

Setting Up & Editing Rates, Allotments and Minimum Nights Stay

- Setting Up and Editing Rates, Allotments and Minimum Nights Stay
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After setting up your room types, emails, disclaimers and policies, you will want to begin assigning rates, allotments and minimums to your rooms. To begin, follow the steps below.

To start, click on the **Rate Administrator** link on the header navigation. You will be directed to your retail **Rate Administrator** page.

On this page you will see three different areas listed: **View/Print Rates/Inventory/Minimums**, at the top of the page, **Edit Current Data** is in the middle section. **Edit by room type without seeing current data** is in the bottom section.

If you have not entered rates into the Booking Engine before, you will want to start at the bottom of the page in the **Edit by room type without seeing current data** section.

Edit by room type without seeing current data

Choose a room type, fill in fields to update and the dates to change.

Select the type of room:

- Standard Single
- Standard Twin
- Superior Single
- Superior Double
- Deluxe Double
- Deluxe Twins
- Executive Suite

Fields to Update

\$ New rate

Allotment

Minimum

Check to black out ALL rooms for these dates

Leaving a field empty will keep existing data

In this section you will see the room types you created earlier displayed. Below the room types you will see a **Fields to Update** section. Underneath the Fields to Update area is the **Select Date Options** area. To assign rates/inventory/minimum to your room types follow the steps below:

- Select a **room type** (by clicking the radio button next to the room)
- Enter the **rate** for the room type in the **New Rate** field.
- Enter the **inventory** you want to have available on a daily basis for this room type into the **Inventory** field
- Enter the required Minimum nights stay (if any) into the **Minimum** field.
- Select a date range that the rate/allotment/minimum entries apply to.
- Select the **days of the week** that this date range applies to.

Select Date Options

Start date: 7 20 2005

End date: 7 20 2005

Days of Week to Update

Sun Mon Tue Wed
 Thu Fri Sat

Submit

- Click **Submit** to save your entries.

You will need to repeat this process for each room type and each date range needed. You can create rates/inventory/minimums for up to 365 days from the date you enter them.

Viewing Your Rate/Inventory/Minimum Entries:

At the top of the **Rate Administrator** page you will see a section called **View /Print Rates/Allotments/Minimums**. In this area, you will select a date range that you wish to view and then click the **Submit** button. You can view rates/allotments/minimums for a date range up to 365 days. This will return a spreadsheet style report that lists all of your entries. This tool is very handy in helping to identify “holes” in your entered data, or to determine where you left off in your data submission. You can select the data with your cursor and copy and paste the data into an Excel spreadsheet if desired.

Editing Current Data

From time to time you may want to make a short term change to your rates/inventory/minimums. A quick and easy way to do that is to use the tool in the middle section of the **Rate Administrator** page entitled **Edit Current Data**. Here you can make quick changes within a 31 day period.

- Begin by selecting a start date and end date in the **Edit Current Data** section.
- Make a selection to update:

Rates—allows you to write in or change the current rates for rooms for the time period you selected
Allotment—allows you to write in or change number of rooms available for the time period you selected

Minimums—allows you to set or change the current minimum nights' stay for rooms for the time period you selected.

Current data will be presented in a calendar format with all room types. Highlight individual cells and make necessary changes. Select **Click ONLY if changes made** after editing is complete. If you do not click this button, changes will not be recorded. If successful, the screen will report "**The changes have been made**". (If you do not receive this screen, do not assume that the changes were made.)

- Check your work by viewing the view/print rates section in the top third of the **Rate Administrator** screen.)

Note: This section is efficient for small changes; use **Edit by Room Type without Seeing Current Data** below for mass changes or updates. Suggested Use: black out individual room types, or change rates for an upcoming holiday or event.

Blacking out all room types

To black out all room types, go to **Edit by Room Type without Seeing Current Data**. Choose a range of dates, select the check box next to the **Check to black out ALL room types for these dates** text to make all rooms blacked out and click **Submit**. This will make the allotment zero for all room types within the dates selected. When done the screen will say "**The update is complete.**"

Suggested Use: Easily black out a range of dates for holiday or convention blocks.

Closing Dates to Arrival

There are times that you may want to prevent your guests from arriving on a particular date, in order to keep your premium date ranges from being used up by single night reservations. This can be accomplished by manipulating the minimum night stay. To accomplish this you will need to go to your **Rate Administrator** page, and scroll down to the **Edit Current Data** section. Select **Minimum** from the **Choose Which to View/Update** selection. Enter in the date range you wish to edit.

	Tue	Wed	Thu	Fri	
Room Type	10/25/05	10/26/05	10/27/05	10/28/05	Room Type
Standard Single	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="-1"/>	<input type="text" value="2"/>	Standard Single
Standard Twin	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="-1"/>	<input type="text" value="2"/>	Standard Twin

Change the minimum quantity to **-1** where you want to close the date to arrival. This will allow reservations to be booked using those dates, but not allow guests to arrive on that date.