

Tape Chart Features

The Tape Chart is a powerful tool for managing rooms and bookings. The Tape Chart is located under the Booking Tab and is updated automatically as bookings are entered, both manually and through online bookings. You can make new bookings, drag and drop bookings between rooms, check-in and check-out, cancel bookings and view booking details. See [Tape Chart - New Booking](#)

- The Tape Chart has several functions available for managing bookings and availability that you will want to become familiar with. Please review, [Tape Chart Management](#)
- There are several features available on the Tape Chart that you can customize to your property making it easier to manage guests, rooms and bookings. See [Tape Chart Customization](#)

Tape Chart

Show: --ALL ROOMS-- 23-Dec-2016 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
		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)							Wilson, Joe	4	5	5	Smith, Joe			6
102 (Queen with a view)		6	6			Johnson, Phil		Wilson, Joe			Smith, John			6
103 (Queen with a view)		6	6	4		Johnson, Erica	4	Williams, Kim			Johnson, Erica			Jones, Mary
104 (Queen with a view)		6	6			Smith, Joe			5	5	Jones, Beth			6
105 (Large Room with 1 King Bed)		2	2	2		Jones, Beth				3	Williams, Lisa			3
106 (Large Room with 1 King Bed)		2	2	2		Johnson, Eric			1	3	International, Group			3
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	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	4

Room Amenities: ADA Adjoining Pet Friendly Smoking Availability: Past Days Out of Order Unconfirmed Confirmed Active Complete Self Check-in/out: Check In Check Out

Please see below for an overview of the Tape Chart features with links to step-by-step instructions for each feature.

Tape Chart

Tape Chart Features

Self Check-In and Check-out Icons

The Self Check-in Icon is placed on the booking when the booking is checked-in via self check-in using MyBookings or Kiosk. The Self Check-out Icon is placed on the booking when the booking is checked-out using the MyBookings self check-out process.

Tape Chart

Show: --ALL ROOMS-- 17-Jan-2022 15 Refresh

Room Status:	17-Jan	Today	19-Jan	20-Jan	21-Jan	22-Jan
	Mon	Tue	Wed	Thu	Fri	Sat
177	11	11	11	12	12	
06 (QUEEN)	4	MARTIN, DAVID		4	4	
01 (KING1)	MARTIN, DAVID	1	1	1	1	
02 (SINGLE)	4	4	4	4	4	

Room Amenities

Each Room can be assigned a Room Amenity icon that appears on the Tape Chart next to each room. The setting is made at the Room level and can be changed at anytime. To Add Room Amenity Icons to Rooms, See [Room Amenity Icons](#)

Disabled Access

Smoking Room

Pet Friendly Room



Room Type Images

Room Details

Group booking Icons

 Jones, Beth

Diagram illustrating three overlapping rectangles representing different categories or groups:

- Blue:** Johnson, Erica
- Green:** Masters, Don
- Red:** Williams, Kim



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System Date: 11-NOV-2019

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Tape Chart

Show: --ALL ROOMS-- 10-Nov-2019 15
[Refresh](#)
[Go to Today](#)

Room Status:		10-Nov	Today	12-Nov	13-Nov	14-Nov	15-Nov	16-Nov	17-Nov	18-Nov	19-Nov	20-Nov	21-Nov
		Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu
☐ Clean ☐ Dirty													
390		26	26	26	26	26	26	26	26	26	26	26	26
110 (Standard Queen)		3	3	3	3	3	3	3	3	3	3	3	3
108 (Standard Queen)		3	3	3	3	3	3	3	3	3	3	3	3
112 (Standard Queen)		3	3	3	3	3	3	3	3	3	3	3	3
610 (Suite - 3 Bedrooms)		1	1	1	1	1	1	1	1	1	1	1	1
101 (Deluxe Queen)		3	3	3	3	3	3	3	3	3	3	3	3
102 (Deluxe Queen)		3	3	3	3	3	3	3	3	3	3	3	3
104 (Deluxe Queen)		3	3	3	3	3	3	3	3	3	3	3	3
109 (Standard - Two Queen)		2	2	2	2	2	2	2	2	2	2	2	2
113 (Standard - Two Queen)		2	2	2	2	2	2	2	2	2	2	2	2
105 (Standard King)		3	3	3	3	3	3	3	3	3	3	3	3
106 (Standard King)		3	3	3	3	3	3	3	3	3	3	3	3

Booking

13-Nov-2019 to 16-Nov-2019

[New Booking](#)
[Rates](#)

