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:

Hotel-Zimmer (2) \times ← früher F3 Mi 06.10.21 ♀ Refresh F5 → später F4 ★ heute Artikel Brucken F8 ▲ Zimmer Buchung Status Information Anreise Abreise Aufenthalt Gast 👴 Übersicht 🗸 y 🛨 E01 Moser, Daniel E02 • Schmedding, Benedikt + Anreise Birekoven, Iris Abreise L Restaurant C Housekeeping Optionen 🔲 Gäste 🔲 Buchungen Bereichs-Übers + Neue Buchung i) Legende 🗸 Sauber 🧨 Zimmer bearbeiten F7 🏠 Buchung bearbeiten F11 🕨 Beherbergungsstatistik -> Nachtlauf → Ende F12

Menu item **Hotel** - **Hotel room**

or the menu item Hotel - Hotel bookings

					C Refres	h FS	5 7	7 Filter		heute	nur ohne Zimmerzuweisung	Drucken
	Referenz	Bucher	Provisoriso	Anreise	Abreise	Zim	. Pers	. Zi*Nā	Pe*	Kategorien	Zimmer	
~	#HHKU5CA3	PC CADDIE AG		15.09.21	17.09.21	1	2	2	4	1 DS	E01	👴 Übersicht
				Richter, He	ichter, Heike / Doppelbelegung						\equiv Warteliste	
 	#IDHWCOA6	Richter, Heike		21.09.21	22.09.21	1	1	1	1	1 DS	E01	
				Richter, He	ike							O Provisorisch
 	#MAN5SHAG	Richter, Heike		23.09.21	26.09.21	1	2	3	6	1 DS	E04	
				Richter, He	ike / Membe	r, Petr	a / Stök	le, Stefa	nie			Timmer 🔁
~	#LZC52PAF	Moser, Daniel		24.09.21	25.09.21	1	1	1	1	1 DS		Gäste
				Moser, Daniel								
 	#MVA7A3AI	Moser, Daniel		06.10.21	07.10.21	1	1	1	1	1 DS	E01	🔲 Bereichs-Üb
				Moser, Dar	niel							
 	#N6L7ZUAK	Schmedding, Be	nedikt	06.10.21	07.10.21	1	2	1	2	1 DS	E02	
				Schmedding, Benedikt / Birekoven, Iris							1 Heat Bachar	
\bigcirc	#INTX4GA7	Stökle, Stefanie	01.10.21	15.10.21	16.10.21	1	1	1	1	1 DS		Q <u>B</u> uchung su
				Stökle, Ste	fanie							
≡≡	#L5E2TDAC	Richter, Heike		15.10.21	16.10.21	1	1	1	1	1 DS	x	Hotel-Spide
				Richter, He	ike							9 -
 	#MKY6IAAH	PC CADDIE AG		23.11.21	24.11.21	1	1	1	1	1 DS	E01	
				Richter, He	ike							
i) Sym	bol Legende	F1	Buchung b	earbeiten		-11	Behe	erbergur	esstati	stik	→ Nachtlauf	

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

Nachtlauf	×
Wählen Sie das Datum für den Nachtlauf: Datum (Abend): 05.10.2021	
Artikel verbuchen	
automatische Zimmerzuweisung 2	
<u> </u> 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.