



Property Build Guide

pegasus.io

V4.1_08.2018

Maintaining Property Information

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Getting Started in the Pegasus CRS (RVNG)

RVNG: Minimum System Requirements

Requirements	<p>To access RVNG successfully, you must have the following:</p> <ul style="list-style-type: none"> • User ID and password • Windows 7 or higher • Google Chrome • Adobe Flash Player 9.x or 10. Minimum version is 9.0.115.0 (http://www.adobe.com/products/flashplayer) • Pop up blockers disabled while using the application 					
PC Hardware Minimum (Required) Specifications	<p>The minimum recommended equipment listed is for the operating system and the RVNG browser client. It does not take into account any other software being run at the same time. The minimum requirements, while functional, may not provide a highly-efficient user experience.</p> <p>If you expect to run other programs while also running RVNG, the system requirements may be higher to achieve optimal performance.</p> <table border="1" data-bbox="394 1066 1380 1606"> <thead> <tr> <th data-bbox="394 1066 889 1108">Minimum required</th> <th data-bbox="889 1066 1380 1108">Recommended</th> </tr> </thead> <tbody> <tr> <td data-bbox="394 1108 889 1606"> <ul style="list-style-type: none"> • 1GHz CPU • 2GB RAM • 17" Monitor • 20GB Hard Drive • Internet Connectivity: 128Kbps <ul style="list-style-type: none"> • Screen resolution: 1024 x 768 (1280 x 1024 for Chain Level Users) </td> <td data-bbox="889 1108 1380 1606"> <ul style="list-style-type: none"> • 2GHz+ CPU • 2GB RAM • 17" or greater Monitor • 20GB or greater Hard Drive • Internet Connectivity: 300Kbps • Screen resolution: 1280 x 1024 or greater </td> </tr> </tbody> </table>		Minimum required	Recommended	<ul style="list-style-type: none"> • 1GHz CPU • 2GB RAM • 17" Monitor • 20GB Hard Drive • Internet Connectivity: 128Kbps <ul style="list-style-type: none"> • Screen resolution: 1024 x 768 (1280 x 1024 for Chain Level Users) 	<ul style="list-style-type: none"> • 2GHz+ CPU • 2GB RAM • 17" or greater Monitor • 20GB or greater Hard Drive • Internet Connectivity: 300Kbps • Screen resolution: 1280 x 1024 or greater
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Login

To login to the **RVNG**, follow the steps below.

Step	Action						
1	Go to https://secure.netbookerng.com/						
2	Enter Username/Email address and Password. <div style="text-align: center;"> Username/Email Address: <input type="text"/> Password: <input type="password"/> </div>						
3	Click the  button.						
4	Based on your User ID, upon login you will see one of the following Dashboards. <table border="1" style="width: 100%; margin-top: 10px;"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>Individual Hotel</td> <td>You will be navigated to your property Dashboard.</td> </tr> <tr> <td>Group of Hotels</td> <td>You will be navigated to the Property Search screen.</td> </tr> </tbody> </table>	If...	Then...	Individual Hotel	You will be navigated to your property Dashboard .	Group of Hotels	You will be navigated to the Property Search screen.
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Individual Hotel	You will be navigated to your property Dashboard .						
Group of Hotels	You will be navigated to the Property Search screen.						

Property Dashboard

The **Property Dashboard** within the **RVNG** contains several links that you will use to view/update information and run reports. The Property Dashboard is split into four areas:

Part	Function
Listing Info	Listing Info contains links to update your property information.
Actions	Actions contains links that allow you to manage rates and availability, and view bookings.
Reports	Reports contain links to run various types of reports.
My Arrivals	My Arrivals contains filters to search for bookings.

