

**You will learn:**

- *How to create a room base.*

**This manual includes:**

**1. Creating a room base**.....2



## 1. Creating a room base

Creating room base is performed in the **Rooms > Rooms tab**.

To add a new room, please refer to the following instruction:

**Step 1.** Press the "Add" button.

**Step 2.** Insert a room symbol.

ATTENTION! Rooms are sorted alphabetically, character by character.

This means KWHotel will automatically put room 11 before room 2.

To ensure your rooms are sorted correctly:

- in case where number of rooms does not exceed 99, put "0" or space before the single digit rooms (i.e. 02 and 11)

- in case where number of rooms exceeds 100, put "00" or two spaces before the single digit rooms and "0" or one space before the double digit rooms (i.e. 002 and 011).

**Step 3.** Insert hotel lock ID if you use synchronization with hotel locks.

**Step 4.** Insert floor number (it is not required).

**Step 5.** Select a room type.

**Step 6.** Insert the building ID (it is not required)

**Step 7.** Insert a room description. It will be displayed in a reservation window as an aid for receptionist.

## Creating a room base

At this point your basic room configuration is finished. You may save changes **(8)**.

Below you will find description of the remaining tabs, available in the room creation screen.

KWHotel Pro (0.47.131) - [Room base]

File Tools View Help

Dashboard Calendar Services Campground Logbook Meals Accounting Reports Statistics Rooms Rate plans Online bookings (2) SPA Change user

Rooms Room groups Room inventory

Name

Double I  
Double II  
Double III  
Double IV  
Single I  
Single II  
Single III  
Single IV

Single beds Double beds Extra beds

1 0  
1 0  
1 0  
1 0  
0 1  
0 1  
0 1  
0 1

Add/Edit room

Basic Advanced List of repairs Equipments

2 Room Number Double I 3 Lock ID 4 Floor 0

5 Room group DOUBLE 6 Building ID

7 Description

8 Save Cancel

Export to \*.CSV (for Excel) Show deleted 1 Add Edit Remove

User: admin | My Dream Hotel | Reminders | KWHotel API | Refresh | Confirmation Log |

Online backup performed automatically on the server 5:39 0:33 | KWNNews

### \*\*\*\*\* Advanced \*\*\*\*\*

**Room with the "Apartment" status** - allows to set the apartment status for the given room.

**Show this room in KWHotel Web** - selecting this option allows to display the given room in the KWHotel Web calendar.

**Include this room in reports and statistics** - when enabled, this room will be included in reports and statistics.

**Room refurbishment (exclude this room from the calendar)** - when selected, the given room will not be displayed in a calendar.

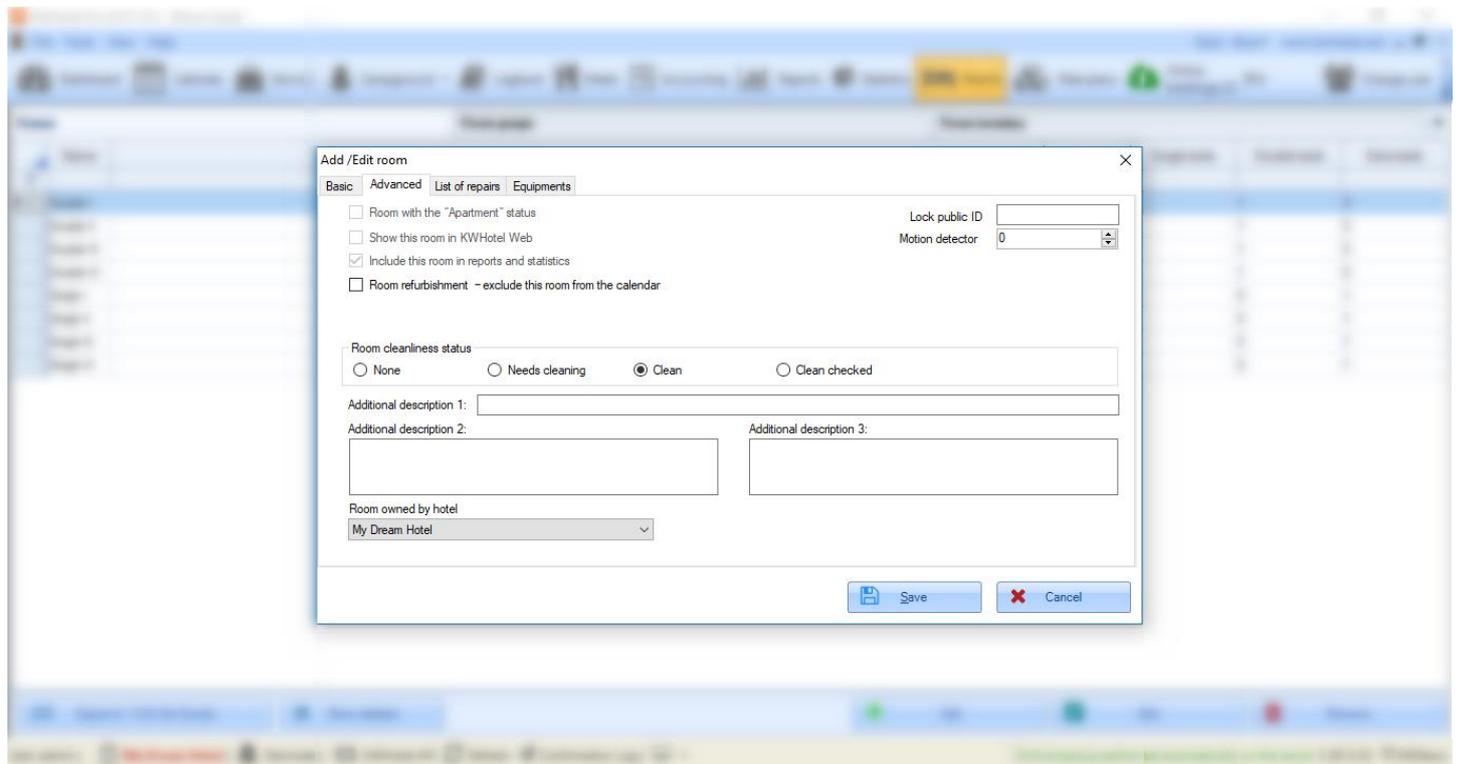
**Lock public ID** - additional field, used when synchronizing with hotel locks.

