

Using the Daily Room Management Chart

The Daily Room Availability Chart provides a visual representation of the status of all your rooms for a particular day and also allows a manager to directly perform associated room management tasks such as checking in/out guests, entering new bookings, confirming an unconfirmed booking, and scheduling rooms for cleaning.

Click on the Room Mgmt button on the Home window, select Room Management from the BookingCentre menu or Ctrl + 3 to display the Daily Room Management chart.

Room	Guest	Status	Time	Display
7		Vacant - Needs Cleaning		Booking...
8		Vacant - Needs Cleaning		Booking...
9		Vacant - Needs Cleaning		Booking...
10	Stiller, Cynthia	Occupied		Booking 2187
11	Li, Shih-Tung	Occupied - Needs Cleaning		Booking 24750
12	Dorman, Aaron	Occupied - Needs Cleaning		Booking 2149
13		Vacant		Booking...
14	Hopkins Marine Station	Occupied - Needs Cleaning		Booking 2079
15	Tondra, Rob	Occupied - Needs Cleaning		Booking 2202
16		Vacant		Booking...
17		Vacant		Booking...
18	Fin, Ron	Occupied		Booking 2287
19	Alam, Carole A.	Occupied - Needs Cleaning		Booking 2179
20	Winter, Mike	Occupied		Booking 2064
21		Vacant - Needs Cleaning		Booking...
22	Winter, Elizabeth C.	Occupied		Booking 2111
23		Vacant - Needs Cleaning		Booking...
24	Nichols, Marney	Occupied - Needs Cleaning		Booking 2023
26	Argenta, Bill	<< Overdue Departure Sunday, 24th September - Needs Cleaning		Booking 2238
27		Vacant - Needs Cleaning		Booking...
28		Vacant		Booking...

- Clicking on a column header will sort the chart by that column. Holding down the {Shift} key while clicking will
- Choosing a date allows you to load the chart for a different day.
- Clicking the Print button will display a list of daily printing options related to the chart.
- Clicking on the Cleaning button will display the Room Cleaning list for the day.

If you're looking for troubleshooting information, please try one of our Support Options!



Need help? Submit a ticket



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