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Getting Started in the Pegasus CRS (RVNG)-Continued

Login Preferences

Now that you are logged in you can set your user login **Preferences**, to change your password:

Step	Action
1	To access Preferences, click the  Preferences link in the grey vertical toolbar.
2	Enter the new password in the Password and Confirm Password fields. <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="text-align: right; padding-right: 10px;">Password:</div> <input data-bbox="915 638 1352 697" type="password" value="....."/> </div> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="text-align: right; padding-right: 10px;">Confirm Password:</div> <input data-bbox="915 737 1352 795" type="password" value="....."/> </div> <p>Note: The password must:</p> <ul style="list-style-type: none"> • be at least 8 characters • alphanumeric • cannot contain any special characters such as #, &, * etc.
3	Click the  button

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Key Contacts

Key Contacts Using **Key Contacts**, you will provide a key hotel contact for travel agents that use the Sabre GDS tool e-Sabre. Follow the steps below to add a contact.

Step	Action														
1	From the dashboard click the Key Contacts link.														
2	Click the  button.														
3	<p>You are navigated to the Contact Information screen. Complete or update applicable fields. At a minimum provide first and last name, job title in the company name field, phone number, and Email address. For example:</p> <div data-bbox="587 882 1406 1449" style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9;"> <p style="text-align: center;">File As Company <input checked="" type="radio"/> No <input type="radio"/> Yes</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Last</td> <td><input type="text" value="Smith"/></td> </tr> <tr> <td>First</td> <td><input type="text" value="Joe"/></td> </tr> <tr> <td>Company Name</td> <td><input type="text" value="Reservation Manager"/></td> </tr> <tr> <td>Phone</td> <td><input type="text" value="888 123 7567"/></td> </tr> <tr> <td>Fax</td> <td><input type="text" value="888 123 9876"/></td> </tr> <tr> <td>Email</td> <td><input type="text" value="joesmith@lcrspa.com"/></td> </tr> <tr> <td>Mobile</td> <td><input type="text"/></td> </tr> </table> </div>	Last	<input type="text" value="Smith"/>	First	<input type="text" value="Joe"/>	Company Name	<input type="text" value="Reservation Manager"/>	Phone	<input type="text" value="888 123 7567"/>	Fax	<input type="text" value="888 123 9876"/>	Email	<input type="text" value="joesmith@lcrspa.com"/>	Mobile	<input type="text"/>
Last	<input type="text" value="Smith"/>														
First	<input type="text" value="Joe"/>														
Company Name	<input type="text" value="Reservation Manager"/>														
Phone	<input type="text" value="888 123 7567"/>														
Fax	<input type="text" value="888 123 9876"/>														
Email	<input type="text" value="joesmith@lcrspa.com"/>														
Mobile	<input type="text"/>														
4	<p>Click the  button.</p> <p>To update a contact, use the Edit link next to the applicable contact.</p>														

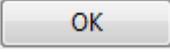
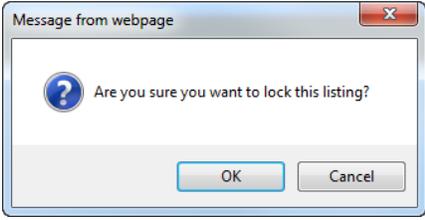
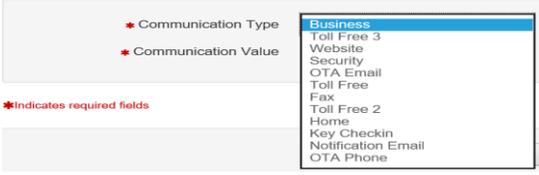
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Phone / Email

Updating Phone / Email Information

From the **Phone / Email** screen you can update information for your hotel's Business and Fax numbers, property Email address, and the URL for your hotel website. Follow the steps below to update information in the Phone / Email screen.

Important: This is the primary communication information for guests and travel agents to contact your hotel, be sure that you keep this information current. **The Email Address is NOT used for delivery of reservations.**

Step	Action
1	From the dashboard, click the Phone / Email link.
2	From the Phone / Email screen, click the  button.
3	Click the  button to place your hotel in edit mode. 
3	Select the Communication Type from the drop-down list 
4	Update the Communication Value field, for example:  Important: Enter the phone number and fax number only in the format of country code, area code, and the telephone number in a format of a string of numbers (as above); do not use "+", or "()", or Zero (0), no spaces
5	Click the  button.
6	Click the  button to distribute the new communication value.

