Printing room lists

The print function for room lists can be used to create and print overview/arrival/departure/restaurant or housekeeping lists. A standard layout can be used for all lists or you can customise the layout.

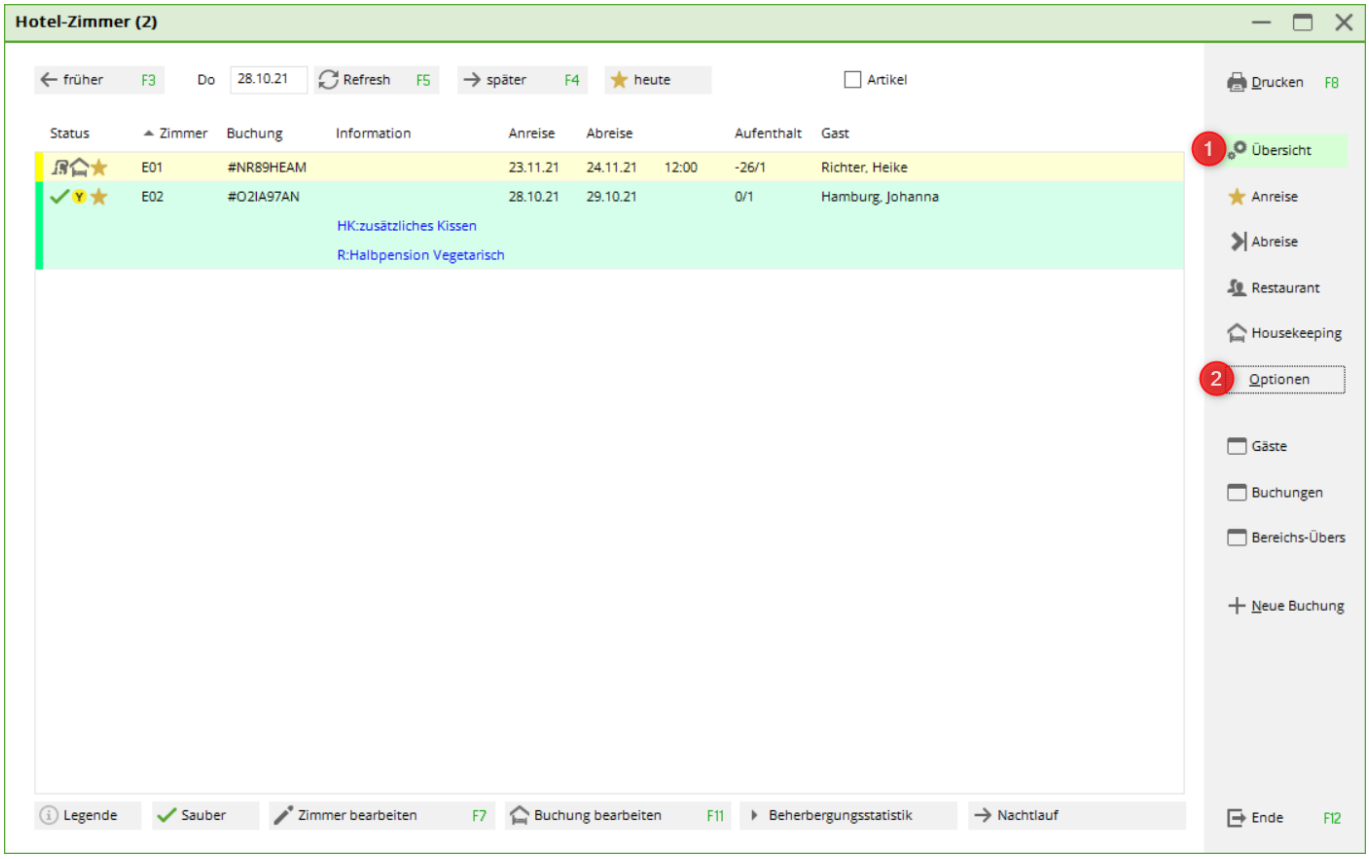


The configuration of the room lists, what is to be printed in each case, is done via the menu item ***Hotel*** and ***Hotel room*** menu item.

