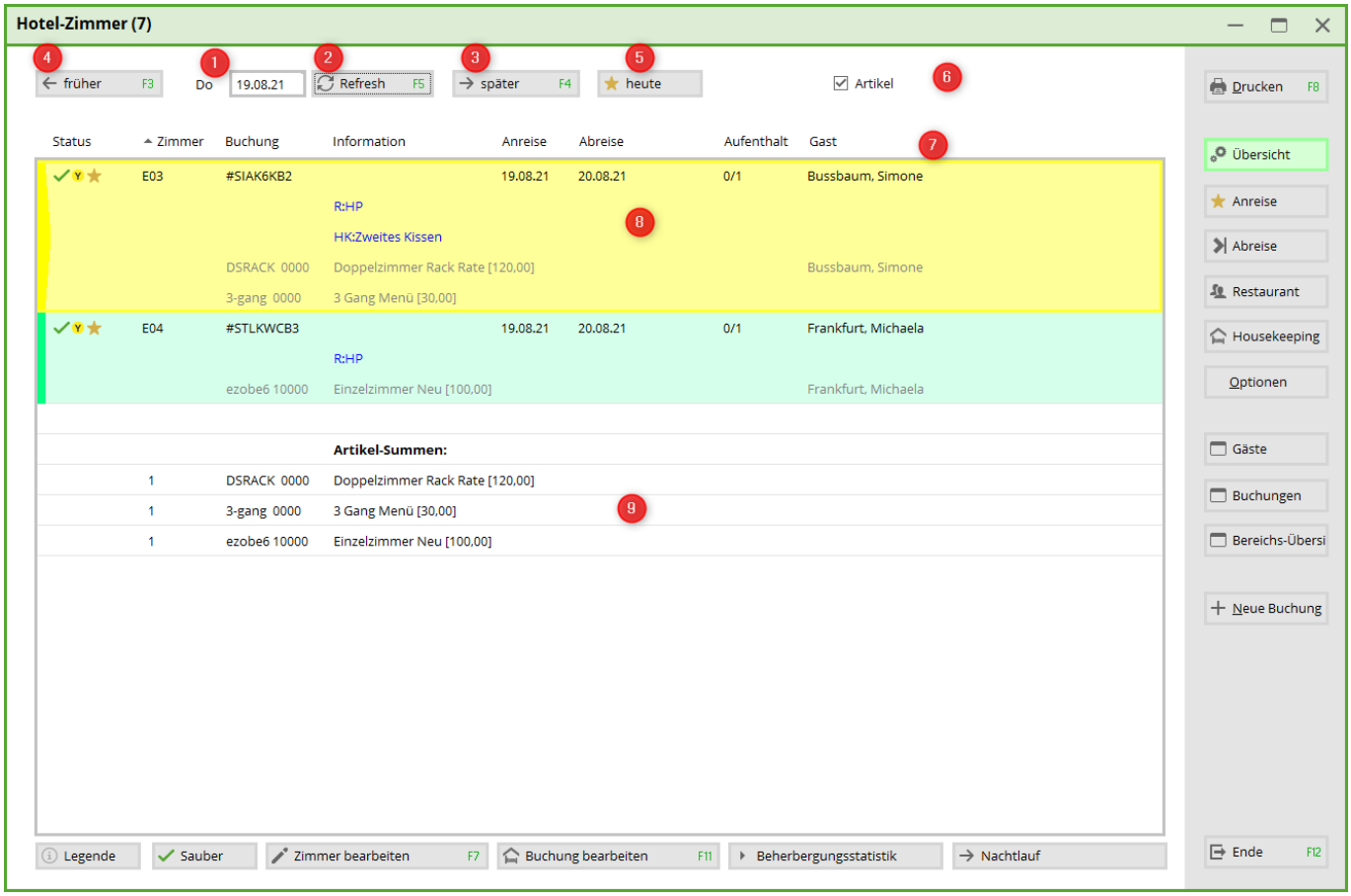
Hotel room

This menu item takes you directly to the Hotel Rooms window. This window provides an overview of who is in the hotel or has a reservation.



