

PMS Dashboard

Overview

The **PMS Dashboard** provides a real-time, property-level summary of reservations, room status, and room availability. It allows administrators and staff to quickly review occupancy, arrivals/departures, housekeeping status, and rate information for the selected property and date, all from a single screen.

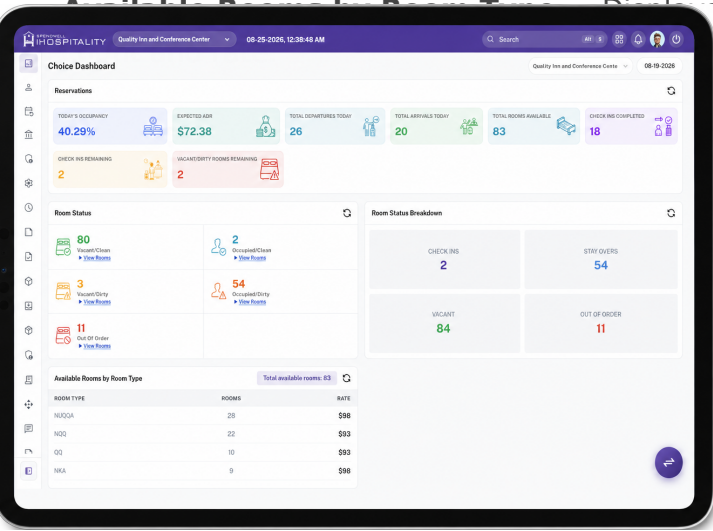
The PMS Dashboard refreshes automatically every 10 minutes, pulling updated data from the PMS Dashboard. Each section also includes a manual refresh control to pull the latest data on demand.

PMS Dashboard Screen

The Choice Dashboard displays a property selector and date selector at the top, followed by four main sections:

- **Reservations** — Displays key reservation metrics such as occupancy, ADR, arrivals, departures, and check-in status for the current date.
- **Room Status** — Displays a breakdown of rooms by housekeeping and occupancy status, with links to view the corresponding rooms.
- **Room Status Breakdown** — Displays a summary of check-ins, stay-overs, vacant rooms, and out-of-order rooms.

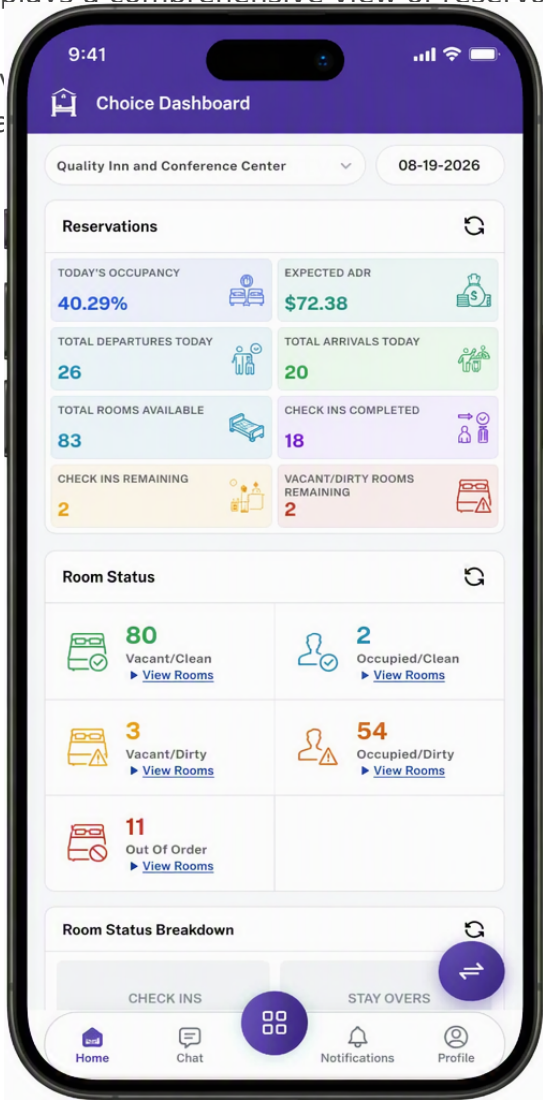
Available Rooms by Room Type displays a table of room types with their available



PMS Dashboard - Tablet View

Displays a comprehensive view of reservation

on the dashboard and available for the



PMS Dashboard - Mobile View

Displays key reservation metrics such as occupancy, ADR, arrivals, and departures, along with a real-time breakdown of room status for the selected property and date.