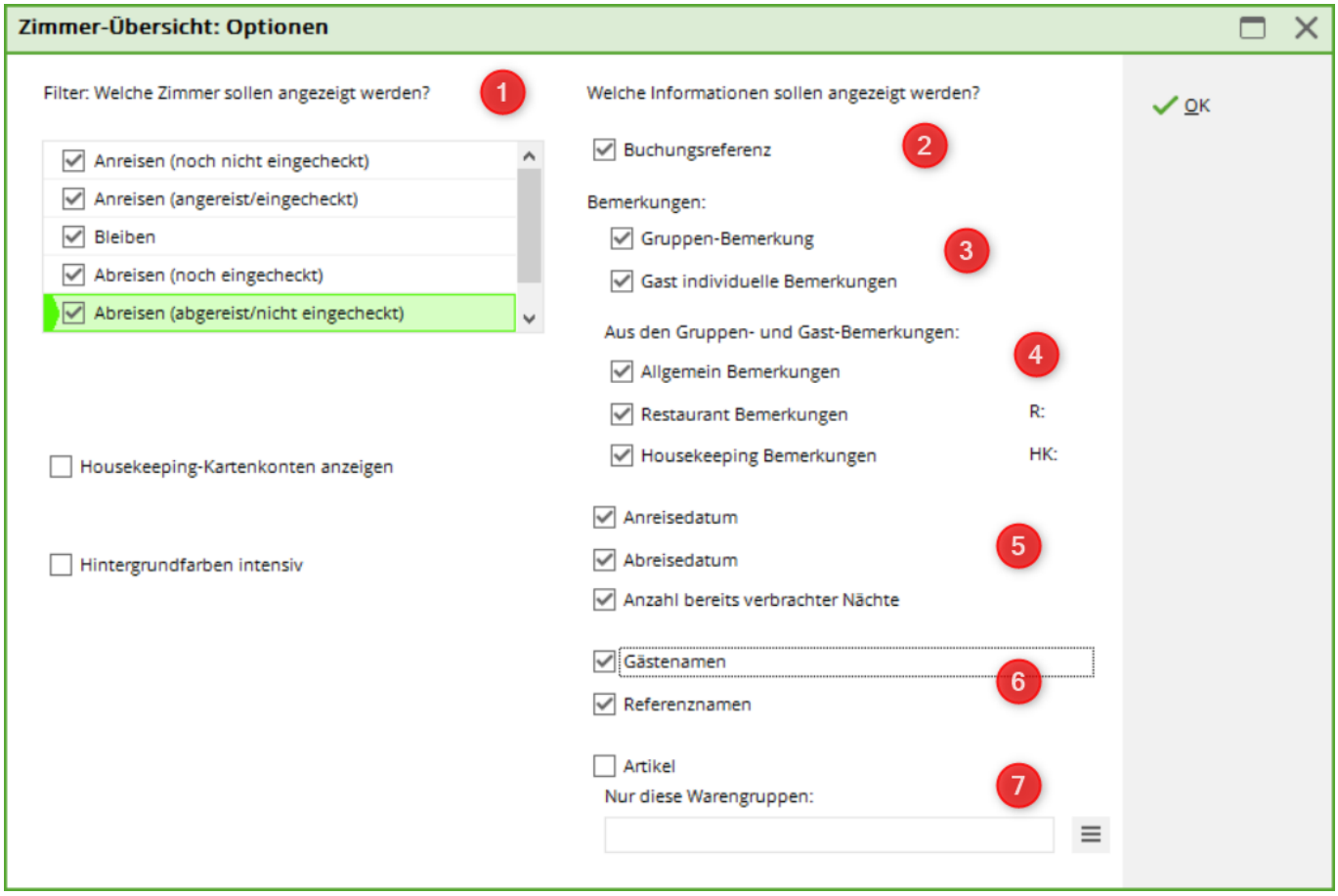
Configuration of the lists

The lists are configured via ***Hotel*** and ***Hotel room***. Here is an example of the overview list:

Overview list



1. First click on the button ***Overview*** button - this becomes active and changes colour to green
2. Then click on the button ***Options***button to define the desired contents of the lists:

