

Transaction: Restrict room booking for upcoming maintenance work in a predefined manner.

Scenario: Masonry, plumbing, electrical, colouring, furnishing etc. works in a hotel and its rooms are frequent. And we have to predefine those days of maintenance of a room, so that any future booking can't be allowed for that room throughout the period defined for maintenance.

Solution: In order to restrict the room booking for the period you have defined for maintenance work, please follow the steps given below:

Restrict Room(s) to be booked:

1. From main menu go to the [Room Status](#) (H > T > B)
2. Select the date range for the room using mouse drag
3. Right click on the selected date range area, then a list will appear
4. Select "Block" from that list
5. Click **Yes** to confirm the blockade
6. Set a reason for blockade say "plumbing / colouring / electrical work etc" and then click Ok. (Optional)
7. Consequently, the room will be marked as **Out of Order** and colour of the selection area will change. Throughout the period booking will not be allowed.

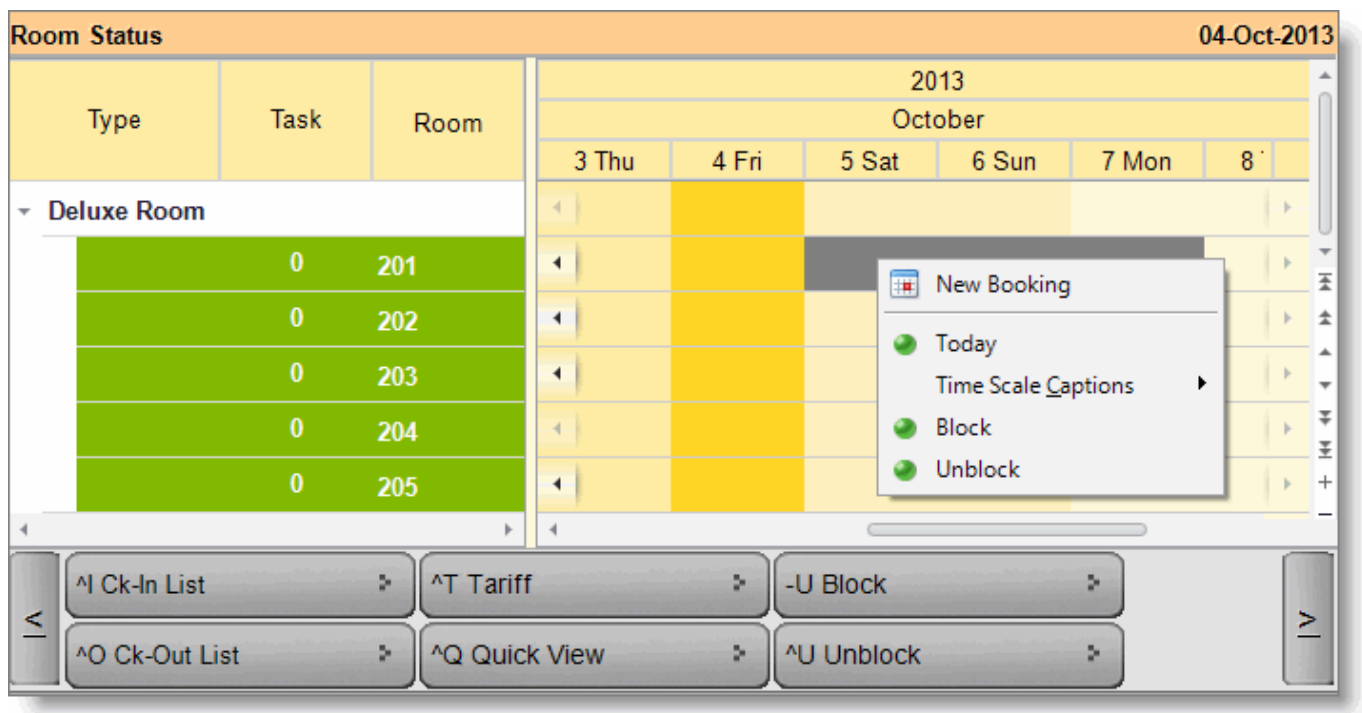


Image Summary: Select date range from 05th Oct 2013 to 07th Oct 2013 for Room Number 201, then right click on the selection area.

