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

Hotel-Zimmer (2) — 🗖 🗙														
	← früher	F3 Do	28.10.21	C Refresh	F5	→ später	F4	★ he	eute		Artikel		🔒 <u>D</u> rucke	en F8
	Status	▲ Zimmer	Buchung	Information	n	Anreise		Abreise		Aufenthalt	Gast		1 Übersi	cht
	ぷ合★	E01	#NR89HEAM			23.11.2	1	24.11.21	12:00	-26/1	Richter, Heike			
	✓ ¥★	E02	#02IA97AN	L IV		28.10.2	1	29.10.21		0/1	Hamburg, Johanna		🌟 Anreis	e
				R:Halbpens	ches Kiss sion Vege	sen etarisch							Abreis	e
													🧕 Restau	irant
													C House	keeping
													2 Option	ien
													🗖 Gäste	
													Buchu	ngen
													🔲 Bereic	hs-Übers
													+ Neue	Buchung
	i Legende	🗸 Saub	er 🧨 Zi	mmer bearbeite	en	F7 🔓 Bu	chung	g bearbeit	en F	11 🕨 Beheri	bergungsstatistik	→ Nachtlauf	📑 Ende	F12

- 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:

Zimmer-Übersicht: Optionen							
Filter: Welche Zimmer sollen angezeigt werden?	Welche Informationen sollen angezeigt werden?	√ <u>о</u>к					
Anreisen (noch nicht eingecheckt)	Buchungsreferenz						
Anreisen (angereist/eingecheckt)	Bemerkungen:						
Sleiben	Gruppen-Bemerkung						
Abreisen (noch eingecheckt)	Gast individuelle Bemerkungen						
Abreisen (abgereist/nicht eingecheckt)	Aus den Gruppen- und Gast-Bemerkungen:						
	✓ Allgemein Bemerkungen						
	Restaurant Bemerkungen R:						
Housekeeping-Kartenkonten anzeigen	Housekeeping Bemerkungen HK:						
	Anreisedatum						
Hintergrundfarben intensiv	Abreisedatum						
	Anzahl bereits verbrachter Nächte						
	Gästenamen						
	Referenznamen 6						
	Artikel Nur diese Warengruppen:						

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:

Hotel-Zimmer drucken	I			- ×
Übersicht	▼ ← früher	F3 28.10.2021	→ später F4	6 Drucken F8
Standard Layout		2	3	
als Liste:				
Hotelliste			5	
als Briefe:				
*** Spezial ***			👻 🧨 Bearbeite	
				<u></u> <u> </u>

- 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

rmat-Edito	r	- :
ame:	Gästeliste mit HP 🚺 💽 🖄 <u>N</u> eues Format definieren	Image: Second
ormat-Typ	Liste Zeilen: Titel Gästeliste mit HP - <datum></datum>	3 + Befehle
r. • Zimmer	• • •Bu.Referenz • Kontakt • • • • • • • • • • • • • • • • •	A Schrift FE
Z >• <rmno>•</rmno>	<stay_state> •<bref> •<blref>• <arrival>• <depan< td=""><td>B Grafik F</td></depan<></arrival></blref></bref></stay_state>	B Grafik F
		Format speiche F
		🗍 Format <u>l</u> öschen F
		ित् <u>D</u> atei F
		🔒 Test 🛛 🕅
		➤ Ende

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	Aufenthait
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 2	Anreise R:HP, 0 R	#TE8MDWB5	Moser, Daniel	25.08.2021	26.08.2021	1

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