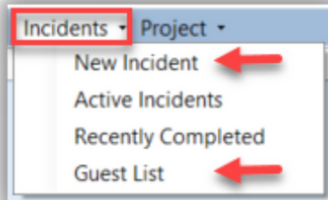




Entering a New Guest: Follow the steps below to create a New Guest profile and view or edit the Guest List under Incidents on the Asgard desktop. This field is permission based and visible to all sites within your organization.

For documenting purposes, a Guest is a generic term referring to any type of Guest i.e. Owners, Renters, or Exchangers.

Step 1: From the Incidents menu tab select **New Incident** or **Guest List** from the menu drop-down to create a New Guest.



Helpful Tip

A New Guest can be created in the Guest List or when creating a New Incident.

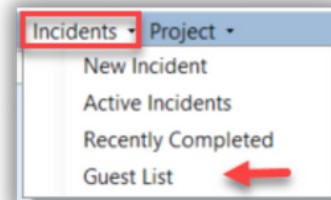
Step 2: Fill in the required fields ❗ in the **Guest: New Guest** information screen.

- **Guest Tracking ID** - enter Member's ID, if unknown enter their phone number or last name and room number
- **First Name and Last Name** - required fields
- **Email** - not required (highly suggested)
- **Phone Number** - not required (highly suggested)
- **Guest Type** - choose either Owner or Non-Owner (Exchanger, Renter, Guest)

Step 3: Click **Save** to add the Guest and continue working on this screen or **Save/Close** to add the Guest.

To Search, View, Edit or update information for an existing Guest:

Step 1: From the Incidents menu tab select **Guest List**. The Guest List allows you to search, view, or edit all Guests across all properties within your organization.



Step 2: Use the green filter bar to search for the Guest by either the **Guest Tracking ID** or **First or Last Name** columns.

Helpful Tip

*Guest not found? A New Guest can be created from this screen by clicking the **New Guest** button.*

Guest Tracking Id	First Name	Last Name
60801	Evee	Alatorre
6487951	Candy	Aldrich
65431313	James	Broward
6543132132	Melissa	Gordon
1234	Max	Rowdy
1234658	Jenn	Smith

Step 3: Highlight the selected **Guest**, double click or click the **Edit Guest** button to open the guest's profile.

Guest Tracking Id	First Name	Last Name	Guest Type
1002			
100255	Aeryn	Clayton	Owner
1002022	David	Dexter	Owner
1001002	Stephanie	Hill	Owner

Step 4: Click **Save and Close** once the Guest's profile has been updated.