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Airport Information

1. **Select Nearby Airports-** Select the Main Airport, Secondary Airport can be also selected

2. **Update Airport Information-** Upload the following:
 - a. Distance
 - b. Directions to the hotel from the selected airports,
 - c. Unit-Select (KM or MI) for all selected airports
 - d. Text-please upload the driving directions to the hotel (please use Google Map)

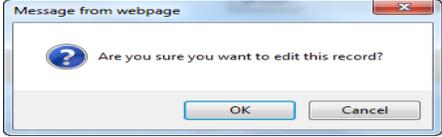
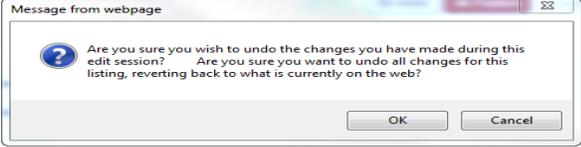
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Preview – Edit All

Updating Preview – Edit All

Using **Preview – Edit All** you can update details about your hotel to the distribution channels. This section will provide information about, and steps to, update your hotel information. To access **Preview – Edit All**, from the dashboard click the [Preview - Edit All](#) link.

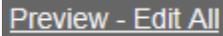
Listed below are the buttons available in Preview – Edit All for editing and publishing.

Button	Function
	<p>Allows you to upload new information and edit the existing one in the Preview – Edit All section</p>
	<p>Places Preview – Edit All in Edit mode. Once you click the Edit button a pop-up message will ask if you are sure you want to edit, click the  button to proceed.</p>  <p>Important Until Edit is selected, the Undo and the Publish buttons are grayed-out and not accessible.</p>
	<p>Use to undo changes prior to publishing them. If you use this function prior to publishing, you can undo changes made. Once you click the Undo button a pop-up message will ask if you are sure you want to undo your changes, click the  button to proceed.</p>  <p>Important: Once you publish changes cannot be undone.</p>
	<p>Click to publish changes, and send information to all distribution channels. Once you click the Publish button a pop-up message will ask if you are sure you want to publish, click the  button to proceed.</p> 

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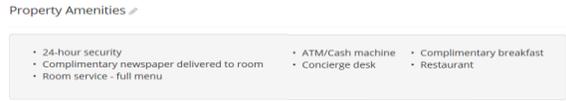
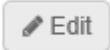
Preview – Edit All, Continued

Updating Preview – Edit All (continued)

Step	Action	
6	Click the  button.	
7	If...	Then...
	Have more updates to make in Preview-Edit All	Click the  link to return to the main screen of Preview – Edit All.
	Have completed your hotel information changes	Click the  button.

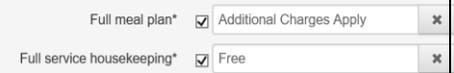
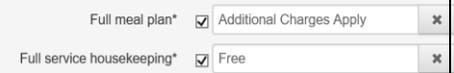
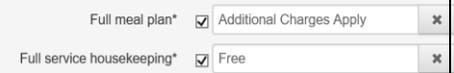
Property Amenities and Room Features

Listed below are the steps to update or add amenities for your hotel and room types. See the [Appendix -Field Standard for Amenities](#) for standards on field information.

Step	Action	
1	If updating...	Then...
	Hotel Amenities	Click the edit icon,  , next to Property Amenities . 
	Room Amenities	Click the edit icon,  , next to Room Features . 
Important: DO NOT USE  or 		
2	Click the  button to place your hotel in edit mode, if you are not in this mode already.	

