

# Rooming & list Flight Terminal CEDOK

<http://rooming.cedok.cz/>

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

The screenshot shows the top navigation bar with the Cedok logo and menu items: ROOMING LIST, FLIGHT LIST, CONTACTS, and EXPORT. Below the navigation is the 'REGISTERED USER LOG-IN FORM' with a text prompt: 'If you are already a registered user, please use this form to login. Please enter your username and password.' There are two input fields for username and password, and a yellow 'LOG IN' button.

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.

The screenshot shows the 'ROOMING LIST' search interface. The 'Date:' dropdown is set to 'Check-in' and is circled in red. The 'Date from:' and 'Date till:' fields are both set to '24.6.2016' and are also circled in red. The 'Airports' dropdown is open, showing a list of airport codes: KLV, OSR, PED, PRG, BRQ, MUC, VE, and KRK, and is circled in red. There are 'SEARCH' and 'EXPORT' buttons at the bottom. Below the buttons are links for 'Select all' and 'Cancel selection'.

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

**Cedok** ROOMING LIST FLIGHT LIST CONTACTS EXPORT [Agro Látka](#)

Rooming & In Flight Terminal [Rooming List](#)

**ROOMING LIST**

Date: Check-in: [dropdown] Date from: 24.6.2016 [calendar] Date till: 24.6.2016 [calendar] Airports: [dropdown]

Input status: [dropdown] Status of confirmation:  Confirmed  Final  Posted  Preliminary

Client: [input]

**SEARCH** **EXPORT**

[Select all](#)  
[Cancel selection](#)

**Dropdown menu:**  
KLV  
OSR  
PED  
PRG  
BRQ  
MUC  
VIE  
KRA

Then you can see this summary of sold rooms

**Cedok** ROOMING LIST FLIGHT LIST CONTACTS EXPORT [Agro Látka](#)

Rooming & In Flight Terminal [Rooming List](#)

**ROOMING LIST**

Date: Check-in: [dropdown] Date from: 24.06.2016 [calendar] Date till: 24.06.2016 [calendar] Airports: [dropdown]

Input status: [dropdown] Status of confirmation:  Confirmed  Final  Posted  Preliminary

Client: [input]

**SEARCH** **EXPORT** Change confirmation: [dropdown] **CHANGE**

Results show 1 - 30 from 30 capacities. Show page 1 from 2  
[Refresh list](#)  
[Select all](#)  
[Cancel selection](#)

ID	Date of change	Creation date	First name	Product	Unit	Position	Term of	Nights	Airports	Persons count	Status of confirmation
<input type="checkbox"/> 3932267	23.06.16	23.06.16	<a href="#">Olga Kvitkova</a>	Hotel MTISS FALIRAKI BEACH	2+1		24.6-27.2016	11	PRG	2	Posted
<input type="checkbox"/> 3932267	23.06.16	23.06.16	<a href="#">Daria Poljanec</a>	Hotel MTISS FALIRAKI BEACH	2+1		24.6-27.2016	11	PRG	2	Posted
<input type="checkbox"/> 3932269	22.06.16	22.06.16	<a href="#">Miro Pizdek</a>	Hotel ANAVINDIA	2+1		24.6-27.2016	11	PRG	2	Posted
<input type="checkbox"/> 3932261	22.06.16	22.06.16	<a href="#">Matthia Janulovic</a>	Hotel KOLYMBIA SUN	2+2/1		24.6-27.2016	11	PRG	3	Final
<input type="checkbox"/> 3932251	21.06.16	21.06.16	<a href="#">Natalie Skovak</a>	Hotel KOLYMBIA SUN	2+0		24.6-27.2016	11	PRG	2	Final
<input type="checkbox"/> 3932241	21.06.16	21.06.16	<a href="#">Viktor Pizdek</a>	Hotel DELFINA	2+2/2		24.6-27.2016	11	OSR	3	Final

In the last column you can see „Status of confirmation“

Status of confirmation

„Confirmed by partner“

it means allotments which were confirmed by you

Posted

„New reservation“

it means new allotments where we are waiting for confirmation (not confirmed yet)

Posted

Posted

„Preliminary rooming“

It means rooming lists for all accommodation before specific date (a few days before arrival)

