

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 - Displays 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.