

# Tape Chart Features

The Tape Chart is a powerful tool for managing rooms and bookings. The Tape Chart is located under the Booking Tab and is updated automatically as bookings are entered, both manually and through online bookings. You can make new bookings, drag and drop bookings between rooms, check-in and check-out, cancel bookings and view booking details. See [Tape Chart - New Booking](#)

- The Tape Chart has several functions available for managing bookings and availability that you will want to become familiar with. Please review, [Tape Chart Management](#)
- There are several features available on the Tape Chart that you can customize to your property making it easier to manage guests, rooms and bookings. See [Tape Chart Customization](#)

**Tape Chart**

Show: --ALL ROOMS-- 23-Dec-2018 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	
<input type="checkbox"/> Clean <input type="checkbox"/> 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, Mary		
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				
106 (Large Room with 1 King Bed)		2	2	2	Johnson, Eric			1		3	International, Group				
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	

Room Amenities: ADA Pet Friendly Smoking | Availability: Past Days Out of Order Unconfirmed Confirmed Active Complete | Self Check-in/out: Check In Check Out

Please see below for an overview of the Tape Chart features with links to step-by-step instructions for each feature.

<b>Tape Chart</b>

## Tape Chart Features

### Self Check-In and Check-out Icons

The Self Check-in Icon is placed on the booking when the booking is checked-in via self check-in using MyBookings or Kiosk. The Self Check-out icon is placed on the booking when the booking is checked out using the MyBookings self check-out process.

**Tape Chart**

Show: --ALL ROOMS-- 17-Jan-2022 15 Refresh

Room Status:	17-Jan	Today	19-Jan	20-Jan	21-Jan	22-Jan
<input type="checkbox"/> Clean <input type="checkbox"/> Dirty	Mon	Tue	Wed	Thu	Fri	Sat
177	11	11	11	12	12	13
06 (QUEEN)	4	MARTIN, DAVID		4	4	
01 (KING1)	MARTIN, DAVID	1	1	1	1	
02 (SINGLE)	4	4	4	4	4	

### Room Amenities

Each Room can be assigned a Room Amenity icon that appears on the Tape Chart next to each room. The setting is made at the Room level and can be changed at anytime. To Add Room Amenity Icons to Rooms, See [Room Amenity Icons](#)





Adjoining Rooms

### Room Type Images

Add Thumbnail Images that will appear in the Room pop out on the Tape Chart. See [Room Type Images](#):

### Room Details

To see Room Details on the Tape Chart, click on the Room in the left column, see [Room Details](#)

### Group booking Icons

Make locating Group Bookings easy. Add an icon to each group booking and each booking in the Group will have the icon appear on the Tape Chart.

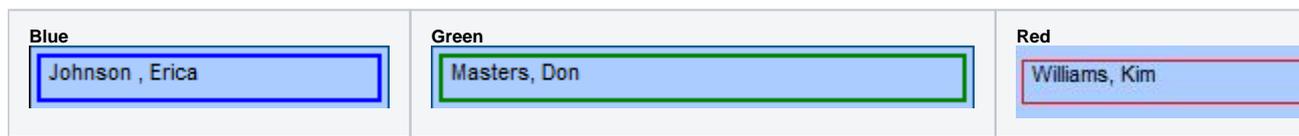


There are five color icons to choose from. The setting for the Group Icon is located in the Group Booking Details and in the Group Booking Wizard. To add a Group Booking Icon, see [Group Booking Icons](#)



### Flag a Booking (Guest Type)

Make identifying guests easy on the Tape Chart. Add a color to the flag and it will appear on the Tape Chart with the colored outline around the Guest Booking. There are five colors to choose from. See [Flag A Booking](#)



### Display order of Room Types and Rooms

Choose the order (Sort Order) of Room Types and Rooms on the Tape Chart. See [Display order of Room Types and Rooms](#)

### Default # of Days

Choose the number days in the default Tape Chart View. This means it will automatically appear with the set number of days when opened. This can always be changed manually in Tape Chart. See [Default # of Days](#):

### Date Bar Repeat

Choose the number of rows to view your rooms on the Tape Chart. See [Date Bar Repeat](#)

### 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, 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. To add or remove Rate Plans, see [Allocate Room Types](#)

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

The screenshot shows the BookingCenter interface with the following elements:

- Header:** BookingCenter logo, system date 11-NOV-2019, and navigation tabs (Front Desk, Booking, Reports, Admin, Arrivals, In House, Departures).
- Navigation:** Booking by Inquiry, Booking by Availability, **Tape Chart**, Group Booking Wizard, Search Bookings, Group Bookings.
- Tape Chart:** A grid showing room availability for various room types (e.g., 110 Standard Queen, 108 Standard Queen, 112 Standard Queen, 610 Suite - 3 Bedrooms, 101 Deluxe Queen, 102 Deluxe Queen, 104 Deluxe Queen, 109 Standard - Two Queen, 113 Standard - Two Queen, 105 Standard King, 106 Standard King) across dates from 10-Nov-2019 to 21-Nov-2019.
- Pop-up:** A 'Booking' pop-up window is open over the 13-Nov-2019 date, displaying '13-Nov-2019 to 16-Nov-2019' and buttons for 'New Booking' and 'Rates'. A red arrow points to the 'Rates' button.