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. the display of reservations with articles
7. the display of reservations can be sorted according to the individual columns. Please click on the desired column: in our example, the list is sorted by room.
8. the display of the individual reservations in our example includes the articles as well as the information for housekeeping (HK) and the restaurant (R). This can be changed with the help of ***options*** can be customised.
9. the totals of all articles of the displayed reservations

If you are looking for a booking for a person, simply click in the large window and start typing. PC CADDIE will then find reservations for your desired person.

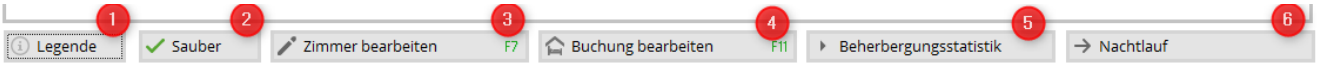
The buttons on the right-hand side are



1. Print function of the list
2. With the help of the ***options*** you set your desired settings (see paragraph below)
3. gives you a complete overview of the list
4. List of arrivals (please select the appropriate options beforehand)
5. List of departures (please select the appropriate options beforehand)
6. List for the restaurant (please select the appropriate options beforehand)
7. List for housekeeping (Please select the appropriate options beforehand)
8. This takes you to the window ***Hotel guests*** Please read here:Hotel-Gäste

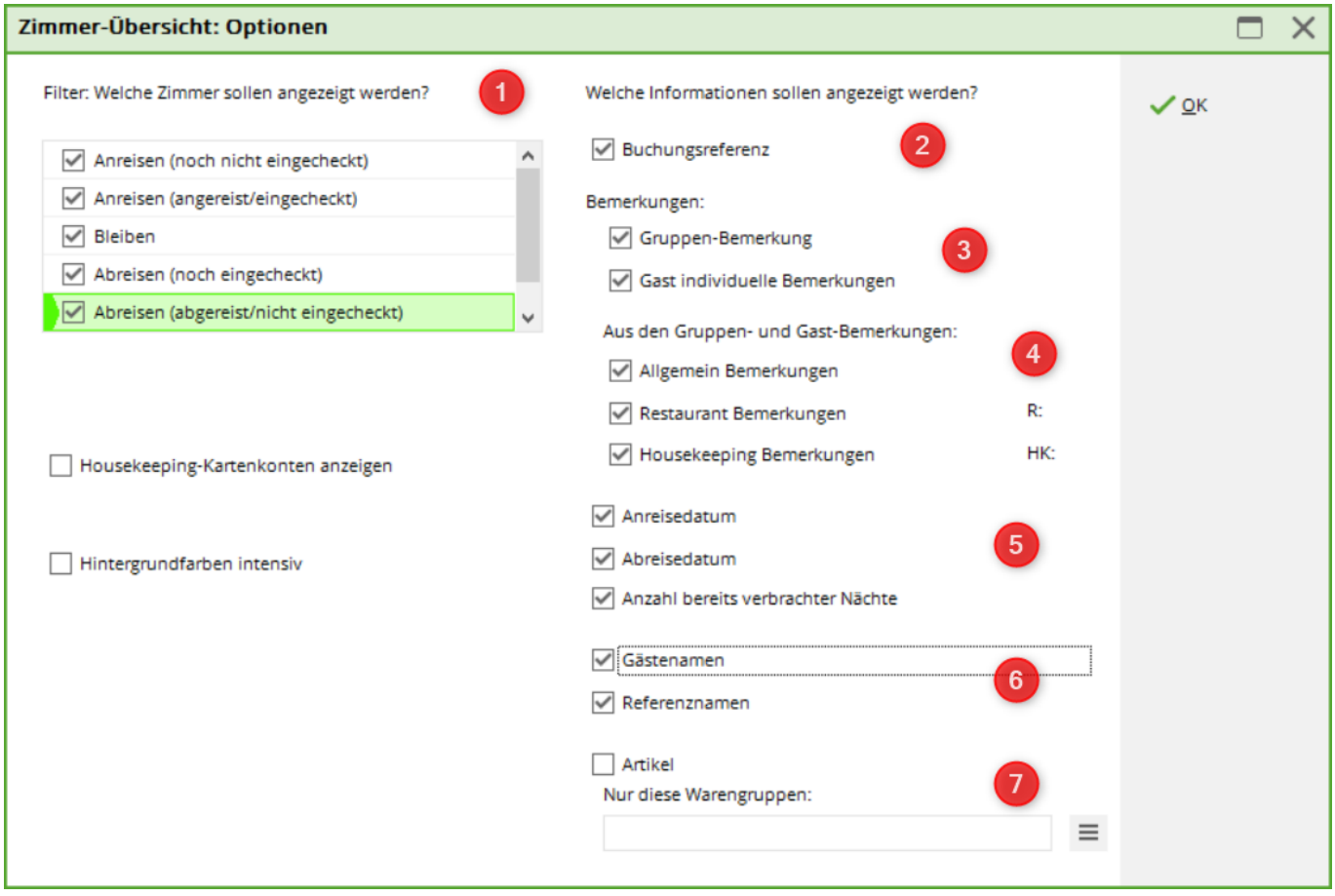
9. This takes you to the window // **Hotel Booking List**//. Please read here:Hotel bookings
10. This takes you to the ***Availability overview***. Please read here: Availability overview
11. You are creating a new hotel booking
12. Close the hotel room window

