

# Accommodation – Weekly (Advanced) Booking Chart

## Purpose



**Class for Windows**

To provide, at a glance details of when, rooms are occupied/free, at a specific (or all) accommodation(s), on a weekly basis.

## Features:

- Visual details of the Student's Name, Sex, Age, and Language.
- Colours - used to distinguish sexes and other booking states. (e.g. part week bookings, over bookings)
- Room changes can be made directly from the chart.
- Note facility
- Weeks can start any day of the week e.g. Sat, Sun, Thurs.
- Output – Excel
- Chart expands/contracts according to screen definition size.
- Occupancy statistics.

Age parameter allows a colour highlight to indicate students below a specific age at start of accommodation e.g. under16

The chart enables schools to maximise occupation of accommodation, particularly to those with a large number of rooms, such as residences. It can also be used to show the level of occupancy over any period of time for all or any specific type of accommodation e.g. Host Stay single – Week Commencing 1/7/04 300/400 (75% occupancy)

It can also highlight the following possible problems:

**Rooms overbooked** (although the system warns when making the booking).

Booking students into a room that is “**Not Available**” (e.g. it is being redecorated).

Booking mixed sexes students, into the same room.

## Selection screen:

Search Criteria | Weekly Schedule

Type: All | Name: | School: | Grade: 0 | Grade: 999 | Town: | Area: | Interval: 12 | From: Sat 10 Jan 1998 | To: Fri 03 Apr 1998  
(Shorten interval for faster response)

Room Types: [Empty] [Add] [Delete]

Preferences: [Empty] [Add] [Delete]

Spare Capacity  
 Fully Booked  
 All

Includes Males  
 Includes Females  
 All

Available Rooms  
 Not Available  
 All

Sort Rooms By Capacity: [ ]  
 Available - Total Date Range: [ ]  
 Junior Age (Booking Start): 16

Age

**Note:** The chart will automatically resize to your screen resolution, if your screen display is only set to 800 x 600 only 9 weeks are displayed, more information can be seen by changing to a higher resolution e.g. 1024 x 768 (12 weeks displayed)

## Results – Single accommodation – 800 x 600 resolution

Search Criteria | Weekly Schedule

Adjust vertical grid size | Double Click Name to change room, Nationality to change booking. | Change column widths (Name and/or Nationality)... allow time for screen refresh | Age = age at start of booking

Accomm	Address	Room	03-01	10-01	17-01	24-01	31-01	07-02	14-02	21-02	28-02
Phelps, Lorna	1126a Tr	Single 2									
		Single 1									
		Single 2									
Pincott, Michelle	184 Wat	Twin 1									
		Twin 1									
Pitt, Karen	133 Tucl	Single 1	Simon CZE	Simon CZE	Simon CZE	Simon CZE	Simon CZE	Simon CZE	Simon CZE	Simon CZE	Simon
		Single 2	Prodic POR	Prodic POR	Prodic POR	Prodic POR	Prodic POR	Prodic POR	Prodic POR	Prodic POR	Prodic
Pollard, Sarah	15 Granc	Single 1	Soichi JAP	Soichi JAP	Soichi JAP	Soichi JAP	Soichi JAP	Soichi JAP	Soichi JAP	Soichi JAP	Soichi
		Single 1	Melan GER	Melan GER	Melan GER	Melan GER	Melan GER	Melan GER	Melan GER	Melan GER	Melan
		Single 2									
Pope, Beverley	111 Souf	Single 1	Young KOR	Young KOR	Young KOR	Young KOR	Young KOR	Young KOR	Young KOR	Young KOR	Young
Potter, Miriam	183 Irvin	Single 1									
		Single 2									
Pull, Juliet	1Flat 6, 1	Double 1									
Rapkins, Sylvia	1180 Bel	Single 1									
		Single 2									
Ratcliffe, S.	119 Chur	Double 1			Su Jin KOR	Su Jin KOR	Su Jin KOR	Su Jin KOR	Su Jin KOR	Su Jin KOR	Su Jin
Rees, Alex	129 Tucl	Single 1									
Residence - A.	10xford	Single 1		Veron SPA	Veron SPA	Veron SPA	Veron SPA			Jamie GER	Jamie
		Single 2								Maria GER	Maria
Occupancy			11.3%	13.0%	12.5%	13.9%	12.8%	11.3%	11.0%	13.3%	12.8%

Occupancy statistics for selection

## Results – Single accommodation – 1024 x 768 resolution

Search Criteria	Weekly Schedule	Double Click Name to change room, Nationality to change booking. Change column widths (Name and/or Nationality)... allow time for screen refresh												
Accommod	Address	Room	03-01	10-01	17-01	24-01	31-01	07-02	14-02	21-02	28-02	07-03	14-03	21-03
Phelps, Lorna	1126a Ti	Single 1												
Pincott, Michelle	184 Wat	Twin 1												
Pitt, Karen	133 Tucl	Single 1	Simon CZE	Simon CZE	Simon CZE	Simon CZE	Simon CZE	Simon CZE	Simon CZE	Simon CZE	Simon CZE	Simon CZE	Simon CZE	Simon CZE
Pollard, Sarah	15 Grant	Single 1	Rosie POR	Rosie POR	Rosie POR	Rosie POR	Rosie POR	Rosie POR	Rosie POR	Rosie POR	Rosie POR	Rosie POR	Rosie POR	Rosie POR
Pope, Beverley	111 Soul	Single 1	Young KOR	Young KOR	Young KOR	Young KOR	Young KOR	Young KOR	Young KOR	Young KOR	Young KOR	Young KOR	Young KOR	Young KOR
Pull, Juliet	1Flat 6, 1	Double 1												
Rapkins, Sylvia	1180 Bel	Single 1												
Watcliffe, S.	119 Cha	Double 1		SuJin KOR	SuJin KOR	SuJin KOR	SuJin KOR	SuJin KOR	SuJin KOR	SuJin KOR	SuJin KOR	SuJin KOR	SuJin KOR	SuJin KOR
Rees, Alex	129 Tucl	Single 1												
Residence - A.	10Oxford	Single 1	Veron SPA	Veron SPA	Veron SPA	Veron SPA	Veron SPA	Veron SPA	Veron SPA	Veron SPA	Veron SPA	Veron SPA	Veron SPA	Veron SPA
		Single 2												
		Single 3	Tomoi JAP	Tomoi JAP	Tomoi JAP	Tomoi JAP	Tomoi JAP	Tomoi JAP	Tomoi JAP	Tomoi JAP	Tomoi JAP	Tomoi JAP	Tomoi JAP	Tomoi JAP
		Single 4												
		Single 5												
		Single 9												
		Twin 1												
		Twin 1												
		Twin 2												
Occupancy			11.3%	13.0%	12.5%	13.9%	12.8%	11.3%	11.0%	13.3%	12.8%	12.6%	12.3%	11.9%

