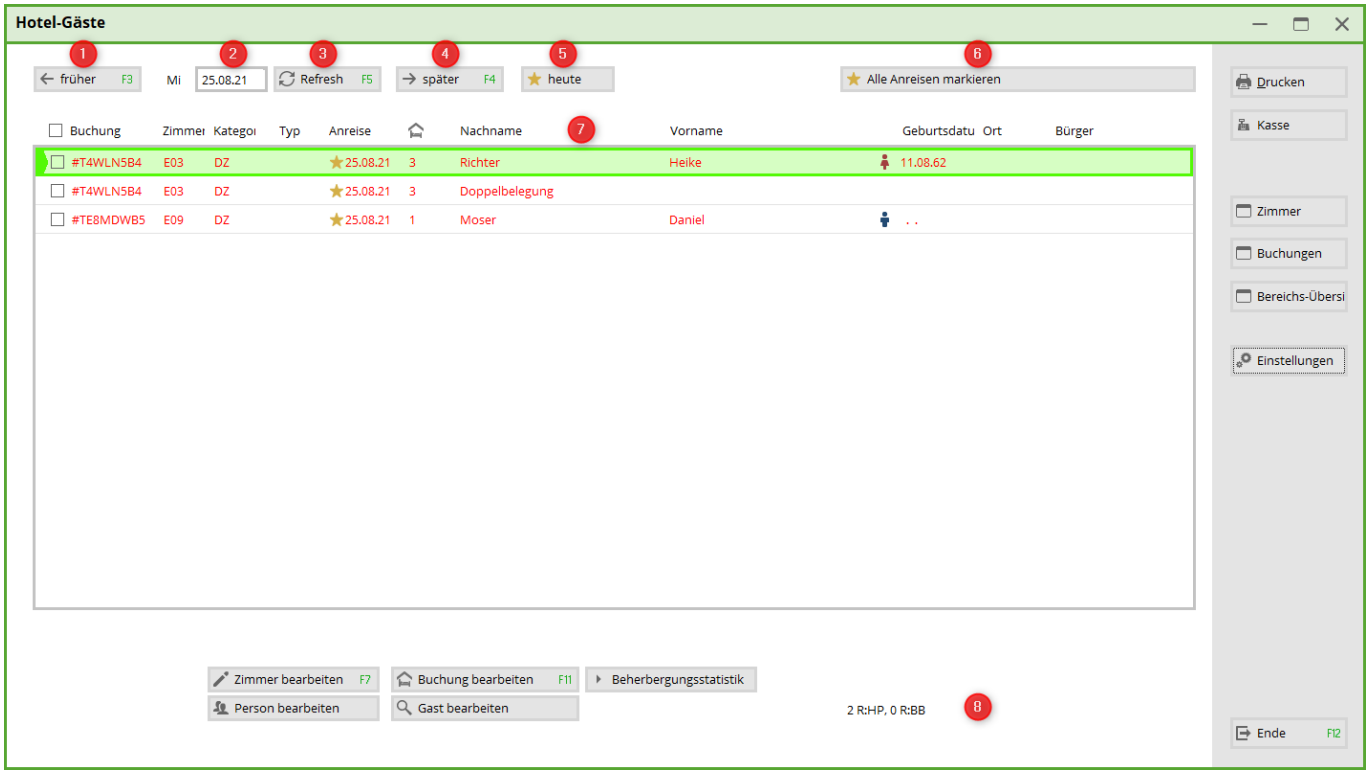
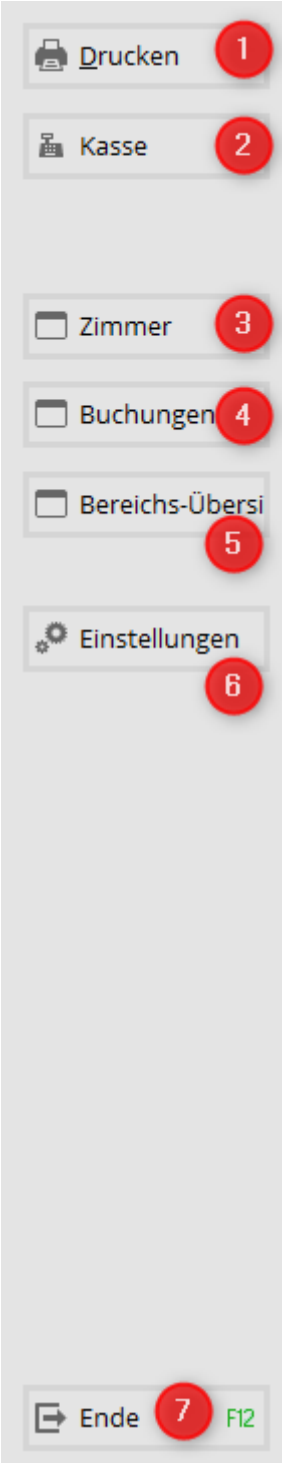
Hotel guests

This menu item takes you directly to the Hotel guests window. This window provides an overview of all hotel guests. Registration forms for all arrivals can also be printed here, for example.



