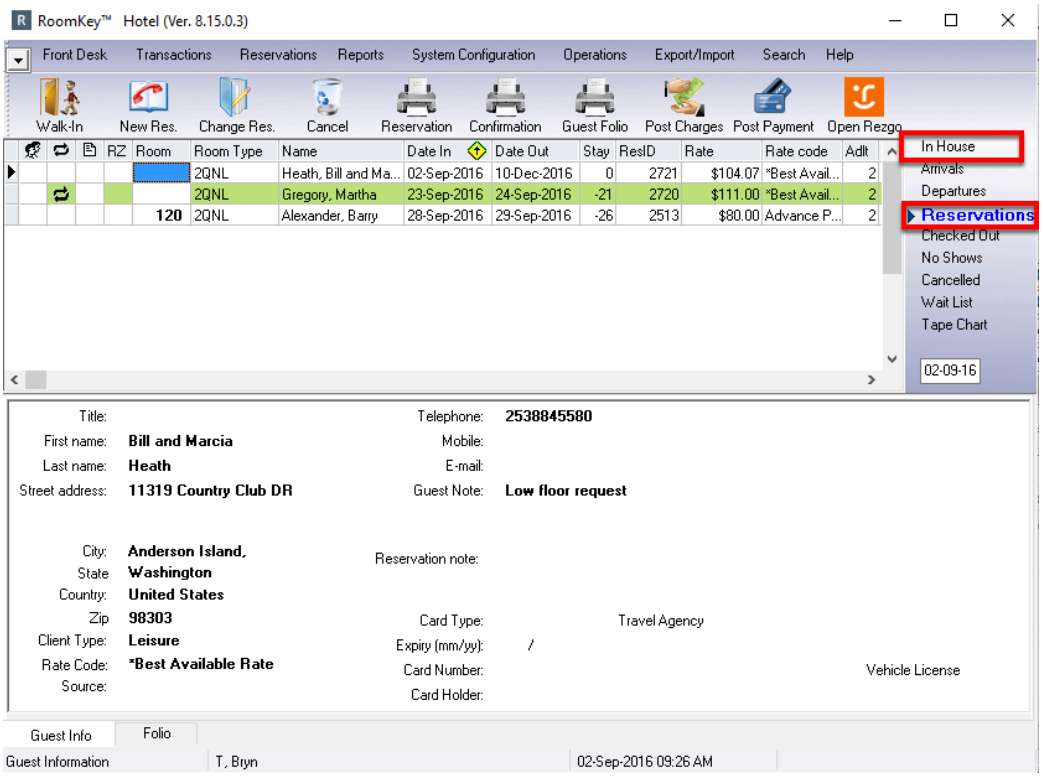
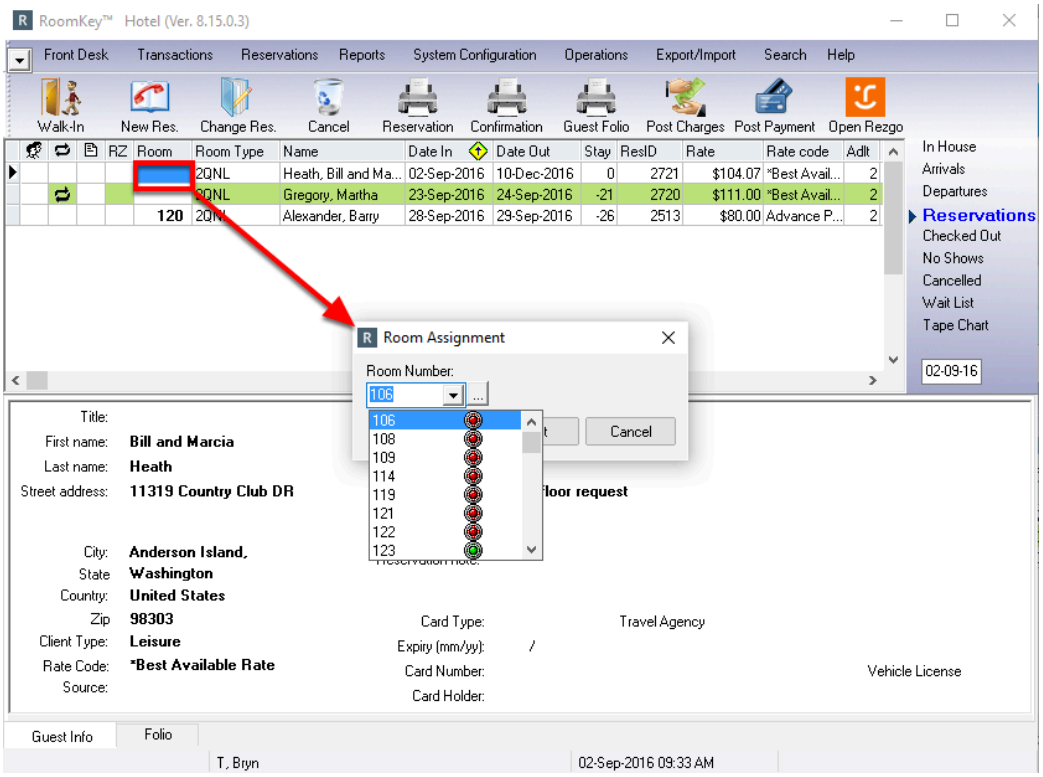
Room Assignment Shortcut

