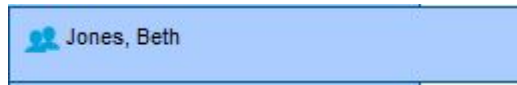


# Group Booking Icons

## Group booking Icons

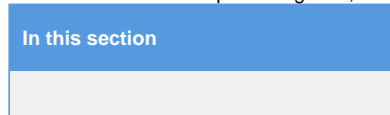
Make finding a Group Booking on the Tape Chart easy. Add an icon to each Group Booking and each booking in the Group will have the icon appear on the Tape Chart.



Choose from these five icon colors:



The setting for the Group Icon is located in the Group Booking Details and in the Group Booking Wizard. To add a Group Booking Icon, see instructions below.



## Group Booking Icons on Tape Chart

Icons appear in column to the right of each Room. Only the Icons set to "Yes" will appear.

Tape Chart

Show: ALL ROOMS 23-Dec-2015 13 Refresh Prev 13 days Next 13 days Go to Today

Room Status:		23-Dec	24-Dec	25-Dec	26-Dec	27-Dec	28-Dec	29-Dec	30-Dec	31-Dec	01-Jan	02-Jan	03-Jan	04-Jan	
Clean  Dirty		Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	
178		17	17	15	10	11	10	11	13	17	13	13	13	18	
101 (Queen with a view)		Smith, Joe					Wilson, Joe	4	5	5	Smith, Joe			6	
102 (Queen with a view)		6	6	Johnson, Phil				Wilson, Joe		Smith, John			6		
103 (Queen with a view)		6	6	4	Johnson , Erica	4	Williams, Kim			Johnson , Erica			Jones, Ma		
104 (Queen with a view)		6	6	Smith, Joe					5	5	Jones, Beth			6	
105 (Large Room with 1 King Bed)		2	2	2	Jones, Beth					3	Williams, Lisa			3	
106 (Large Room with 1 King Bed)		2	2	2	Johnson, Eric					1	3	International , Group			3
107 (Large Room with 1 King Bed)		Johnson , Erica			Jones, Beth					3	1	1	1	3	
220 (Suite - 2 bedroom Room)		Wilson, Joe			Willis, Brad					4	4	4	4	4	
300 (Suite - 2 bedroom Room)		4	4	4	Smith, John					Williams, Jane					
400 (Suite - 2 bedroom Room)		4	4	4	Williams, Kim					4	4	4	4	4	

## To Add a Group Booking Icon to a Group Booking

An icon can be added to a Group Booking in the [Group Booking Details](#) or in the [Group Booking Wizard](#) when creating a Group Booking. In both places, you will find a setting to choose a Group Booking Icon.

The "Group Icon" drop down list offers you a choice of five icon colors to assign to the Group Booking. All bookings made in the Group Bookings will have the associated icon color appear on the booking in the Tape Chart.

**Group Booking Details - Booking Data:** Open the Group Booking and go to the Booking Data Tab. In the last section, choose the icon color from the "Group Icon" dropdown list. Click Save.

*Click to enlarge image*

**34501 - International Travel - Event**

Group Booking for: 01-JAN-2016-06-JAN-2016 Status: Confirmed Group Revenue: \$1478.40

Booking Data | Folio | Edit | Room List | Guest History | Letters | Log

**Group Data**

Group Name: International Travel Booking Title: Event

Contact Person: Ms. Jan Smith

Address: 3214 Forest Street

Zip: 80466 City: Nederland

State: CO Country: United States

Home Phone: 333-333-3333 Cell Phone:

Business Phone: e-mail: erica@bookingcenter.

Fax: Password:

**Booking Information**

Status: Confirmed Projected Income: \$11670.40

Arrival: 01-JAN-2016 Departure: 06-JAN-2016

Release to Soft: ☒ Release Date: 17-DEC-201

Guest Type: Corporate Source: Web Site

Travel Agent Company: International Co.

Group Comments:

Booking Comments:

Guaranteed By: DB International Co. Tax Exempt? ☐

Charge to: Group Group Icon: Green

[Manage Credit Cards](#)

Save Save and Go to Frontdesk Discard and Go to Frontdesk

**Group Booking Wizard - Step 4 Confirm Rates and Enter Group Information:** When creating a Group Booking, you will have the option to choose an icon color in step 4. In the last section, choose the icon color from the "Group Icon" drop down list and complete the booking. The color of the icon can be changed in the Group Booking Details.

*Click to enlarge image*

**Group Booking Wizard - Hockey Club - Tournament**

Enter Dates Allot Rooms Confirm Rates and Enter Group Information Done

Day	Date	Room Type	Soft Allotments	Hard Allotments	Rate Plan	Rate
Wed	20-Jan-2016	Conference Room	0	2	GROUPQUEEN	\$ 75.00
Thu	21-Jan-2016	Conference Room	0	2	GROUPQUEEN	\$ 75.00
Fri	22-Jan-2016	Conference Room	0	2	GROUPQUEEN	\$ 75.00
<b>Total:</b>						<b>\$225.00</b>

**Group Information**

\* Group Name: Hockey Club \* Booking Title: Tournament

\* Contact Name: Defense Sam

Address:

Zip: City:

State: Country: United States

\* Home Phone: 333 Cell Phone:

Business Phone: e-mail: erica@onthedivide.co

Fax: Password: 1234

**Booking Information**

Arrival: 20-Jan-2016 Departure: 23-Jan-2016

\* Guest Type: Select From List \* Source: Select From List

Travel Agent Company:

Group Comments:

Booking Comments:

\* Guaranteed By: Select From List Tax Exempt? ☐

Charge to: Group \* Status: Confirmed

Group Icon: Brown

Complete Booking