

How do we indicate Units with special information?

We have some units that have limitations on whom can rent that unit i.e. No pets. Is there a way that we can flag these specific units? There are multiple options to flag specific units for staff:

1. Unit Alerts
2. Unit Description Information
3. View tabs.

Setup Information: 1 - Unit Alerts: Create an Alert to change the colour of the Unit's Unit Type on the Availability Grid. Click Utilities button from the Availability Grid and click **Alert Setup**. Within the Alert Setup panel, click **Add**. Enter in the Label - name of Alert for example "No Pets" Colour: Select the required colour Alert Type: Select Unit Press Submit to finalise. - On the Availability Grid, click on the required Units and from the Upcoming Bookings and Pencil In drop down, select the Alert from the Unit Alert. **2 - Unit Description Information:** Enter in information, into Unit Setup, to display on the Upcoming Bookings and Pencil In drop down when the unit is selected on the Availability Grid. Click Setup from the Menu Bar, expand Business Setup and click **7. Unit Types > Units > Features** Scroll down to the Unit Setup panel and expand the Unit Type tree list. Select the units from the tree list and click Edit in the Unit Description panel to enter in the information. Repeat for the remaining units. **3 - View Tabs:** Create a View tab "No Pets" to group the required Units into. Click Utilities button from the Availability Grid and click **View Setup**. Click Add. Grid Type: Unit View Label: Enter in the name (brief description of special information) of the View tab i.e. No Pets Order of Appearance: Enter in the order number you want it to appear in Initial Grid View: No Select the required Units to display within this View Tab from the Unit selection. Press Submit to finalise. - On the Availability Grid, there will now be a View Tab that contains all the flagged units with the special information.