

Bright Park

Help Document

Help topic	Merge Fields
Part of	Sender, Changeover, and Language Editor
First published	9 th January 2022
Last reviewed	-
Current as of	Bright Park V5.0.0.0

Contents

Page 1	Introduction
Page 2	Available merge fields

Introduction

When editing certain documents, you can use merge fields to automatically include information about the booking, customer, or unit.

Currently, merge fields can be used in:

- SMS templates in Sender
- Document templates in Changeover
- Language Editor for Guest Area language fields

IMPORTANT - HOW TO USE

To use a merge field, you need to enclose it in **square brackets**, e.g.:

[BookNo] for booking number

[VehReg1] for vehicle registration number 1

➤ Available merge fields

Booking (to use, enclose in square brackets, e.g. [ArrDate])

Merge field	What it shows	Examples
BookNo	Booking number	123456
AgentRef	Agent reference	XHR/21823934 (or 'None' if not present)
OLCinTimeSlot	Booked online check-in slot	15:00 – 16:00
ArrDate	Arrival date	Mon 09 Jan 2023
DepDate	Departure date	Fri 13 Jan 2023
BkdDate	Booked date	Mon 02 Jan 2023
NumNights	Length of stay (nights)	4
VehReg1	Vehicle registration 1	A123 ABC (or '-' if not present)
VehReg2	Vehicle registration 2	B456 XYZ (or '-' if not present)
AgentName	Agent name (private)	Group 4
AgentNamePublic	Agent name (public)	Newspaper Promotion

Customer and Family (to use, enclose in square brackets, e.g. [Surname])

Merge field	What it shows	Examples
CustNo	Customer number	123456
Surname	Surname	SMITH
MrMrsName	Salutation + surname	Mr Smith
Postcode	Postcode	EX1 1TS
EmailAdd	Email address	contact@bright-park.co.uk
PersonXName	Name used for Person Type <i>Replace X with 1, 2, 3, 4, 5, or 6</i>	Person1Name = Aged 55+ or Person2Name = Aged 18 to 54
PersonXQty	Quantity of Person Type <i>Replace X with 1, 2, 3, 4, 5, or 6</i>	Person1Qty = 0 or Person2Qty = 3
PersonTotalQty	Total quantity of Persons 1 to 6	5

Unit and Location (to use, enclose in square brackets, e.g. [UnitType])

Merge field	What it shows	Examples
UnitNumber	Unit number	AO1
LongNumber	Longer unit number	Apple Orchard No. 1
ActualPitch	Actual pitch	056
UnitType	Name of the unit type	Premium 2-bed
UnitStyle	Name of the unit style	Chalet
LocationName	Name of the location	Letting Units
LocationNamePublic	Public name of the location	Sunny Park Holiday Village
FeatureX.Name	Unit Feature name <i>Replace X with Unit Feature ID</i>	Parking Space Location or Lockbox Access Code
FeatureX.NameAlt	Alternative Unit Feature name <i>Replace X with Unit Feature ID</i>	Where is my parking space? or Access code for key lockbox
FeatureX.Value	Unit feature value <i>Replace X with Unit Feature ID</i>	On road opposite (marked bay) or 5299