

Room Assignment Reports and Calendars

This section describes the reports and calendars available in the Room Assignment module. Both operational and managerial reports are available as well as an interactive room calendar.

Housekeeping and Occupancy Reports

Once your rooms have been assigned, you are ready to print reports and distribute.

Select Reporting/Operational Reports/Housekeeping. Enter an appropriate date range and press OK. Look at the sample below and note the following:

Housekeeping					
Room	Name(s)	# In Room	Arriv Meal		Notes
<i>Tuesday December 1</i>					
<u>Lodge</u>					
BEAR	Frank Brown	2	D Night 1 of 3	CHK-IN	bouquet of flowers tonight
ELK	Donald and Maryl Driver	2	D Night 1 of 3	CHK-IN	
MOOSE	Kevin and Laura Harvick	2	D Night 1 of 3	CHK-IN	
<i>Wednesday December 2</i>					
<u>Lodge</u>					
BEAR	Frank Brown	2	Night 2 of 3		
ELK	Donald and Maryl Driver	2	Night 2 of 3		
MOOSE	Kevin and Laura Harvick	2	Night 2 of 3		
<i>Thursday December 3</i>					
<u>Lodge</u>					
ELK	Donald and Maryl Driver	2	Night 3 of 3		
MOOSE	Kevin and Laura Harvick	2	Night 3 of 3		
<u>Checking Out</u>					
Lodge - BEAR	Frank Brown	2	MEAL: B		
<i>Friday December 4</i>					
Night of					
<u>Checking Out</u>					
Lodge - ELK	Donald and Maryl Driver	2	MEAL: B		
Lodge - MOOSE	Kevin and Laura Harvick	2	MEAL: B		

For each date listed you will see the following when applicable:

The report is sorted first by Room Location, then by Room Name

You will see the guest name(s), number of guests and any applicable notes

If the report date is equal to the reservation arrival date, you will also see the arrival meal (B, L, D, or N)

If the report date is equal to the reservation arrival date, you will see the phrase **CHK-IN**. This indicates the very first night in the room; make sure that room is spotless!

At the end of each date, you will see a section titled "Checking Out". This will tell you the room name, guest name(s), number of guests and the departure meal (B, L, D, or N).

RECOMMENDATION: During your peak season, print this report for one day only so that your housekeeping staff will stay focused on the current day's work.

Select Reporting/Managerial Reports/Daily Arrivals and Departures. Enter an appropriate date range and press OK. Use this report to quickly see your daily check-in/check-out guest numbers.

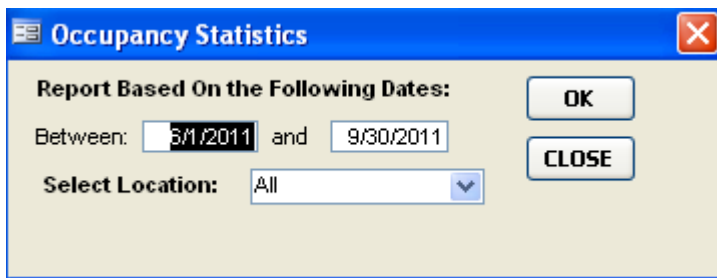
date	Check-In	Check-Out
8/1/2008	7	0
8/2/2008	2	0
8/3/2008	0	1
8/4/2008	0	6
8/5/2008	4	2
8/6/2008	0	0
8/7/2008	2	0
8/8/2008	0	0
8/9/2008	0	0
8/10/2008	0	2
8/11/2008	0	4
8/12/2008	0	0
8/13/2008	0	0
8/14/2008	0	0

Select Reporting/Managerial Reports/Nightly Occupancy. Enter an appropriate date range and press OK. Use this report to review your nightly bed count based upon the room assignments entered.

Date:	Weekday:	Month:	Day:	Year:	Total Bed Night:
8/1/2011	Monday	August	1	2011	2
8/2/2011	Tuesday	August	2	2011	2
8/3/2011	Wednesday	August	3	2011	2
9/1/2011	Thursday	September	1	2011	2
9/2/2011	Friday	September	2	2011	2
9/3/2011	Saturday	September	3	2011	2

USER TIP: The two reports illustrated above can be easily exported to Microsoft Excel by selecting the upper left hand cell which will turn the entire grid black. Press Ctrl C to copy, open up Microsoft Excel, and press Ctrl V to paste.

Select Reporting/Managerial Reports/Occupancy Statistics.



In addition to a date range, you can also select a specific room location if you choose. Press OK. This report is divided into four parts. An explanation of each part follows:

Occupancy Statistics

From: August 1, 2008

To: August 5, 2008

Occupancy

Total # of Nights in Date Range:	5	Total # of Pillows Available Per Night:	31
Total # of Rooms Available Per Night :	4	Total # of Pillows Available in Date Range:	155
Total # of Rooms Available in Date Range:	20	Total # of Pillows Booked:	26
Total # of Rooms Booked:	14	Room Occupancy:	70.00%
Room Occupancy:	70.00%	Pillow Occupancy:	16.77%

Total # of Nights in Date Range – subtract departure date – arrival date and add 1

Total # of Rooms Available Per Night – this is the total number of room that you have listed in System Defaults (Maintenance/Business Information/System Defaults).

