



# Room Reservation 7.0 Ability To Export Patron Information

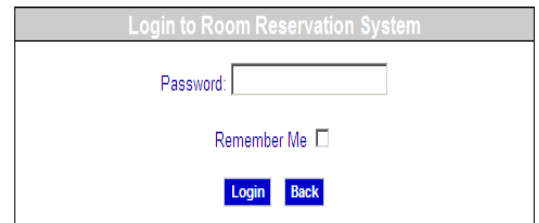
## Overview:

The ability to export Room patron information into CSV (Comma Separated Value) was created to allow the end user to export the patron information into a format that can be shared by other software programs with ease.

**What Is:** CSV - A file format used as a portable representation of a database. Each line is one entry or record and the fields in a record are separated by commas. Commas may be followed by arbitrary space and/or tab characters which are ignored. If field includes a comma, the whole field must be surrounded with double quotes.

## How To Create:

1. **Login** at the All Branches (or main branch in single branch system) using any level of password or user name and password.
2. From the Room Reservation Maintenance page **Select** "Reservation Maintenance – Patron Reservation Lookup".
3. **Set** your desired conditions

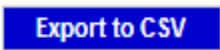


Example:

| Search Contact Information |   |
|----------------------------|---|
| Confirmation Number:       | <input type="text"/>  |
| Contact Name:              | <input type="text"/>  |
| Contact Phone Number:      | <input type="text"/>  |
| Contact Email:             | <input type="text"/>  |
| Organization:              | <input type="text"/>  |
| Show All Names:            | <input checked="" type="checkbox"/>   |
| Reservation Timeframe:     | <input type="radio"/> All <input type="radio"/> 2010<br>Date Range: Jul 27 2010 <input type="button" value="AA"/> Jul 27 2010 <input type="button" value="AB"/> |

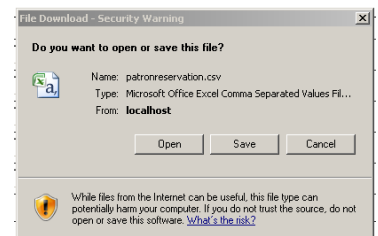
To the left you will see the highlighted fields are the requirements I have elected for my export

4. **Select** "Export to CSV" from the bottom of the screen



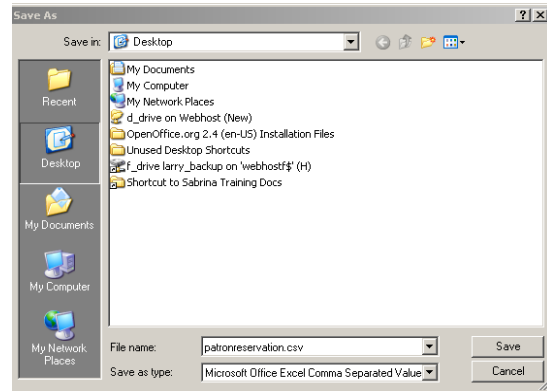
5. **Select** "Open" or "Save" when popup appears

**Note:** If your default on your computer is to open CSV files as an excel file this file will open in excel. If you don't want this to occur **Select** "Save". Save the file and open with NotePad or TextPad.

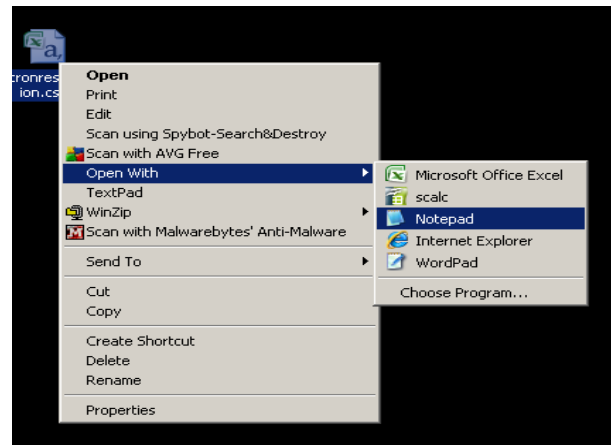


## Room Reservation 7.0 Ability To Export Patron Information Continued

6. If you **Selected “Save”** continue with steps – **Save** report somewhere on your computer



7. **Right Click** on the file – **Select “Open With”** – **Select “Notepad”**



Example:

