Room Assignment

Once the Room Type is assigned to the Booking in the Edit Tab, then a Room can be assigned. There are three ways to assign a Room:

1. Click on the Room Assignment Tab to assign a Room. Only the Rooms available in the Room Type will appear. The rooms available will display for a reservation's date range. It starts on the booking's arrival date and ends on the departure date.

   The Room reserved for the guest displays in blue. Available rooms are listed on the left by number and room type. They are color coded Yellow for dirty and Blue for clean. Using the Room Assignment tab, a booking can be made to stay in different rooms each night of their stay.
2. From the Booking Data tab, choose the desired Room from the Room pull down menu. Note, the pull down menu only offers choices for rooms that can occupy the entirety of the stay.
3. If the Booking is made online (website, OTA, etc) then you can use the **Auto Assign Room** feature and let the BookingCenter system assign rooms aurtomatically, as detailed here.

A guest can be moved to a different Room within the same Room Type and date range on the room assignment screen; ***or*** via ***dragging and dropping*** a booking from the Tape Chart onto the same Type ***or*** onto a new Type. Note that if you use the ***drag and drop*** feature for moving to a new Room, and it is onto a new Room Type, that teh Rate plan for teh booking will become 'MANUAL but the old Rate given will be preserved.

If the guest wishes to change room type or change their length of stay it must be done from the Edit tab of the booking.

To Assign a Room

- Open the Booking and click on the Room Assignment Tab.
- Click on the Room to be assigned for each of the booking dates.
- Click the Save Room Assignment button.

To change the Room Assignment

- Open the Booking and click on the Room Assignment Tab.
- Click on the current assignment in blue to deselect the Room.
- Click on the new Room for each of the booking dates.
- Click the Save Room Assignment button.

Once the Room is assigned, it will appear in the Room List and in the Booking Header.

In this Section

- Booking Data
- Edit Tab
- Folio
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- Log

853519 - Martin Amy

# Guests:1/0/0	Booking for:27-AUG-2014-29-AUG-2014	Room Type:Standard Room-2 Queen	Room:111	Status:Active
Projected Inc: 280.60	Projected Inc + Charges: 559.67	Projected Bal: 559.67	Folio Bal: 419.37	

Booking Data | Folio | Edit | Room Assignment | Guest History | Letters | Log

	27-Aug	Today
	Wed	Thu
76	39	37
108 (Standard Room-2 Queen)	5	4
109 (Standard Room-2 Queen)	5	4
110 (Standard Room-2 Queen)	5	4
111 (Standard Room-2 Queen)	5	4
112 (Standard Room-2 Queen)	5	4
001 (Standard Room-2 Queen)	5	4

Save Room Assignment

Check In | Check Out | Cancel Booking | Clone Booking

Day	Date	Room Type	Room	Rate Plan	Rate
WEDNESDAY	27-AUG-2014	Standard Room-2 Queen	111	Suite rate	120.00
THURSDAY	28-AUG-2014	Standard Room-2 Queen	111	Suite rate	120.00
				Total:	**240.00**