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Property Amenities and Room Features
(continued)

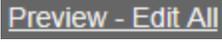
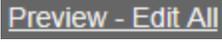
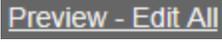
Step	Action								
3	If you are...	Then...							
	<p>Adding an Amenity</p>	<table border="1"> <thead> <tr> <th>Step</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Click the checkbox next to the applicable amenity. For example: </td> </tr> <tr> <td>2</td> <td>Select only amenities located on the hotel's premises. Advise 'Free of Charge', or 'Additional Charges Apply' </td> </tr> <tr> <td>3</td> <td>Enter text into the free form text field, for example: </td> </tr> </tbody> </table>	Step	Action	1	Click the checkbox next to the applicable amenity. For example: 	2	Select only amenities located on the hotel's premises. Advise 'Free of Charge', or 'Additional Charges Apply' 	3
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2	Select only amenities located on the hotel's premises. Advise 'Free of Charge', or 'Additional Charges Apply' 								
3	Enter text into the free form text field, for example: 								
4	Click the  button.								
5	If...	Then...							
	Have more updates to make in Preview-Edit All	Click the  link to return to the main screen of Preview – Edit All.							
	Have completed your hotel information changes.	Click on  button and then click the  button.							

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Preview – Edit All, Continued

Additional Information

Using **Additional Information**, you can update general information about your hotel using checkbox fields, and free form text fields.

Step	Action						
1	<table border="1"> <thead> <tr> <th>If updating...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>Checkbox</td> <td>Update the text in the text field. For example: <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> Area Attraction Information* <input checked="" type="checkbox"/> Nautical Museum - 2 Mi / Ferris V x </div> </td> </tr> <tr> <td>Free Form Text</td> <td>Update the text in the text field. For example: <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> Marketing Text Beautiful secluded resort perfect for that romantic getaway. With the Gulf of Mexico and miles of beautiful sandy beach a short distance away, a variety of water activities are close at hand. </div> </td> </tr> </tbody> </table>	If updating...	Then...	Checkbox	Update the text in the text field. For example: <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> Area Attraction Information* <input checked="" type="checkbox"/> Nautical Museum - 2 Mi / Ferris V x </div>	Free Form Text	Update the text in the text field. For example: <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> Marketing Text Beautiful secluded resort perfect for that romantic getaway. With the Gulf of Mexico and miles of beautiful sandy beach a short distance away, a variety of water activities are close at hand. </div>
	If updating...	Then...					
Checkbox	Update the text in the text field. For example: <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> Area Attraction Information* <input checked="" type="checkbox"/> Nautical Museum - 2 Mi / Ferris V x </div>						
Free Form Text	Update the text in the text field. For example: <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> Marketing Text Beautiful secluded resort perfect for that romantic getaway. With the Gulf of Mexico and miles of beautiful sandy beach a short distance away, a variety of water activities are close at hand. </div>						
2	Click the  button.						
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You have more updates to make in Preview-Edit All	Click the  link to return to the main screen of Preview – Edit All.						
You have completed your hotel information changes	Click the  button.						

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Preview – Edit All, Continued

Content Guidelines

The following fields are mandatory and must be completed for your property to be activated on RVNG and the GDS:

Click on the  in **Category** to select the following:

Category: Lodging 

- Property Type- Mandatory

Select from the Drop-down List



- Star Rating- Mandatory

Select from the Drop-down List



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Preview – Edit All, Continued

