

# Night run - Hotel

## The night run

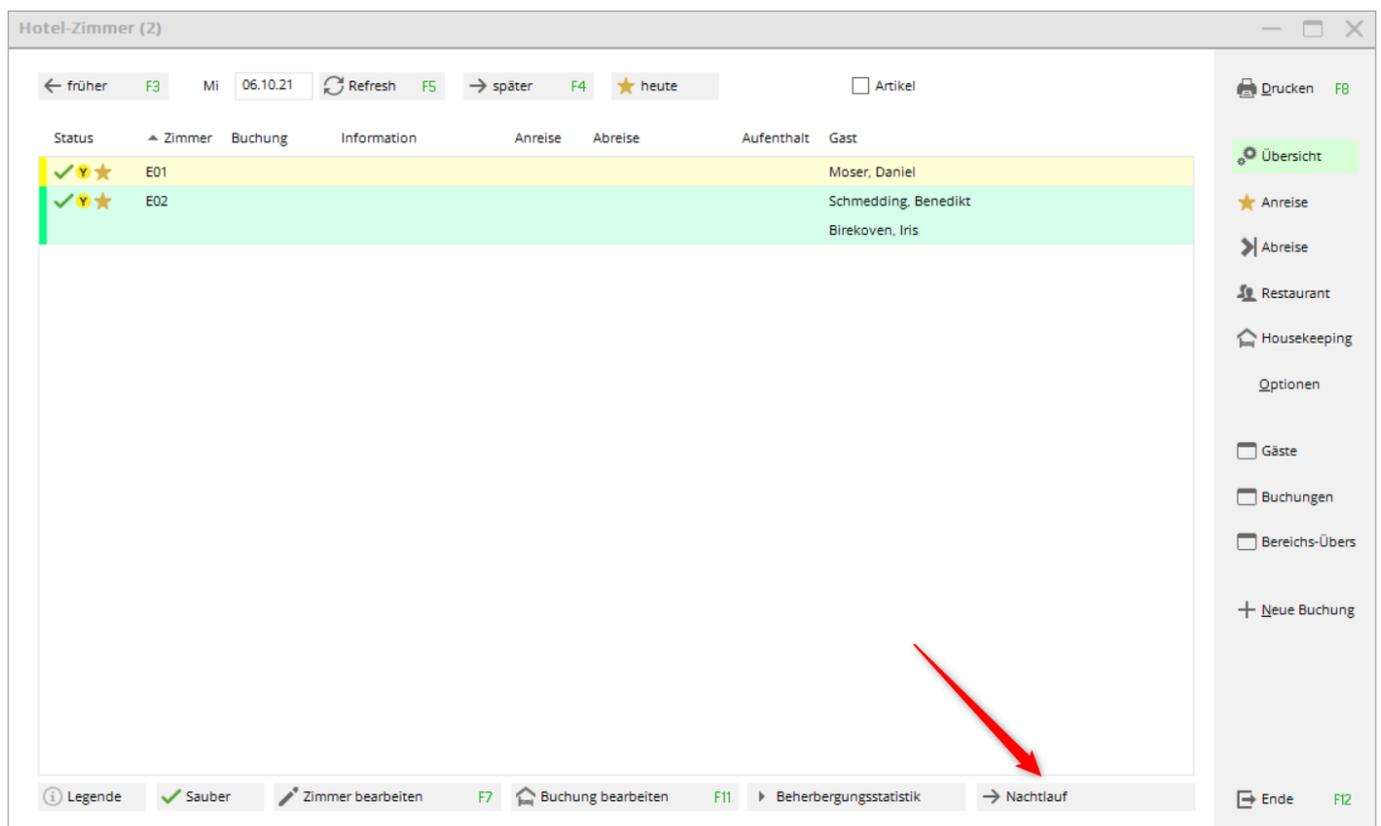
The automatic night run runs every night at 11 pm; this takes place via a service that has been set up. PC CADDIE will set this up for you.

PC CADDIE takes care of two things:

1. Firstly, the corresponding items of the checked-in guests are posted to the corresponding accounts and are then available for billing in the morning.
2. At the same time, specific room numbers are assigned to arrivals for the following day who have not yet been allocated a room.

If the night run was not able to book all rooms (e.g. because check-in was only after 23:00), it can be started manually at any time. You will find the button in various windows:

Menu item **Hotel - Hotel room**



Hotel-Zimmer (2)

← früher F3 Mi 06.10.21 Refresh F5 → später F4 ★ heute Artikel Drucken F8

Status	Zimmer	Buchung	Information	Anreise	Abreise	Aufenthalt	Gast
✓ ⚡ ★	E01						Moser, Daniel
✓ ⚡ ★	E02						Schmedding, Benedikt Birekoven, Iris

Legende Sauber Zimmer bearbeiten F7 Buchung bearbeiten F11 Beherbergungsstatistik → Nachlauf Ende F12

Übersicht  
Anreise  
Abreise  
Restaurant  
Housekeeping  
Optionen  
Gäste  
Buchungen  
Bereichs-Übers  
+ Neue Buchung

or the menu item **Hotel - Hotel bookings**

Hotel Buchungs-Liste (Reservations) (9)

Refresh F5 Filter heute nur ohne Zimmerzuweisung Drucken FB

Referenz	Bucher	Provisorisch	Anreise	Abreise	Zim...	Pers...	Zi*Nä	Pe*...	Kategorien	Zimmer
✓ #HHKUSCA3	PC CADDIE AG		15.09.21	17.09.21	1	2	2	4	1 DS	E01
			Richter, Heike / Doppelbelegung							
✓ #IDHWCOA6	Richter, Heike		21.09.21	22.09.21	1	1	1	1	1 DS	E01
			Richter, Heike							
✓ #MANSSHAG	Richter, Heike		23.09.21	26.09.21	1	2	3	6	1 DS	E04
			Richter, Heike / Member, Petra / Stökle, Stefanie							
✓ #LZCS2PAF	Moser, Daniel		24.09.21	25.09.21	1	1	1	1	1 DS	
			Moser, Daniel							
✓ #MVA7A3AI	Moser, Daniel		06.10.21	07.10.21	1	1	1	1	1 DS	E01
			Moser, Daniel							
✓ #N6L7ZUAK	Schmedding, Benedikt		06.10.21	07.10.21	1	2	1	2	1 DS	E02
			Schmedding, Benedikt / Birekoven, Iris							
🕒 #INTX4GA7	Stökle, Stefanie	01.10.21	15.10.21	16.10.21	1	1	1	1	1 DS	
			Stökle, Stefanie							
☰ #L5E2DAC	Richter, Heike		15.10.21	16.10.21	1	1	1	1	1 DS	
			Richter, Heike							
✓ #MKY6IAAH	PC CADDIE AG		23.11.21	24.11.21	1	1	1	1	1 DS	E01
			Richter, Heike							

Symbol Legende F1 Buchung bearbeiten F11 Beherbergungsstatistik → Nachlauf Ende F12

In the following window you will find the two options that PC CADDIE performs during the night run:

### Nachlauf

Wählen Sie das Datum für den Nachlauf:

Datum (Abend):

📦 Artikel verbuchen 1

🏠 automatische Zimmerzuweisung 2

🏠

🏠 Ende

1. posting the items of the hotel booking 2. automatic room allocation for arrivals that only have a room category booking but no room number.

If a guest wishes to pay on the day of arrival, the items are booked manually - see next section.