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System Date: 11-NOV-2019

Booking by Inquiry Booking by Availability **Tape Chart** Group Booking Wizard Search Bookings Group Bookings

Tape Chart

Show: --ALL ROOMS-- 10-Nov-2019 15 Refresh Go to Today

Room Status:		10-Nov	Today	12-Nov	13-Nov	14-Nov	15-Nov	20-Nov
	Clean	Sun	Mon	Tue	Wed	Thu	Fri	Wed
390		26	26	26	26	26	26	26
110 (Standard Queen)		3	3	3	3	3	3	3
108 (Standard Queen)		3	3	3	3	3	3	3
112 (Standard Queen)		3						3
610 (Suite - 3 Bedrooms)		1						1
101 (Deluxe Queen)		3						3
102 (Deluxe Queen)		3						3
104 (Deluxe Queen)		3						3
109 (Standard - Two Queen)		2						2
113 (Standard - Two Queen)		2						2
105 (Standard King)		3						3
106 (Standard King)		3	3	3	3	3	3	3
120 (Standard King)		3	3	3	3	3	3	3

Rate Description

13-Nov

14-Nov

15-Nov

AAA Rate - King (Standard Queen)

3 (75.00)

3 (75.00)

3 (75.00)

AAA Rate - Queen (Standard Queen)

3 (125.00)

3 (125.00)

3 (125.00)

Bed and Breakfast (Standard Queen)

3 (150.00)

3 (150.00)

3 (150.00)

Corporate Queen rate (Standard Queen)

3 (90.00)

3 (90.00)

3 (90.00)

Group Queen rate (Standard Queen)

3 (90.00)

3 (90.00)

3 (90.00)

Standard Rate -Queen (Deluxe Queen)

3 (135.00)

3 (135.00)

3 (135.00)

New Booking

When you click "Rates", a list of Rate Plans available for the Room Type displays.

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Booking

Reports

Admin

Arrivals

In House

Departures

Search

System Date: 29-JAN-2021

Booking by Inquiry Booking by Availability **Tape Chart** Group Booking Wizard Search Bookings Group Bookings

Tape Chart

Show: --ALL ROOMS-- 29-Jan-2021 15 Refresh Go to Today

Room Status:		29-Jan	Today	30-Jan	31-Jan	01-Feb	02-Feb	03-Feb	04-Feb	05-Feb
	Clean	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri
384		26	21	25	26	26	26	26	26	26
110 (Standard Queen)		3	Johnson, Erica	2	3	3	3	3	3	3
108 (Standard Queen)		3			3	3	3	3	3	3
112 (Standard Queen)		3			3	3	3	3	3	3
610 (Suite - 3 Bedrooms)		1			1	1	1	1	1	1
101 (Deluxe Queen)		3			3	3	3	3	3	3
102 (Deluxe Queen)		3			3	3	3	3	3	3
104 (Deluxe Queen)		3			3	3	3	3	3	3
109 (Standard - Two Queen)		2			2	2	2	2	2	2
113 (Standard - Two Queen)		2			2	2	2	2	2	2
105 (Standard King)		3			3	3	3	3	3	3
106 (Standard King)		3			3	3	3	3	3	3
120 (Standard King)		3			3	3	3	3	3	3
220 (Deluxe Suite)		4			4	4	4	4	4	4
CHB1 (Deluxe Cabin - Two bedrooms)		1	1	1	1	1	1	1	1	1
1111 (Standard Two Single)		5		5	5	5	5	5	5	5
202 (Standard Two Single)		5		5	5	5	5	5	5	5
203 (Standard Two Single)		5		5	5	5	5	5	5	5
222 (Standard Two Single)		5		5	5	5	5	5	5	5

Rate Description

31-Jan

Corporate Queen rate (Standard Queen)

3 (90.00)

AAA Rate - Queen (Standard Queen)

3 (125.00)

Standard Rate -Queen (Standard Queen)

3 (135.00)

AAA Rate - King (Standard Queen)

3 (75.00)

Bed and Breakfast (Standard Queen)

3 (150.00)

Group Queen rate (Standard Queen)

3 (90.00)

Yielded: Corporate Queen rate (Standard Queen)

3 (90.00)

Yielded: AAA Rate - Queen (Standard Queen)

3 (125.00)

Yielded: Standard Rate -Queen (Standard Queen)

3 (269.87)

Yielded: AAA Rate - King (Standard Queen)

3 (75.00)

Yielded: Bed and breakfast (Standard Queen)

3 (150.00)

Yielded: Group Queen rate (Standard Queen)

3 (90.00)

New Booking