Online

1. Click on the Room Mgmt button on the Home window. The Daily Room Management chart will be displayed.
2. Click on the Refresh button to set the correct view date if the chart isn't displaying the desired day.
3. Click on the Display drop down list and select Offline. All rooms currently offline will be displayed.
4. Click on the line that the room appears on to select it. A pop-up menu will be displayed.
5. Select the third line in the menu marked Name:XXXX... (XXXX is the room's description). The Room Details window will open with the details for the chosen room loaded. You will notice the Offline status just underneath the Description field label.
6. Click on the Edit button.
7. Click on the Offline checkbox to remove the offline status and then click OK. The Offline status will now change to Available.
8. Close the Room Details window to return to the Daily Room Management chart.
Using the Daily Room Availability Chart
The Daily Room Availability Chart provides a visual representation of the status of all your rooms for aparticular period of time of about five weeks and also allows you to directly perform associated room management tasks such as checking in/out guests, entering new bookings, and confirming an unconfirmed booking.
? Click on the Availability button on the Home window, select Availability from the BookingCenter menu or Ctrl + 2 to display the Daily Room Availability chart.

worddavd79cceb77d179a6d6e96cdb313a6ced3.png|height=63,width=93!Clicking Room and Type will sort the chart by that option. H olding
Clicking on the date' allows you to set the chart to a particular date.
Clicking the Hourly button displays the Hourly Venue Availability Chart.
Clicking the Print button allows you to print out the current chart display.

Rolling over or clicking on a cell with a book- ing will display a differ- ent set of menu options as opposed to clicking on an empty cell.

Clicking on these buttons will shift the display weeks or months.
Each cell in the display represents one day. The grey cells indicate the weekends.
Confirmed, unconfirmed, and com- plete bookings appear in whatever color you wish - they are set in the System Graphics area.