This feature is available on the Arrival and Reservation screen:



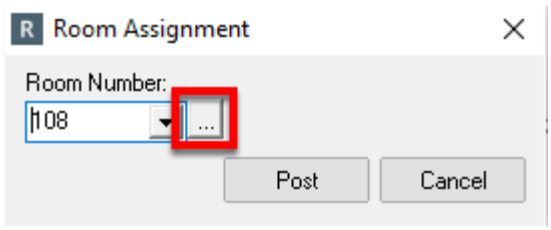
Basic Room Assignment

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:

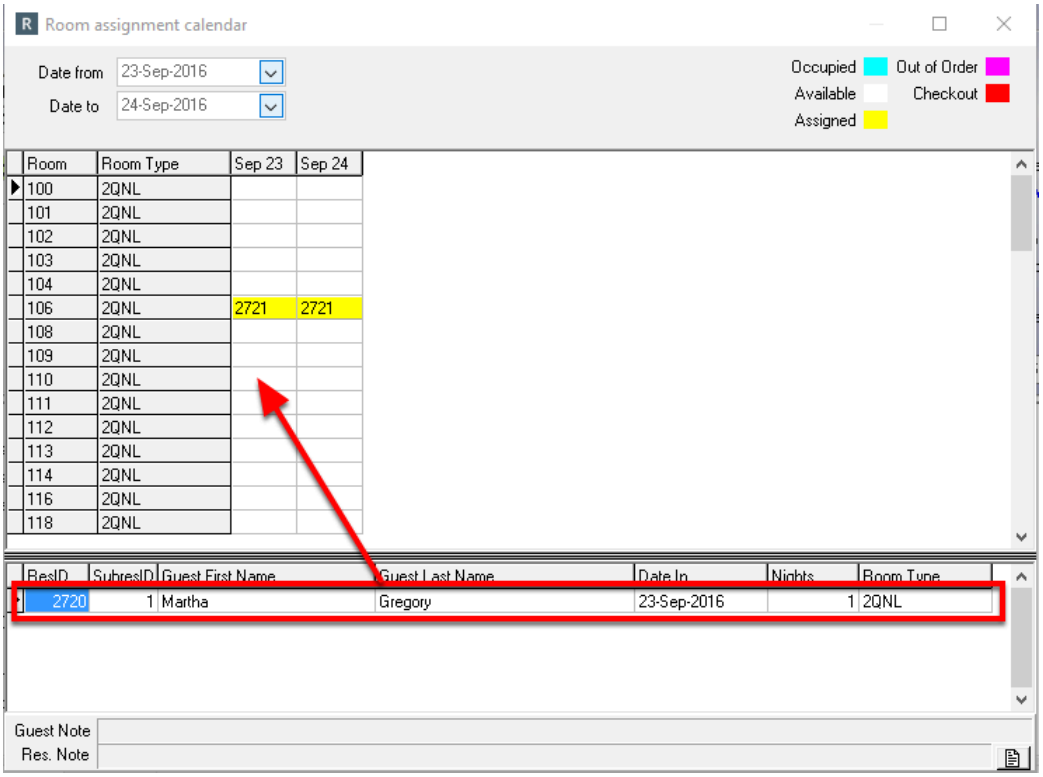


Advanced Room Assignment

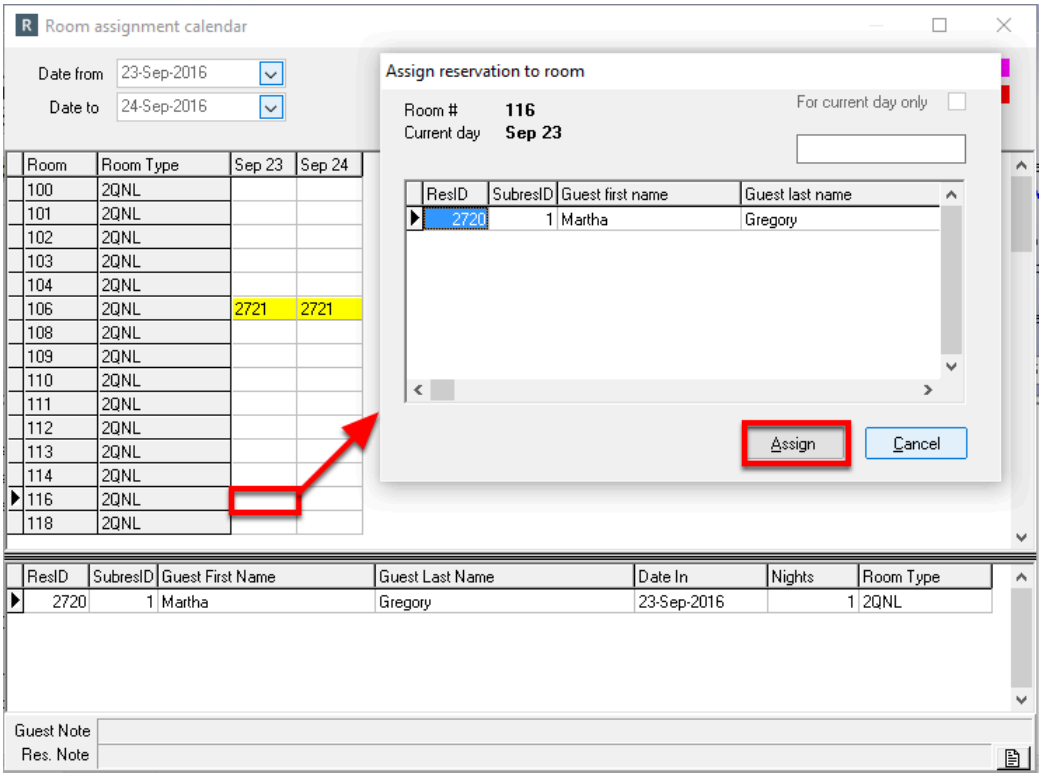