**Motion detector** - additional field, used to synchronize KWHotel with motion detectors.

**Room cleanliness status** - allows to select the current housekeeping status of a room. It can also be done directly in a reservation calendar.

**Additional description 1, additional description 2, additional description 3** - allows to include extra room descriptions.

**Room owned by hotel** - if you manage multiple hotels on a single database, you can mark which property does the given room belong to.



\*\*\*\*\* List of repairs \*\*\*\*\*

Allows to report maintenance repairs, carried out in the given room. Below you will find a step by step manual.

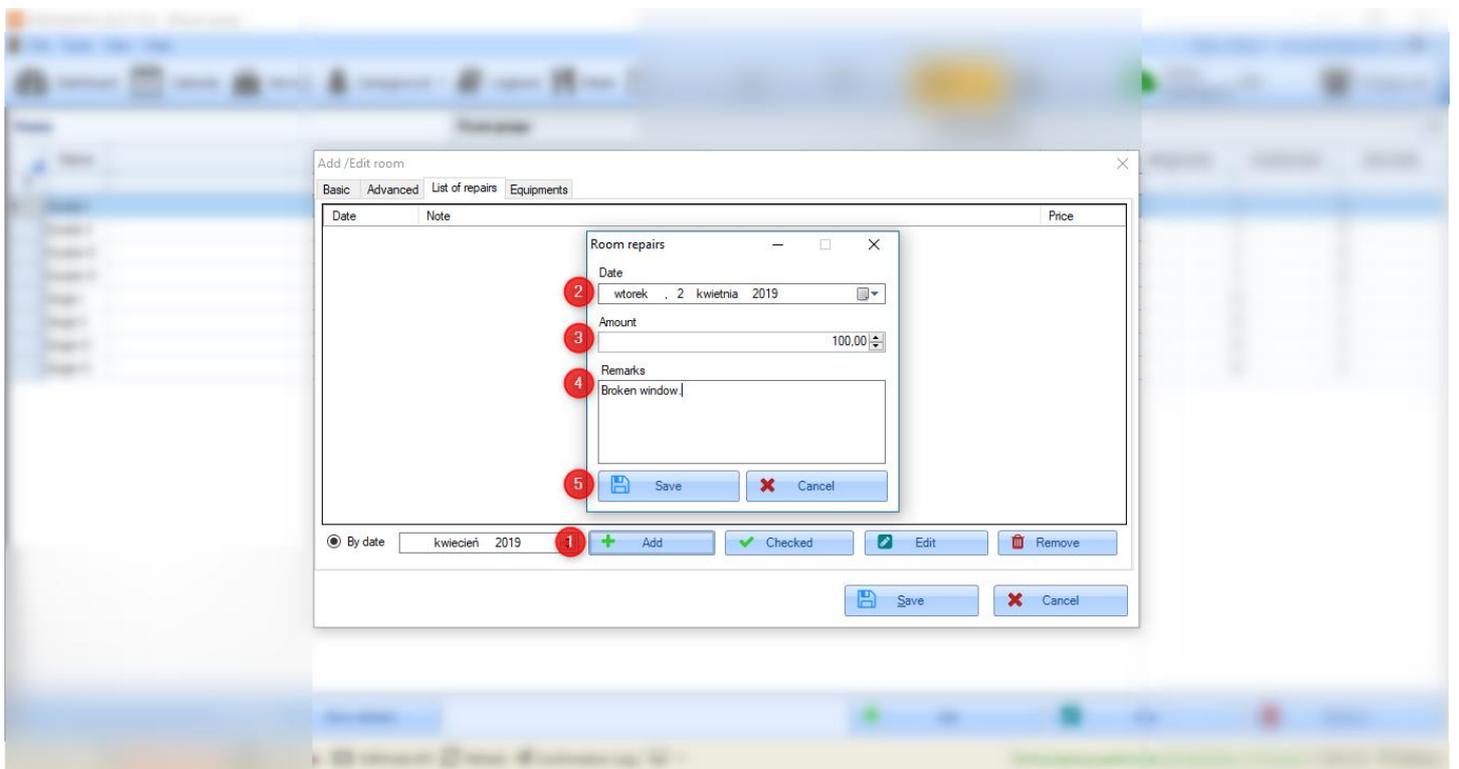
**Step 1.** Press the "Add" button.

