Flag A Booking

Make identifying Guests easy on the Tape Chart by "flagging the booking" and choosing a color for the flag.

There are five colors to choose from: Red, Purple, Green, Brown, Blue.

The Flag is set up at the Guest Type level in **SETUP | PARAMETERS | GUEST TYPE.**

In order for the Guest Type Flag to appear on the Tape Chart, the Guest Type with the chosen flag must be selected as the Guest Type in the booking. See New Booking Information

A colored outline will automatically appear on all bookings on the Tape Chart with the Guest Type selected for the Booking



Guest Type Flag Colors

Blue	Green	Red
Johnson , Erica	Masters, Don	Williams, Kim

Example of Guest Type Flag on Tape Chart

For example, Guest Type "Return Guest" is flagged with the color green. A booking is made with Guest Type "Return Guest". This booking will appear with a green outline around the booking on the Tape Chart. Or, the Guest Type "VIP" is flagged with the color red. All bookings with the VIP Guest Type chosen will appear with a red outline around the booking on the Tape Chart.

Williams, Kim	
and the second second second	

This example shows the bookings on the Tape Chart of a guest flagged as VIP

ape Chart														
Show:ALL ROOMS 23-Dec-2	2015 💽 🗸 13		R	tefresh						Pre	v 13 days	<u>Next 13</u>	days I	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	15 10 11 10				13	17	13	13	13	18
101 (Queen with a view)	M (2)	Smith, Jo	e	Wilson, Joe 4 5						5	👥 Smith, Joe			6
102 (Queen with a view)	H	6	6	Johnson,	Phil			Wilson, Jo	be		👥 Smith, John		6	
103 (Queen with a view)		6	6	4	Johnson , Erica		Williams, Kin	1			👥 Johnson , Erica			Jones, Mary
104 (Queen with a view)		6	6	Smith, Joe	B	-			5	5	👥 Jones, Beth		6	
105 (Large Room with 1 King Bed)		2	2	2	👥 Jones, Beth	n				3	👥 Williams, Lisa		3	
106 (Large Room with 1 King Bed)		2	2	2	👥 Johnson, Er	ric			1	3	👥 International , Group		Group	3
107 (Large Room with 1 King Bed)		Johnson	, Erica		👥 Jones, Beth					3	1	1	1	3
220 (Suite - 2 bedroom Room)	-	Wilson, J	oe		👥 Willis, Brad					4	4	4	4	4
300 (Suite - 2 bedroom Room)		4	4	4	👥 Smith, John				Williams,	Jane				
400 (Suite - 2 bedroom Room)	6.	4	4	4	👥 Williams, Ki	m				4	4	4	4	4

Click image to enlarge

To Add a Flag to a Booking:

Go to SETUP | PARAMETERS | GUEST TYPES. Click the ADD button to create a new Guest Type or click on the Guest Type ID to Edit the Guest Type.

ces	✓ Guest Types	Receipt	Types	Inventory Group	s Inver	itory Items	Airports	Letters	Auto Letters	Countries
Find rec	ords where Gue	st Type ID 👻	has	•	Sort by Gue	est Type ID 👻	down 👻 Dis	play 200	Records Fetc	1
Guest Type ID					Description	n		Notes	Sort	
VIP	VIP								0	
U				1	Jnknown				99	
LOCAL	LOCAL								99	
CORP	CORP								99	
CAS					Casual				99	
5 recor	ds found			192						

When the window opens, go to **Flag Booking** and choose "Yes". Then choose the Flag Color. There are five colors to choose from: Red, Purple, Green, Brown, Blue.

Enter any other settings needed such as Booking Discount or Warn on Check in. See Guest Types.

		Front Desk	Bookings	Rates	Relationships	Owners	Parameters	Settings	PMS	Features/Images	
Sourc	es ·	✓ Guest Types	Receipt 1	ypes	Inventory Groups	s Invent	tory Items	Airports	Letters	Auto Letters	Countries
	Guest T	ype ID:		VIP							
	Descript	tion:		VIP (Guest						
	Notes:										
	Booking	Discount (%):		10							
	Extras [Discount (%):		0.009	%						
	Warn or	n check in:		Yes							
	Publish	Online:		No							
	Net Pas	sword:									
	Flag Bo	oking:		Yes							
	Flag Col	lor:		Red							
	Sort:			0							
										Dele	ete Edit

Select the "flagged" Guest types in the Booking Details.

Open a booking and choose the flagged Guest Type from the Guest Type drop down menu. It will appear on the Tape Chart in the color chosen for the flag as an outline around the Guest Booking.

In this example, VIP is chosen. The flag will automatically appear on all bookings with this guest type chosen, outlined in red on the Tape Chart.

Williams,	Kim	

# Guests: 1/0/0		Booki	ng for: <mark>23-DEC-20</mark>	15-27-DEC-2015	Ro	om Type:M	ultiple	Room:Multiple	Status:Confirmed
Projected Inc:\$1	ojected Inc:\$1344.00 Projected Inc + Charges:\$1344.00						\$1344.00	Folio Bal: \$0.00	
Booking Data	Folio	Edit	Room Assignm	nent Guest Hist	огу	Letters	Log		
Guest Informa	ation								
* Last Name:		lohnson			* Fir	st Name:	Erica		
Salutation:			+		Date	of Birth:			•
Address:									
Zip:					City:				
State:					Cou	ntry:	United S	tates	•
Main Phone:					Cell	Phone:			
Business Phon	e:				e-ma	ail:	erica@or	nthedivide.com	
Fax:					Pass	sword:			
Driver's License	e #:				Pass	sport #:			
Guest ID:	8	300 1			Res	et Guest ID			
Booking Infor	mation								
Arrival:	2	3-DEC-2	2015		Dep	arture:	27-DEC-2	2015	
# Guests (A/C/I)	i: 1	/0/0			*So	urce:	Web Site	• •	
Room Type:	N	lultiple			Roo	m:	Multiple		
Group:	3	Select Fr	om List		Rate	Plan:	MAN		
*Guest Type:	1	VIP	•		PON	Number:			
2 99 ⁰⁰ 9					Com	nanv:	Internatio	nal Co	