

Dashboard | Arrivals

The Front Desk Dashboard displays a section displaying Unassigned Rooms and Booking Comments for all bookings arriving in the "Next 7 Days". Note: Only the **first 5 bookings** arriving are shown. As you make assignments of Rooms, this list will update.

Both lists are limited to display the five most current entries starting with Today's Date. If you have more than five bookings with unassigned rooms or booking Comments in the next seven days, then go to the respective Reports to see all of the bookings.

Arrivals with Unassigned Rooms

This list will automatically display all bookings with Unassigned Rooms that are arriving in the "Next 7 days". It also displays the total number of bookings for the "Next 7 Days". If you have more than five bookings in this list, then go to the [Bookings with Unassigned Rooms Report](#) to see the full report of all bookings. When a booking is assigned a room, it will drop off of this list.

Arrivals with Booking Comments

This list will automatically display all bookings with Booking Comments that are arriving in the "Next 7 days".

If you have more than five bookings in this list, then go to the [Booking Comments Report](#) to see the full report of all bookings with Booking Comments. This list will only display bookings that actually have Booking or Guest Comments entered. If there are no comments in the booking then it will not appear in this list.

Front Desk Dashboard

Arrivals with Unassigned Rooms: Next 7 days			
Booking ID	Guest Name	Room Type	Arrival Date
88511	Jones, Mary	KING...	18-JAN-2017
88523	Lenny, Ben	SUITE - 2 Bedro...	19-JAN-2017
88522	Trent, Taylor	2 Single Beds...	21-JAN-2017
Arrivals with Booking Comments: Next 7 days			
Booking ID	Guest Name	Guest Comm.	Bkg. Comm.
88511	Mary Jones		Needs rollaway ...