Room Assignment Shortcut

This feature is available on the Arrival and Reservation screen:

Walk-In New Res. Change Res. Cancel Reservation Confirmation Guest Folio Post Charges Post Payment Open Rezervation Walk-In New Res. Change Res. Cancel Reservation Confirmation Guest Folio Post Charges Post Payment Open Rezervation In House Walk-In 2QNL Heath, Bill and Ma 02/Sep-2016 10/Dec-2016 0 2721 \$104.07 Best Avail 2 Walk-In 2QNL Heath, Bill and Ma 02/Sep-2016 0 2721 \$104.07 Best Avail 2 Walk-In 2QNL Heath, Bill and Ma 02/Sep-2016 21 2720 \$111.00 Best Avail 2 Walk-In Alexander, Barry 28/Sep-2016 23/Sep-2016 26 2513 \$80.00 Advance P 2 No Shows Cancelled Walk-In Each Each Cancelled Walk List Tape Chart Last name: Bill and Marcia Moble: Low floor request Low floor request Valk List Tape Chart Cher Anderson Island,	Front Desk	Transactions Rese	rvations Reports	System Confi	iguration Op	perations	Export/Impo	rt Search	Help		
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Basic Room Assignment

Double Click on the Room field to bring up the Room Assignment box => click on the drop down to select the desired room number => click Post to assign the room:

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Advanced Room Assignment

For a more advanced shortcut, click on the three dots on the Room Assignment:

R Room Assignme	nt	×
Room Number: 108 -		
[Post	Cancel

This will bring up a modified version of the Room Assignment Calendar (the full version of the Room Assignment Calendar is found under the operations Menu; best used when assigning multiple rooms) => the dates of the reservation will load automatically in the Date From and Date to => only the room type of the reservation will appear => to assign reservation to a room, click and drag the reservation from the bottom to the desired room number =>

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Guest Note								
Res. Note								Ê

Or as a second option => double click on the empty cell beside the desired Room Number and the "Assign reservation to room" box will appear => click Assign to complete:

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	Date from	23-Sep-2016	~		Assign reserva	tion to ro	om						
	Date to	24-Sep-2016	~		Room # Current day	116 Sep 23	1			For curr	ent day only		
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	uest Note												
F	Res. Note												

Releasing Room

Should you choose the wrong room, double click on the Res Id of the Reservation you just assigned and the Release Room box will appear:

Please Note: you can only un-assign the reservation you are currently working in. For full capabilities or assigning multiple rooms, use the full Room Assignment Calender found under the Operations menu

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	Room	Room Type	Sep 23	Sep 24							~
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Upon releasing the reservation from the room, it will appear down at the bottom to be reassigned:

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