

Room Amenity Icons

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Each Room can be assigned a Room Amenity icon that appears on the Tape Chart next to each room.

The setting is controlled at the Room level and can be changed at anytime.

To Add Room Amenity Icons to Rooms see instructions below.

In this section
• Date Bar Repeat • Default # of days • Display Order of Rooms • Flag A Booking • Group Booking Icons • Room Amenity Icons • Room Details

Room Amenity Icons on Tape Chart

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

There are four amenities to choose from:



Disabled Access



Smoking Room



Pet Friendly Room



Adjoining Rooms

Tape Chart

Show: --ALL ROOMS-- 21-Dec-2015 15 Refresh

Room Status:		21-Dec	22-Dec
☐ Clean	☐ Dirty	Mon	Tue
166		11	10
101 (Queen with a view)		4	4
102 (Queen with a view)		Johnson, Eric	
103 (Queen with a view)		Willis, Brad	
104 (Queen with a view)		Jones, Mary	
105 (Large Room with 1 King Bed)		Williams, Kim	
106 (Large Room with 1 King Bed)		Jones, Beth	
107 (Large Room with 1 King Bed)		0	0
220 (Suite - 2 bedroom Room)		4	3
300 (Suite - 2 bedroom Room)		4	3
400 (Suite - 2 bedroom Room)		4	Wilson, Joe
108 (Queen with a view)		4	4
109 (Queen with a view)		4	4
110 (Queen with a view)		4	4
111 (Suite - 2 bedroom Room)		4	3
112 (Suite - 2 bedroom Room)	  	4	3
200 (2 Single Beds)	 	0	0
201 (2 Single Beds)		0	0
A (Conference Room)		2	2
B (Conference Room)		2	2
HOUSE (House with 2 bedrooms)		1	1

New Booking

[Click to enlarge image](#)

To Add Room Amenity Icons to Rooms

Go to **SETUP | RATES | ROOMS**. Amenity settings are located in the Room settings. Click on the Room ID to edit the settings of the Room.

[Click to enlarge image](#)

Front Desk Bookings Rates Relationships Owners Parameters Settings PMS Features/Images

Rate Grid Manage Rates Default Rates Packages Room Types **Rooms** Yield Management Yield Grid

Find records where Room ID has Sort by Room ID down Display 200 Records Fetch

Room ID	Room Description	Room Type	Publish on Internet	Extension	Owner	Sort
101	Two Queen Beds with balcony	QUEEN	Yes			1
102	Two Queen Beds with balcony	QUEEN	Yes			2
103	Two Queen Beds with balcony	QUEEN	Yes			3
104	Two Queen Beds with balcony	QUEEN	Yes			4
105	One King bed, sleeper sofa	KING	Yes			5
106	One King bed, sleeper sofa	KING	Yes			6
107	One King bed, sleeper sofa	KING	No			7
220	Suite-2 Bedroom	SUITE	No			9
300	Suite-2 Bedroom	SUITE	Yes			10
400	Suite-2 Bedroom	SUITE	No			11
108	2 Queen Beds	QUEEN	Yes			
109	2 Queen Beds	QUEEN	Yes			
110	2 Queen Beds	QUEEN	No			
111	Suite - 2 Bedroom Suite	SUITE	No			
112	Suite - 2 Bedroom Suite	SUITE	No			
200	Single - 2 Single Beds	SINGLE	Yes			
201	Single - 2 Single Beds	SINGLE	Yes			
A	Conference Room	CONF	No			
B	Conference Room	CONF	No			
HOUSE	House with 2 bedrooms	HOUSE	No			

20 records found

Add

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When the Room opens, click the Edit button. Go to the last section with the Room Amenities and choose "Yes" next to the Amenity that should appear next to this Room on the Tape Chart. Click Save. The options are: Connecting Room, Disabled Access, Pet Friendly and Smoking.

[Click to enlarge image](#)

Room ID:	101	Room Type:	QUEEN (Queen with a view) ▾
Description:	Two Queen Beds with balcony	Publish on Internet:	Yes ▾
Phone Extension:		Ignore on Occupancy Report:	No ▾
Availability:	Daily Bookings ▾	Beds:	1
Extra Persons:	0	Persons:	2
Owner:	--none-- ▾	Sort:	1
Connecting Room:	No ▾	Disabled Access:	Yes ▾
Smoking:	No ▾	Pet Friendly:	Yes ▾
Notes:			
Save			