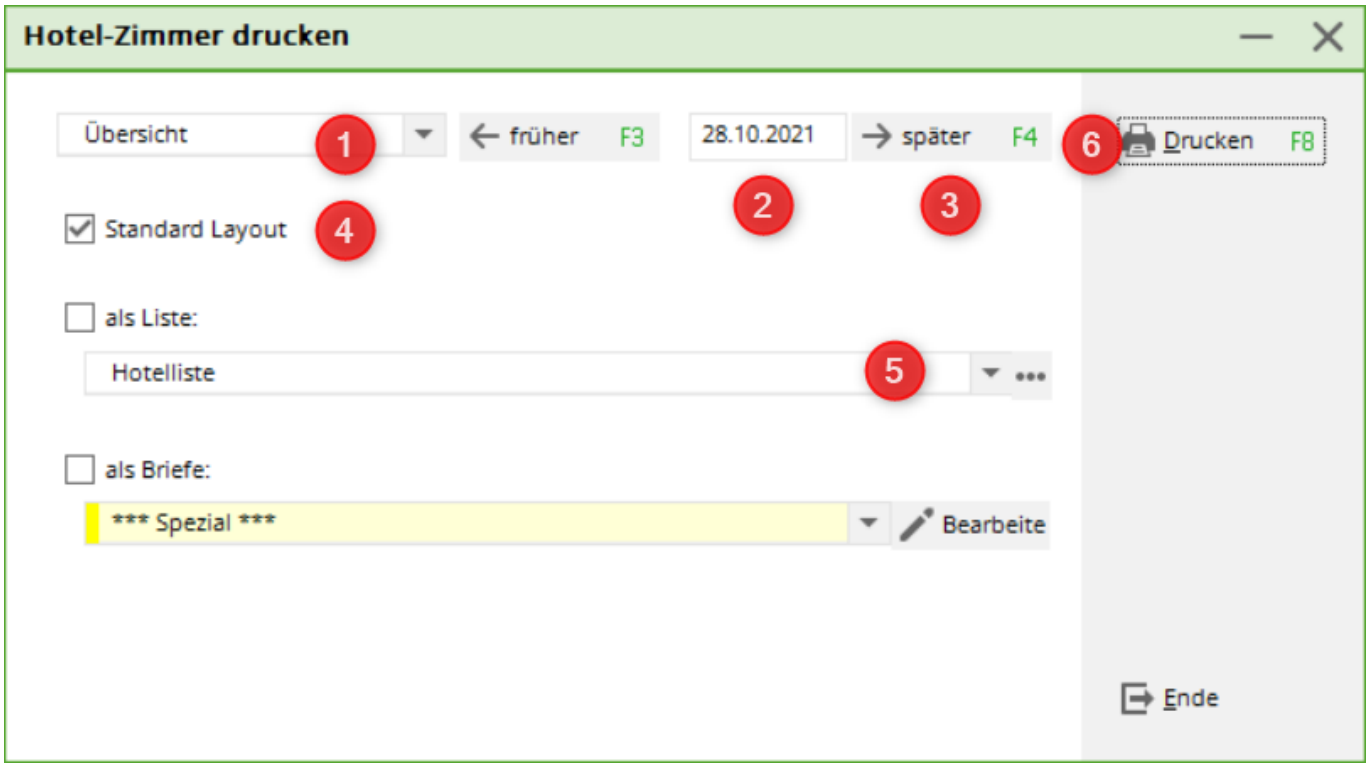


1. Please define whether you want to display arrivals and/or stays and/or departures and/or free

rooms.
2. The booking reference is displayed in the Booking column or not.
3. Only rooms with remarks are displayed.
    1. Group remarks are remarks in the large info field of the booking screen that relate to the entire booking. They are displayed in blue font colour.
    2. Individual remarks are stored with the respective guest and displayed in light blue font colour.
4. Remarks with R: only apply to the restaurant; with HK: apply to housekeeping.
5. Please select whether the departure date, departure date and the number of nights already spent should also be displayed.
6. Please select whether the guest names or the reference name (e.g. a company) should be displayed.

With ***OK*** to confirm your entries.

About ***hotel*** Print the ***Overview*** you can now print the defined list:

