

## Updating Site Statistics

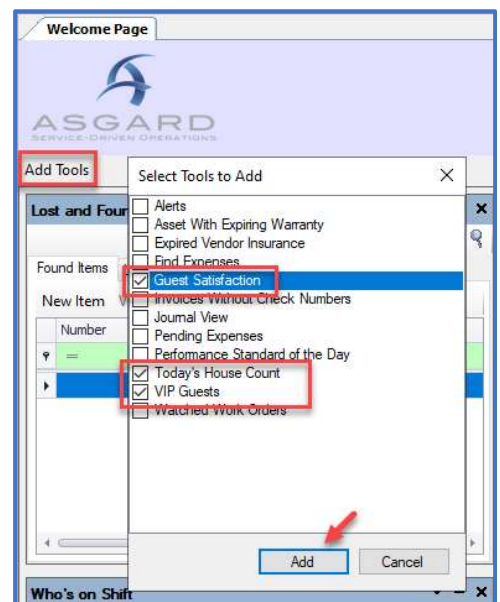
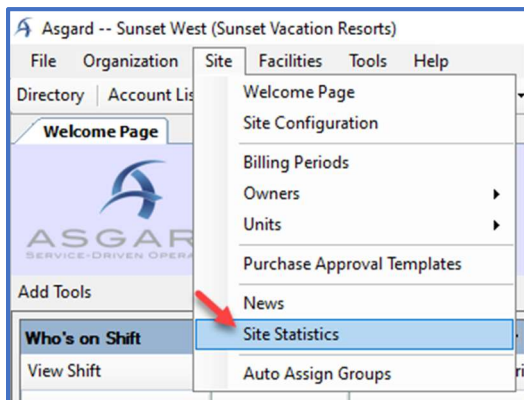
Follow the steps below to update your property's Site Statistics. Site Statistics include:

- Today's House Count
- VIP Guests
- Current Period Guest Survey Results

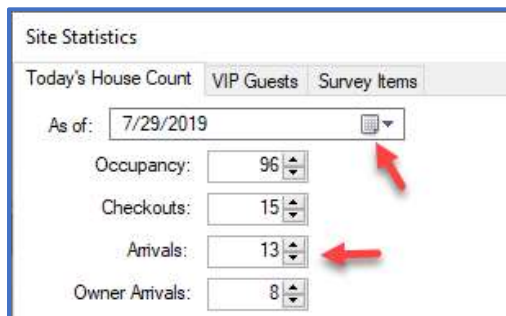
The ability to edit Site Statistics is permission-based, and will be granted to a user when requested by a manager. For assistance with Site Statistics, please contact [support@katanasoft.com](mailto:support@katanasoft.com).

**Step 1:** On the Welcome Page, click **Add Tools**. Select Guest Satisfaction, Today's House Count, and VIP Guests. Click **Add**.

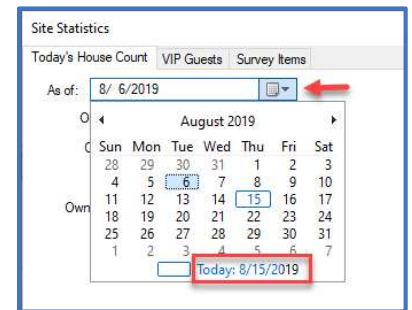
**Step 2:** In the Site drop-down, select **Site Statistics**.



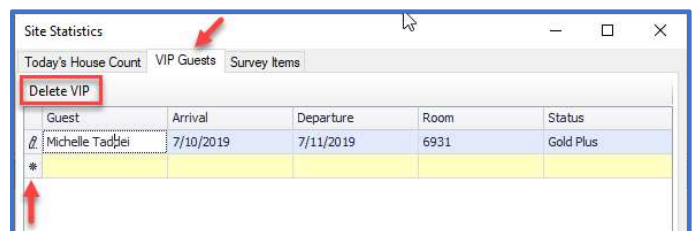
**Step 3:** When the Site Statistics dialog box opens, begin on the **Today's House Count** tab. Highlight and type over, or use the arrow keys to edit the date and numbers.



