

Guest Export

To export all guests:

1. Tap the **Reports** button on the Side Navigation Bar.
2. Tap the **Guest Export** button. If prompted, enter a password that has access to this area to continue.
3. The system displays the Guest Export Dialog informing you that all guests in your OpenTable system are about to be exported. Select any desired export options.
4. Tap the **Export** button to begin the export. The system displays a progress bar as it exports guests. The export process may take several minutes, depending on the size of your guest database.
5. When the guest export is complete, the system displays another Guest Export Dialog informing you that the export is complete. The message also lists the number of guests exported, the export file names) and directory location.
6. Tap **Close** to clear the dialog.
7. To access the file, close the OpenTable system by tapping the **Shift F10** keys on your keyboard.
8. Double-tap the **My Computer** icon on the desktop and double-tap “Local Disk (C:)”. Navigate to the directory listed in the Guest Export Dialog to find the file.

NOTE - After generating the guest export file, be sure to delete the file or move it to some type of removable storage media like a USB key drive. This ensures the safety and security of your guest data.

To import guests into Microsoft Excel:

1. If you do not have Microsoft Excel on the computer that contains the export file, you must copy the export file to another computer that has Microsoft Excel.
2. Hit **Shift F10** to close the OpenTable system.
3. Double-tap the **My Computer** icon on the desktop and double-tap “Local Disk (C:)”. Navigate to the directory listed in the Guest Export Dialog to find the file.
4. Tap the file once, hit **Shift F10** and select “Open With.” If your system has a mouse, you can also right click on the file and click on “Open With.” Then select Microsoft Excel.
5. Microsoft Excel opens the guest export file and arranges all the information in the appropriate columns. The first row of the export file contains column headings.

- If you double-tap the file name instead of opening the file following the steps listed above, most systems will open the guest export file in a text editor like Notepad or Wordpad (depending on the computer's configuration). The guest data will not be organized into columns and will be difficult to read.

- The maximum # of rows in a Microsoft Excel spreadsheet is 65,536. If you have more than 65,535 guests in your guest database, you can select the export option that splits up the export into multiple files. Each file will contain a maximum of 60,000 guest records.