

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 2006

Today
 Print
 Cleaning
 ?

26 Guests

Room	Guest	Status	Time	Display	All
7		Vacant - Needs Cleaning		Booking...	
8		Vacant - Needs Cleaning		Booking...	
9		Vacant - Needs Cleaning		Booking...	
10	Stiller, Cynthia	Occupied		Booking 2187	
11	Li, Shih-Tung	Occupied - Needs Cleaning		Booking 24750	
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	Winter, Elizabeth C.	Occupied		Booking 1811	
23		Vacant - Needs Cleaning		Booking...	
24	Nichols, Marney	Occupied - Needs Cleaning		Booking 10823	
26	Argenta, Bill	<< Overdue Departure Sunday, 24th September - Needs Cleaning			Booking 2238
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

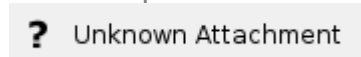
Offline

- 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!



Need help? Submit a ticket



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