## **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.

SEP 25 2006 (5 Today) 26 Guests			A Print Cauring				
Room	Guest	Status Time	Display All				
1	7	Vacant - Needs Cleaning		Rocking.			
		Vacant - Needs Cleaning		Reaking.			
	9	Vacant - Needs Cleaning		Backing.			
1	Sichler, Cymhia	Occupied		Booking 2192			
1	Liu, Shih-Tung	Occupied - Needs Ceaning		Booking 14755			
1	2 Dorman, Aaron	Occupied - Needs Ceaning		Booking 2112			
1	3	Vacant		Rephing.			
1	Mogikina Marine Station,	Occupied - Needs Ceaning		Reaking 2079			
1	S Tondreault, Rob	Occupied - Needs Ceaning		Booking 2202			
1	6	Vacant		Booking.			
1	2	Vacant		Beaking.	Baaking: 112		
1	Fein, Ron	Occupied		Booking 2207	Guest: 0'Sullivan, Michael "	12:00PM	
1	Akers, Carole A.	Occupied - Needs Ceaning		Booking 1575	Arrive: Thursday, 4 May @200PM Depart: Friday, 5 May @10:00M		
2	winter, mike	Occupied		Booking 1864	Status: Unconfirmed Avai	Available	
2	1	Vacant - Needs Cleaning	*	Beaking.	Room: 105	in use	
2	Winter, Elizabeth C.	Occapied		Reshing 1815	Name: Western Aspect	Double-Bookings Occupied Arriving Departing Unconfirmed	
2	3	Vacant - Needs Cleaning		Rooking.	Type: Single		
2	Nicholis, Marray	Occupied - Needs Cleaning		Booking 186231	Receipts		
2	Aragona, Bill	<< Overdue Departure Sanday, 24th Se	ptember - Needs Cleaning	Booking 2158	Check In		
2	7	Vacant - Needs Cleaning		Resking.	Transfer	Need Cleaning Offline	
2	8	Vacant		Rocking.	Extend		

• 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!



Articles and FAQ



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