Key Fields

Header

- **Property Selector** — Allows the user to select the property for which dashboard data is displayed.
- **Date** — Displays the date and time as of which the dashboard data is shown.
- **Property / Date (Reservations panel)** — Allows filtering the Reservations section by a specific property and date.

Reservations

- **Today's Occupancy** — Displays the current occupancy percentage for the selected date.
- **Expected ADR** — Displays the expected Average Daily Rate for the selected date.
- **Total Departures Today** — Displays the total number of guests scheduled to depart on the selected date.
- **Total Arrivals Today** — Displays the total number of guests scheduled to arrive on the selected date.
- **Total Rooms Available** — Displays the total number of rooms available for the selected date.
- **Check Ins Completed** — Displays the number of check-ins completed so far for the selected date.
- **Check Ins Remaining** — Displays the number of check-ins still pending for the selected date.
- **Vacant/Dirty Rooms Remaining** — Displays the number of rooms that are vacant but not yet cleaned.
- **Refresh** — Manually refreshes the Reservations data.

Room Status

- **Vacant/Clean** — Displays the count of rooms that are vacant and clean, with a link to view those rooms.
- **Occupied/Clean** — Displays the count of rooms that are occupied and clean, with a link to view those rooms.
- **Vacant/Dirty** — Displays the count of rooms that are vacant and not yet cleaned, with a link to view those rooms.
- **Occupied/Dirty** — Displays the count of rooms that are occupied and not yet cleaned, with a link to view those rooms.
- **Out Of Order** — Displays the count of rooms marked out of order, with a link to view those rooms.
- **View Rooms** — Navigates to the filtered list of rooms for the selected status.
- **Refresh** — Manually refreshes the Room Status data.

Room Status Breakdown

- **Check Ins** — Displays the number of rooms associated with today's check-ins.
- **Stay Overs** — Displays the number of rooms occupied by guests staying over (not checking in or out today).
- **Vacant** — Displays the total number of vacant rooms, regardless of clean/dirty status.
- **Out Of Order** — Displays the total number of rooms marked out of order.
- **Refresh** — Manually refreshes the Room Status Breakdown data.

Available Rooms by Room Type

- **Total available rooms** — Displays the total number of available rooms across all room types.
- **Room Type** — Displays the code or name of the room type.
- **Rooms** — Displays the number of available rooms for that room type.
- **Rate** — Displays the rate associated with that room type.
- **Refresh** — Manually refreshes the Available Rooms by Room Type data.

Steps

View Reservations Summary

1. Navigate to the Choice Dashboard.
2. Select the required property from the property selector.
3. Select the required date.
4. Review the Reservations section for Today's Occupancy, Expected ADR, Total Departures Today, Total Arrivals Today, Total Rooms Available, Check Ins Completed, Check Ins Remaining, and Vacant/Dirty Rooms Remaining.
5. Click Refresh to manually update the data if needed.

View Room Status

1. Open the Choice Dashboard.
2. Review the Room Status section for the counts of Vacant/Clean, Occupied/Clean, Vacant/Dirty, Occupied/Dirty, and Out Of Order rooms.
3. Click View Rooms next to any status to see the corresponding filtered room list.
4. Click Refresh to manually update the data if needed.

View Room Status Breakdown

1. Open the Choice Dashboard.
2. Review the Room Status Breakdown section for Check Ins, Stay Overs, Vacant, and Out Of Order counts.
3. Click Refresh to manually update the data if needed.

View Available Rooms by Room Type

1. Open the Choice Dashboard.
2. Review the Total available rooms count.
3. Review the Available Rooms by Room Type table for the Rooms and Rate associated with each Room Type.
4. Click Refresh to manually update the data if needed.

Important Notes

- The Choice Dashboard refreshes automatically every 10 minutes from the PMS Dashboard.
 - Each section (Reservations, Room Status, Room Status Breakdown, Available Rooms by Room Type) also has its own manual Refresh control to fetch the latest data on demand.
 - Data shown reflects the selected property and date.
 - The Room Status and Room Status Breakdown sections both summarize room information but from different groupings — one by cleaning/occupancy combination, the other by guest activity type (check-ins, stay-overs) and room condition.
 - The Available Rooms by Room Type table always reflects the current total available rooms across all listed room types.
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Revision #3

Created 14 September 2026 05:35:34 by Kuldeep Patel

Updated 14 September 2026 05:36:57 by Kuldeep Patel