



HOW TO SHOW WHERE BREAKFAST IS NOT INCLUDED IN THE ROOM RATE BUT A GUEST TAKES A BREAKFAST OPTION

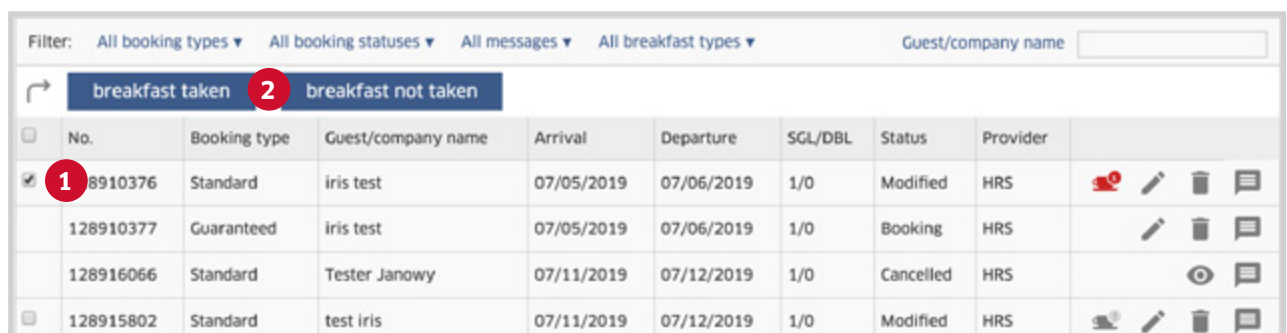
HRS does not need to identify whether or not a guest has taken breakfast when a room rate includes breakfast. However, for every booking listed where breakfast is **not** included in the room rate, you need to identify whether they have or have **not** taken a breakfast option.












How this helps you:

- ✓ Easy handling via HRS booking overview
- ✓ Correct billing via HRS
- ✓ Compliance with HRS terms and conditions

How to enter whether breakfast was taken or not in the HRS booking overview:

How to enter whether breakfast was taken for more than one booking



Filter: All booking types ▾ All booking statuses ▾ All messages ▾ All breakfast types ▾				Guest/company name <input type="text"/>					
		breakfast taken 2		breakfast not taken					
<input type="checkbox"/>	No.	Booking type	Guest/company name	Arrival	Departure	SGL/DBL	Status	Provider	
<input checked="" type="checkbox"/>	1 8910376	Standard	iris test	07/05/2019	07/06/2019	1/0	Modified	HRS	  
<input type="checkbox"/>	128910377	Guaranteed	iris test	07/05/2019	07/06/2019	1/0	Booking	HRS	  
<input type="checkbox"/>	128916066	Standard	Tester Janowy	07/11/2019	07/12/2019	1/0	Cancelled	HRS	 
<input type="checkbox"/>	128915802	Standard	test iris	07/11/2019	07/12/2019	1/0	Modified	HRS	  

- 1** By using the multiple-choice option, you can enter whether breakfast was taken for more than one booking. Simply tick the boxes in the left column for the bookings that you want to mark.
- 2** Select whether the guests have taken breakfast or not

How to enter whether breakfast was taken or not per person/night

Room [230451333]						
Booking-period	Booking status	Rate / Supplement	Guest and company name	Catering/ Person and night	Price / Night	
07/11/2019 - 07/12/2019	Modified	HRS-Rate	test iris	excl. BF	120 EUR	
07/11/2019 - 07/12/2019	Modified	Breakfast exclusive	test iris	excl. BF	10 EUR	1

Customer's Wish: Total cost: 130 EUR

[Print overview](#)

- 1** Click on the grey coffee cup icon.
- 2** Select whether the guest took breakfast or not

Key to breakfast symbols

Legend:	Booking details display/ edit	Cancellation/No-show	Display booking details (can not yet/not anymore be edited)
	Single room	Double room	
	Start conversation with guest	Existing message	Unread message
	Message could not be sent.	Breakfast not yet approved	Breakfast taken
	Breakfast not taken		

- Grey coffee cup = breakfast option not yet indicated (please enter as soon as possible)
- Green coffee cup = breakfast taken
- Red coffee cup = breakfast not taken

Please note:

According to HRS general Terms and Conditions, charges for breakfast are included in the booking turnover figures you provide to HRS. As part of a strong and respectful partnership, we expect to receive accurate and timely data from you. From time to time, HRS reserves the right to verify guest payment information against the reports you provide to us.