

# Dashboard

The Front Desk Dashboard gives you a "Daily Snapshot" of Arrivals, In House and Departures located under "Dashboard". To see a visual display of this data as well as occupancy and availability information, click on "view". See [Front Desk Dashboard](#).

BookingCenter  
Welcome BookingCenter! You are at On The Divide Hotel - [Change](#) | [Setup](#) | [Help](#) | [Sign Off](#)

Front Desk | **Booking** | Reports | Arrivals | In House | Departures | Search | System Date: 17-JAN-2017

Front Desk | Phone List | Housekeeping | AR Accounts | House Accounts | Pass On Log | Night Audit

**Arriving Groups**  
Camping | Annual Retreat

**Quick Search** | More Search Options  
Last Name:   
Confirmation #:   
Folio #:   
Arrival Date:    
Departure Date:

**Quick Charge**  
Quick Charge: Select From List  
Add Charge: Select From List  
Description:   
Quantity: 1  
Unit Price: \$   
Amount: \$   
Date: 17-JAN-2017

**Dashboard (View)**  
Remaining Arrivals: 1  
Arrivals with Unassigned Rooms: 0  
Remaining Departures: 3  
Currently In House: 11  
Staying over from last night: 8  
Arriving Tomorrow: 3  
Departed Guests: 0

**System Messages**  
No System Messages  
[Message Archive](#)

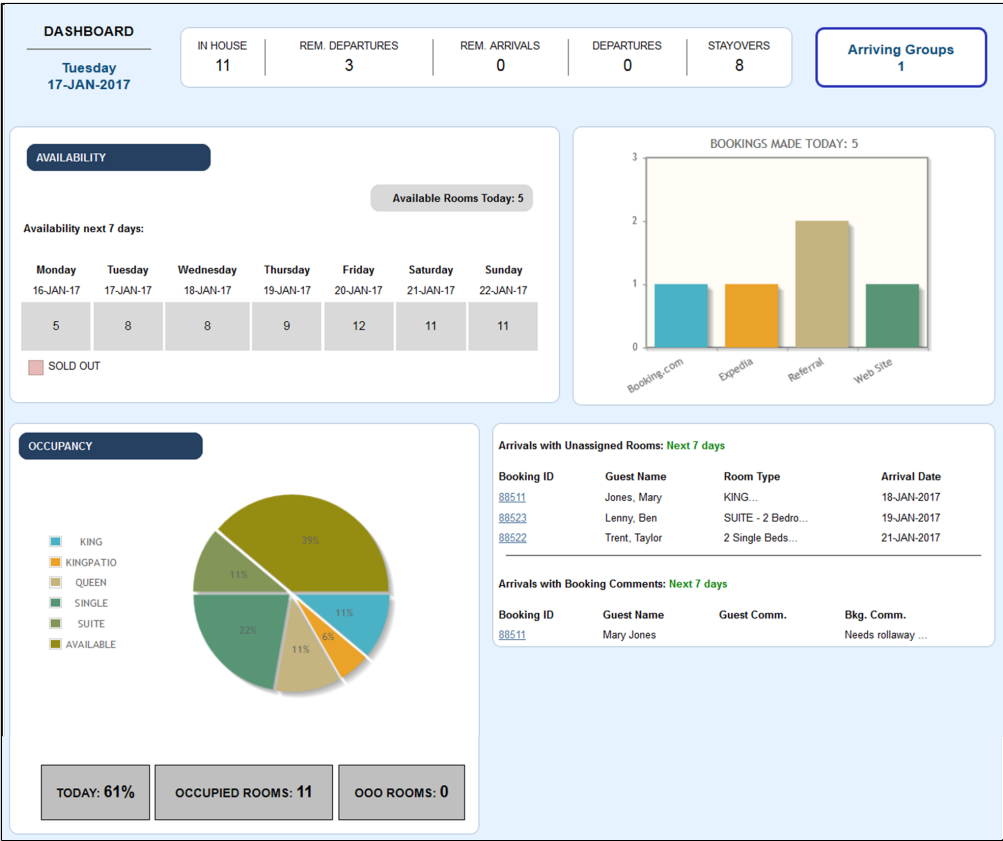
**Online Users**  

Login Name	Full Name	Login Time
BC	BookingCenter	23-JAN-2017 12:03:45

- **Remaining Arrivals** – The number of reservations left to check-in
- **Remaining Departures** – The number of reservations left to check-out
- **Currently In-House** – The number of reservations that will be in-house tomorrow morning, this is especially useful for B&B's or hotels offering complimentary breakfast service.
- **Stay Overs** – The number of reservations that are staying over tonight from last night.
- **Arriving Tomorrow** – The number of reservations arriving tomorrow
- **Departed Guests** – The number of guests who have departed today
- **Vacant Rooms** - the number of vacant rooms 'now' and a quick link to 'today's' Vacant Room list [report](#).

## Front Desk Tab

To see a visual display of this data as well as occupancy and availability information, click on "view". This will open the Front Desk Dashboard in a new window. See [Front Desk Dashboard](#).



BOOKINGS MADE TODAY: 5

Source	Bookings
Booking.com	1
Expedia	1
Referral	2
Web Site	1

OCCUPANCY

Room Type	Percentage
KING	11%
KINGPATIO	4%
QUEEN	11%
SINGLE	22%
SUITE	11%
AVAILABLE	39%

TODAY: 61%

OCCUPIED ROOMS: 11

OOO ROOMS: 0

Arrivals with Unassigned Rooms: Next 7 days

Booking ID	Guest Name	Room Type	Arrival Date
<a href="#">88511</a>	Jones, Mary	KING...	18-JAN-2017
<a href="#">88523</a>	Lenny, Ben	SUITE - 2 Bedro...	19-JAN-2017
<a href="#">88522</a>	Trent, Taylor	2 Single Beds...	21-JAN-2017

Arrivals with Booking Comments: Next 7 days

Booking ID	Guest Name	Guest Comm.	Bkg. Comm.
<a href="#">88511</a>	Mary Jones		Needs rollaway ...



Tip

You can also see a list of Arrivals, Departures and In-house Guests in the [Quick list](#)