



Daily Rates

Help Manual

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Setting up Daily Rates

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Main Menu Business Details Reservations

TEST1 BOOKEASY NOTICES
Please make sure your rates and availability are up to date for 2008 as we are starting to get booking enquiries.

BOOKEASY NOTICES

 **The new Daily Rates Feature is now live.** Click here to view more information and an online demonstration. You will need Windows Media Player to view the demo. If you don't have Windows Media Player please click here to download.

TOUR OPERATORS ONLY: BookEasy Tour is an optional upgrade for Tour Operators offering extra functionality. Click here to find out more information or upgrade to BookEasy Tour.

OPERATOR PRODUCTS: Click here to view information on other optional products including extra web pages, online virtual tours and book now buttons.

General Details	Tours	Accommodation
Business Details	List Tours	Accommodation Details and Facilities
Online Booking Control	Availability Block / Unblock Range	List of Units / Rooms and Rates
News, Events, Awards and Opening Hours	Tour Manifest with subtotals	Rates Calendar
Cancellation, Indemnity Policy & Accreditation	Reservations	Availability Block / Unblock Range
Hot Deals	Net Pay	Specials
Map and Virtual Tours Link	Cancellation, Indemnity Policy & Accreditation	Booking Conditions
Upload Pictures / Images	Upgrade to BookEasy Tour	Reservations
View your changes on Website		Net Pay
List of Holidays	There are 592 BookEasy users online now!	

Current Location:

5. Click on 'List of Units/ Rooms and Rates'.

If there are no Room Types set up:

Main Menu Business Details Reservations

LIST OF ROOMS/UNITS AND ROOM RATES

Room / Units Name	Room Type Details	Rates	Facilities	Actions
Add Room / Unit				

2. Click on 'Add Room/Unit'.

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Main Menu Business Details Reservations

EDIT ACCOMMODATION ROOM/UNIT/HOUSE

General Settings	
Accommodation Name	Standard Queen
This room/unit is currently active <i>Whether this room/unit is displayable on the website for online bookings</i>	<input checked="" type="checkbox"/> This room is currently active
Room Configuration <i>Enter the number of this "type" of accommodation</i>	1 bedroom or motel room
Number of Accommodation Units <i>Enter the number of rooms that this accommodation has</i>	100
Maximum Number of Persons <i>Enter the maximum number of people that this accommodation holds</i>	3
Description <i>Please include: * Bedding Configuration * Breakfast Details * Children Differences * Cot Prices</i>	Motel style room with Queen Bed, ensuite and tea/coffee making facilities.

- 3. Enter the name of the room
- 4. Select the room configuration from the drop down menu
- 5. Enter the number of rooms/units of this type
- 6. Enter the MAXIMUM number the room can accommodate.
- 7. Enter the Room Description

Room Rates Setup	
Which type of rates setup will this room use?	Daily
Number of guests included in daily rates <i>Enter the number of guests included in daily rates</i>	<input type="text"/>
Rack Rate <i>This will be the rate that will be defaulted on your Daily Rates Chart</i>	\$ <input type="text"/>
Nightly charge per extra adult	\$ <input type="text"/>
Nightly charge per extra child	\$ <input type="text"/>

Room Settings	
Last Minute Inclusion <i>This only applies to Gold Medal Operators</i>	<input type="checkbox"/> This room is to be included in Last Minute deals
Guest Requirements	<input type="checkbox"/> You do not take infants (less than 2 years old)
	<input type="checkbox"/> You do not take children (2-12 years old)

Bond Information	
Is a bond required? <i>NOTE: The bond will only be charged if booked through a Booking Centre that has enabled bonds.</i>	<input type="checkbox"/> This room requires a bond
Bond Amount	\$ <input type="text"/>

Current Location:

8. Select Daily
9. Enter Number of guests included in Daily Rates
10. Specify the Standard One Night Rate
11. Add a 'Nightly Charge per extra adult/child' if applicable.
12. If this Room Type is to be included in your Booking Centre's Last
13. Save changes.