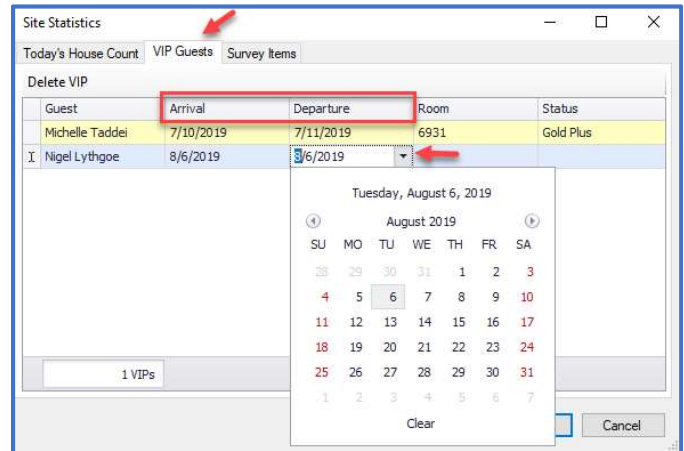
Click on the blue Today button to quickly update the date.



**Step 4:** Click on the **VIP Guests** tab. If a guest has checked out, click on their name and click **Delete VIP**. To add an incoming VIP guest, click in the blank row with the \* next to it and begin typing.



In the Arrival and Departure columns, click in the cell and click the Arrow to open the calendar. Click on the correct date.



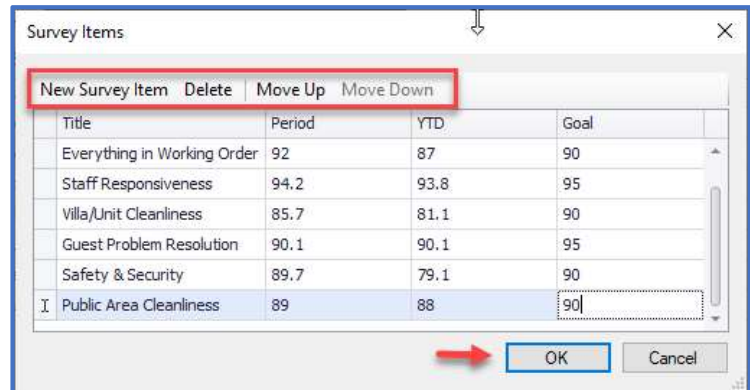
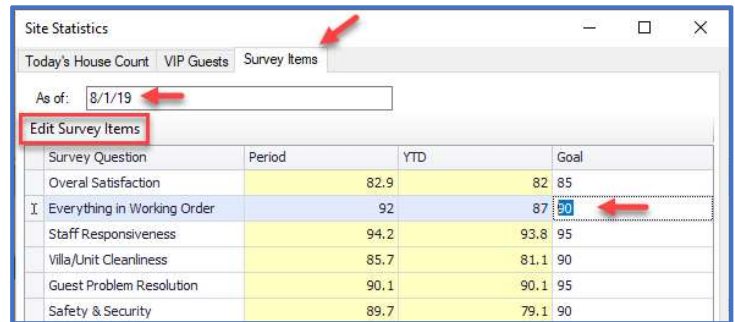
**Step 5:** On the **Survey Items** tab, update the As Of date to when the current survey results are from (Quarter, Month, or Period starting date). Click in any cells that need updating and type in the new numbers.

If the Survey Questions need to be edited or updated, click the **Edit Survey Items** button.



Note: The Survey Questions must be loaded manually; Asgard does not interface with survey data.

In the Survey Items box, click in any cell to update the text. Click **New Survey Item** and scroll to the bottom of the list to type in a new survey item. When all edits are complete, click **OK**.



**Step 6:** When all of the Site Statistics you wish to update are completed, click **OK**.

The Welcome Page will refresh and the tools will immediately update.

