Print room lists

With the help of the print function of room lists, overview/arrival/departure/restaurant or housekeeping lists can be created and printed. A standard layout can be used for all lists or you can compile the layout individually.
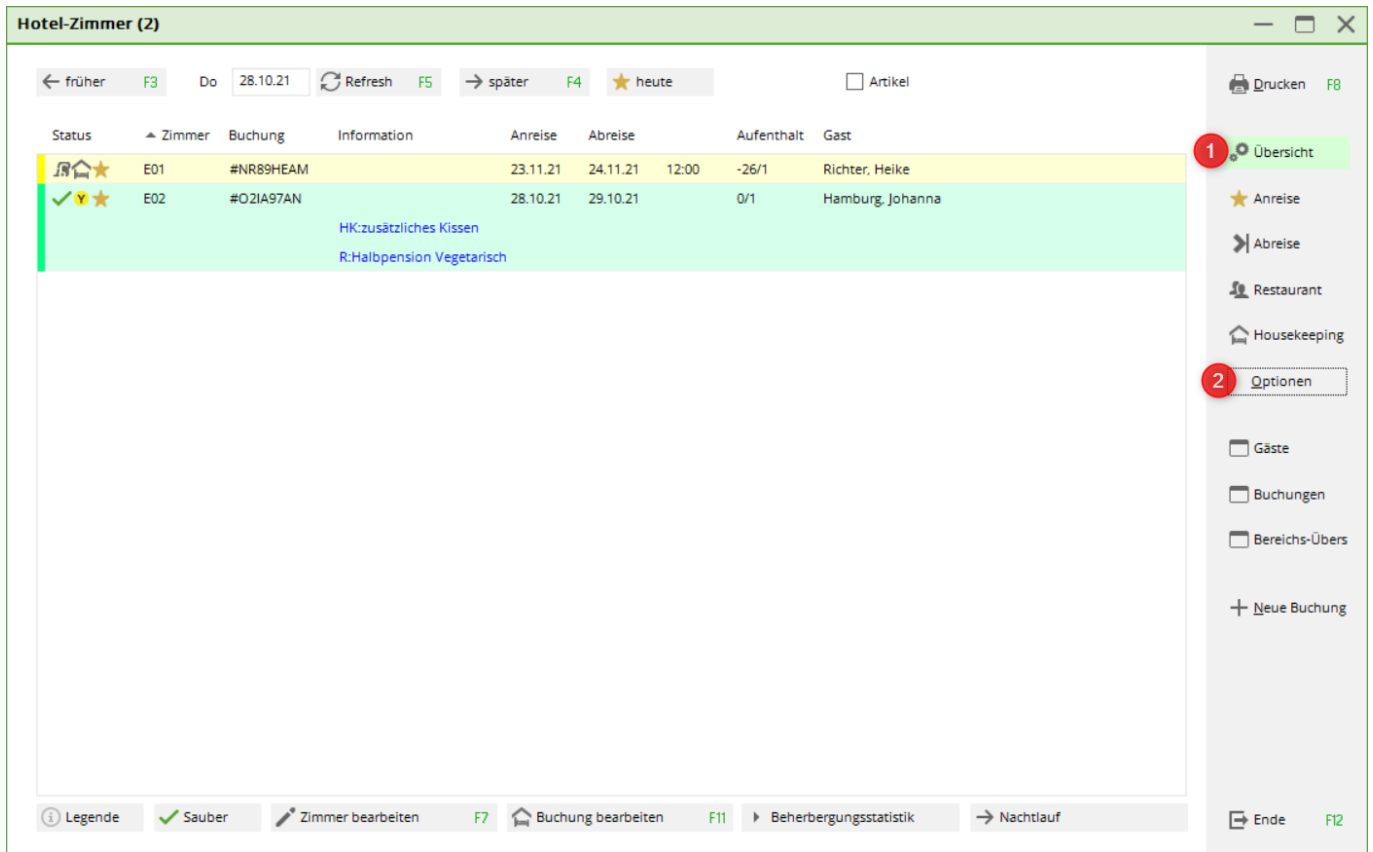