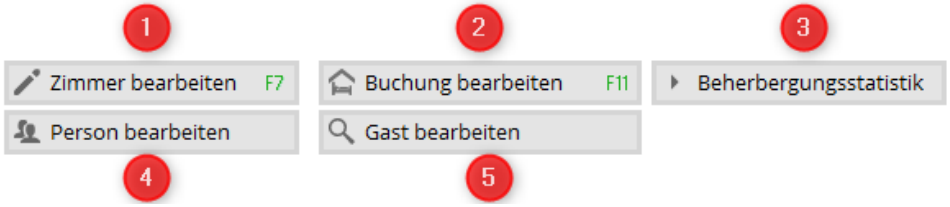
1. Enter the desired date
2. with the help of ***Refresh*** Confirm
3. ***later*** select one day later
4. ***earlier*** chooses one day earlier
5. ***today*** selects today's date
6. in our screenshot no journey is marked, with the help of this button all journeys can be marked.
7. the titles of the different columns can be clicked, the list is then sorted according to the column.
8. the number of guests with half board or bed and breakfast. This must be entered when making the reservation (R:HP or BB).

The buttons on the right are



1. opens the print function. Please read the paragraph below ***Printing lists or registration forms***.
2. opens the cash register
3. This takes you to the window ***Hotel room*** (please read here: Hotel room)
4. You reach the window ***Hotel Booking List*** window (please read here: Hotel bookings)
5. This takes you to the window ***Area overview*** (please read here: Availability overview)
6. You access the hotel settings
7. You close the window

The buttons below are

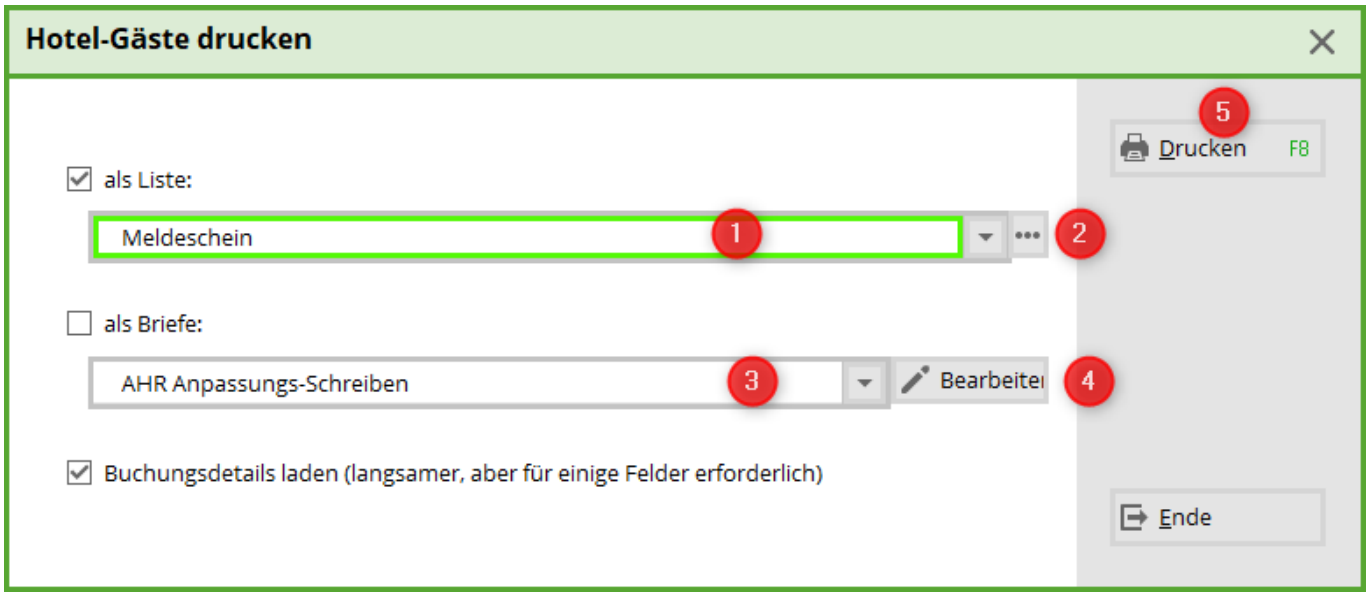


1. You edit the room, e.g. to change the status of the room.
2. You edit the selected booking
3. You print the accommodation statistics - please read the paragraph below ***Accommodation statistics***
4. You edit the person who is selected
5. You edit the guest who is marked

Print lists or registration forms

Here you have a print function for various lists and/or registration forms, e.g. for all arrivals. The layout for your print function must be created. Please contact PC CADDIE Support for this.

