

# Room Amenity Icons

## Room Amenity Icons

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                                                                                                                                                                                                                                                                                                                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li><a href="#">Date Bar Repeat</a></li><li><a href="#">Default # of days</a></li><li><a href="#">Display Order of Rooms</a></li><li><a href="#">Flag A Booking</a></li><li><a href="#">Group Booking Icons</a></li><li><a href="#">Room Amenity Icons</a></li><li><a href="#">Room Details</a></li></ul> |

### 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      |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-------------|
| <input type="checkbox"/> Clean   | <input type="checkbox"/> 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: | <input type="text"/>        | 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:           | <div><div></div></div>      |                             |                             |
| <div>Save</div>  |                             |                             |                             |