

RezNEWS HOT TIP

Find contacts quickly from RezStream Professional's Select Names screen!

Did you know RezStream Professional not only allows users to search quickly for contacts from the Select Names screen, but you can also use the software to perform other custom searches? This month's **HOT TIP** will illustrate how to search for contacts faster and more efficiently in RezStream Professional.

Searching for contacts in the Select Names screen:

RezStream Professional permits quick searches from within the Select Names screen. You can perform a contact search on any column header in the Select Names screen, including Last Name, First Name, Address, City, State, Zip, Home and Work Telephones, Business Name, and Email.

Note: You can also search through your contacts list using the "Selection" feature buttons found at the bottom of the Select Names screen. This is particularly useful when sorting guests by certain criteria, doing a mail merger, etc. See the Marketing Features section in the RezStream Professional Help File for more information.

How do I search for a contact?

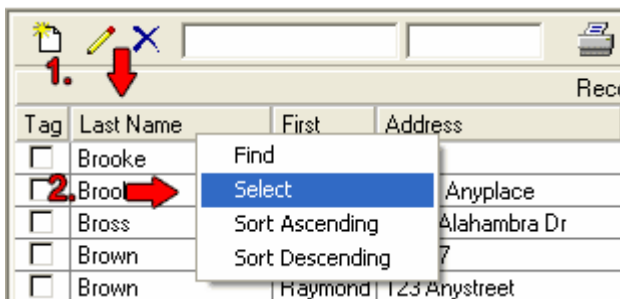
Click on the Select Names icon from the main left hand column in RezStream Professional to view the Select Names screen.



1: To begin your search, left click on the column header that you wish to search by (see Figure 1, step 1 below). For example, if you would like to search by Last Name, click on the Last Name column header.

2: Next, pick a type of search (see Figure 1, step 2 below).

Select Names screen Figure 1:



Search choices in the drop-down list are:

Find, which will match any records with the exact name (or phone, email, etc.) you enter in step 3 below. For example, if you search for the Last Name of "Mitchell," RezStream Professional will take you to the first record in the Select Names screen list with a last name of "Mitchell."

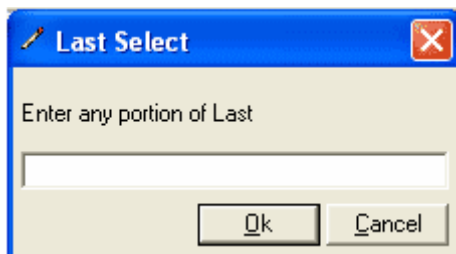
Select, which will match and extract any records from the Select Names screen with the characters you entered in step 3 below found anywhere in the record. For example, if you are searching for a Last Name and entered "mit," RezStream Professional will find records with the letters **mit** anywhere in the Select Names records and then list only those records. This search might result in a list with the names **Mitchell**, **Smith**, etc.

Sort Ascending, which sorts all search records from A to Z.

Sort Descending, which sorts all search records from Z to A.

3: After choosing which type of search you are performing in step 2, a box will now appear prompting you to enter your search criteria (see Figure 2). If you choose **Select** in step 2 above, enter ANY portion of the name (or phone, email, etc.) that you are searching for. If you choose **Find**, enter the name exactly as it appears in your records. In the example shown below, we are entering any portion of the Last Name in the empty field box to perform our search.

Select Names screen Figure 2:



*Note: You can combine searches. For example, you could perform a Select search entering **mit**, which will compile a list that includes only records with "mit" somewhere in the name. You can then perform a Find select entering **Smith** and RezStream Professional will take you to the first "Smith" record. See the example below for more details.*

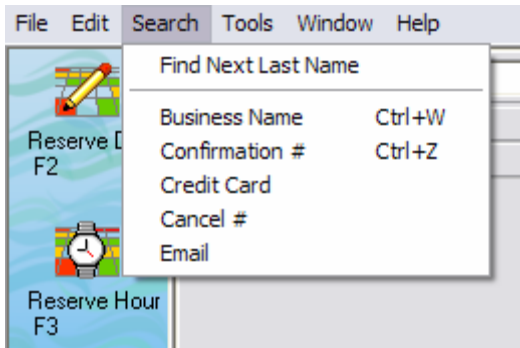
Additional searches that can be done in RezStream Professional:

Click on the Select Names button to view the Select Names screen.



1: To begin your search, left click on **Search** from the main top toolbar in RezStream Professional (see Figure 1 below).

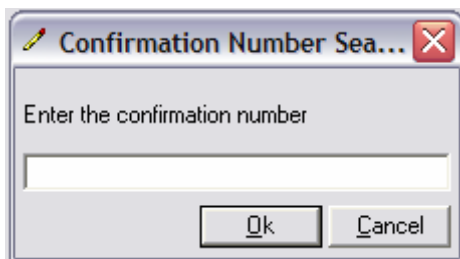
RezStream Professional Figure 1:



2: Next, pick a type of search. For example, if you would like to search by Business Name, click on the Business Name selection from the drop-down list located in the Search menu. Other choices are Confirmation #, Credit Card, Cancel #, and Email.

3: Once you have selected what kind of search you would like to perform, type your search term into the blank field box (Figure 2 below) and click OK. A list of contacts with your specified search criteria will appear.

Figure 2:



Additional Resources:

For more information about custom searches or other functionality of RezStream Professional, view our user manual accessed from the following web page:

http://www.rezstream.com/documentation_rezstream_professional.htm.

As always, RezStream support can be reached at 303-872-0220. Normal support hours are Monday through Friday, 8AM to 5PM, MST.