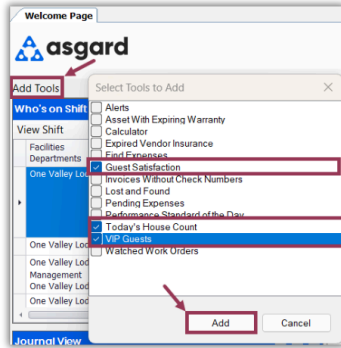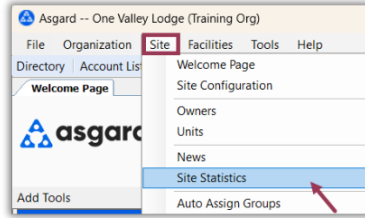**Step 1:** On your Welcome Page, click **Add Tools** to add Site Statistics. Check **Guest Satisfaction, Today's House Count**, and **VIP Guests**, then click **Add**.
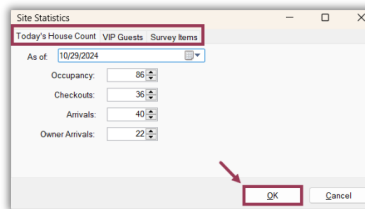
Site Statistics is permission based, if you require access contact support@asgardsoftware.com for assistance.

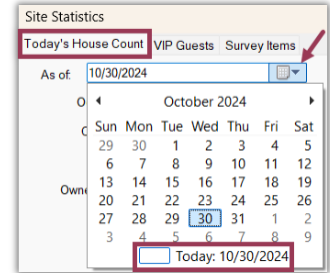**Step 2:** Click **Site** on the Main Toolbar, then **Site Statistics.**

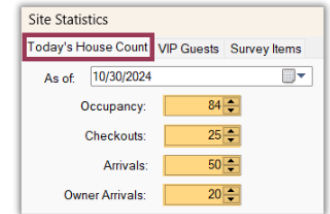Next, update each statistics tab for current date.

Do not click **OK** until you finish updating all tabs.

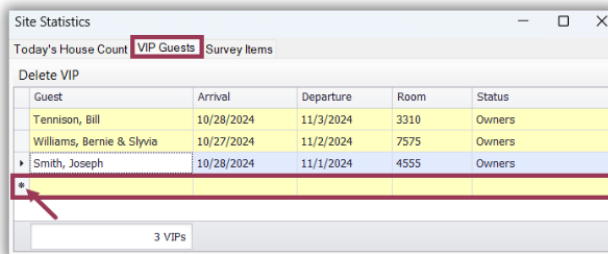**Step 3:** Update Today's House Count by entering **Today's Date.**

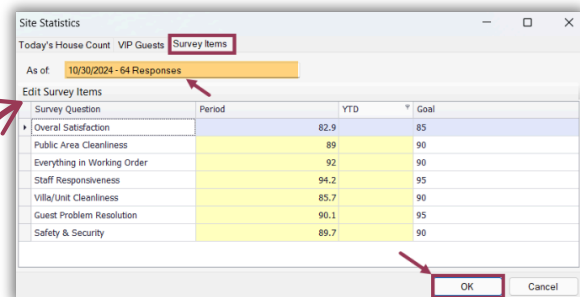Next, complete the **Occupancy Checkouts, Arrivals**, and **Owner Arrivals** sections.

Step 4: Click the **VIP Guests** tab, then click on the yellow line with ***** to enter the VIP Guests arriving at your property.

- **Guest:** Enter Guest name
- **Arrival:** Arrival date
- **Departure:** Departure date
- **Room:** Unit/Villa #
- **Status:** Type of VIP guest

Step 5: Select the **Survey Items** tab to input your property's survey numbers. In the "As of" field, enter **Today's date - # of Responses.** Update each survey **Period** to reflect the current percentage and adjust the **YTD** to show the average percentage of survey numbers. The **Goal** only needs to be revised at the start of each year.

NOTE: Click on **Edit Survey Items** to update Survey Questions and Goals.

Once you've updated one or all of the tabs, you're ready to click **OK!**