**BookingCenter** Welcome BookingCenter! 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

Booking by Inquiry Booking by Availability **Tape Chart** Group Booking Wizard Search Bookings Group Bookings

### Tape Chart

Show: --ALL ROOMS-- 10-Nov-2019 15 Refresh Go to Today

Room Status:	10-Nov	Today	12-Nov	13-Nov	14-Nov	15-Nov	20-Nov
Clean Dirty	Sun	Mon	Tue	Wed	Thu	Fri	Wed
390	26	26	26	26	26	26	26
110 (Standard Queen)	3	3	3	3	3	3	3
108 (Standard Queen)	3	3	3	3	3	3	3
112 (Standard Queen)	3	3	3	3	3	3	3
610 (Suite - 3 Bedrooms)	1	1	1	1	1	1	1
101 (Deluxe Queen)	3	3	3	3	3	3	3
102 (Deluxe Queen)	3	3	3	3	3	3	3
104 (Standard Queen)	3	3	3	3	3	3	3
109 (Standard - Two Queen)	2	2	2	2	2	2	2
113 (Standard - Two Queen)	2	2	2	2	2	2	2
105 (Standard King)	3	3	3	3	3	3	3
106 (Standard King)	3	3	3	3	3	3	3
120 (Standard King)	3	3	3	3	3	3	3

When you click "Rates", a list of Rate Plans available for the Room Type displays.

Rate Description	13-Nov	14-Nov	15-Nov
AAA Rate - King (Standard Queen)	3 (75.00)	3 (75.00)	3 (75.00)
AAA Rate - Queen (Standard Queen)	3 (125.00)	3 (125.00)	3 (125.00)
Bed and Breakfast (Standard Queen)	3 (150.00)	3 (150.00)	3 (150.00)
Corporate Queen rate (Standard Queen)	3 (90.00)	3 (90.00)	3 (90.00)
Group Queen rate (Standard Queen)	3 (90.00)	3 (90.00)	3 (90.00)
Standard Rate -Queen (Deluxe Queen)	3 (135.00)	3 (135.00)	3 (135.00)

New Booking

**BookingCenter** Welcome Erica J - BookingCenter! You are at On The Divide Hotel - Change | Setup | Help | Sign Off

Front Desk **Booking** Reports Admin Arrivals In House Departures Search System Date: 29-JAN-2021

Booking by Inquiry Booking by Availability **Tape Chart** Group Booking Wizard Search Bookings Group Bookings

### Tape Chart

Show: --ALL ROOMS-- 29-Jan-2021 15 Refresh Go to Today

Room Status:	29-Jan	Today	30-Jan	31-Jan	01-Feb	02-Feb	03-Feb	04-Feb	05-Feb
Clean Dirty	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri
384	26	21	25	26	26	26	26	26	26
110 (Standard Queen)	3	Johnson, Erica	2	3	3	3	3	3	3
108 (Standard Queen)	3	3	3	3	3	3	3	3	3
112 (Standard Queen)	3	3	3	3	3	3	3	3	3
610 (Suite - 3 Bedrooms)	1	1	1	1	1	1	1	1	1
101 (Deluxe Queen)	3	3	3	3	3	3	3	3	3
102 (Deluxe Queen)	3	3	3	3	3	3	3	3	3
104 (Deluxe Queen)	3	3	3	3	3	3	3	3	3
109 (Standard - Two Queen)	2	Yielded: Corporate Queen rate (Standard Queen)	2	2	2	2	2	2	2
113 (Standard - Two Queen)	2	Yielded: AAA Rate - Queen (Standard Queen)	2	2	2	2	2	2	2
105 (Standard King)	3	Yielded: Standard Rate -Queen (Standard Queen)	3	3	3	3	3	3	3
106 (Standard King)	3	Yielded: AAA Rate - King (Standard Queen)	3	3	3	3	3	3	3
120 (Standard King)	3	Yielded: Bed and Breakfast (Standard Queen)	3	3	3	3	3	3	3
220 (Deluxe Suite)	4	Yielded: Group Queen rate (Standard Queen)	4	4	4	4	4	4	4
C4B1 (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

Rate Description	31-Jan
Corporate Queen rate (Standard Queen)	3 (90.00)
AAA Rate - Queen (Standard Queen)	3 (125.00)
Standard Rate -Queen (Standard Queen)	3 (135.00)
AAA Rate - King (Standard Queen)	3 (75.00)
Bed and Breakfast (Standard Queen)	3 (150.00)
Group Queen rate (Standard Queen)	3 (90.00)