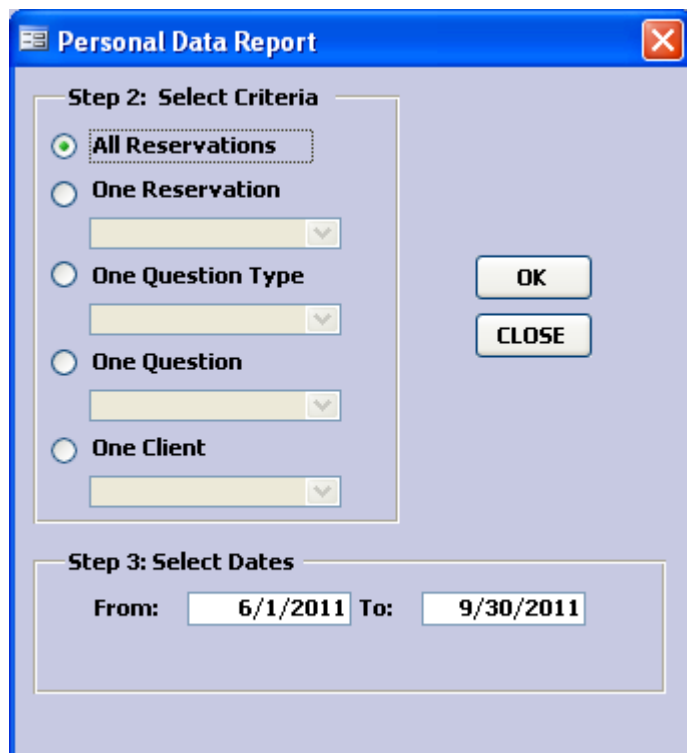


Personal Data Reports

Once your personal data has been entered, you are now ready to reports and distribute.

Select Reporting/Operational Reports/Personal Data



The screenshot shows a dialog box titled "Personal Data Report" with a close button (X) in the top right corner. The dialog is divided into two sections: "Step 2: Select Criteria" and "Step 3: Select Dates".

Step 2: Select Criteria

- All Reservations
- One Reservation
[Dropdown menu]
- One Question Type
[Dropdown menu]
- One Question
[Dropdown menu]
- One Client
[Dropdown menu]

Buttons: OK, CLOSE

Step 3: Select Dates

From: To:

There are many ways to display Personal Data information. You might distribute all personal data information for a group of guests within an arrival date range. Select the All Reservations radio button, edit the From/To Dates appropriately, and press OK. This report might be suitable for staff at the management level.

You might also decide to print one question type and deliver it to a department head. Select the One Question Type radio button, edit and From/To dates and press OK.

You can also print a Personal Data report for one reservation, one question, or one client.

USER TIP: Once the report is in print preview mode, you can either print to a printer or press the Email button and email to one or more employees.