


























Quick Reference Sheet – Indicators List

Icon	Name	Jump	Applies To...	Description
	Address	J	Profile Profile Search	At least one address is available in the profile.
	Alerts	J	Reservation Reservation Search	Manages and Displays Alert message(s) attached to the Reservation.
	Cancel Reason		Reservation Reservation Search	Indicates the reservation had been cancelled, and upon selecting, displays the reason that the reservation was cancelled. Also displays the Cancellation History.
	Channel Rate	J	Profile Profile Search	Manages the negotiated Channel Rates for that guest's Profile.
	Communication	J	Profile Profile Search	At least one communication type is available in the profile, such as email address, telephone number.
	Deposit/ Cancellation	J	Reservation Reservation Search	Indicates that there is a Deposit and/or Cancellation policy for this reservation.
	Fixed Charges	J	Reservation, Accounts Receivables	Indicates and manages the fixed charges associated with the reservation such as Golf Greens fees, Theme Park ticket, Parking charges - posted separately from the Rate. May be a one time fee or recurring charge.
	Future & Past Stays	J	Profile, LTB, Reservation Accounts Receivables Searches	Displays upcoming and past stays for the guest or Accounts Receivables account. Contains links to each reservation.
	Future & Past Blocks	J	Profile	Displays upcoming and past stays for profiles with block reservations.
	Guest Messages	J	Reservation Reservation Search	Manages messages for the guest with the ability to send to the guest's room (if guest is checked in), via SMS (if system configured), or print the messages.
	Linked Reservation		Reservation Reservation Search	Indicates that this reservation is linked to one or more other reservations. A linked reservation also could be part of an itinerary series of bookings.
	Keyword	J	Profile Profile Search	Sets and displays an identifying keyword for the profile.
	Membership	J	Profile, Reservation Search	Indicates that this reservation has at least one membership attached.
	Negotiated Rate	J	Profile Profile Search	Manages and displays any negotiated rates for the guest.
	Notes	J	Accounts Receivables Accounts Receivables Search	Manages and displays notes attached to an Accounts Receivables account. (See Profile Notes or Reservation Notes for notes attached to a Profile or Reservation.)
	Packages	J	Reservation Reservation Search	Manages and displays the packages attached to this reservation.
	Routing Instructions	J	Reservation Reservation Search	Displays the payment method and any Authorization rules, Routing Instructions attached for payment for the reservation.
	Preferences	J	Profile, Reservation Search Results	Sets and displays the guest's Preferences, whether Global, Distributable, or Local Property.

	Profile Links	J	Profile Profile Search	Ability to link relationship profiles to the guest's profile.
	Profile Notes	J	Profile Profile Search	Manages and displays notes attached to the Profile.
	Reservation Notes	J	Reservation Reservation Search	Manages and displays notes attached to the Reservation. Profile notes are also accessible from this indicator in the Reservation screen and Reservation Search results.
	Shares	J	Reservation Reservation Search	Indicates that two or more separate reservations are combined into one shared reservation.
	Stay Revenue		Reservation Reservation Search	Displays the revenue breakdown and folio history for the selected [checked out] reservation. You can also generate the guest folio report to print, email, fax, or view on screen.
	Traces	J	Reservation, Reservation Search Accounts Receivables	Manage traces for follow-up action. Ability to Add, Edit, Remove, or mark Traces as Completed.
	Transportation	J	Reservation	Records Arrival (pick-up) transportation and/or Departure (drop-off) transportation for the guest.