

Asgard Desktop View & Update Site Statistics

| 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. | Step 2: Click Si Toolbar, then S Asgard - One Valley Lodge (T File Organization Site Fa Organization Site Fa Welcome Page Organization Site Add Tools Site Site Site New Add Tools Site | te on the Main Site Statistics. | Step 3: Update Today's House Count by entering Today's Date Site Statistics Today's House Count VIP Guests Survey Items As of 10/30/2024 Cotober 2024 Contober 2024 Cotober 20 |
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| <pre>idea defoud defourae a Standard of the Date defourae a St</pre> | Site Statistic Today's House Court VP Genets Survey heres Very Cocopany: 060 Cocopany: 060 C | S until you finish all tabs. | 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 # | | 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. | |
| Status: Type of VIP gue Site Statistics Today's House Count VP Guests Survey Items Delete VIP Guest Arrival Departure Room Tennison, Bill 10/28/2024 11/3/2024 3310 Williams, Bernie & Słyvia 10/27/2024 11/2/2024 7575 Smith, Joseph 10/28/2024 11/1/2024 4555 | SI Status Owners Owners Owners | Site Statistics Today's House Count VIP G As of: 10/30/2024-64 PL Edit Survey Items Survey Question Public Area Geanless Divide Question Geanless Everything in Working Ord Staff Responsiveness Util/cit/ut Ceanless Guest Problem Resolution Safety & Security | → □ → asponses Period YTD [®] Goal 62.9 85 er 92 90 er 94.2 95 er 95 90 er 95 90 er 95 90 er 96 90 er 97 90 er 96 90 er 97 90 er 97 90 er 90 90 e |

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!**

3 VIPs