

Vacant Room List

The **Vacant Room Report** displays a list of vacant rooms, guest arrivals and the clean or dirty status for a particular date. Note the [Dashboard](#) also provides a link to the number of 'vacant' rooms and a quick access to this report data. The report can get quickly 'out of date' as it looks at 'now' and thus should only be run 'today'. Any assumption about a room's status - vacant, occupied or clean/dirty- for different days would be meaningless.

Go to **REPORTS** Tab and choose the Vacant Room Report under the Housekeeping list .

- Choose a date for the Report from the Calendar.
- Generate Report in HTML, EXCEL or CSV

See an example: [Vacant Room List Report.pdf](#)

Housekeeping Reports

- [Out of Order Rooms Reports](#)
- [Turndown Reports](#)
- [Vacant Room List](#)