Flag A Booking

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

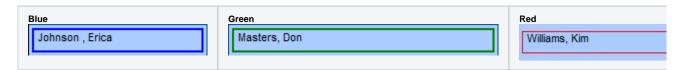There are five colors to choose from: Red, Purple, Green, Brown, Blue.

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

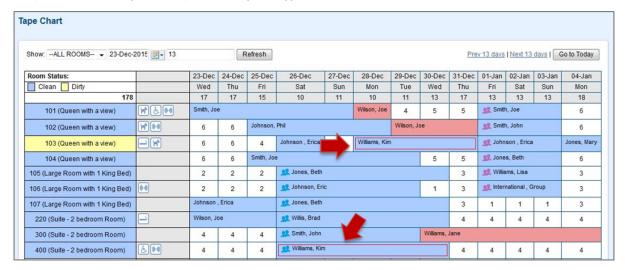| Blue	Green	Red
Johnson , Erica	Masters, Don	Williams, Kim

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.
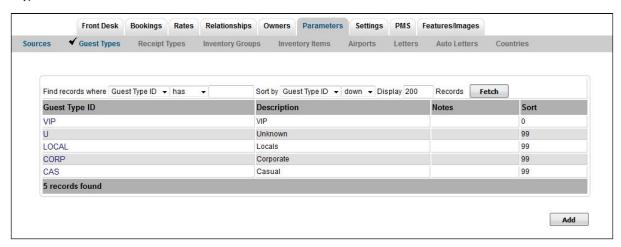

Williams, Kim

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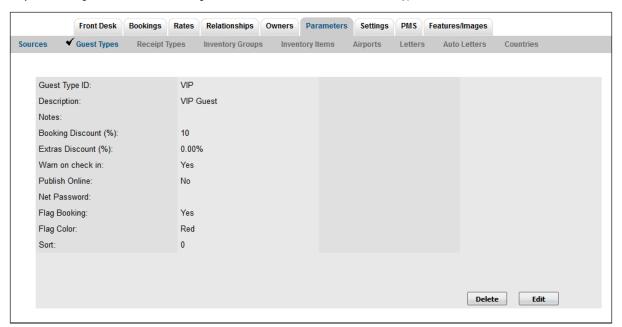

Click image to enlarge

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 Desk | Bookings | Rates | Relationships | Owners | Parameters | Settings | PMS | Features/Images |

| Sources | ✔ Guest Types | Receipt Types | Inventory Groups | Inventory Items | Airports | Letters | Auto Letters | Countries |

Find records where Guest Type ID ▼ has ▼ [   ] Sort by Guest Type ID ▼ down ▼ Display 200 Records [Fetch]

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 Desk | Bookings | Rates | Relationships | Owners | Parameters | Settings | PMS | Features/Images |

| Sources | ✔ Guest Types | Receipt Types | Inventory Groups | Inventory Items | Airports | Letters | Auto Letters | Countries |

Guest Type ID:	VIP
Description:	VIP Guest
Notes:	
Booking Discount (%):	10
Extras Discount (%):	0.00%
Warn on check in:	Yes
Publish Online:	No
Net Password:	
Flag Booking:	Yes
Flag Color:	Red
Sort:	0

[Delete] [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

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.