

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

Customize Tape Chart

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

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

Tape Chart

Show: --ALL ROOMS-- 23-Dec-2015 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	
☐ Clean ☐ 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				
102 (Queen with a view)		6	6	Johnson, Phil					Wilson, Joe		Smith, John				
103 (Queen with a view)		6	6	4	Johnson , Erica		Williams, Kim				Johnson , Erica			Jones, Mary	
104 (Queen with a view)		6	6	Smith, Joe					5		5	Jones, Beth			
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	
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	

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.

Front DeskBookingsRatesRelationshipsOwnersParametersSettingsPMSFeatures/Images

SourcesGuest TypesReceipt TypesInventory GroupsInventory ItemsAirportsLettersAuto LettersCountries

Find records whereGuest Type IDhasSort byGuest Type IDdownDisplay200RecordsFetch

Guest Type ID	Description	Notes	Sort
VIP	VIP		0
U	Unknown		99
LOCAL	Locals		99
CORP	Corporate		99
CAS	Casual		99

5 records found

Add

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 DeskBookingsRatesRelationshipsOwnersParametersSettingsPMSFeatures/Images

SourcesGuest TypesReceipt TypesInventory GroupsInventory ItemsAirportsLettersAuto LettersCountries

Guest Type ID:VIPDescription:VIP GuestNotes:Booking Discount (%):10Extras Discount (%):0.00%Warn on check in:YesPublish Online:NoNet Password:Flag Booking:YesFlag Color:RedSort:0

DeleteEdit

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

34502 - Johnson Erica

# Guests:1/0/0	Booking for:23-DEC-2015-27-DEC-2015	Room Type:Multiple	Room:Multiple	Status:Confirmed
Projected Inc:\$1344.00	Projected Inc + Charges:\$1344.00	Projected Bal:\$1344.00	Folio Bal:\$0.00	

[Booking Data](#)
[Folio](#)
[Edit](#)
[Room Assignment](#)
[Guest History](#)
[Letters](#)
[Log](#)

Guest Information

* Last Name:	Johnson	* First Name:	Erica
Salutation:		Date of Birth:	
Address:			
Zip:		City:	
State:		Country:	United States
Main Phone:		Cell Phone:	
Business Phone:		e-mail:	erica@onthedivide.com
Fax:		Password:	
Driver's License #:		Passport #:	
Guest ID:	8001	Reset Guest ID	

Booking Information

Arrival:	23-DEC-2015	Departure:	27-DEC-2015
# Guests (A/C/I):	1/0/0	* Source:	Web Site
Room Type:	Multiple	Room:	Multiple
Group:	Select From List	Rate Plan:	MAN
* Guest Type:	VIP	PO Number:	
Travel Agent:		Company:	International Co.