The buttons at the bottom are:



1. shows you the legend for all icons in the hotel timetable (please read the following paragraph on the legend)
2. Changing the room status for all rooms (please read the following paragraph on changing the room status)
3. Edit the selected room
4. Edit the selected reservation
5. Creating the accommodation statistics
6. Manually activate the night run

In the ***options*** you will find the settings for your lists:

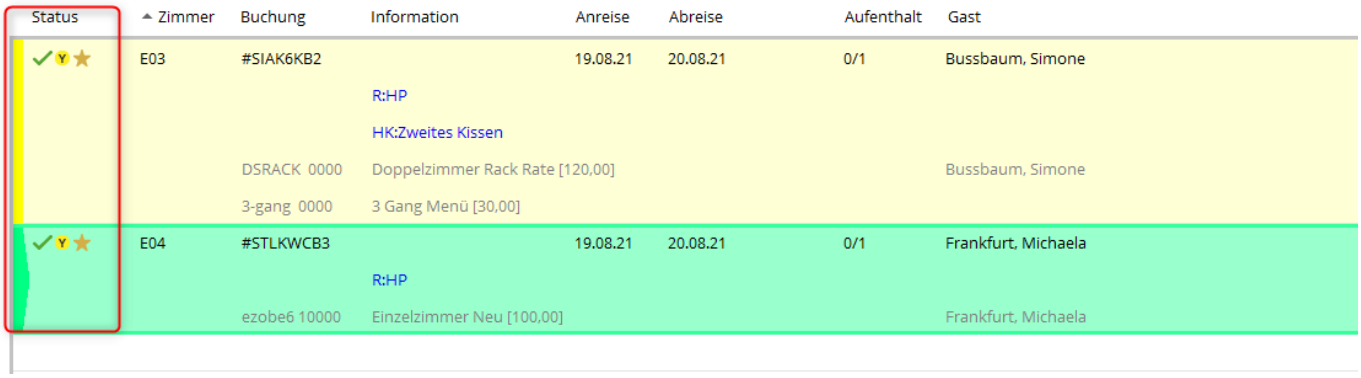


1. Please tick the required boxes
2. Unique booking reference for each booking
3. Remarks of the group booking or individual remarks of the guest
4. General remarks or restaurant / housekeeping remarks
5. Departure / arrival date and number of nights spent
6. Guest names and/or reference names (e.g. companies)

