Rooming & list Flight Terminal CEDOK

http://rooming.cedok.cz/

LOG-IN WITH USERNAME AND PASWORD WHICH WAS SENT BY EMAIL

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Čedok	ROOMING LIST	FLIGHT LIST	CONTACTS	EXPORT		
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Choose "Check in" and put the same date into "Date from:" and "Date to:" ... if you want to download rooming lists for a specific date (for each arrival).

Airport – if you have a empty box will be generate all airports, also is possible to generate booking relating to a specific airport.

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When you choose "Check in" and put the dates, click on button "Search"

Then you can see this summary of sold rooms

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In the last column you can see "Status of confirmation"

Status of confirmation	"Confirmed by partner"
Posted	it means allotments which were confirmed by you
Posted	"New reservation"
Posted	it means new allotments where we are waiting for confirmation (not confirmed yet)
Final	"Preliminary rooming"
Final	It means rooming lists for all accommodation before specific date (a few
Final	days before arrival)
Final	"Final rooming"
Final	It means rooming lists for all accommodation before arrivalwhen there are sold out and we will not wait any changes

FOR DOWNLOAD OF ROOMING LISTS IT'S NECESSARY TO CLICK ON BUTTON "EXPORT"

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And then change part "ROOMING" TO part "EXPORT", where you could see your export lists.

Choose pdf or word, click on one of those two icons and open the document that you can print or save.

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The same you have to do if you want to download FLIGHT LIST

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FOR DOWNLOAD OF FLIGHT LIST IT'S NECESSARY TO CLICK ON BUTTON "EXPORT"

And then change part "ROOMING" TO part "EXPORT", where you could see your export lists.

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Here you find exported fligh list

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