**Step 2.** Select a date of repair.

**Step 3.** Insert a repair cost.

**Step 4.** Insert remarks that will define a repair type.

**Step 5.** Save changes.



Maintenances can be sorted by date. Just select a desired month.

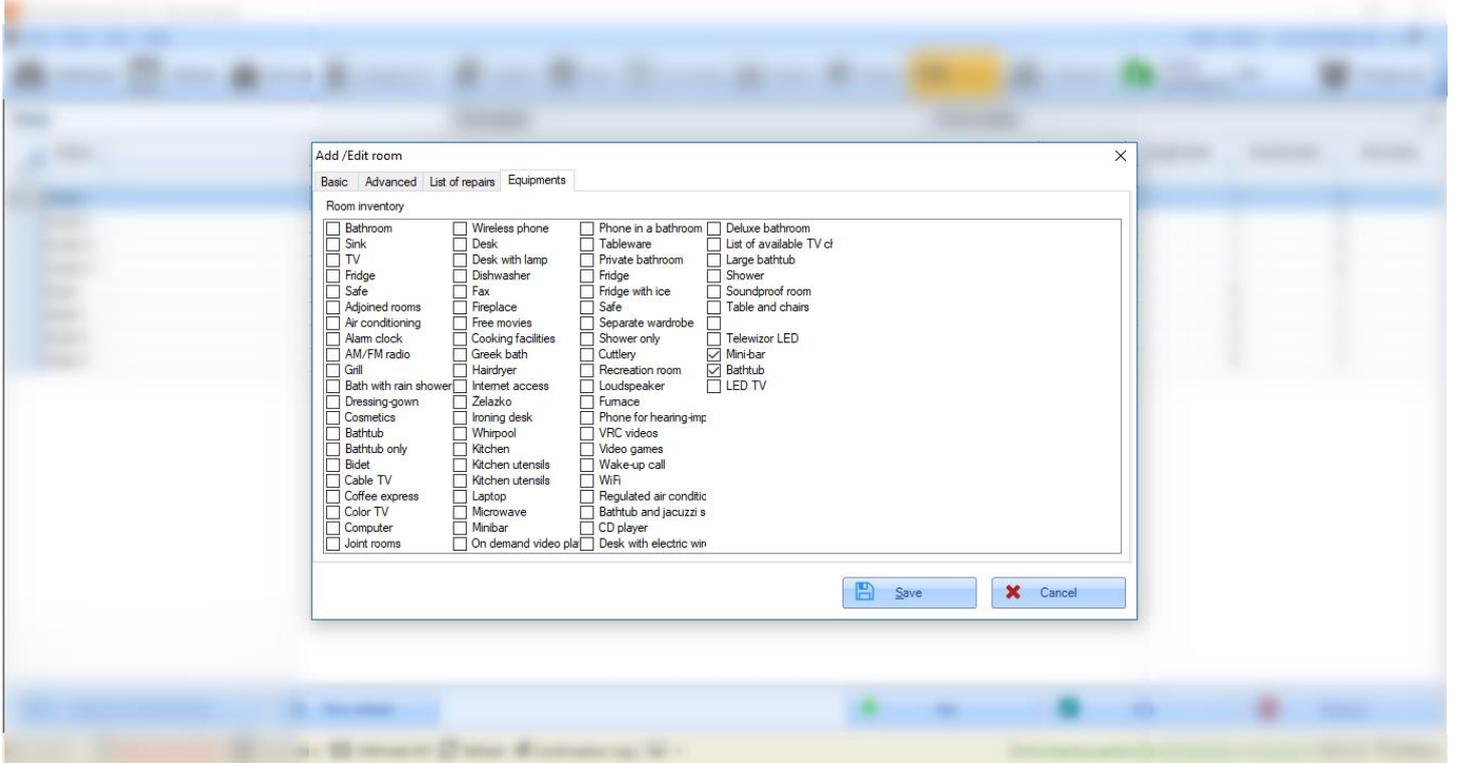
The "Checked" button is used in the apartments rental module.

It allows to confirm the settlements you had with the owner.

To use this button properly, first select a month you wish to confirm settlements for ("By date" field) and then press the "Checked" button.

**\*\*\*\*\* Equipments \*\*\*\*\***

Lets you select inventory of the given room.



**Do you have any questions?  
Feel free to contact us!**

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