Final

Final

Final

„Final rooming“

It means rooming lists for all accommodation before arrival...when there are sold out and we will not wait any changes

Final

Final

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

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ROOMING LIST   FLIGHT LIST   CONTACTS   EXPORT   [Argos Login](#)

Rooming & list Flight Terminal - Rooming List

**ROOMING LIST**

Date: Check-in   Date from: 24.06.2016   Date till: 24.06.2016   Airports

Input status:   Status of confirmation:  Confirmed  Final  Posted  Preliminary

Client:

**SEARCH**   **EXPORT**   Change confirmation   **CHANGE**

Results show 1 - 10 from 30 capacities. Show page 1 from 2

[Previous list](#)  
[Select all](#)  
[Cancel selection](#)

ID	Date of change	Creation date	First name	Product	Unit	Position	Term of	Nights	Airports	Persons count	Status of confirmation
<input type="checkbox"/> 10932007	23.06.16	23.06.16	<a href="#">Olga Křeháková</a>	Hotel MTSIS FALIRAK BEACH	2+1		24.6 - 6.7 2016	11	PRG	2	Posted
<input type="checkbox"/> 10932073	23.06.16	23.06.16	<a href="#">Suzky Lukáš</a>	Hotel MTSIS FALIRAK BEACH	2+1		24.6 - 6.7 2016	11	PRG	2	Posted
<input type="checkbox"/> 10932019	22.06.16	22.06.16	<a href="#">Marie Flecht</a>	Hotel ANAVADIA	2+1		24.6 - 6.7 2016	11	PRG	2	Posted
<input type="checkbox"/> 10932501	22.06.16	22.06.16	<a href="#">Marlisa Janulová</a>	Hotel KOLYMBIA SUN	2+2/1		24.6 - 6.7 2016	11	PRG	3	Final
<input type="checkbox"/> 10932311	21.06.16	21.06.16	<a href="#">Natalie Džuras</a>	Hotel KOLYMBIA SUN	2+0		24.6 - 6.7 2016	11	PRG	2	Final
<input type="checkbox"/> 10932241	21.06.16	21.06.16	<a href="#">Václav Píškůček</a>	Hotel DELFINIA	2+3/0		24.6 - 6.7 2016	11	OSR	3	Final
<input type="checkbox"/> 10932236	21.06.16	21.06.16	<a href="#">Paulína Polková</a>	Hotel KOLYMBIA SUN	2+1		24.6 - 6.7 2016	11	OSR	2	Final

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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ROOMING LIST FLIGHT LIST CONTACTS **EXPORT**

Rooming & list Flight Terminal [Export](#)

### EXPORT

Type of date:  Date from:  Date till:   
Input status:  Status confirmation:  Type:

**SEARCH**

Date of export	Type	Input commitment mode	Status of confirmation	Airports	Type of date	Date from	Date till	Documents
6/22/2016 6:52:58 PM	Rooming list			PRG	Check-in	24.06.2016	25.06.2016	
6/22/2016 11:26:33 AM	Rooming list			PRG	Check-in	24.06.2016	24.06.2016	

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

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ROOMING LIST **FLIGHT LIST** CONTACTS EXPORT

Rooming & list Flight Terminal [Flight List](#)

### FLIGHT LIST

Date:  Date from:  Date till:  Airports:  Direction:

Input status:  Status of confirmation:  Final  Preliminary  Unsett

Client:

**SEARCH** **EXPORT**

[Select](#)  
[Cancel selection](#)

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

The screenshot shows the Cedok system interface. At the top, there are navigation tabs: ROOMING LIST, FLIGHT LIST, CONTACTS, and EXPORT. The 'EXPORT' tab is highlighted with a red circle. Below the navigation, there is a search and filter section with fields for Date, Check-in, Date from, Date till, Airports, BRQ, and Direction. There are also checkboxes for 'Final', 'Preliminary', and 'Unsent'. Below this, there are 'SEARCH' and 'EXPORT' buttons, with the 'EXPORT' button highlighted by a red circle. The main content area displays a table of flight data with columns: ID, Date of change, Creation date, First name, Product, Unit, Position, Term of, Nights, Airports, Persons count, and Status of confirmation. The table contains 7 rows of data. Below the table, it says 'Total person count: 26'.