For a more advanced shortcut, click on the three dots on the Room Assignment:



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 =>



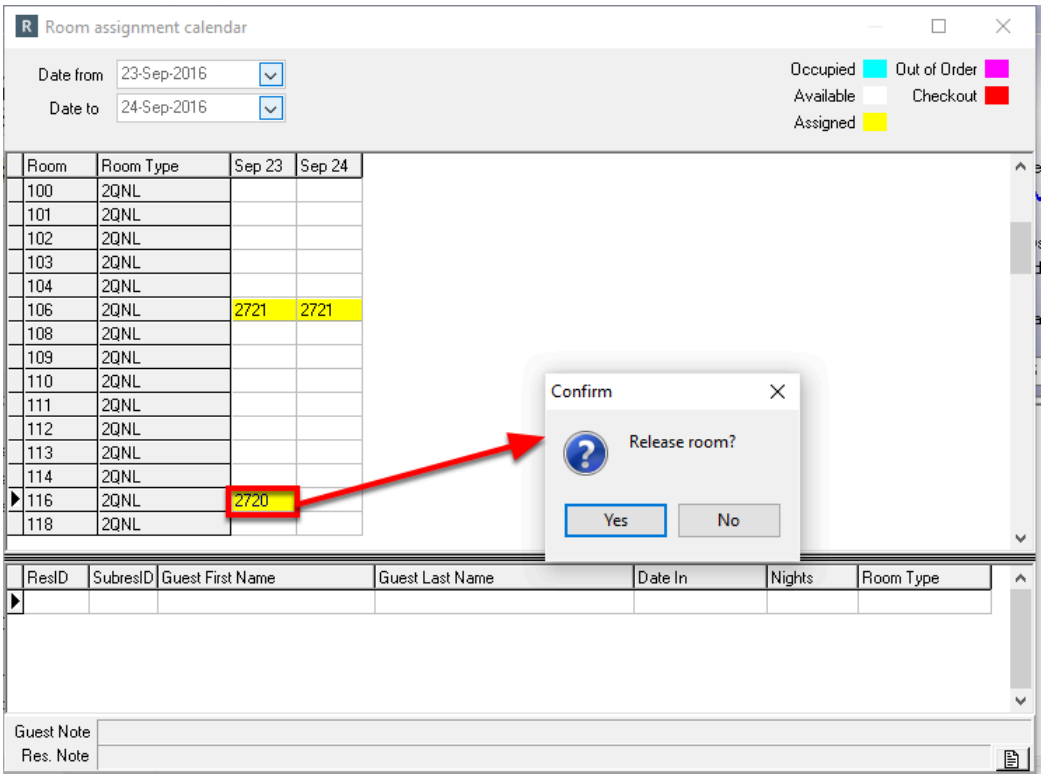
Or as a second option => double click on the empty cell beside the desired Room Number and the "Assign reservation to room" box will appear => click Assign to complete:



