

Hotel Guests

The Hotel Guests list shows guests who signed in through the hotel portal **with a room number and identity details**. Use it to see who is on the network during their stay and when access expires based on the checkout date.

“ How do I open this screen? From the left menu, go to **Guests → Hotel Guests**.

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Kullanıcı Listeleri
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Otel Misafirleri

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KULLANICI ADI	İSİM	SOYİSİM	KİMLİK NUMARASI	ODA NUMARASI	ÇIKIŞ TARİHİ	DOĞUM TARİHİ	CİNSİYET	KAYIT TARİHİ	DURUM	KONUM
Kayıt Yok										

Kayıt Yok

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Yardım | Şartlar | Gizlilik

Table columns

- **USERNAME:** the guest's identity in the system.
- **FIRST NAME / LAST NAME:** the guest's name.
- **ID NUMBER:** the identity number verified at login. This field is populated in deployments where identity verification is required under Law No. 5651.

- **ROOM NUMBER:** the room the guest is staying in — this is how you match a guest to a room during a complaint or support request.
- **CHECKOUT DATE:** the end of the stay. **The guest's Wi-Fi access ends on this date** — if the stay is extended, the date must be updated.
- **DATE OF BIRTH** and **GENDER:** demographic details captured at registration.
- **REGISTRATION DATE:** when the guest signed in to the system.
- **STATUS:** whether the account is active.
- **LOCATION:** the device/hotel the guest belongs to.

When there are no records, the table reads "*No Record*".

Navigating the list

The **Search** box filters instantly across all columns — the fastest way to find a guest by room number. The **10 / 25 / 50 / 100 / All** selector sets records per page.

“ **Related pages:** **Hotel Solution** → **Guest Portal** (login screen settings), **Hotel Solution** → **Room Board**, **Hotel Solution** → **Speed Package Sales**.

Revizyon #2

tugay tarafından 11 Ağustos 2026 07:10:16 oluşturuldu

tugay tarafından 11 Ağustos 2026 08:20:36 güncellendi