Status

- 1. Click on the Room Mgmt button on the Home window. The Daily Room Management chart will be displayed.
- 2. Click on the Display drop down list (underneath the Cleaning button) to display the list and then
- select the required room status to view. An explanation of each status follows:
- Note You will see a series of messages as the chart display is updated to reflect your choice.
- Any rooms that match the chosen status will be displayed in the chart. All Displayes all bookings for the day regardless of status.
- Available Displays all available (Vacant) rooms.
- In Use Displays all Rooms in use.
 Double-Bookings Displays all double-bookings.
- Occupied Displays all Occupied rooms.
- Arriving Displays all rooms with arrivals for the day.
- Departing Displays all rooms with departures for the day.
 Unconfirmed Displays all rooms with unconfirmed bookings.
- · Confirmed Displays all rooms with confirmed bookings.
- Need Cleaning Displays all rooms that have been scheduled for cleaning.
 Offline Displays all rooms that have currently been taken offline.