

# Hotel room

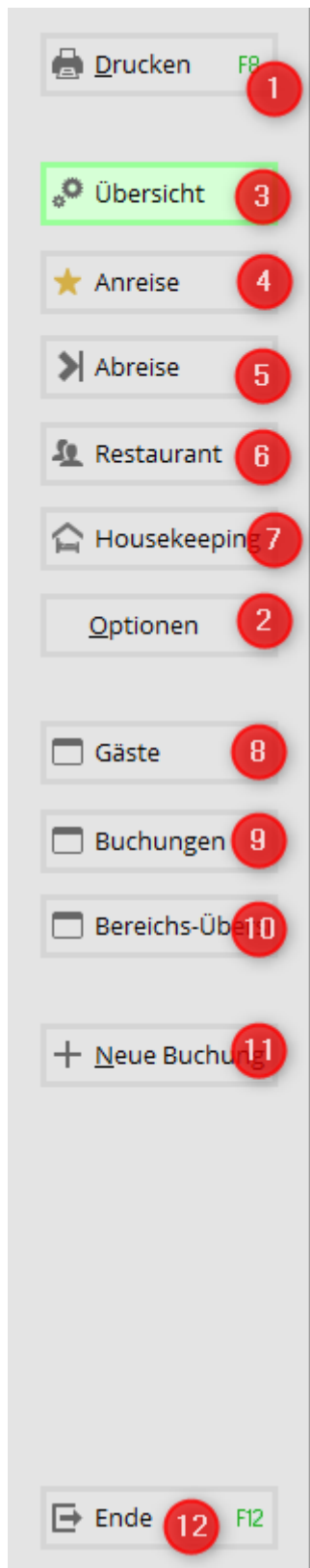
This menu item takes you directly to the Hotel Rooms window. This window provides an overview of who is in the hotel or has a reservation.

The screenshot shows the 'Hotel-Zimmer (7)' window. At the top, there are navigation buttons: '← früher F3', 'Do 19.08.21', 'Refresh F5', '→ später F4', and '★ heute'. A 'Artikel' checkbox is checked. The main table has columns: Status, Zimmer, Buchung, Information, Anreise, Abreise, Aufenthalt, and Gast. Two reservations are shown: E03 (Bussbaum, Simone) and E04 (Frankfurt, Michaela). Below the table is an 'Artikel-Summen' section. The bottom of the window has a status bar with buttons: 'Legende', 'Sauber', 'Zimmer bearbeiten F7', 'Buchung bearbeiten F11', 'Beherbergungsstatistik', 'Nachlauf', and 'Ende F12'. A sidebar on the right contains buttons: 'Drucken F8', 'Übersicht', 'Anreise', 'Abreise', 'Restaurant', 'Housekeeping', 'Optionen', 'Gäste', 'Buchungen', 'Bereichs-Übersicht', and '+ Neue Buchung'.

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.

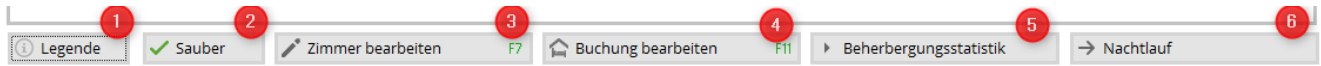
The buttons on the right-hand side are



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)

