigned
<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Kevin Harvick	2206 Malibu Drive	CA				
Rusty Wallace	992 Boynton Blvd	NC				

USER TIP: All clients assigned to the reservation via the GUEST LINK button will be available to select within the Personal Data Name dropdown.

Select the guest name from the dropdown. Select which categories (a.k.a. Personal Data Question Types) are applicable to the current reservation. For example, if you have your questions set up by activity type (i.e. hunting, fishing, etc.), you may only select the fishing questions for the guest's summer reservation and select the hunting questions when working on the guest's fall reservation.

Press the Q and A button to display the list of appropriate questions.

Personal Data Answers	
Answer Here	
Weight	
Allergies	milk
Favorite Beverage	
Favorite Dessert	
Favorite Snack Food	
Favorite Room	cabin 1
Favorite Cookie Recipe	
Favorite Scenic Drive	
What is your favorite color?	

The Personal Data profile for the particular guest is revealed showing you any information that has already been entered (from previous reservations). Add to the profile any newly acquired information and press SAVE. You are not required to enter all of the information. Instead, this profile will continue to grow with each repeat visit.

You will create and/or edit a Personal Data profile for each guest within the Name dropdown. Once the Personal Data profile is created here, you can access the profile anytime via the Client Entry form.

Find the client via the Clients/Client Entry menu pick. Press the button labeled Personal Data to view the personal data information that has already been entered. You can also add or edit information in the profile.

Personal Data Answers			
		SAVE	CLOSE
		PRINT	
▶	Personal Preferences	Weight	
	Personal Preferences	Allergies	none
	Personal Preferences	Favorite Beverage	pepsi
	Personal Preferences	Favorite Dessert	chocolate cake
	Personal Preferences	Favorite Snack Food	fritos
	Personal Preferences	Favorite Room	
	Personal Preferences	Favorite Cookie Recipe	
	Personal Preferences	Favorite Scenic Drive	

ATTENTION: From the Client Entry form, you may press the PERSONAL DATA button and see a blank form. To initiate a Personal data profile, you must begin at the Reservation Entry form. Once personal data is entered into a reservation, it will become available via the Client Entry form (as shown above).