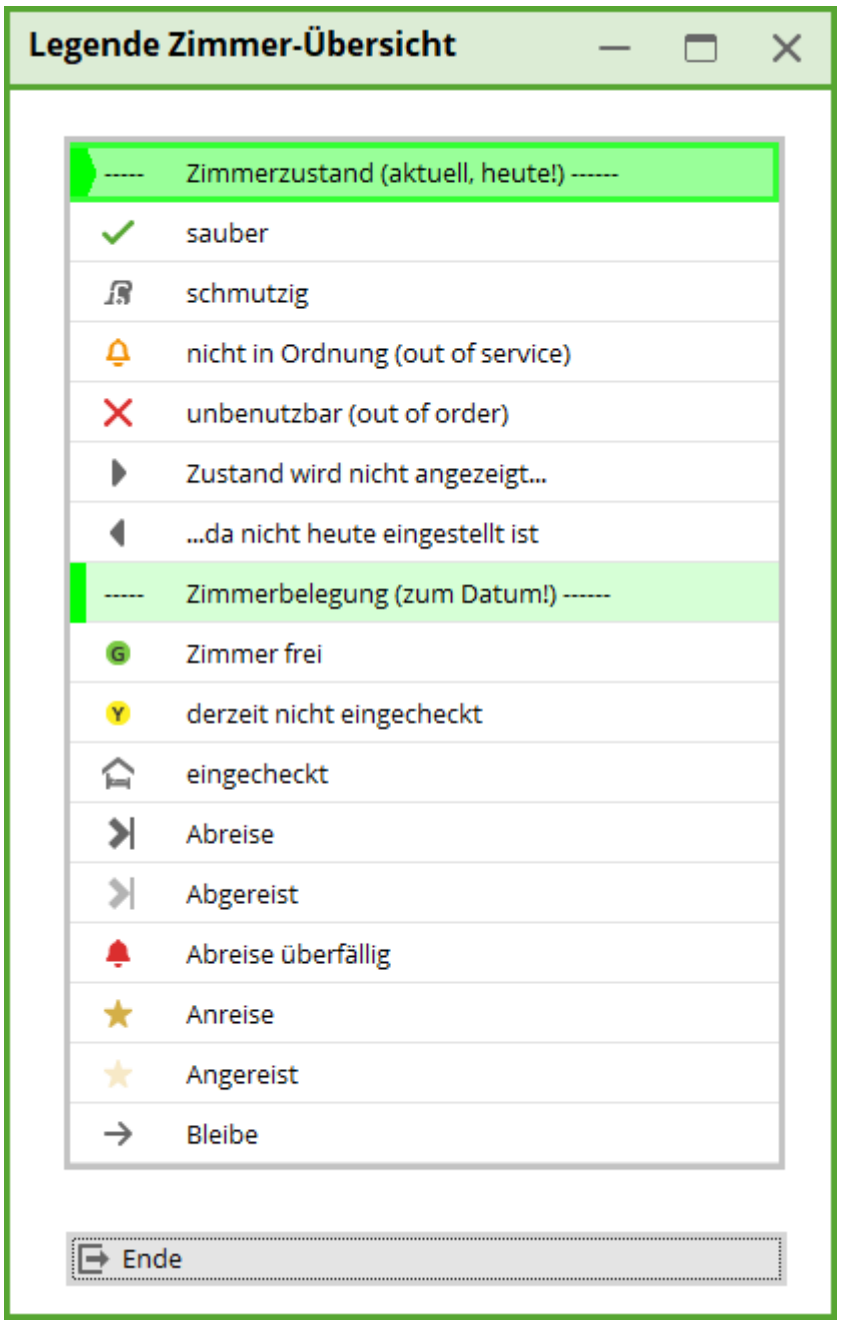
7. Articles if desired

The legend of the hotel room icons

In the window ***Hotel room*** window, you will find the status of the hotel room on the left-hand side with the help of various icons:

