

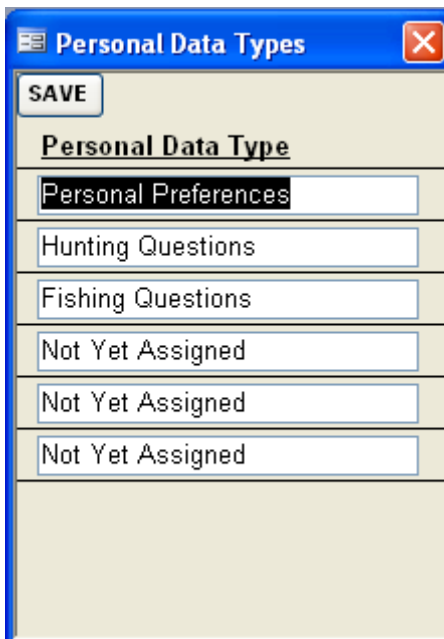
## Personal Data Set Up

Prior to entering any guest information, you must set up your personal data questions via the maintenance menu.

**RECOMMENDATION:** Take the time initially to decide what information you want to capture from your guests. It is much easier to manage if you lay out your complete personal data set up from the beginning.

## Personal Data Types

Select Maintenance/Personal Data Types from the main menu bar.



The screenshot shows a window titled "Personal Data Types" with a "SAVE" button at the top left. Below the button is a table with the following entries:

Personal Data Type
Personal Preferences
Hunting Questions
Fishing Questions
Not Yet Assigned
Not Yet Assigned
Not Yet Assigned

You can have up to six Personal Data Types. A Personal Data type is defined as a category of information. You do not have to use all six categories. Categories will come into play when using Personal Data reports. For example, every day you will print only the fishing questions and give the report to your head fishing guide

## Personal Data Questions

Select Maintenance/Personal Data Questions from the main menu bar.

Question Type	Question	Inactive?
Personal Preferences	Allergies	<input type="checkbox"/>
Personal Preferences	Favorite Beverage	<input type="checkbox"/>
Personal Preferences	Favorite Cookie Recipe	<input type="checkbox"/>
Personal Preferences	Favorite Dessert	<input type="checkbox"/>
Personal Preferences	Favorite Room	<input type="checkbox"/>
Personal Preferences	Favorite Scenic Drive	<input type="checkbox"/>
Personal Preferences	Favorite Snack Food	<input type="checkbox"/>
Personal Preferences	Weight	<input type="checkbox"/>
Personal Preferences	What is your favorite color?	<input type="checkbox"/>
Hunting Questions	Preferred Guide	<input type="checkbox"/>
Hunting Questions	Preferred Hunting Location	<input type="checkbox"/>
Hunting Questions	Preferred Weapon	<input type="checkbox"/>
Hunting Questions	Right Hand/Left Hand Shooter	<input type="checkbox"/>
Fishing Questions	Favorite Fishing Environment	<input type="checkbox"/>
Fishing Questions	Favorite Fishing Guide	<input type="checkbox"/>
Fishing Questions	Level of Ability	<input type="checkbox"/>
Fishing Questions	Needs Rental Equipment?	<input type="checkbox"/>

For every question that you enter, you will need to select a question type. The dropdown will show you the six categories of personal data question types. You can enter as many different questions under each question type. By laying these questions out ahead of time, it will help you keep organized.

Any time a question becomes irrelevant, you will want to check the “Inactive?” checkbox.