Adjust the horizontal grid to show more information (but fewer rooms).  
Adjust vertical grids grid to display more information. (Also shows more statistics)

1. Hover/single click the student to display more information.

Jamie GER	Jamie GER	Jamie GER
Maria GER	Maria GER	Maria GER
Tomoi JAP	Tomomi Kawakami 21 F SSMTWTF	JAP
	Needs fridge	KOR

2. Double click the student to display the booking details (which may be updated e.g room change.) The change will only show if the display is Refreshed)

Twin 1															
Single 1	Simon CZE	Simon CZE	Simon CZE	Simon CZE	Simon CZE	Simon CZE	Simon CZE	Simon CZE	Simon CZE	Simon CZE	Simon CZE	Simon CZE	Simon CZE	Simon CZE	Simon CZE
Single 2															
Single 3	1006 Miss Rosa Buecher, F, 42, SW1, 21-Feb-98 - 04-Apr-98 - Accommodation Booking (101...)														
Single 4	General Adjustments														
Single 5	Payment Charge ZPAY- Payment Nil Value Status Booked														
Single 6	Weekly Payment Value 0.00														
Double 1	From Date Sat 21 Feb 1998 Weeks 6 Nights 0														
Single 7	To Date Sat 04 Apr 1998 Accom. Paid up to: 21-Feb-98 (0)														
Double 2	Accommodation Residence - A Address 10xford University														
Single 8	Room Single 5 Telephone 4297562														
Single 9	Private Notes (Shown on - Accommodation Bookings Report, also Weekly Booking Chart)														
Single 10	Select														
Single 11	Match														
Single 12	Log...														
Single 13	OK														
Single 14	Cancel														
Twin 2															
Twin 3															

3. Double click Nationality to display complete booking (which may be updated).

Double Click Name to change room, Nationality to change booking.  
 Change column widths (Name and/or Nationality)... allow time for screen refresh      Age = age at start of booking

Ad: 1006 Miss Rosa Buecher, F, 42, SWI, 21-Feb-98 - 04-Apr-98 - Enrolment (1009)

General Bookings Finance Invoicing Notes Attendance Progress

Test Score: 0      Student Level:      Course Required   
 Host Required   
 Exclude Cancelled Bookings       Exclude Class Booking Details       Transfer Required

Booking Details

Module	Id	Code	School	Item	From	To	Dur	S.Wks	Status
Course	343	GE25	B	General English 25 lessons	Mon 23-Feb-98	Fri 03-Apr-98	6/0	6.00	Active
Accom	232	HST	B	Residence A - Single	Sat 21-Feb-98	Sat 04-Apr-98	6/0	6.00	Active
Transfe	106	TRD	B	Departure Coach Transfer -	Sat 21-Feb-98	Sat 21-Feb-98	1/0	0.00	Require
Sundry	108	EXAM	B	Exam Fees	Sat 21-Feb-98	Sat 04-Apr-98	1/0	1.00	Active

#### 4. Double click "Family" to show details

Single 1: 189 Mrs Beverley Pope - Accommodation

General Prefs/Rooms Students Banking Other Address Notes

Surname: Pope      Forename: Beverley      Title: Mrs

Address 1: 111 Southlands Avenue      Code: 271

Address 2: Charminster      Addressee: Mrs B Pope

Address 3: Bournemouth      Salutation (Position):

Address 4: Dorset      Corres. Language: Default Language

Address 5:      Status: Active

Postal Code: BH6 4HJ      Type: Host Family

Telephone: 4217972      Reviewed:

Fax:      Pay Accommodation       Hold Payments

E Mail:      Log...

#### Help

A Key to the colours is displayed.

Host Schedule - Key

- (2) Multiple Capacity Room
- Empty - Full Week
- Male - Full Week
- Male - Part Week
- Female - Full Week
- Female - Part Week
- Unknown - Full Week
- Unknown - Part Week
- Overbooked
- Unavailable - Full Week
- Unavailable - Part Week
- Unavailable - With Booking
- Junior Student
- Multi-Booking Void Week

SSMtwtf - Capitals = Booked  
 Lower Case = Available

Close

#### Maximise columns

Shows columns at full width

### [Refresh](#)

Rechecks the booking details & redisplay the grid.

This allows the selection to remain on screen (say for several hours) while bookings are processed. Perform a Refresh periodically, but not after every change as this is likely to affect machine performance if done too regularly.

### [Excel](#)

This sends the details to Excel to allow data manipulation & printing.