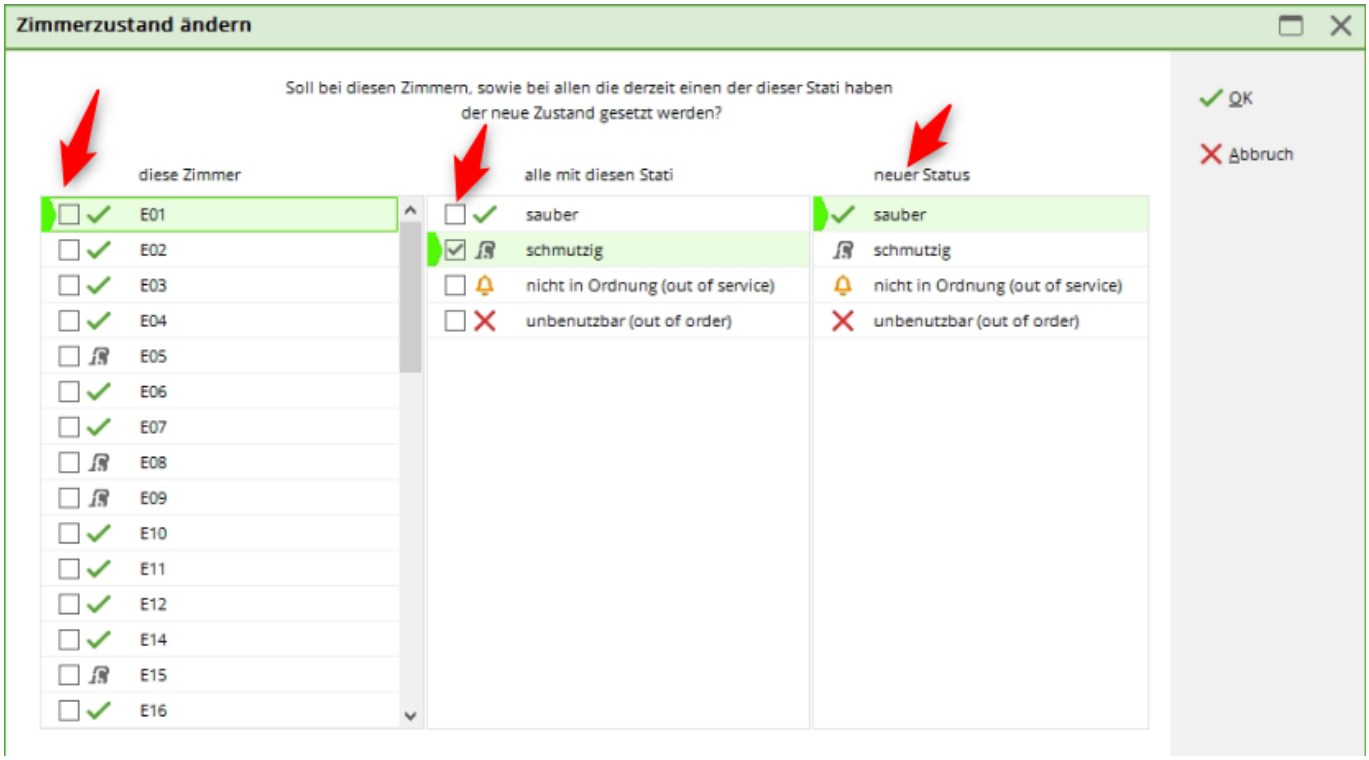


The meaning of the icons can be found under the button ***Legend***



Changing the room status

With the help of the button ***Clean*** you can change the condition of your hotel rooms, holiday flats etc. individually or as a whole:


Zimmerzustand ändern
Soll bei diesen Zimmern, sowie bei allen die derzeit einen der dieser Stati haben der neue Zustand gesetzt werden?
diese Zimmer
alle mit diesen Stati
neuer Status
E01
E02
E03
E04
E05
E06
E07
E08
E09
E10
E11
E12
E14
E15
E16
sauber
schmutzig
nicht in Ordnung (out of service)
unbenutzbar (out of order)
sauber
schmutzig
nicht in Ordnung (out of service)
unbenutzbar (out of order)
OK
Abbruch