

Using the Daily Room Management Chart

The Daily Room Availability Chart provides a visual representation of the status of all your rooms for a particular day and also allows a manager to directly perform associated room management tasks such as checking in/out guests, entering new bookings, confirming an unconfirmed booking, and scheduling rooms for cleaning.

Click on the Room Mgmt button on the Home window, select Room Management from the BookingCentre menu or Ctrl + 3 to display the Daily Room Management chart.

Sep 25 2008

Today

26 Guests

Print

Cleaning

?

Room	Guest	Status	Time	Display
7		Vacant - Needs Cleaning		Booking...
8		Vacant - Needs Cleaning		Booking...
9		Vacant - Needs Cleaning		Booking...
10	Sticker, Cynthia	Occupied		Booking 2187
11	Lee, Shih-Tung	Occupied - Needs Cleaning		Booking 24759
12	Dorman, Aaron	Occupied - Needs Cleaning		Booking 2149
13		Vacant		Booking...
14	Hopkins Marine Station	Occupied - Needs Cleaning		Booking 2079
15	Tondreau, Rob	Occupied - Needs Cleaning		Booking 2202
16		Vacant		Booking...
17		Vacant		Booking...
18	Fin, Ron	Occupied		Booking 2287
19	Alam, Carole A.	Occupied - Needs Cleaning		Booking 1179
20	Winters, Mike	Occupied		Booking 1864
21		Vacant - Needs Cleaning		Booking...
22	Winters, Elizabeth C.	Occupied		Booking 1811
23		Vacant - Needs Cleaning		Booking...
24	Nicholls, Marney	Occupied - Needs Cleaning		Booking 10823
26	Argenta, Bill	<< Overdue Departure Sunday, 24th September - Needs Cleaning		Booking 2218
27		Vacant - Needs Cleaning		Booking...
28		Vacant		Booking...

Booking: 112

Guest: O'Sullivan, Michael...

Arrive: Thursday, 4 May @ 2:00PM

Depart: Friday, 5 May @ 10:00AM

Status: Unconfirmed

Room: 105...

Name: Western Aspect

Type: Single

Receipts...

Account...

Check In...

Transfer...

Extend...

All

Available

In use

Double-Bookings

Occupied

Arriving

Departing

Unconfirmed

Confirmed

Need Cleaning

Offline

- Clicking on a column header will sort the chart by that column. Holding down the {Shift} key while clicking will
- Choosing a date allows you to load the chart for a different day.
- Clicking the Print button will display a list of daily printing options related to the chart.
- Clicking on the Cleaning button will display the Room Cleaning list for the day.

If you're looking for troubleshooting information, please try one of our Support Options!

Support Center

Need help? Submit a ticket

?

Unknown Attachment

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