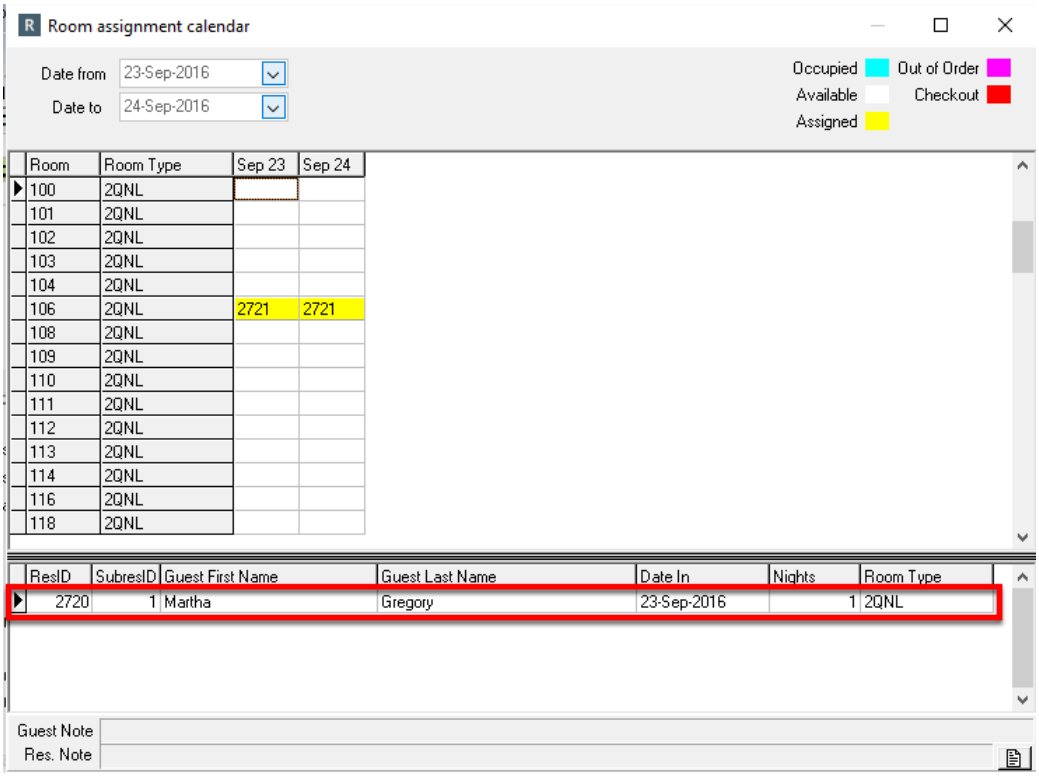
Releasing Room

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



Upon releasing the reservation from the room, it will appear down at the bottom to be re-assigned:


Room assignment calendar
Date from 23-Sep-2016
Date to 24-Sep-2016
Occupied
Out of Order
Available
Checkout
Assigned
Room Room Type Sep 23 Sep 24
100 2QNL
101 2QNL
102 2QNL
103 2QNL
104 2QNL
106 2QNL 2721 2721
108 2QNL
109 2QNL
110 2QNL
111 2QNL
112 2QNL
113 2QNL
114 2QNL
116 2QNL
118 2QNL
ResID SubresID Guest First Name Guest Last Name Date In Nights Room Type
2720 1 Martha Gregory 23-Sep-2016 1 2QNL
Guest Note
Res. Note