The configuration of the room lists, what is to be printed in each case, is done via the menu item **Hotel** and **Hotel room** menu item.
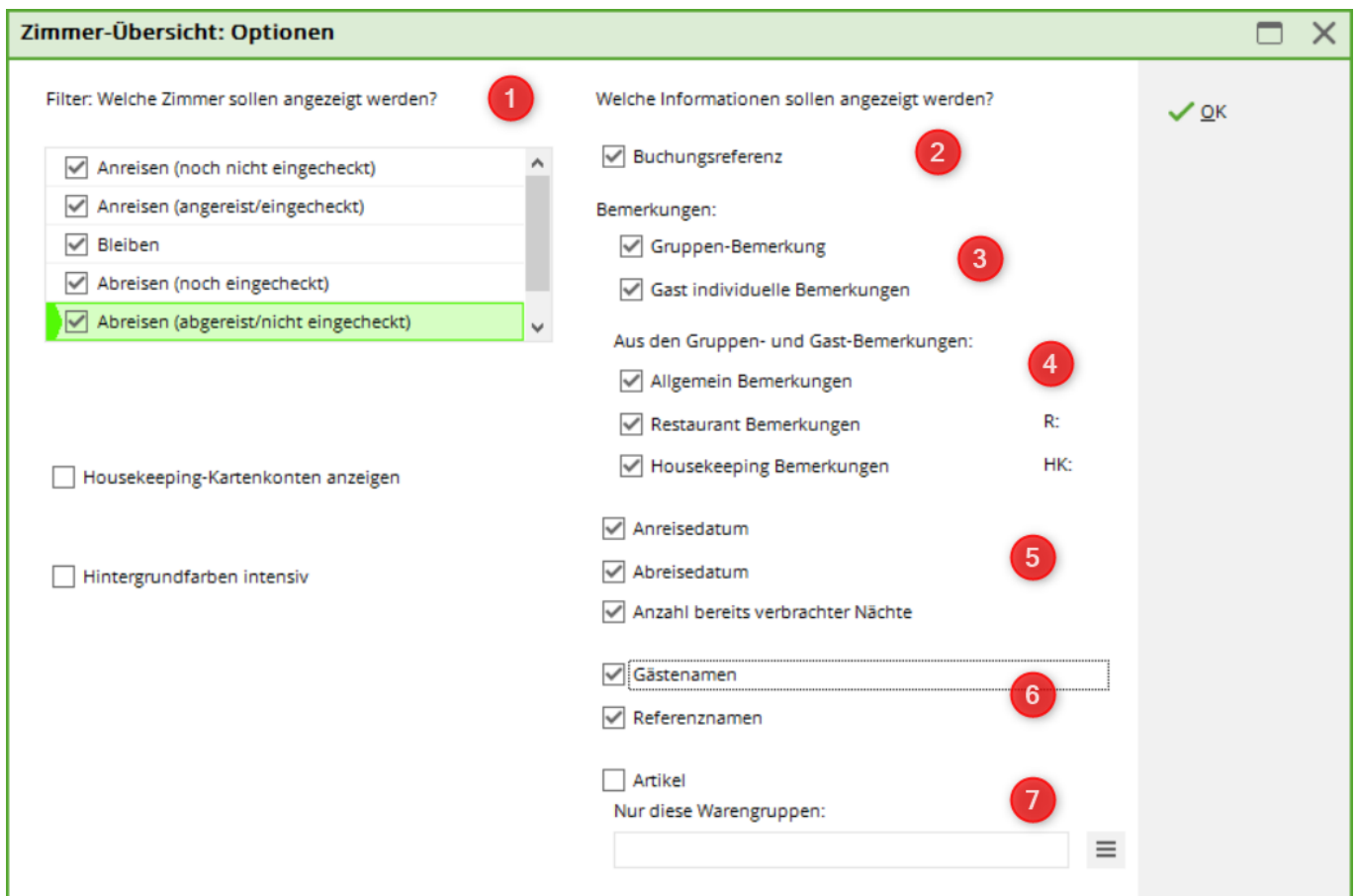
List configuration

The configuration of the lists is done via **Hotel** and **Hotel room**. Here is the example for the overview list:

Overview list

1. First click on the button **Overview** button - this becomes active and changes colour to green.
2. Then click on the button **Options button**button to define the desired contents of the lists:

1. Please define whether you want to show arrivals and/or stays and/or departures and/or free

rooms.
2. The booking reference is shown in the column Booking or not.
3. Only rooms with remarks are displayed.
    1. Group remarks are remarks in the large info field of the booking mask which concern the entire booking. They are displayed in blue font colour.
    2. Individual remarks are stored for the respective guest and displayed in light blue.
4. Remarks with R: only concern the restaurant; with HK: concern the housekeeping.
5. Please select accordingly whether the date of departure, date of departure and the number of nights already spent should also be displayed.
6. Please select accordingly whether the guest names or the reference name (e.g. a company) should be displayed.

With **OK** to confirm your entries.

