

Tags used in GUEST REGISTRATION FORM html document (GAREGWIN.HTM)

| TAG NAME | INFO PRINTED ON FORM | WHERE INFO IS PULLED FROM |
|-----------------|---------------------------------------|---|
| {HOTELADDRESS1} | HOTEL ADDRESS LINE 1 | HOTEL PARAMETER RECORD <i>*Property's address is 3 lines and may contain address, phone #, email, etc</i> |
| {HOTELADDRESS2} | HOTEL ADDRESS LINE 2 | |
| {HOTELADDRESS3} | HOTEL ADDRESS LINE 3 | |
| {GUESTNAME} | GUEST NAME (LAST, FIRST) | GUEST PROFILE / GUEST FOLIO |
| {GUESTADDRESS} | GUEST ADDRESS LINE 1 | GUEST PROFILE / GUEST FOLIO |
| {GUESTADDRESS2} | GUEST ADDRESS LINE 2 | GUEST PROFILE / GUEST FOLIO |
| {CITY} | GUEST CITY | GUEST PROFILE / GUEST FOLIO |
| {STATE} | GUEST STATE | GUEST PROFILE / GUEST FOLIO |
| {ZIP} | GUEST ZIP CODE | GUEST PROFILE / GUEST FOLIO |
| {COUNTRY} | GUEST COUNTRY | GUEST PROFILE / GUEST FOLIO |
| {HOME} | MAIN / HOME PHONE # | GUEST PROFILE / GUEST FOLIO |
| {BUSINESS} | BUSINESS PHONE # | GUEST PROFILE / GUEST FOLIO |
| {ALTPHONE1} | ALTERNATE PHONE 1 | GUEST PROFILE |
| {ALTPHONE2} | ALTERNATE PHONE 2 | GUEST PROFILE |
| {EMAIL} | GUEST EMAIL | GUEST PROFILE |
| {GUESTCOMPANY} | COMPANY | GUEST FOLIO |
| {PROFILEID} | GUEST PROFILE ID | GUEST PROFILE |
| {CONFIRMATION} | CONFIRMATION / RESERVATION # | RESERVATION / GUEST FOLIO |
| {RESERVATION} | The words: "GUARANTEED BY DEPOSIT" | RESERVATION / GUEST FOLIO <i>*Will print if advanced deposit is received.</i> |
| {BOOKING} | BOOKING NUMBER | RESERVATION / GUEST FOLIO <i>*For customers using CRS</i> |
| {FOLIO} | FOLIO NUMBER | GUEST FOLIO |
| {ROOM} | ROOM NUMBER | GUEST FOLIO |
| {RMTYPE} | ROOM TYPE | GUEST FOLIO |
| {ROOMDESC} | ROOM DESCRIPTION | GUEST FOLIO |
| {CONNECT} | CONNECTING ROOM # | GUEST FOLIO |
| {PACKAGE} | PACKAGE DESCRIPTION | GUEST FOLIO |
| {GROUP} | GROUP CODE | GUEST FOLIO |
| {ARRIVAL} | ARRIVAL DATE | GUEST FOLIO |
| {DEPARTURE} | DEPARTURE DATE | GUEST FOLIO |
| {NIGHTS} | # OF NIGHTS | GUEST FOLIO |
| {ADULTS} | # OF ADULTS | GUEST FOLIO |
| {CHILDREN} | # OF CHILDREN | GUEST FOLIO |
| {GUARANTEE} | PAYMENT CODE (CA, VS, MC, ETC) | GUEST FOLIO |
| {CREDITCARD} | CC NUMBER (XXXXXXXXXXXX1234) | GUEST FOLIO |
| {AUTHORIZATION} | CC AUTHORIZATION # | <i>*Will only display CC information for customers with integrated credit card processing. Only last 4 of CC#</i> |
| {EXPDATE} | CC EXP DATE (XX/XX) | |

| | | |
|--------------|--------------------------------|---------------------------|
| {RATE} | ROOM RATE | GUEST FOLIO |
| {RATEXDAYS} | ROOM RATE X NUMBER OF DAYS | GUEST FOLIO |
| {TAX} | ROOM TAX | GUEST FOLIO |
| {TOTROOM} | TOTAL ROOM | GUEST FOLIO |
| {TOTTAX} | TOTAL TAX | GUEST FOLIO |
| {TOTROOMTAX} | TOTAL ROOM + TAX | GUEST FOLIO |
| {DEPOSITREQ} | DEPOSIT AMT REQUIRED | RESERVATION |
| {DEPOSITREC} | DEPOSIT RECEIVED (EX: -100.00) | RESERVATION / GUEST FOLIO |
| {DEPOSIT} | DEPOSIT RECEIVED (EX: 100.00) | RESERVATION / GUEST FOLIO |
| {BALDUE} | BALANCE DUE AT CHECK IN | RESERVATION / GUEST FOLIO |

| | | |
|----------------|---------------|---|
| {PROFILENOTES} | GUEST NOTES | GUEST PROFILE <i>*This is NOT the Notes tab in the Guest Folio</i> |
| {COMMENT1} | FOLIO COMMENT | GUEST PROFILE / GUEST FOLIO |
| {COMMENT2} | COMMENT 2 | *In Guest Profile , these are the 3 lines next to Hotel Folio Comment . |
| {COMMENT3} | COMMENT 3 | Comments 2 & 3 must be enabled in MENUINI.FIL. See instructions below.** |

Locate **MENUINI.FIL in the hotel folder. Right-click on the file and select **Open with** and choose **Notepad** or another text editor (do NOT edit in Word). Find the following 2 lines and remove the **#** sign at the beginning of the line and make sure they are set to **YES**:

HOTEL-REGCARD-COMMENT2=YES

* YES=Print Hotel Comment 2 on Registration Card. Default=NO (do not print)

HOTEL-REGCARD-COMMENT3=YES

* YES=Print Hotel Comment 3 on Registration Card. Default=NO (do not print)

THE FOLLOWING TAGS CREATE DESCRIPTIONS AND BLANK LINES

| | |
|-------------|------------------------|
| {CAR} | MAKE OF VEHICLE: _____ |
| {PLATE} | LIC NO.: _____ |
| {CARSTATE} | STATE: _____ |
| {SIGNATURE} | SIGNATURE: _____ |
| {DATE} | DATE: _____ |