Tape Chart - New Booking

To create a new booking on the Tape Chart:

Choose the Room and Date for the booking by clicking on the Tape Chart.

- You can choose one day or a date range and multiple Rooms for the Booking. See example below.
- When the New Booking pop-up window appears, click on New Booking and the New Booking Window will open. See New Booking
 After clicking "Complete Booking", you will return to the Tape Chart at the same date where you left off. For example, if you moved the Tape Chart 2 months ahead to make a booking, then after completing that booking, you will be returned to the same date range. This useful for creating multiple bookings on the same date.

NOTE: The Booking will only display on the Tape Chart if it is assigned a Room.

Tape Chart	

View Rates

To view all of the Rate Plans available for a Room Type right on the Tape Chart. Just click on the date and when the New Booking pop-out displays.

		BookingCenter Welcome BookingCenterl You are at On The Divide Hotel - Change Setup Help Sign.Off											
			Front Desk Booking Reports Admin Arrivals In House Departures Search System Date: 11-NOV-2019							019			
			Booking by Ir	quiry Bo	oking by Avail	ability 1	ape Chart Gi	roup Booking	Wizard Se	arch Booking	s Group B	ookings	
Tape Chart													
Show:ALL ROOMS 10-Nov-20	19 로 1	15	Refre	sh				Go to Today					
			-										
Clean Didy		10-NOV Sup	loday	12-NOV	13-NOV Wed	14-NOV	15-NOV Ed	16-NOV Sat	17-NOV Sup	18-NOV Mon	19-NOV	20-NOV Wed	21- T
390		26	26	26	26	26	26	26	26	26	26	26	2
110 (Standard Queen)		3	3	3	3	3	3	3	3	3	3	3	:
108 (Standard Queen)		3	3	3	3	3	3	3	3	3	3	3	
112 (Standard Queen)	•	3	3	3	3	3	Booking		⊠ 3	3	3	3	
610 (Suite - 3 Bedrooms)		1	1	1	1	1	13-Nov-2019 to 16-Nov-2019						
101 (Deluxe Queen)	6.	3	3	3	3	3	New Bookin	g Rates			3	3	
102 (Deluxe Queen)		3	3	3	3	3	3	3	3	3	3	3	
104 (Deluxe Queen)	H	3	3	3	3	3	3	3	3	3	3	3	:
109 (Standard - Two Queen)		2	2	2	2	2	2	2	2	2	2	2	:
113 (Standard - Two Queen)	6	2	2	2	2	2	2	2	2	2	2	2	:
105 (Standard King)	-	3	3	3	3	3	3	3	3	3	3	3	:
106 (Standard King)		3	3	3	3	3	3	3	3	3	3	3	

Click the new "Rates" button to see a list of Rates. Note that this list will contain all of the Parent, Child and Package Rates allocated to the Room Type in Agent Relationships in the channel MyPMS. The package rates will not display a value on this rate pop-up, but if a new booking is started the full package rates and restrictions can be shown in the new booking window. To add or remove Rate Plans, see Allocate Room Types

		BookingCenter Welcome BookingCenterl You are								e at On The Divide Hotel - <u>Change</u> <u>Setup</u> <u>Help</u> <u>Sign Off</u>						
			Front Des	k Booking	Reports	Admin Arriv	als In House	Departures	Sear	rch System	Date: 11-NOV-2	019				
			Booking by I	nquiry Bo	oking by Avail	ability Tap	e Chart G	roup Booking	Wizard Se	arch Booking	5 Group B	lookings				
ape Chart																
Show:ALL ROOMS • 10-Nov-201	19 🗔 1	15	Refr	esh				Go to Today								
			-					_								
Room Status:		10-Nov	Today	12-Nov	13-Nov	14-Nov	15-Nov	Whe	When you click "Rates", a list of Rate Plans							
Clean 🗌 Dirty		Sun	Mon	Tue	Wed	Thu	Fri	a	lays.	Wed						
390		26	26	26	26	26	26					26				
110 (Standard Queen)		3	3	3	3	3	3	3	3	3	3	3				
108 (Standard Queen)		3	3	3	3	3	3	3	3	3	3	3				
112 (Standard Queen)	M	3						×	3	3	3	3				
610 (Suite - 3 Bedrooms)		1	Rate Des	cription		13-Nov	14-Nov	15-Nov	1	1	1	1				
101 (Deluxe Queen)	6	3	AAA Rate	- King (Standa	rd Queen)	3 (75.00)	3 (75.00)	3 (75.00)	3	3	3	3				
			AAA Rate	- Queen (Stan	dard Queen)	3 (125.00)) 3 (125.00)	3 (125.00)		-	-	-				
102 (Deluxe Queen)		3	Bed and B	Breakfast (Stan	dard Queen)	3 (150.00)) 3 (150.00)	3 (150.00)	3	3	3	3				
104 (Deluxe Queen)	8	3	Corporate	e Queen rate (S	tandard Queen) 3 (90.00)	3 (90.00)	3 (90.00)	3	3	3	3				
109 (Standard - Two Queen)		2	Group Qu	een rate (Stan	dard Queen)	3 (90.00)	3 (90.00)	3 (90.00)	2	2	2	2				
113 (Standard - Two Queen)	6	2	Standard	Rate -Queen (I	Deluxe Queen)	3 (135.00)	3 (135.00)	3 (135.00)	2	2	2	2				
105 (Standard King)	-	3	New Book	ng					3	3	3	3				
106 (Standard King)		3	3	3	3	3	3	3	3	3	3	3				
120 (Standard King)	6	3	3	3	3	3	3	3	3	3	3	3				