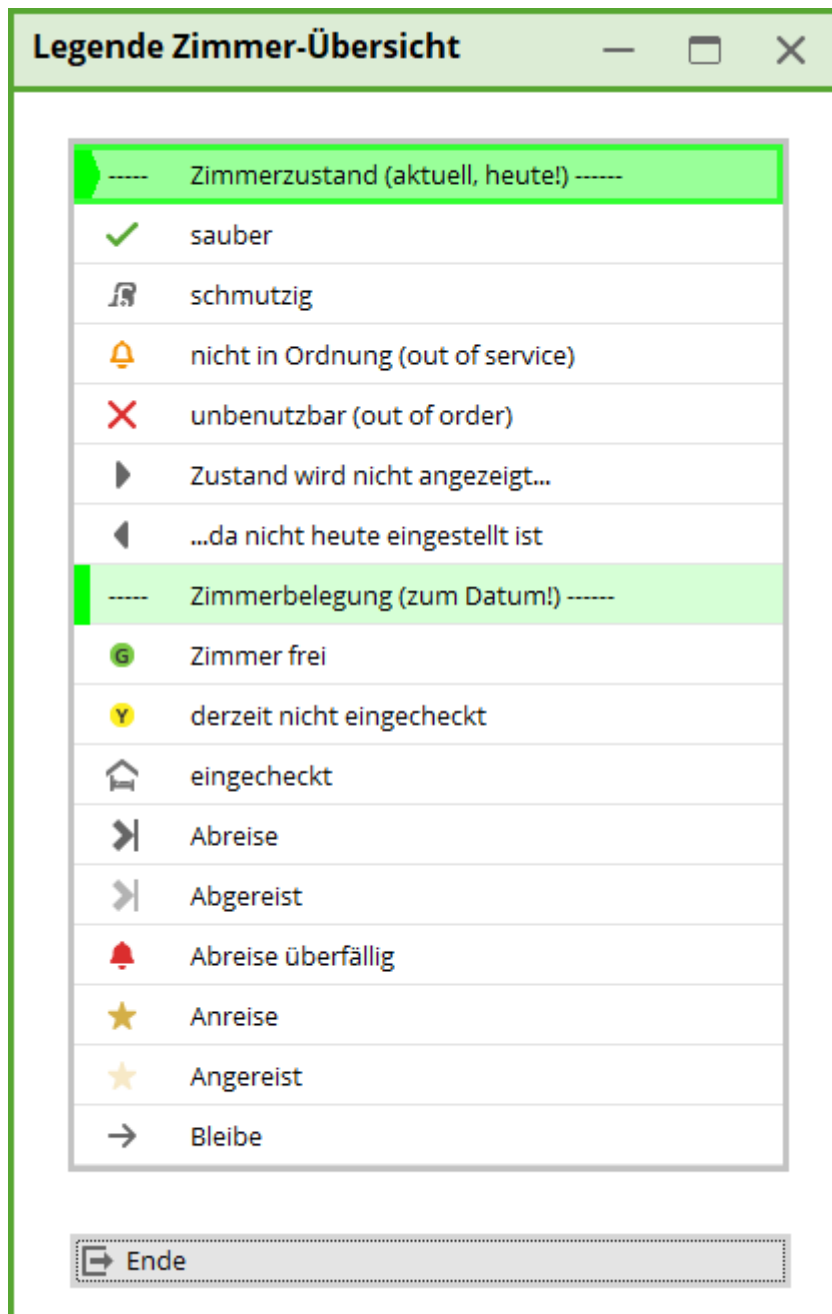
## 7. Articles if desired

# 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:

Status	▲ Zimmer	Buchung	Information	Anreise	Abreise	Aufenthalt	Gast
✓ 🍷 ★	E03	#SIAK6KB2	R:HP HK:Zweites Kissen DSRACK 0000 Doppelzimmer Rack Rate [120,00] 3-gang 0000 3 Gang Menü [30,00]	19.08.21	20.08.21	0/1	Bussbaum, Simone
✓ 🍷 ★	E04	#STLKWCB3	R:HP ezobe6 10000 Einzelzimmer Neu [100,00]	19.08.21	20.08.21	0/1	Frankfurt, Michaela

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

diese Zimmer	alle mit diesen Stati	neuer Status
<input type="checkbox"/> ✓ E01	<input type="checkbox"/> ✓ sauber	<input checked="" type="checkbox"/> ✓ sauber
<input type="checkbox"/> ✓ E02	<input checked="" type="checkbox"/> schmutzig	<input type="checkbox"/> schmutzig
<input type="checkbox"/> ✓ E03	<input type="checkbox"/> ⚠ nicht in Ordnung (out of service)	<input type="checkbox"/> ⚠ nicht in Ordnung (out of service)
<input type="checkbox"/> ✓ E04	<input type="checkbox"/> ✗ unbenutzbar (out of order)	<input type="checkbox"/> ✗ unbenutzbar (out of order)
<input type="checkbox"/> schmutzig E05		
<input type="checkbox"/> ✓ E06		
<input type="checkbox"/> ✓ E07		
<input type="checkbox"/> schmutzig E08		
<input type="checkbox"/> schmutzig E09		
<input type="checkbox"/> ✓ E10		
<input type="checkbox"/> ✓ E11		
<input type="checkbox"/> ✓ E12		
<input type="checkbox"/> ✓ E14		
<input type="checkbox"/> schmutzig E15		
<input type="checkbox"/> ✓ E16		

✓ OK

✗ Abbruch