Special Assistance

Report Description: The Special Assistance Report displays a list of reservations where the "Special Assistance" flag is set to "yes," indicating that special assistance or accommodations are required for these reservations. The report also includes any additional remarks entered on the reservation. This report is valuable for identifying reservations that require special assistance or accommodations, allowing hotel staff to provide appropriate support and services to guests with specific needs.

Date Range: This report is available for 365 days (past or future)

Available Report Columns for Following Sections:

Column Name	Column Description	Amount Includes Taxes and Fees	Calculation
Room Number	Number of the room reserved for the guest	Not Applicable	**Not Applicable**
Confirmation Number	Unique identifier for the reservation confirmation	Not Applicable	**Not Applicable**
Status	Current status of the reservation	Not Applicable	**Not Applicable**
Guest Name	Name of the primary guest associated with the reservation	Not Applicable	**Not Applicable**
Additional Guest	Number of additional guests included in the reservation	Not Applicable	**Not Applicable**
Guest Count	Total count of guests included in the reservation	Not Applicable	**=sum(adults) + (children)**
Check In Date	Date of the guest's check-in	Not Applicable	**Not Applicable**
Check Out Date	Date of the guest's check-out	Not Applicable	**Not Applicable**
Estimated Departure Time	Estimated time of departure for the guest	Not Applicable	**Not Applicable**
Booking Remarks	Any remarks or notes entered at the time of booking	Not Applicable	**Not Applicable**

Stay Remarks	Any remarks or notes related to the guest's stay	Not Applicable	**Not Applicable**
Other Remarks	Any additional remarks or notes related to the reservation.	Not Applicable	**Not Applicable**

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Room Number	Confirmation Number	Status	Guest Name	Additional Guest	Guest Count	Check In Date	Check Out Date	Estimated Departure Time	Booking Remarks	Stay Remarks	Other Remarks
	42917999	NO_SHOW	PATTINSON ROBERT		1	02-06-2024	04-06-2024				
	66654122	NO_SHOW	PURWAR ANKUR		4	19-06-2024	20-06-2024				
314	82532360	Departed	STONE JAMES	FULLER JAMES	1	19-06-2024	22-06-2024			Guest will require guiding to the room.	
208	49118292	Departed	FULLER JAMES		1	20-06-2024	21-06-2024			Guest requires visible notification device for door knocks and phone calls.	

Misc Report Information:

Available Features:
- Export: ability to download and save the file into an alternate format.
- Filter: filter a range of data based on criteria defined by the user.
- Highlight: also known as conditional formatting is the ability to highlight certain values making them easier to identify.

Available Configuration:
- User Preferences: allows the user to customize their report view by repositioning or removing columns.
- Property Preferences: allows the property to customize the report view for all users by repositioning or removing columns.

Baseline Configuration:
- Property Preferences Settings:
  - Following columns to be disabled for initial deployment:
    - Not Applicable