

How to create new tags and assign them in bulk

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Description

Tags allow you to filter different parts of the system such as accommodations, reservations, owners, customers or portals. You can also use tags to segment communication with your customers and owners through Harmony, for example: if you tag an owner as "VIP" and insert this tag into the Harmony solution, the system will only send notifications to reservations that are associated with VIP owners.

Tags can be created for the different tabs within the VRMS:

- Accommodations
- Portals
- Owners
- Bookings
- Customers

How can I create a new tag?

To create a new tag, we should first go to a tab of the sections mentioned above.

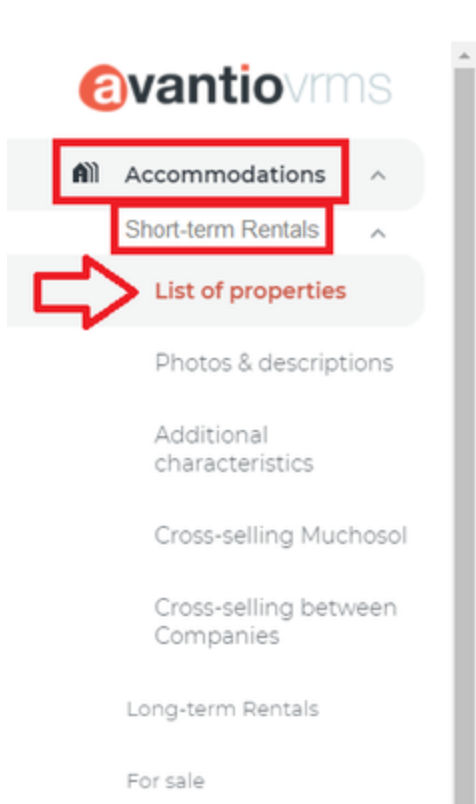
For example, we can go to the tab of any accommodation and click on CHANGE:

Content in this section

Related content

Content by label


There is no content with the specified labels



Accommodation: REF 143159 / Apartamento La Catedral (Holidays for you)

[CHANGE](#)
[DELETE](#)
[DUPLICATE ACCOMMODATION](#)
[MORE ▾](#)
[← RETURN TO THE LIST](#)

GENERAL DATA



Name or reference Apartamento La Catedral

Type Apartment

Building/Urbanization Córdoba Catedral

Category 4/6 Estandar

Reference (Accommodation code): 143159 (1435090900)


Status: ✔ Activated (from 16/11/2015)

Web view	Web view of the accommodation	Photos and descriptions	See Photo Gallery
		Occupation rule applied	confirmación 2
Assigned rate	Alicante Update Rate	Discount / supplement rule	Mallorca valid
Payment and cancellation conditions:	is applied test	Key collection and check in instructions:	is applied La Sa
Owner	Véronique Savarit	Contract:	Access to the cc
Co-owners	Without co-owners		

Next, we look in the accommodation page for the field called "Tags" and write the name of the tag we want to create, for example "city centre"

General data

Name or reference*	<input type="text" value="Apartamento La Catedral"/>	?
Type*	<input type="text" value="Apartment"/>	▼
Building/Urbanization:*	<input type="text" value="Córdoba Catedral"/>	▼ LIST NEW ?
Category*	<input type="text" value="4/6 estandar"/>	▼ ?
Status	<input type="text" value="Activated"/>	▼
Owner:	<input type="text" value="Véronique Savarit"/>	▼ NEW
Co-owners:	<input type="text" value="Select"/>	▼
Cleaning status:	<input type="text" value="Uncleaned"/>	▼

Additional notes ?	<div>No text in Spanish</div>	 22 Ad
Tags	<div><div><input type="text" value="city centre"/></div><div>city centre (New)</div></div>	

Being a new tag, which does not yet exist for any accommodation, the system puts ("New") after the word..

When you hit the enter key, this new tag is created, and the next time you add this tag the system will recognize this tag as an existing tag in the system:

It is important to note that the names of these tags are only for internal use, they will not be visible to customers/guests on any portals, the website or in templates.

For this reason, you should create tags for accommodations with names to quickly locate for example, certain accommodations in the system.

As explained above, you can not only create/assign tags to accommodations, but also to portals, owners, bookings and customers.

You can also create and assign have as many tags as you wish.

Example of a tag for an owner:

Owners: Jason Borne

SAVE **CANCEL** * Indicates an obligatory

OWNER DATA

Date of registration: * 08/05/2018

Name: * Jason Title: -- Select --

Surname: Borne language: English (UK)

Second last name: Date of birth:

Comments: Tags ? Self-Clean x





How do I configure existing tags to multiple accommodations at once, in bulk?

In the list of accommodation, we can select several accommodations, and then assign, unassign or replace tags quickly to several accommodations in bulk:

Accommodations Accommodations ⓘ

FILTERS **NEW ACCOMMODATION** **SELECTION** **EXPORT**





List of accommodations (2 selected items) Order by: Status: Activated first

ACCOMMODATION	LOCATION	STATUS	PENDING ACTIONS
<input checked="" type="checkbox"/>  Apartamento La Catedral 143159	Córdoba (La Catedral) Apartment	Active	Expired rates
<input type="checkbox"/>  Amsterdam AVE - Central Park 191719	New York (Upper West Side) Apartment	Active	Expired rates
<input type="checkbox"/>  Apa Mallorca 355364	Córdoba (La Catedral) Apartment	Active	Expired rates
<input checked="" type="checkbox"/>  Apartamento La Catedral 2 351093	Córdoba (La Catedral) Apartment	Active	Expired rates

Accommodations Accommodations ⓘ

FILTERS **NEW ACCOMMODATION** **SELECTION** **EXPORT**

List of accommodations (2 selected items) Order by: Status: Activated first

ACCOMMODATION	LOCATION	STATUS	PENDING ACTIONS
<input checked="" type="checkbox"/>  Apartamento La Catedral 143159	Córdoba (La Catedral) Apartment	Active	Expired rates
<input type="checkbox"/>  Amsterdam AVE - Central Park 191719	New York (Upper West Side) Apartment	Active	Expired rates
<input type="checkbox"/>  Apa Mallorca 355364	Córdoba (La Catedral) Apartment	Active	Expired rates
<input checked="" type="checkbox"/>  Apartamento La Catedral 2 351093	Córdoba (La Catedral) Apartment	Active	Expired rates

Assign tags ⓘ

city centre x

Tag Name

Accept **Cancel**

In our example we want to add the tag "test" 3 selected accommodations at the same time.

When you click Accept, the system automatically assigns the tag to the 3 accommodations:

Bookings section

It is not possible to attribute tags in bulk in the bookings section. You will need to add the tags/s individually for each booking.

The system does not provide us with a list of all existing tags

For this reason, we recommend keeping a list outside the system, of all the tags created in the system, so that later you can filter the accommodations / portals / owners / clients / reservations by the different tags created.
