

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				3	1	1	1	3
220 (Suite - 2 bedroom Room)						Wilson, Joe				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

There are five color icons to choose from. The setting for the Group Icon is located in the Group Booking Details and in the Group Booking Wizard. To add a Group Booking Icon, see [Group Booking Icons](#)



Make identifying guests easy on the Tape Chart. Add a color to the flag and it will appear on the Tape Chart with the colored outline around the Guest Booking. There are five colors to choose from. See [Flag A Booking](#)

Display order of Room Types and Rooms

Choose the order (Sort Order) of Room Types and Rooms on the Tape Chart. See [Display order of Room Types and Rooms](#)

Default # of Days

Choose the number days in the default Tape Chart View. This means it will automatically appear with the set number of days when opened. This can always be changed manually in Tape Chart. See [Default # of Days](#):

Date Bar Repeat

Choose the number of rows to view your rooms on the Tape Chart. See [Date Bar Repeat](#)

View Rates

To view all of the Rate Plans available for a Room Type right on the Tape Chart. Just click on the date and when the New Booking pop-out displays, click the new "Rates" button to see a list of Rates. Note that this list will contain all of the Parent, Child and Package Rates allocated to the Room Type in Agent Relationships in the channel MyPMS. To add or remove Rate Plans, see [Allocate Room Types](#)

If you have Yield Management enabled, then you will also see the Yield Rate Plans.


Welcome BookingCenter! You are at On The Divide Hotel - [Change](#) | [Setup](#) | [Help](#) | [Sign Off](#)

Front Desk
Booking
Reports
Admin
Arrivals - In House - Departures
Search
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	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

BookingCenter

Welcome BookingCenter! You are at On The Divide Hotel - Change | Setup | Help | Sign Off

Front Desk

Booking

Reports

Admin

Arrivals

In House

Departures

Search

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	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

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.

BookingCenter

Welcome Erica J - BookingCenter! You are at On The Divide Hotel - Change | Setup | Help | Sign Off

Front Desk

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	Johnsen, Erica	2	3	3	3	3	3	3
108 (Standard Queen)		3	3	3	3	3	3	3	3	3
112 (Standard Queen)		3	3	3	3	3	3	3	3	3
610 (Suite - 3 Bedrooms)		1	1	1	1	1	1	1	1	1
101 (Deluxe Queen)		3	3	3	3	3	3	3	3	3
102 (Deluxe Queen)		3	3	3	3	3	3	3	3	3
104 (Deluxe Queen)		3	3	3	3	3	3	3	3	3
109 (Standard - Two Queen)		2	2	2	2	2	2	2	2	2
113 (Standard - Two Queen)		2	2	2	2	2	2	2	2	2
105 (Standard King)		3	3	3	3	3	3	3	3	3
106 (Standard King)		3	3	3	3	3	3	3	3	3
120 (Standard King)		3	3	3	3	3	3	3	3	3
220 (Deluxe Suite)		4	4	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	5
202 (Standard Two Single)		5	5	5	5	5	5	5	5	5
203 (Standard Two Single)		5	5	5	5	5	5	5	5	5
222 (Standard Two Single)		5	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