When going to “Guest Profile”, now you have some new options. When you select “Guest Profile”, you have another choice available to you: the “Find an Existing Value” tab. This is where you may type in the “Guest ID”, or, if you go to the drop down, you have other options to see if this Guest is already in the Emory system. This is where you can also edit the existing Guest’s address, should you already see them in the list.

The other option is to select the “Add a New Value” tab where you would add the new guest.

Add the guest’s name and address and select “Check for Matches”.

Once you click “Check for Matches”, you may see a list of last names that match your guest’s last name. Follow the instructions provided below the names depending on your needs.