If there are already Room Types set up:

LIST OF ROOMS/UNITS AND ROOM RATES

Room / Units Name	Room Type Details	Rates	Facilities	Action
17764 - Deluxe Family Apartments	Edit	Edit Seasonal Rates	Edit	Delete
17766 - Deluxe Spa Suite	Edit	Edit Seasonal Rates	Edit	Delete
17763 - Standard Queen	Edit	Edit Seasonal Rates	Edit	Delete

Add Room / Unit

Room Rates Setup	
Which type of rates setup will this room use?	Daily
Number of guests included in daily rates <i>Enter the number of guests included in daily rates</i>	<input type="text"/>
Rack Rate <i>This will be the rate that will be defaulted on your Daily Rates Chart</i>	\$ <input type="text"/>
Nightly charge per extra adult	\$ <input type="text"/>
Nightly charge per extra child	\$ <input type="text"/>

Room Settings	
Last Minute Inclusion <i>This only applies to Gold Medal Operators</i>	<input type="checkbox"/> This room is to be included in Last Minute deals
Guest Requirements	<input type="checkbox"/> You do not take infants (less than 2 years old)
	<input type="checkbox"/> You do not take children (2-12 years old)

Bond Information	
Is a bond required? <i>NOTE: The bond will only be charged if booked through a Booking Centre that has enabled bonds.</i>	<input type="checkbox"/> This room requires a bond
Bond Amount	\$ <input type="text"/>

Current Location:

1. Click on the name of the room and leave all General Settings as is.

2. Scroll down to 'Room Rates Set Up' and choose 'Daily' from the Drop Down Menu next to the text 'Which type of rates set up with this room use'.

The screen will change, enter details as per above steps 9-13.

The 'List of Units, Rooms and Rates' screen will be displayed.

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Main Menu Business Details Reservations

LIST OF ROOMS/UNITS AND ROOM RATES

Room / Units Name	Room Type Details	Rates	Facilities	Action
26994 - Deluxe King	Edit	Edit Daily Rates	Edit	Delete
17751 - Standard Queen	Edit	Edit Seasonal Rates	Edit	Delete

Add Room / Unit

Next to the Room Type(s), the rate structure that is being applied will be either 'Daily Rates' or 'Seasonal Rates'.

Add Daily Rates

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Main Menu Business Details Reservations

LIST OF ROOMS/UNITS AND ROOM RATES

Room / Units Name	Room Type Details	Rates	Facilities	
26994 - Deluxe King	Edit	Edit Daily Rates	Edit	Delete
17751 - Standard Queen	Edit	Edit Seasonal Rates	Edit	Delete

Add Room / Unit

1. Click on 'Edit Daily Rates'.

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Main Menu Business Details Reservations

EDIT DAILY RATES

May 2008 Add New Night Rate **Add Rate** Change Room Deluxe King OK

This screen does not update your availability. [Please click here to update availability.](#)

		May 2008																														
Deluxe King		Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Deluxe King		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Deluxe King		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

2. Click on 'Add Rate', a pop up window will display.

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Main Menu Business Details Reservations

EDIT DAILY RATES

May 2008 Add New Night Rate **Add Rate** Change Room Deluxe King OK

This screen does not update your availability. [Please click here to update availability.](#)

Standard Nightly Rate

Minimum Nights:

Rate:

Create Rate

		May 2008																														
Deluxe King		Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Deluxe King		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Deluxe King		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

3. Enter '1' to create the One Night Standard Rate. The rate that is entered in the Room Rates setup as the 'Rack Rate', has carried forward for the One Night 'Standard Rate'.

4. Click on 'Create Rate'

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Main Menu Business Details Reservations

EDIT DAILY RATES

May 2008 Add New Night Rate **Add Rate** Change Room Deluxe King OK

This screen does not update your availability. [Please click here to update availability.](#)

		May 2008																														
Deluxe King		Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Deluxe King		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Deluxe King	1 Night	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400
Deluxe King	Delete Night Rate	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Deluxe King	Standard Rate	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

The Standard Nightly Rate has populated across all the date fields. This carries through for the next two years.