ID	Date of change	Creation date	First name	Product	Unit	Position	Term of	Nights	Airports	Persons count	Status of confirmation
15021520	20.06.16	19.06.16	Jana Mihalj	Hoteli KOLYMBIA SUN	Y		24.6-6.7.2016	0	BRQ	3	Unsent
15030967	17.06.16	16.06.16	Sofijana Babovic	Hoteli DELFINA	Y		24.6-6.7.2016	0	BRQ	4	Unsent
15030560	15.06.16	14.06.16	Jana Babunovic	Hoteli DELFINA	Y		24.6-6.7.2016	0	BRQ	2	Unsent
15020162	27.05.16	27.05.16	Mirka Mihaljovic	Hoteli KOLYMBIA SUN	Y		24.6-6.7.2016	0	BRQ	4	Unsent
15004196	02.02.16	25.01.16	Eva Stokic	Hoteli MITSI FALIRAKI BEACH	Y		24.6-6.7.2016	0	BRQ	4	Unsent
15071189	30.12.15	23.12.15	Ernestina Bek	Hoteli KOLYMBIA SUN	Y		24.6-6.7.2016	0	BRQ	4	Unsent
15067460	27.11.15	23.11.15	Lada Mackovic	Hoteli KOLYMBIA SUN	Y		24.6-6.7.2016	0	BRQ	5	Unsent

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

The screenshot shows the Cedok system interface with the 'EXPORT' tab selected. The navigation tabs at the top are ROOMING LIST, FLIGHT LIST, CONTACTS, and EXPORT. The 'EXPORT' tab is highlighted with a red circle. Below the navigation, there is a search and filter section with fields for Date, Check-in, Date from, Date till, Airports, BRQ, and Direction. There are also checkboxes for 'Final', 'Preliminary', and 'Unsent'. Below this, there are 'SEARCH' and 'EXPORT' buttons. The main content area displays a table of flight data with columns: ID, Date of change, Creation date, First name, Product, Unit, Position, Term of, Nights, Airports, Persons count, and Status of confirmation. The table contains 7 rows of data. Below the table, it says 'Total person count: 26'.

ID	Date of change	Creation date	First name	Product	Unit	Position	Term of	Nights	Airports	Persons count	Status of confirmation
15021520	20.06.16	19.06.16	Jana Mihalj	Hoteli KOLYMBIA SUN	Y		24.6-6.7.2016	0	BRQ	3	Unsent
15030967	17.06.16	16.06.16	Sofijana Babovic	Hoteli DELFINA	Y		24.6-6.7.2016	0	BRQ	4	Unsent
15030560	15.06.16	14.06.16	Jana Babunovic	Hoteli DELFINA	Y		24.6-6.7.2016	0	BRQ	2	Unsent
15020162	27.05.16	27.05.16	Mirka Mihaljovic	Hoteli KOLYMBIA SUN	Y		24.6-6.7.2016	0	BRQ	4	Unsent
15004196	02.02.16	25.01.16	Eva Stokic	Hoteli MITSI FALIRAKI BEACH	Y		24.6-6.7.2016	0	BRQ	4	Unsent
15071189	30.12.15	23.12.15	Ernestina Bek	Hoteli KOLYMBIA SUN	Y		24.6-6.7.2016	0	BRQ	4	Unsent
15067460	27.11.15	23.11.15	Lada Mackovic	Hoteli KOLYMBIA SUN	Y		24.6-6.7.2016	0	BRQ	5	Unsent

Here you find exported flight list

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ROOMING LIST   FLIGHT LIST   CONTACTS   **EXPORT**   [Angličtina](#)

Rooming & list Flight Terminal   [Export](#)

**EXPORT**

Type of date:    Date from:    Date till:

Input status:    Status confirmation:    Type:

**SEARCH**

Date of export	Type	Input commitment mode	Status of confirmation	Airports	Type of date	Date from	Date till	Documents
4/23/2016 3:13:55 PM	Flight list			BRQ	Check-in	24.05.2016	24.05.2016	
6/22/2016 6:52:58 PM	Rooming list			PRG	Check-in	24.06.2016	25.06.2016	
6/22/2016 11:25:33 AM	Rooming list			PRG	Check-in	24.05.2016	24.05.2016	