

RezNEWS HOT TIP

How to use the Wait List in RezStream Professional!

Did you know RezStream Professional not only allows users to create reservations from the Reserve Day screen, but you can also use the software to create a customer wait list? This month's **HOT TIP** will illustrate how to effectively use the Wait List in RezStream Professional to record potential customers interested in staying at your property when you are full.

The RezStream Wait List may be accessed in a couple ways:

1. The first way to access the Wait List is to go to the "View" menu on the toolbar in the Reserve Day screen, and choose "View Wait List" from the drop-down tab. This will bring up your Wait List for the next five weeks. If you would like to change the date range, simply move the start date in the top left corner of the screen and the following five week's Wait List will appear. You can then click on the Add, Select, or Delete buttons depending on your needs.
2. Another way to retrieve the Wait List is to right click and drag on the dates needed (displayed horizontally at the top of the Reserve Day screen). This will allow you to select a smaller, more specific date range (ideal for someone who wants to pull only a single day's Wait List, etc.). Start by right clicking on the start date and then holding it down with your mouse. Next, you will drag the cursor to the right to select the number of days the customer would like to reserve. Finally, let go of the mouse cursor and the Wait List for that time period will appear.



If you select the "Add" tab, a dialogue will appear allowing you to add someone to your Wait List. Once you have selected the person you wish to add to your Wait List, you may then choose the days they would like to reserve.

Wait List Add

Request for: **Demo Guest**
1855 Blake St
Denver, CO 80202
303-274-3486 866-565-1800

New/Select...

Start: 06/02/2004

End: 06/06/2004

Notes: Would like to come on the 3rd if anyone cancels.

Save Cancel

Note: Whenever you delete a daily reservation, your Wait List will appear. At this point, you may select potential customers who are on the list to fulfill the cancelled reservation.

Additional Resources:

For more information about using the Wait List or other functionality items of RezStream Professional, view our user manual through 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.