

Room Maintenance and Set-Up

There are three data elements to fully describe a room.

Room Locations

Select Maintenance/Rooms/Room Locations from the Main menu bar.

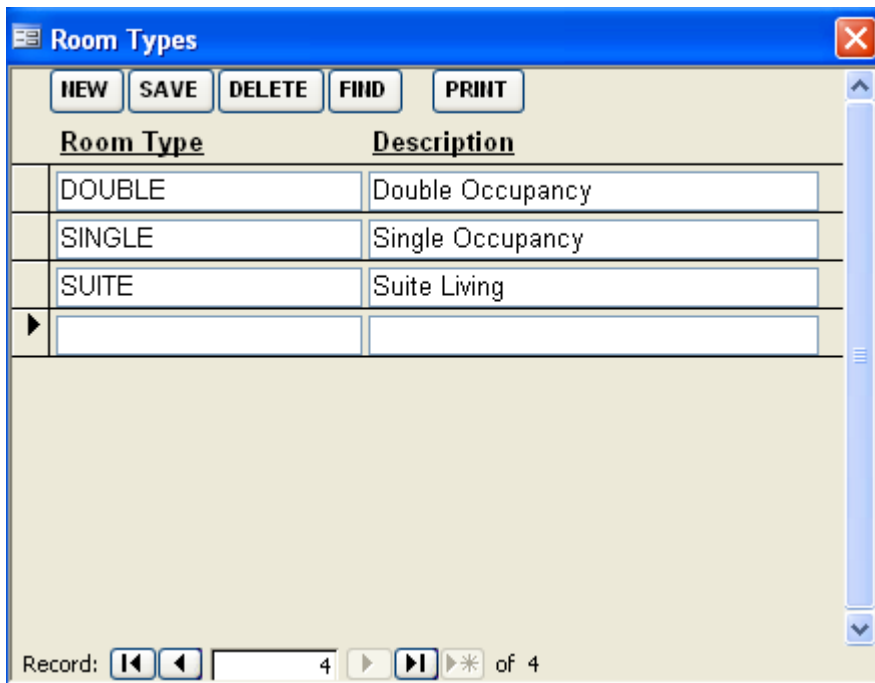
| Location Name | # of Rooms |
|----------------|------------|
| Cabins | 3 |
| Creekside Room | 1 |
| Lodge | 5 |
| | 0 |

For each room location, enter the number of rooms that you would consider booking to an individual reservation. The “# of Rooms” field is important to reflect accurately on an Occupancy report. The locations entered here will appear as a category with individual rooms listed below each location on the Room Calendar.

USER TIP: If you have a cabin that you book as “one entity”, then we recommend you entering “1” (one) in the # of Rooms field to designate the cabin is fully occupied even if individual rooms in the cabin are not booked. If you have a cabin with individual rooms that you would potentially book to individual reservations, then enter the exact number of rooms in the cabin.

Room Types

Select Maintenance/Rooms/Room Types from the Main menu bar.



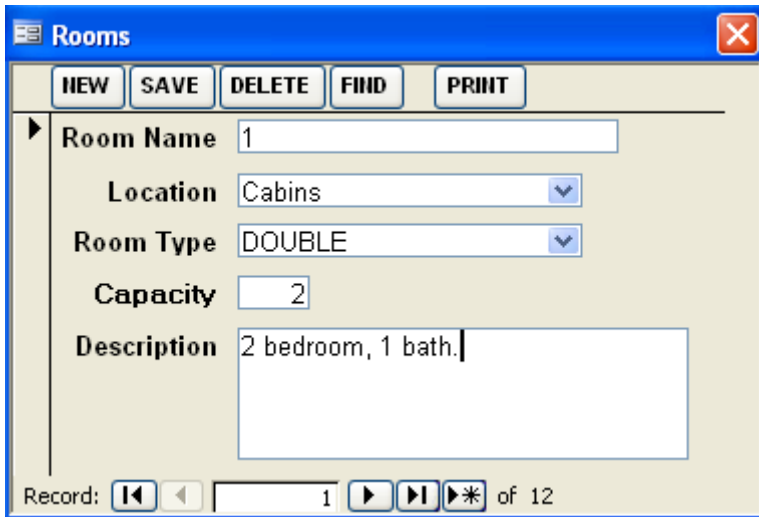
The screenshot shows a software window titled "Room Types". At the top, there are five buttons: NEW, SAVE, DELETE, FIND, and PRINT. Below the buttons is a table with two columns: "Room Type" and "Description". The table contains three rows of data and one empty row. The data rows are: DOUBLE (Double Occupancy), SINGLE (Single Occupancy), and SUITE (Suite Living). At the bottom of the window, there is a record counter that reads "Record: 4 of 4".

| Room Type | Description |
|-----------|------------------|
| DOUBLE | Double Occupancy |
| SINGLE | Single Occupancy |
| SUITE | Suite Living |
| | |

Room types are informational only providing additional detail as you are select an appropriate room to assign. Enter a room type and room description here.

Rooms

Select Maintenance/Rooms/Rooms from the Main menu bar.



The screenshot shows a window titled "Rooms" with a blue title bar and a close button. Below the title bar are five buttons: "NEW", "SAVE", "DELETE", "FIND", and "PRINT". The main area contains a form with the following fields:

- Room Name:** A text input field containing the number "1".
- Location:** A dropdown menu with "Cabins" selected.
- Room Type:** A dropdown menu with "DOUBLE" selected.
- Capacity:** A text input field containing the number "2".
- Description:** A text area containing "2 bedroom, 1 bath.".

At the bottom of the window, there is a record navigation bar showing "Record: 1 of 12" with navigation icons for first, previous, next, last, and refresh.

Enter either the room name or room number into the Room Name alphanumeric field. Select a location and room type from the corresponding dropdown list. Enter the room capacity (pillow count). The room capacity should represent what you consider a “booked” room as this number is used on the Occupancy reports.

USER TIP: A guest room might have one queen sized bed and one pullout couch. Even though you technically have 4 pillows, typically you book the room to a party of 2. If that is the case, then enter “2” (two) into the capacity field. If you enter an exact pillow count this may under-inflate your Occupancy report. This ultimately is an internal decision to be made.

Enter a description of the room. This field is informational only.