

# Display Order of Rooms

Properties have the ability to customize the order in which Room Types and Rooms display on the Tape Chart and Booking Engine.

## To change the Room Type Order on the Tape Chart and Booking Engine

- Go to **SETUP | RATES | ROOM TYPES**
- Click on the Room Type ID
- Click the Edit Button
- In the Sort Field, add the sequential # of how you want the Room Type to appear in the Tape Chart and on the Booking Engine. For example, enter 1 for the Room Type to appear first, 2 for the second Room Type and so on. Acceptable sort values are between 0-99. 0 is the highest priority with 99 being the lowest priority. Any conflicting values will sub sort alpha-numeric. The smallest number will show at the top. ie, sort order 2 will show before 3.

**NOTE:** The sort order placed on the Room Type (note, **NOT the Room**) will determine the sort the **Booking Engine** uses to return available rooms when using the Booking Engine template.

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## To change the Room Order on the Tape Chart

- Go to **SETUP | RATES | ROOMS**
- Click on the Room ID
- Click the Edit Button
- In the Sort Field, add the sequential # of how you want the Room to appear in Room Type on the Tape Chart. For example, enter 1 for the Room Type to appear first, 2 for the second Room Type and so on. Acceptable sort values are between 0-99. 0 is the highest priority with 99 being the lowest priority. Any conflicting values will sub sort alpha-numeric. The smallest number will show at the top. ie, sort order 2 will show before 3.

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## To change the Room Display Description on the Tape Chart

You can choose whether to display the Room ID or Description on the Tape Chart

- Go to **SETUP | PMS | SETUP**.
- Click Edit
- In the section titled 'Look and Feel', go to 'Display on Tape/Availability Chart'.
- Choose 'Room Type ID' to display the Room ID
- Choose 'Room Type Description' to display the Description. This field is often longer than the Type ID field, so the rows will tend to be larger when displaying by Description.

Play around with these two ways of displaying the Tape Chart and Availability Chart to see which one works best for you.

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## To change the # of days and date range

In this section