

## Lodge-ical News – May 2009

### Research and Development: Exporting data from Lodge-ical to your Outlook calendar

We have been testing the feasibility of exporting data from Lodge-ical to your Outlook calendar. We have created a prototype which demonstrates the ability to export reservation arrival and departure information into Outlook. We use the arrival date, arrival time, departure date, departure time, and reservation name fields within Lodge-ical to create an Outlook event. We can also use this methodology to export individual activities to Outlook.

We are considering how and when to integrate this code into Lodge-ical. We would love to hear from you with any of your feedback on this new potential feature.

### User Tip: Third Party Email Marketing Providers

We are hearing from more and more of you who are using third party companies to help you mass email your newsletters and other email communiqué.

One feature of these companies is the ability to import a list of existing email addresses. Please know that you can use Lodge-ical to prepare this list of email addresses. For example, for those of you who are using Constant Contact as your provider, the documentation below are the steps required to transfer email addresses from Lodge-ical to Constant Contact:

1. In Lodge-ical, go to Clients/Client Lists/Clients Sorted by Email\*
2. In the upper left hand corner of the grid, single left click your mouse. The entire grid should turn black.
3. Press Ctrl C
4. Open up Microsoft Excel and press Ctrl V
5. Keep columns A (Email), B (First Name), and C (Last Name)
6. Delete columns D – J
7. Column A must be labeled Email Address
8. From the Constant Contact website, select Contacts then Add/Import and step yourself through the Wizard

\*If you do not want to import all of your Lodge-ical email addresses, then use Clients/Find-A-Client to pare down the list of email addresses.

Remember there are federal rules and regulations for sending mass emails!

### Data Entry Tips and Tricks: The Utilities Menu – Part 2

Last month, we talked about the Utilities menu and using the Sort Ascending/Sort Descending menu picks. The third menu pick on this menu is labeled Filter by Selection. This allows you to scroll through a finite group of records. For example, go to the Reservation Entry form and press the ALL button. This will allow you to scroll through all of your active reservation. If you were interested in just those reservations a Reservation Type = "Horseback Riding", then you want to a) find any Horseback Riding reservation, b) click your mouse in the Reservation Type field, and c) go to Utilities/Filter by Selection. Using this option will limit the population of reservations to only Horseback Riding reservations. Now use the scroll bars at the bottom of the field to quickly scroll from one horseback reservation to the next.