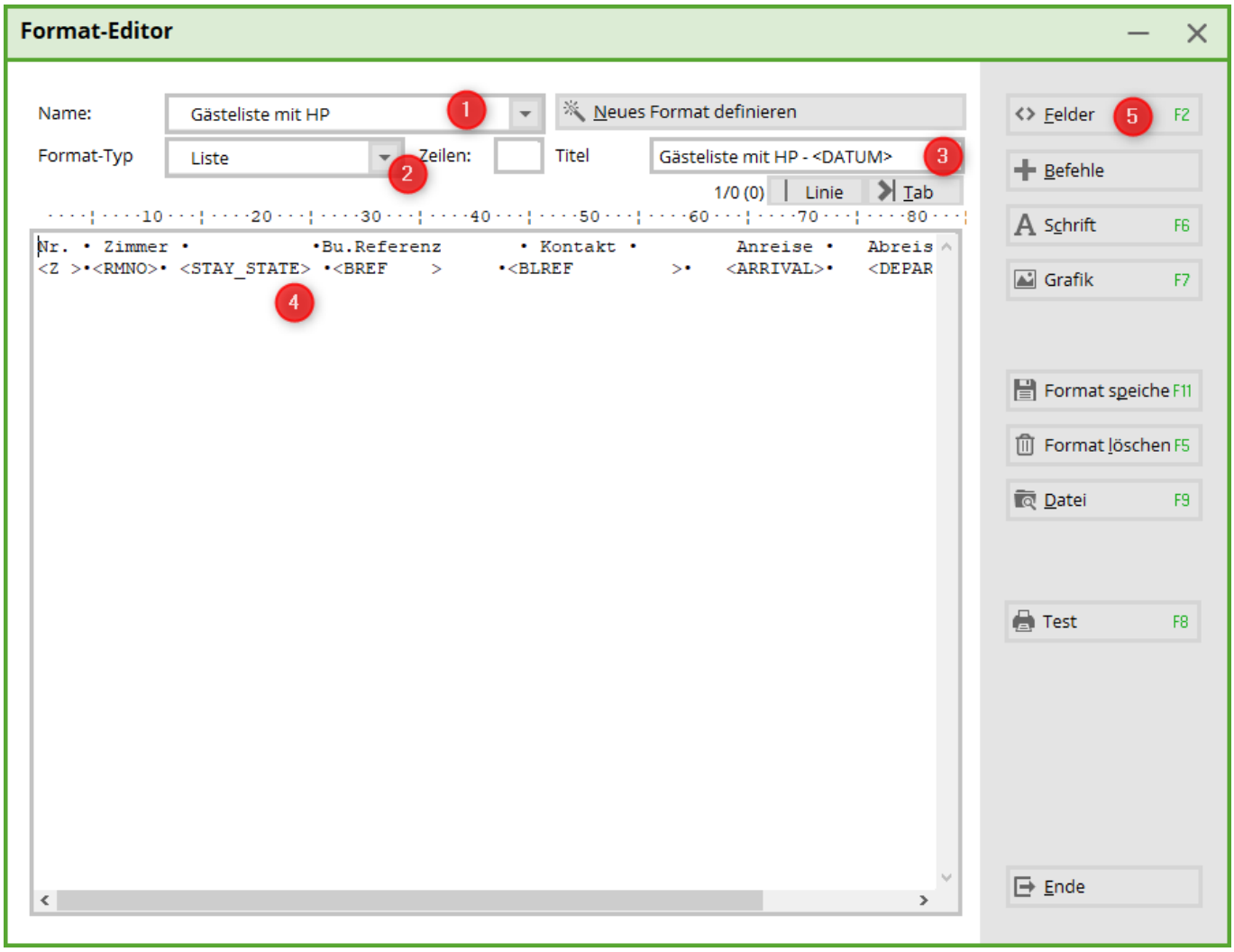
With the help of the button ***Print*** button opens the window ***Print hotel guests***



1. You select your desired template in list format
2. You edit your template
3. You select your desired template in letter format
4. You edit your template
5. You print

