

How to Assign a Room Number during the Reservation Process

The following article explains how to assign or block a room during the Reservation process. Not all properties follow this procedure, however it can be used for when a guest requests a specific room number at the time of booking.

Assigning a Room Number

A room number may be assigned to a reservation during the reservation process by selecting the **Enable** checkbox to the right hand side of the screen.

The screenshot displays a reservation system interface. At the top, there are input fields for Client Type (LEISURE), Room (RCH), Charge (25-May-2020), Arrival (26-May-2020), Nights (1), Departure (26-May-2020), C/OTime (11:00), Adults (2), and Child (0). To the right, there are fields for Rate (\$0.00), Taxes (\$0.00), Other (\$0.00), and Total (\$0.00). Further right, there are checkboxes for Guarantee (checked) and Wait List (unchecked). Below these fields is a 'Refresh' button. The main section is a table with tabs for Calendar, Guest Info, Services, Travel Agent, Guest Share, and Routing. The 'Calendar' tab is active, showing a table with columns for Book, Room Type, Rate, and May 25 Mon. The table lists several room types: PROPERTY (34), SQQ (9), SK (9), DQQ (6), DK (6), EKS (6), and House Account (6). To the right of the table, there is a 'Room Number' dropdown menu and an 'Enable' checkbox, which is highlighted with a red box. Below the 'Enable' checkbox is a 'Lockoff' checkbox.

Book	Room Type	Rate	May 25 Mon
	PROPERTY		34
> <input type="checkbox"/>	SQQ		9
<input type="checkbox"/>	SK		9
<input type="checkbox"/>	DQQ		6
<input type="checkbox"/>	DK		6
<input type="checkbox"/>	EKS		6
<input type="checkbox"/>	House Account		6

Once this box is checked, you will be able to select a room number from the drop down menu to your right. You must assign the room *before* checking the "**Book**" box.

NOTE: The coloured buttons to the right of the room numbers indicate the Housekeeping Status of each room number at this moment.

- **Green** - room is clean & inspected
- **Yellow** - room is clean but not yet inspected
- **Red** - room is dirty

Client Type

LEISURE

Room

RCH

Charge

25-May-2020

Arrival

Nights 1

Departure

26-May-2020

C/OTime

11:00

Adults

2

Child

0

Rate

\$0.00

Taxes

\$0.00

Other

\$0.00

Total

\$0.00

☒ Guarantee

☐ Wait List

Refresh

Calendar

Guest Info

Services

Travel Agent

Guest Share

Routing

Details

Room Number.

204

204

208

212

304

308

312

404

408