If you have Yield Management enabled, then you will also see the Yield Rate Plans.

				BookingCente	Welcom	e Erica	J - BookingCen	ter! You are at Or	1 The Divide Hote	I - Change Set	lue <u>Kiosk</u> <u>He</u>	e I <u>Sign Off</u>
			Front Desi	k Booking Repo	rts Admin	Arriva	ils In House	Departures	:	Search Syst	em Date: 29-JA	N-2021
			Booking by	Inquiry Booking	by Availability	Тар	e Chart 6	aroup Booking	Wizard Se	arch Bookings	Group Bo	okings
Show: -ALL ROOMS- v 28-Jan-202	1 💷 1	5 Refres	n					Go to Today]			
Deare Alation		00.1			les.	_	04.1	04.5-1	00.5-1	00.5%	04.5%	05.5.5
Clean Ditt:		28-Jan Thu	Today	30-	Jan	_	31-Jan Suo	U1-Feb Mon	U2-Feb	U3-Feb Wod	U4-Feb Thu	UD-Feb
384		26	21		25		26	26	26	26	26	26
110 (Standard Queen)	64	3	Johnson, Erica		2	_	3	3	3	3	3	3
108 (Standard Queen)		3			×	1 -	3	3	3	3	3	3
112 (Standard Queen)	64	3	Rate Description		31-Jan		3	3	3	3	3	3
610 (Suite - 3 Bedrooms)		4	Corporate Queen rate (Standard Queen	in)	3 (90.00)		1	1	1	1	1	1
101 (Deluxe Queen)	6.00	3	Standard Rate -Queen (Standard Que	en)	3 (135.00)		3	3	3	3	3	3
102 (Deluxe Queen)		3	AAA Rate - King (Standard Queen)		3 (75.00)		3	3	3	3	3	3
104 (Deluxe Queen)	H	3	Bed and Breakfast (Standard Queen)		3 (150.00)		3	3	3	3	3	3
109 (Standard - Two Queen)	_	2	Yielded: Corporate Queen rate (Standard Queen)	ard Queen)	3 (90.00)		2	2	2	2	2	2
113 (Standard - Two Queen)	1	2	Yielded: AAA Rate - Queen (Standard)	Queen)	3 (125.00)		2	2	2	2	2	2
105 (Standard King)	L	3	Yielded: Standard Rate -Queen (Stand	lard Queen)	3 (269.87)		3	3	3	3	3	3
106 (Standard King)		3	Yielded: Bed and Breakfast (Standard Qu	Queen)	3 (150.00)		3	3	3	3	3	3
120 (Standard King)	6	3	Yielded: Group Queen rate (Standard	Queen)	3 (90.00)		3	3	3	3	3	3
220 (Deluxe Suite)	6	4	New Booking			H	4	4	4	4	4	4
CAB1 (Deluxe Cabin - Two bedrooms)		1	1		1		1	1	1	1	1	1
1111 (Standard Two Single)		5	5		5		5	5	5	5	5	5
202 (Standard Two Single)		5	5		5		5	5	5	5	5	5
203 (Standard Two Single)		5	5		5		5	5	5	5	5	5
222 (Standard Two Single)		5	5		5		5	5	5	5	5	5