Marking Rooms "Clean" or "Dirty"

Rooms can also be marked clean or dirty in the Housekeeping Section

To mark a room "Clean" or "Dirty" from the Tape Chart, first look on on the left hand side of the page at the room numbers listed with the room type in parentheses.

If the cell is **yellow**, then the room is dirty, if it is **blue** it is clean.

In this section	
 Tape Chart Features Customize Tape Chart Tape Chart - New Booking Booking Pop-up Window Bookings Status Marking a Room "Out of Order" Tape Chart Payment Status Icons Tape Chart Self Check-in and Check-out Icons 	

To change the status, follow these steps.

(i)

- Click on the Room in the left column of the Tape Chart and a pop-out window will open with options.
- Click on Mark Clean or Mark Dirty

ape Chart				
Show:ALL ROOMS 👻 19-Jul-2014 📰 🛛 15		Refresh	_	
		19-Jul	Today	21-Jul
		Sat	Sun	Mon
	562	38	38	39
108 (Standard Room-2 Queen)		4	5	5
STE (108)		4	5	5
		4	5	5
		4	5	5
Standard Room-2 Queen Mark Dirty Mark Clean		Cartman, eric	5	5
		22	22	23
		22	22	23
Mark Out of Order		22	22	23
209 (King With Fireplace)		22	22	23

Note: If you try to check in a guest to a dirty room, you will get this message. You will be given the option to proceed or mark the room clean first.

8501 - Smith John							
You are about to check this guest into a dirty room. Click OK if you want to proceed OK							
# Guests:1/0/0	Booking for:31-JUL-2014-04-AUG-2014	Room Type:Queen with a view	Room:103 Status:Confirmed				
Projected Inc:\$336.00	Projected Inc + Charges:\$336.00	Projected Bal:\$336.00	Folio Bal:\$0.00				
Booking Data Folio Edit Room Assignment Guest History Letters Log							