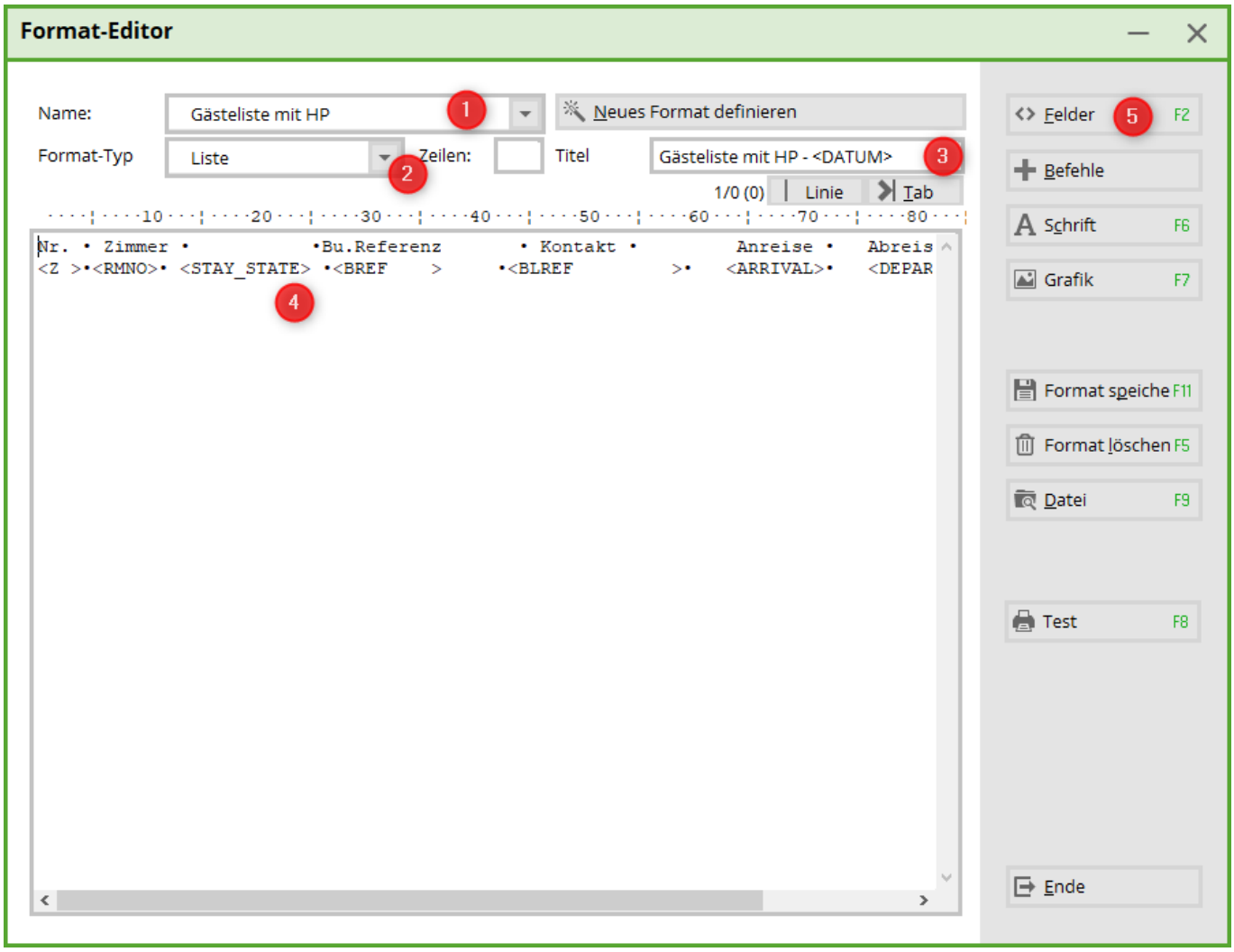


1. select your desired list.
2. enter the desired date
3. with **earlier** or **later** you can jump to an earlier or later date.
4. The standard layout is always ticked.
5. About **Print** you can print.

This allows you to print any list such as ***arrival*** or ***departure*** or ***restaurant*** or ***housekeeping*** Define and print individual lists.

Example lists

1. printing a guest list with half board as a list:



1. Here you can also select a different list
2. The format type is important ***List***
3. this title is printed above the list
4. here you define your different fields
5. with the help of ***fields*** add your desired automatic fields

The following fields have been added here:

```
        No. - Room - Reference - Contact - Arrival - Departure - Stay
        <Z >-<RMNO>- <STAY_STATE> -<BREF    >     -<BLREF         >-
<ARRIVAL>- <DEPARTURE>-<STAY>
```

The list then looks like this:

Gästeliste mit HP - 25.08.21

Nr.	Zimmer		Bu.Referenz	Kontakt	Anreise	Abreise	Aufenthalt
1	E03	Anreise	#T4WLN5B4	Doppelbelegung	25.08.2021	28.08.2021	3
2	E03	Anreise	#T4WLN5B4	Richter, Heike	25.08.2021	28.08.2021	3
3	E09	Anreise	#TE8MDWB5	Moser, Daniel	25.08.2021	26.08.2021	1

2 R:HP, 0 R:BB

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