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In order to unblock the room, please follow the steps given below:

1. In the [Room Status](#), select the blocked area using mouse drag
2. Right click on the selected area, then a list will appear
3. Select “Unblock” from that list
4. Click **Yes** to confirm
5. Set a reason say “work done / not require now etc” and then click Ok. (Optional)
6. Consequently, the blocked area will be vacate and **Available** for booking.

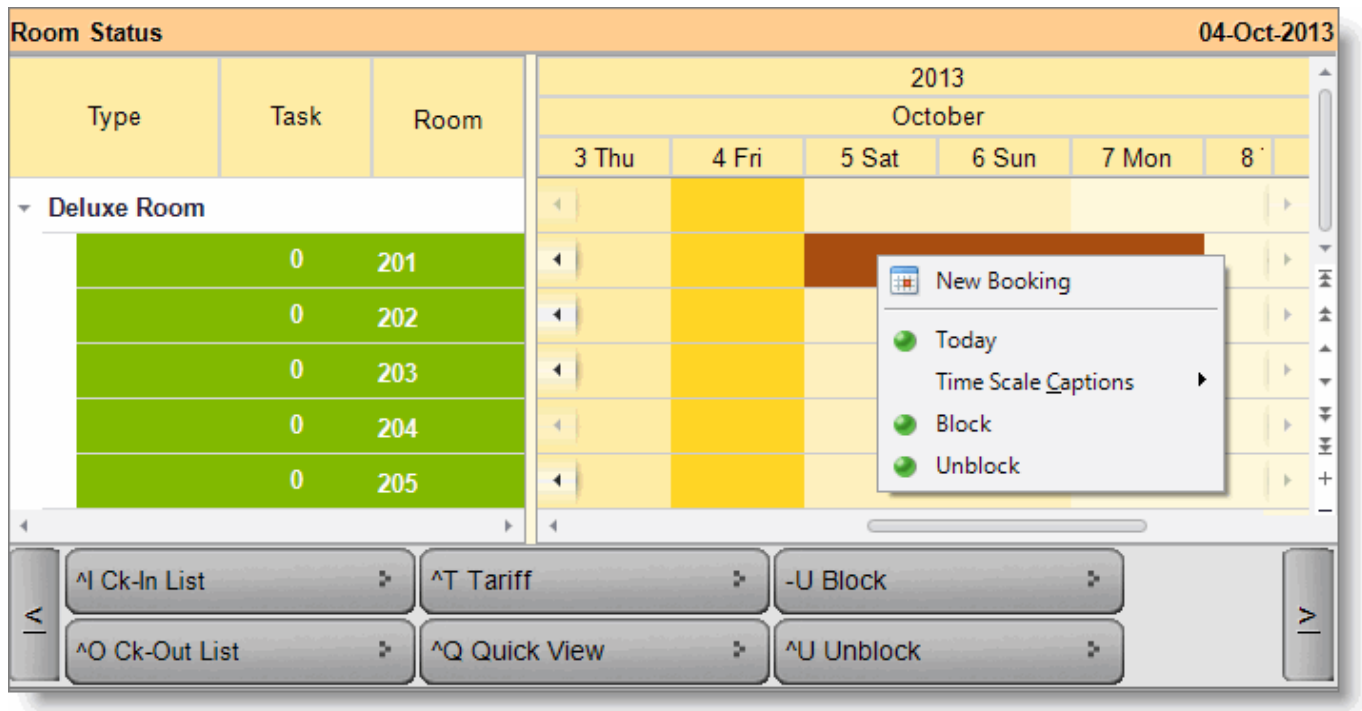


Image Summary: Select date range from 05th Oct 2013 to 07th Oct 2013 for Room Number 201, then right click on the selection area.

For example: Unlocking can be utilized if work completes before the stipulated date. Suppose, you have blocked a room from 05th Oct to 07th Oct for maintenance work. But if the work completes fully on 06th Oct then you have to unblock the room for dt.07th Oct, so that it can be cleared for booking else booking will not be allowed for the day.

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