

Out of Order Rooms Reports

The **Out of Order** Rooms Report will give you a list of Out of Order rooms during a date range or a specific date. The Report includes the Room, # of days out of order, lost revenue and the reason.

Go to **REPORTS** Tab and choose the Out of Order Rooms Report under the Housekeeping list .

- Choose a single date or date range for the Report from the Calendar.
- Generate Report in HTML, EXCEL or CSV

If you need to extend an OOO assignment, there is no way to EDIT it to be longer, but you can add a new Out of Order for the duration desired. If

you need to remove an OOO assignment, find it on the Tape Chart and click the

Make Room Available

to make the room available.

See an example: [Out of Order Rooms Report](#)

Daily Reports

- [Out of Order Rooms Reports](#)
- [Turndown Reports](#)
- [Vacant Room List](#)