To view future dates, click on the drop down menu to change the month.

This screen does not update your availability. [Please click here to update availability.](#)

		May 2008																											
Deluxe King		Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed
1 Night		400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400
Delete Night Rate		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Standard Rate																													
2 Nights		350	350	350	350	350	350	350	350	350	350	350	350	350	350	350	350	350	350	350	350	350	350	350	350	350	350	350	350
Delete Night Rate		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Standard Rate																													
5 Nights		300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300
Delete Night Rate		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Standard Rate																													
7 Nights		250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250
Delete Night Rate		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Standard Rate																													
Deluxe King		Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28

Multiple night stays can be added by repeating this process.

Amend Standard Rates

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Main Menu Business Details Reservations

May 2008 Add New Night Rate Add Rate Change Room Deluxe King Rate Added

This screen does not update your availability. Please click here to update availability.

Update Rate

New Standard 1 NightRate

1 Night
Delete Night Rate
Standard Rate
Change

2 Nights
Delete Night Rate
Standard Rate

5 Nights
Delete Night Rate
Standard Rate

7 Nights
Delete Night Rate
Standard Rate

Deluxe King

1. Click on 'Standard Rate'. The 'Update Rate' pop-up window will be displayed.
2. Enter the New Standard Rate for the 'Night Stay' that requires amending.
3. Click 'Change'. (This example can be used if you had a rate rise, or if the wrong rate had been entered)

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Amend Rates for Specific Days.

When using Daily Rates, rates can be easily amended for specific days.

The example below shows an amendment to the weekend rates for the 2 Night Stay, for the month of May. The new rate will be \$375.00.

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Main Menu Business Details Reservations

May 2008 Add New Night Rate Add Rate Change Room Deluxe King Rate Added

This screen does not update your availability. Please click here to update availability.

Edit Rates

From Date: 1-May-2008 To Date: 31-May-2008

New Rate: 375.00

Save Rates

Return to Standard

1. Click on the Rate Box for the 2 Night Stay. The 'Edit Rate' box will be displayed.
2. Select the required date range.
3. Enter the new rate.
4. Un-tick the days of the week where the rate does not apply.
5. Click on 'Save Rates'.

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Member Console

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Main Menu Business Details Reservations

May 2008 Add New Night Rate Add Rate Change Room Deluxe King OK

This screen does not update your availability. [Please click here to update availability.](#)

		May 2008																														
Deluxe King		Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 Night	Delete Night Rate	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400
	Standard Rate	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2 Nights	Delete Night Rate	350	350	350	350	350	350	350	350	350	350	350	350	350	350	350	350	350	350	350	350	350	350	350	350	350	350	350	350	350	350	
	Standard Rate	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
5 Nights	Delete Night Rate	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	
	Standard Rate	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
7 Nights	Delete Night Rate	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	
	Standard Rate	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Deluxe King		Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat

Notice the amended (shaded) rates have reverted back to the Standard Rate that is displayed for that nightly rate.

Current Location:

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Stop Sell Nightly Rates for Specific Dates.

Disable Rates

Stop Sell allows you to disable rates for specific days/dates. For example, if you did not want to allow a particular night's stay for a certain period.

(Please note this does not automatically update Availability, it only disables the required nightly rate from being charged. If you wish to update Availability, click on the text in red which says 'Click here to update your availability'. This will redirect to your Availability Screen where you can manually update your availability for the nights that are not available)

1. Click on the tick below date that requires Stop Sell. A 'Stop Sell/Release Stop Sell' pop-up box will be displayed.

2. Select the date range you would like to change.

3. Select the days of the week that the 'Stop Sell'

4. Click on 'Disable Dates'.

Stop Sell refers to dates you want to Disable; Release Stop Sell refers to dates you want to Enable.

A red 'X' will appear under the dates that you have 'Disabled'.

Update your availability by clicking here.

In the example above the One Night Rate of \$400.00 is not available for May, however customer could still book that room for a stay of 2 nights or more.

Enable Rates

If you wish to 'Enable' the dates again, repeat steps 1-3 above and click the 'Enable Dates' option.