Sample lists

1. print 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

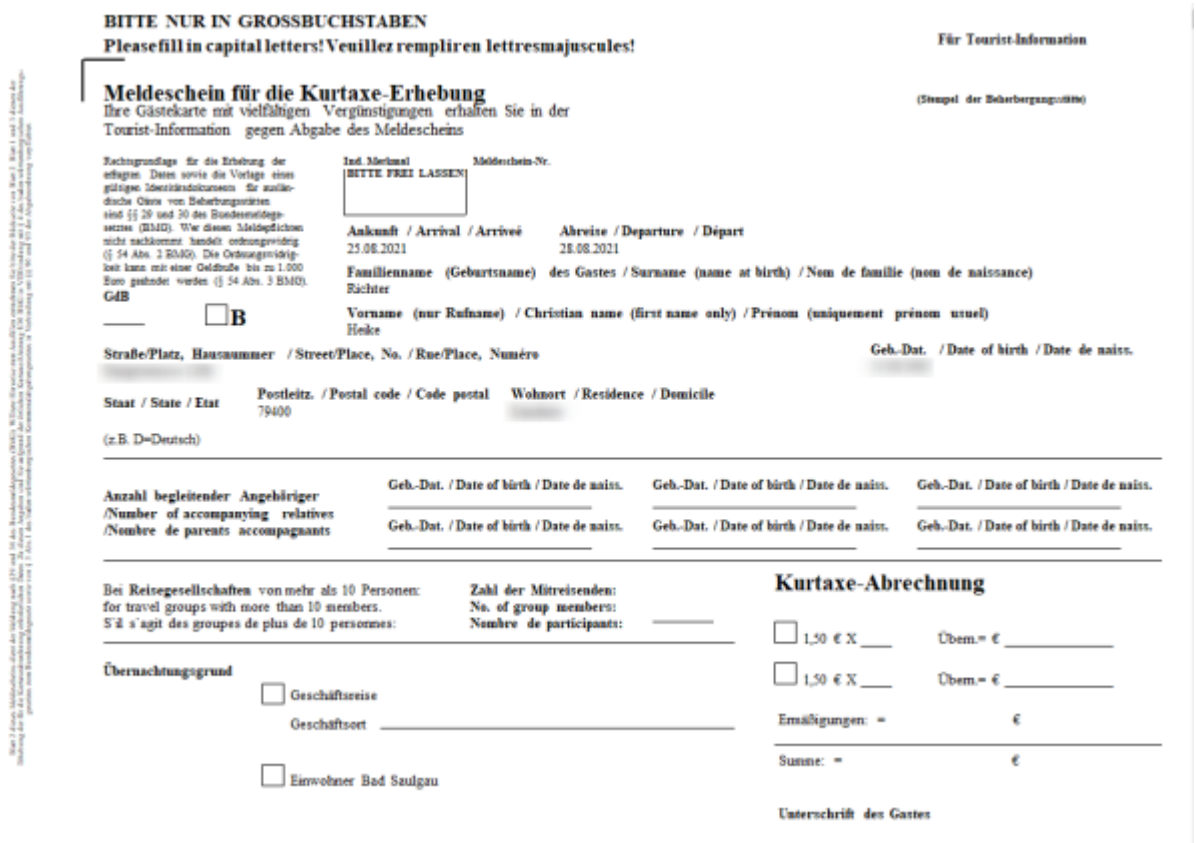
Nr.	Zimmer		Bu.Referenz	Kontakt	Anreise	Abreise	Aufenthalt
1	E03	Anreise	#T4WLN5B4	Doppelbelegung	25.08.2021	28.08.2021	3
2	E03	Anreise	#T4WLN5B4	Richter, Heike	25.08.2021	28.08.2021	3
3	E09	Anreise	#TE8MDWB5	Moser, Daniel	25.08.2021	26.08.2021	1

2 R:HP, 0 R:BB

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2. printing of a registration form:

The registration form can look like this. Please contact PC CADDIE Support to install the registration form:



BITTE NUR IN GROSSBUCHSTABEN
Pleasefill in capital letters! Veuillez remplir en lettresmajuscules!

Für Tourist-Information

Meldeschein für die Kurtaxe-Erhebung
Ihre Gästekarte mit vielfältigen Vergünstigungen erhalten Sie in der Tourist-Information gegen Abgabe des Meldescheins

(Stempel der Beherbergungsstätte)

Rechtsgrundlage für die Erhebung der erfragten Daten sowie die Vorlage eines gültigen Identitätsdokuments für ausländische Gäste von Beherbergungsstätten sind §§ 29 und 30 des Bundesmeldegesetzes (BMG). Wer diesen Meldepflichten nicht nachkommt handelt ordnungswidrig (§ 54 Abs. 2 BMG). Die Ordnungswidrigkeit kann mit einer Geldbuße bis zu 1.000 Euro geahndet werden (§ 54 Abs. 3 BMG).