Preview Edit All -Mandatory Fields List

PROPERTY AMENITIES	ROOM AMENITIES	ADDITIONAL INFORMATION
Attraction category code -at least one is required to be selected, Name of Attraction and Distance to the hotel required. Guidelines: <u>ONLY select those options that are important for hotel's target group customers, or the market segment the hotel is targeting</u>	Room Amenity Type-at least one must be selected. NOTE: To some of amenities Free or Charge must be indicated if relevant	Meets/Exceeds Building Codes- FOR US PROPERTIES, ONLY-Yes or No must be selected from the drop-down list
Business Srvc Type -at least one to be selected-mandatory. <u>Only services available at the hotel must be selected. Charge or Free must be indicated if relevant</u>	Floors-Number of floors. Note: Ground floor is counted as Floor1	Award recognition-Star Rating, must be the same as the one selected in Star Rating field
City Center -distance to the hotel -km/mi	Total Rooms-Number of ALL Rooms, Suites and Apartments	Area Attraction-at least one is required. Add Attraction Name +Distance to Hotel
Hotel Amenity (at least one)- Only amenities available at the hotel. Exception: ATM Machine & Parking can be selected within walking distance. <u>Charge or Free must be indicated if relevant</u> NOTE: Hotel Amenities such 24hours Front Desk, Security, Reception, air-conditioning etc. should be selected without any additional text. Restaurant -Restaurant Name(s) & Numbers must be listed, Optional-Opening Hours, Cuisine.	Cribs- NA or Zero (0.00) or AMOUNT (Format: 00.00)	Check-in time- Military Time. Example: 1400
Children Welcome -Text of the Children Policy must be placed here	Extra Adult Charge- NA or Zero (0.00) or AMOUNT (Format: 00.00)	Check out time-Military time. Example: 1100
Location category code - Only One that describes the location of the hotel best must be selected from the list. No Name, No Distance required	Extra Child Charge - NA or Zero (0.00) or AMOUNT (Format: 00.00\0)	General Commission info- Travel Agent Commission Percentage
Pet policy code - Pets Allowed or No Pets Allowed must be selected from the drop-down list. If Pets Allowed is selected, then the relevant Pets field must be checked, and any additional charges or weight restrictions uploaded.	Extra Child Charge for rollaway use- - NA or Zero (0.00) or AMOUNT (Format: 00.00)	General Policy Information- Same Text as in Children Welcome.
Property Class Type - Only One that describes the hotel best must be selected from the list.	Extra Person for rollaway use- - NA or Zero (0.00) or AMOUNT (Format: 00.00)	General Transportation Information- list of the means of transport to reach the hotel or available at the hotel Example: Bus/Train/Plane/Car
		Recreation information- list the recreation facilities available at the hotel or nearby (distance required) Example: Pool, Sauna, Park-0.3km
		Security information- list the security features at the hotel

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Preview – Edit All, Continued

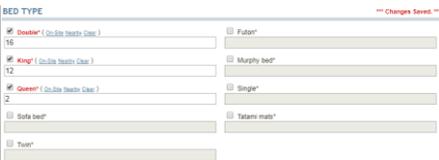
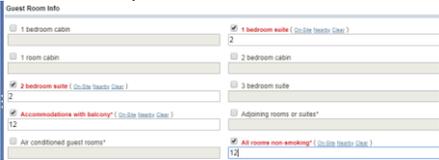
Preview Edit All- Mandatory Fields List -Continued

