Daily Rates
Help Manual
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Setting up Daily Rates

If there are no Room Types set up:

5. Click on ‘List of Units/ Rooms and Rates’.

2. Click on ‘Add Room/Unit’.

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.
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 Minute Deals campaign, tick this box.
13. Save changes.

If there are already Room Types set up:

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.

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

1. Click on 'Edit Daily Rates'.

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

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'. 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.
Multiple night stays can be added by repeating this process.
Amend Standard Rates

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.

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)
If at this point, if you wish to change the 2 night ‘Standard Rate’ due to a rate increase/decrease, it will not change the amended dates.

**Revert Amended Rates to Standard**
Amended rates can be reverted back to Standard Rates for any given date range.

1. Click on the shaded rate box that requires changing back to Standard Rates.
2. Select required date range.
3. Click 'Return to Standard'.

The screen has now changed and the amended dates appear shaded. The new Friday and Saturday 2 night rate has been applied for the month of May.
Notice the amended (shaded) rates have reverted back to the Standard Rate that is displayed for that nightly rate.
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)*

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.