Ind. Merkmal [BITTE FREI LASSEN] Meldeschein-Nr.

Ankunft / Arrival / Arrivée 25.08.2021
Abreise / Departure / Départ 28.08.2021

GdB ____ B

Familienname (Geburtsname) des Gastes / Surname (name at birth) / Nom de famille (nom de naissance)
Richter

Vorname (nur Rufname) / Christian name (first name only) / Prénom (uniquement prénom usuel)
Heike

Straße/Platz, Hausnummer / Street/Place, No. / Rue/Place, Numéro

Geb.-Dat. / Date of birth / Date de naiss.

Staat / State / Etat

Postleitz. / Postal code / Code postal
79400

Wohnort / Residence / Domicile

(z.B. D=Deutsch)

Anzahl begleitender Angehöriger /Number of accompanying relatives /Nombre de parents accompagnants

Geb.-Dat. / Date of birth / Date de naiss. | Geb.-Dat. / Date of birth / Date de naiss. | Geb.-Dat. / Date of birth / Date de naiss.
Geb.-Dat. / Date of birth / Date de naiss. | Geb.-Dat. / Date of birth / Date de naiss. | Geb.-Dat. / Date of birth / Date de naiss.

Bei Reisegesellschaften von mehr als 10 Personen: for travel groups with more than 10 members. S'il s'agit des groupes de plus de 10 personnes:
Zahl der Mitreisenden: No. of group members: Nombre de participants: ____

Kurtaxe-Abrechnung

☐ 1,50 € X ____ Übern.= € ____
☐ 1,50 € X ____ Übern.= € ____

Ermäßigungen: = €
Summe: = €

Übernachtungsgrund
☐ Geschäftsreise
Geschäftsort ____
☐ Einwohner Bad Saulgau

Unterschrift des Gastes

3. printing a registration form for groups:

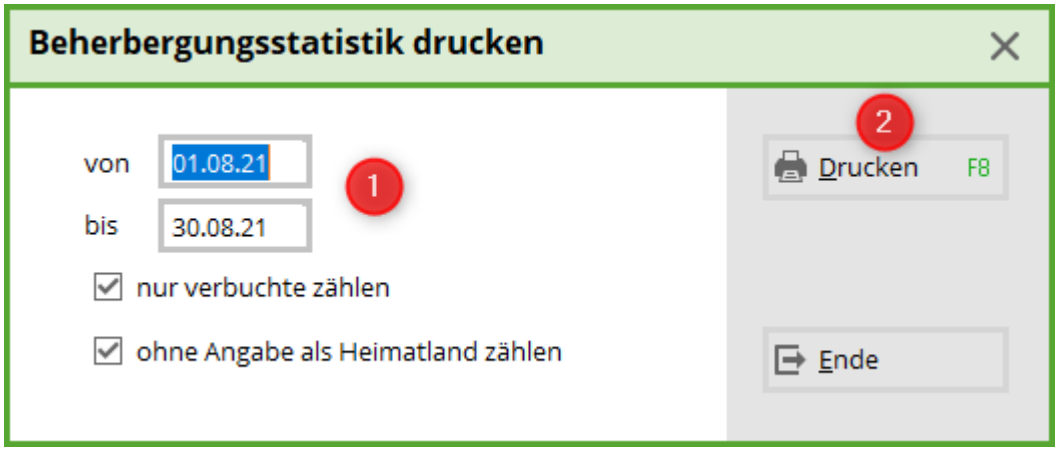
Such a registration form is also possible: Please contact PC CADDIE Support to install the registration form:

Meldeschein Gruppen

Gast	Zimmernummer	Anreise	Abreise	Unterschrift	Postleitzahl
Richter, Heike	E03	25.08.2021	28.08.2021		

Accommodation statistics

With the help of the button ***Accommodation statistics*** button to print out statistics for your tourist office:



1. Specify the period
2. Print function

Beherbergungsstatistik

Anzahl Zimmer:	39
Zeitraum:	01.08.21 - 30.08.21
nur verbuchte:	ja
Wohnsitzländer:	1
Doppelbelegungsfaktor:	1.00
Aufenthaltsdauer:	1.00

Stand: 25.08.21, 17:32 Uhr

Wohnsitz der Gäste	Personen Ankunft	Nächte	Zimmer Ankunft	Nächte
DEUTSCHLAND	2	2	2	2
TOTAL	2	2	2	2

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Club der Hotels, Hotelbach