About **Hotel** Print the **Overview** you can now print the defined list:
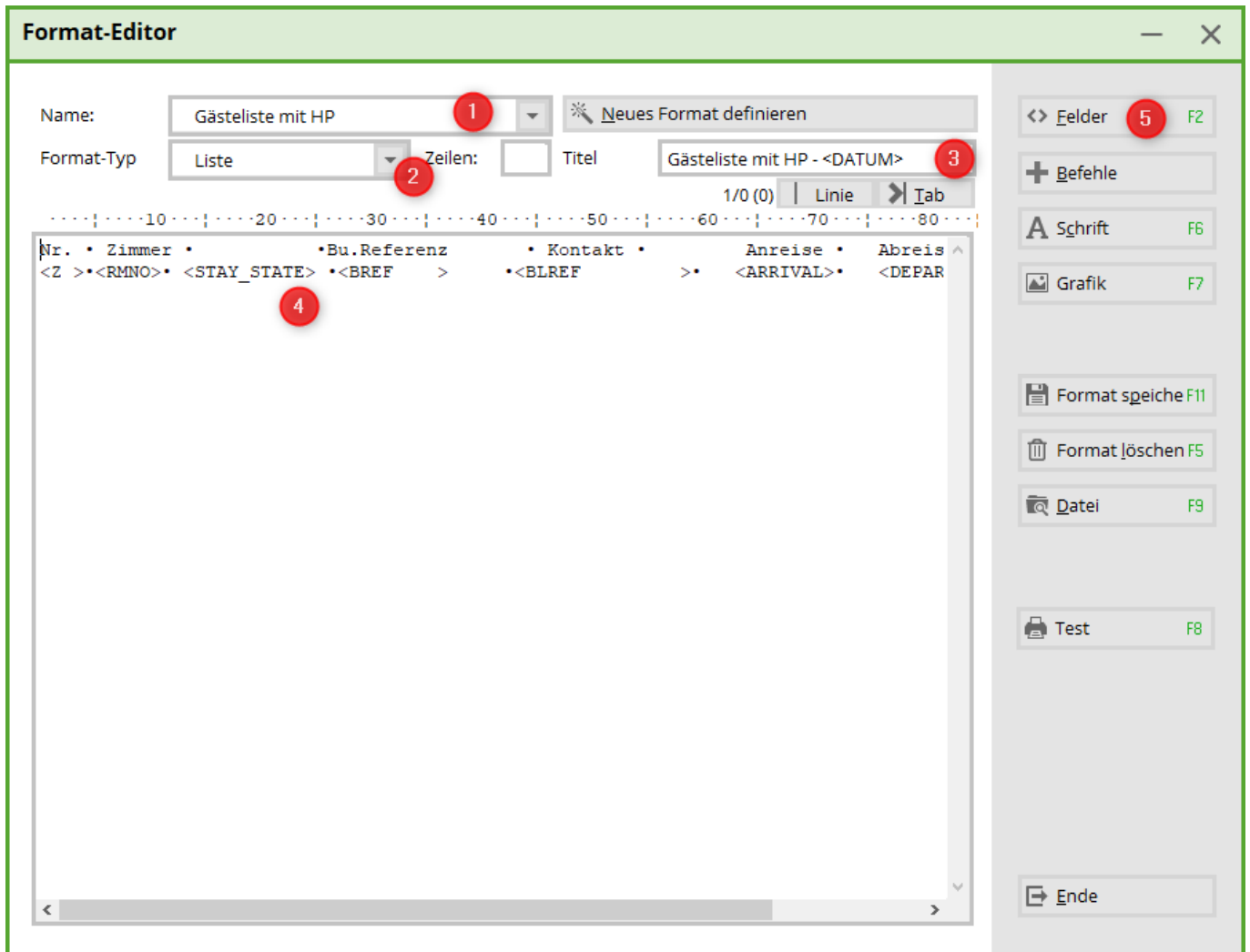

1. select your desired list.
2. enter the desired date
3. with **earlier** or **later** you can jump to an earlier or later date.
4. The standard layout is always ticked.
5. Via **Print** you can print.

This way you can print any list such as **Arrival-** or **Departure-** or **restaurant-** or **Housekeeping** Define the list individually and print each one.

Sample lists

1. print a guest list with half board as a list:

1. Here you can also select another list
2. Important is the format type **List**
3. this title will be printed over the list
4. here you define your different fields
5. with the help of **fields** add your desired automatic fields to it

The following fields have been added here:

```
        No. - Room - -Bu.reference - Contact - Arrival - Departure - Stay
        <Z >-<RMNO>- <STAY_STATE> -<BREF     >      -<BLREF          >-
<ARRIVAL>- <DEPARTURE>-<STAY>
```

The list then looks like this:

Gästeliste mit HP - 25.08.21

Nr.	Zimmer		Bu.Referenz	Kontakt	Anreise	Abreise	Aufenthalt
1	E03	Anreise	#T4WLN5B4	Doppelbelegung	25.08.2021	28.08.2021	3
2	E03	Anreise	#T4WLN5B4	Richter, Heike	25.08.2021	28.08.2021	3
3	E09	Anreise	#TE8MDWB5	Moser, Daniel	25.08.2021	26.08.2021	1

2 R:HP, 0 R:BB