

Customize Tape Chart

The Tape Chart is a powerful tool for managing rooms and bookings.

The Tape Chart is located in the Booking Tab and is updated automatically as bookings are entered, both manually and through online bookings.

The Tape Chart has several functions available for managing bookings and availability that you will want to become familiar with. See [Tape Chart Management](#)

There are several ways to customize the Tape Chart to fit your property needs. Use these settings to customize your Tape Chart.

- **Display order of Room Types and Rooms** (Sort Order): Choose the order of Room Types and Rooms on the Tape Chart.
- **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.
- **Date Bar Repeat:** Choose the number of rows to view your rooms on the Tape Chart.
- **Room Type Images:** Add Thumbnail Images that will appear in the Room pop out on the Tape Chart.
- **Room Details:** To see Room Details on the Tape Chart,
- **Flag A Booking:** Add a Flag and color to booking by selecting one of your flagged Guest types in the Booking Details. It will appear on the Tape Chart with a red outline around the Guest Booking.
- **Group Icons:** Add an icon to each Group Booking and each booking in the Group will have the icon appear on the Tape Chart.

Customize Tape Chart

Tape Chart

- Tape Chart Features
- Customize Tape Chart
- Tape Chart - New Booking
- Booking Pop-up Window
- Bookings Status
- Marking a Room "Out of Order"
- Tape Chart | Payment Status Icons
- Tape Chart | Self Check-in and Check-out Icons

Tape Chart

Show: --ALL ROOMS-- 26-Dec-2015 6

Refresh

Prev 6 days | Next 6 days | Go to Today

Room Status:		26-Dec	27-Dec	28-Dec	29-Dec	30-Dec	31-Dec
☐ Clean ☐ Dirty		Sat	Sun	Mon	Tue	Wed	Thu
72		10	11	10	11	13	17
101 (Queen with a view)	  	Smith, Joe		Wilson, Joe	5	6	6
102 (Queen with a view)	 	Johnson, Phil			5	6	6
103 (Queen with a view)	 	3	4	4	5	6	6
104 (Queen with a view)		Smith, Joe				6	6
105 (Large Room with 1 King Bed)		Jones, Beth					3
106 (Large Room with 1 King Bed)		Johnson, Eric		1	1	1	3
107 (Large Room with 1 King Bed)		Jones, Beth					3
220 (Suite - 2 bedroom Room)		Willis, Brad					4
300 (Suite - 2 bedroom Room)		Smith, John				2	4
400 (Suite - 2 bedroom Room)	  	Williams, Kim					4
108 (Queen with a view)		3	4	4	5	6	6
109 (Queen with a view)		Johnson, Erica		4	Wilson, Joe		
110 (Queen with a view)		3	4	4	5	6	6
111 (Suite - 2 bedroom Room)		2	2	Johnson, Eric		2	4
112 (Suite - 2 bedroom Room)	  	2	2	Williams, Kim			
200 (2 Single Beds)		2	2	2	2	1	1
201 (2 Single Beds)		2	2	2	2	Williams, Jane	
A (Conference Room)		2	2	2	2	2	2
B (Conference Room)		2	2	2	2	2	2
HOUSE (House with 2 bedrooms)		1	1	1	1	1	1

New Booking