Total # of Rooms Available in Date Range – (Total # of Nights) * (Total # of Rooms)

Total # of Rooms Booked – count the number of rooms assigned in the date range

Room Occupancy – (Total # of Room Booked) / (Total # of Rooms Available)

Total # of Pillows Available Per Night – a sum total of the “capacity” of each room (Maintenance/Rooms/Rooms)

Total # of Pillows Available in Date Range – (Total # of Nights) *(Total # of Pillows)

Total # of Pillows Booked – a sum total of the individual guests occupying a room within the date range.

Pillow Occupancy – (Total # of Pillows Booked) / (Total # of Pillows Available)

ATTENTION: If either the “Total # of Rooms Available” or “Total # of Pillows Available” does not look correct, make sure all information within the Maintenance menu is set up correctly.

Guests - length of stay

<u># of Night Stay</u>	<u>Reservations</u>		<u>People</u>	
	<u>Number</u>	<u>Percentage</u>	<u>Number</u>	<u>Percentage</u>
0	0	0.00%	0	0.00%
1	0	0.00%	0	0.00%
2	1	14.29%	1	5.88%
3	4	57.14%	8	47.06%
4	0	0.00%	0	0.00%
5	0	0.00%	0	0.00%
6	2	28.57%	8	47.06%
7	0	0.00%	0	0.00%
more than 7	0	0.00%	0	0.00%
Total	7		17	

The left hand side of this section gives a percentage breakdown correlating the number of night stay to the number of reservations.

The right hand side of this section gives a percentage breakdown correlating the number of night stay to the number of people in a reservation.

Use this information to help plan out future seasons.

Guests - average number of people in reservations

Total # of Guests in Date Range:	17
Average # of Guests in a Reservation:	2
Average # of Guests Per Night:	3.40

This section shows you the average number of guests per night.

Reservation Costs

Total # of Reservations in Date Range:	7
Total Trip Costs:	\$21,400.00
Average Trip Cost Per Reservation:	\$3,057.14

This section shows you the average cost per reservation. The "Total Trip Costs" calculation does NOT include incidentals, taxes, and gratuities.

The Room Calendar

Select Calendars/Room Calendar to display the following:

Rooms	Occ.	July 2008											August 2008														
		T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
Cabins		22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
1	2																										
2	4																										
10	2																										
C1	2																										
C2	4																										
C3	6																										
Creekside Room																											
CS1	2																										
Lodge																											
BEAR	2																										
DEER	2																										
ELK	2																										
MOOSE	2																										
WOLF	1																										

Please note the following:

Start Date/End Date – select Maintenance/Business Information/System Defaults to drive the default dates you see when opening up the calendar.

Use Start/End DAYS or Fixed Start/End DATE as Calendar Default?

Select “Date” to default the calendar to a fixed start/end default date. If this field is set to “Date”, then you must make sure the following fields are also filled in the System Defaults section.

Calendar/Reports Fixed Start Date
 Calendar/Reports Fixed End Date

Select “Days” to default the calendar to a moving default start/end date. If you set the field to “Days”, then you must make sure the following fields are also filled in the System Defaults section.

Calendar Start Days:*

0

Calendar End Days:*

200

* default calendar start date will be equal to "today" less than the number of calendar start days, default calendar end date will be equal to "today" plus the number of calendar end days

If you manually reset the Start/End Dates in the calendar, then press the BUILD CALENDAR command button to redisplay. You will notice the calendar itself will only show you a subsection of the entire date range entered. However, at the top of the calendar, you will see the “birds-eye” view (a.k.a. a “grid”) of the entire set of dates.

ATTENTION: Some Lodge-ical clients have too many rooms to present a comprehensible grid. Therefore, not all clients will have the “birds-eye” view.

You can click on any section of the birds-eye view and the calendar itself will reposition itself accordingly. For example, the illustration above shows the entire birds-eye view starting at June 1st and ending at August 31st. However, the calendar itself shows you dates between July 22nd and August 16th.

Build Calendar – after you change the Start/End date, press the Build Calendar command button to refresh the calendar with the new dates.

Print Calendar – press this button to print the calendar to a printer based upon the start/end date selected.

ATTENTION: Calendars are developed using a third party vendor tool. Williamson Enterprises, Inc. can not guarantee that the print function will interface with your specific printer.

USER TIP: We recommend that you test the print function by entering a small start/end date range. Once you see how your printer will react to the print function, you will be able to determine the best date range based upon your printer.

JPEG – press this button to generate a “screen print” image on your local c: drive. The image will save to c:\roomcalendar.jpg.

Other Functionality

You can double-click on any calendar room assignment and you will navigate direct to the reservation. From the reservation you can edit/delete any room assignment(s) and when you exit the reservation, the room calendar will automatically refresh.