PROPERTY AMENITIES	ROOM AMENITIES	ADDITIONAL INFORMATION
<p>Segment Code - Only One that describes the hotel best must be selected from the list below</p> <ul style="list-style-type: none"> • Budget • Economy • First class • Luxury • Midscale • Moderate • Moderate 2 • Standard • Tourist • Upscale 	<p>Room location -at least one must be selected from the list and the number of rooms with Room Type Names located there uploaded</p> <p>Room view type -at least one must be selected from the list and the number of rooms and Room Type Names with this view uploaded</p>	<p>Year Built Example: 2014</p>
<p>Transportation Code- The means of transport to reach the hotel, Distance to the hotel and Name advised if applicable.</p>		<p>Year Renovated-if relevant</p>
<p>FOR THE US HOTELS, ONLY * Fire Safety Compliant: Upload as Yes if the property meets U.S. Government Fire & Safety Standards, otherwise as NO</p>	<p>FOR US PROPERTIES, ONLY-Americans with Disabilities Act (ADA) compliance-required for U.S. properties – Update Yes or No</p>	<p>Kids Stay Free: 'YES' if relevant OTHERWISE please DO NOT SELECT</p>
<p>Meal Plan Type- only Meal Plans that are available at the restaurant/ breakfast room/ cafeteria located on hotel's premises could be selected. Free or Charges must be indicated</p> <p>IMPORTANT: Select Room Only for hotel that do not provide meal plan (Breakfast). Room Only Does NOT require Free or Charges indication</p>		<p>Usual Stay Free Child Per Adult- if relevant - Total number of children the hotel will allow to stay free in a room with a single adult, OTHERWISE please DO NOT SELECT.</p>
		<p>Usual Stay Free CutOff Age- if relevant –Cut Off Age until Children Stay Free as per Hotel's Children Policy, OTHERWISE please DO NOT SELECT</p>
		<p>Area information- Free Text. No Special Characters.</p>
		<p>Check in Instruction- Mandatory for hotels that work with Central Reservation Number. The below Text or similar text must be uploaded here: THERE IS A 24 HRS SUPPORT THAT CAN BE CONTACTED IN CASE OF EMERGENCY AND THAT AFTER THE BOOKING THE CUSTOMER IS PROVIDED WITH A TELEPHONE NUMBER THAT CAN BE USED IF HELP IS NEEDED FOR THE CHECK-IN OR ELSE. CONTACT NO.....</p>
		<p>Driving directions- Driving Directions from the Main Airport to the Hotel (Please use Google Map)</p>
		<p>Hotel information-at least 5-6 lines. Description of Hotel Amenities/Facilities/hotel location</p>
		<p>Marketing text-Must be different from the Hotel Information Text. Hotel's Facilities & Amenities, Recreations On-Site, Room Descriptions</p>
		<p>Parking- describe parking options at the hotel or nearby (distance required)</p>
		<p>Pets- Text -must be the same as the Pet Policy in Property Amenities>Pets Policy Code</p>

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Preview – Edit All, Continued

Preview Edit All -Optional Fields List

PROPERTY AMENITIES	ROOM AMENITIES	ADDITIONAL INFORMATION
<p>Property Information- Only Facilities/Amenities located on the hotel's Premises could be selected</p> <ul style="list-style-type: none"> Meeting information-Meeting Room Names if applicable, Number of Meeting Rooms, Max. Capacity Restaurant Information- Restaurant Names if applicable, Cuisine, Opening Hours Recreation Information-list of recreational facilities, Opening Hours if applicable <p>Security Information- list the security features at the hotel</p>	<p>Bed Type- Bed Types available in Hotel's rooms could be selected here, if selected the number of rooms with this bed must be uploaded</p> 	<p>General Meeting Information-If the hotel has meeting rooms- meeting room and contact information for meetings rooms can be added here.</p>
<p>Main Cuisine Code- Only the cuisine(s) the hotel offer on its premises could be selected</p>		<p>Corporate Location Information- could be very useful for Business Hotels. List of important Corporations with distances to the Hotel in km/mi</p>
<p>Meeting Room Code- only Meeting Room Codes that are available on hotel's premises could be selected. Free or Charges must be indicated for selected options</p>	<p>Guest Room Info- All listings under Guest Room Info require a NUMBER if selected</p> 	<p>Landmark-This is used by the Sabre GDS and should contain an important attraction that is closest to the property. Important: Only 19 characters are accepted in Sabre.</p>
<p>Meeting Room Format code- only the meeting room types that are available on hotel's premises could be selected, the seating capacity for each selected meeting room indicated</p>	<ul style="list-style-type: none"> 1 bedroom cabin 1 bedroom suite 1 room cabin 2 bedroom cabin 2 bedroom suite 3 bedroom suite Accommodations with balcony* Adjoining rooms or suites* Air conditioned guest rooms* All rooms non-smoking* 	<p>Miscellaneous Information- any information that is deemed important by the hotel but not reflected in any other fields</p>
<p>Recreation Svc Detail Code- only recreation codes that are available on hotel's premises could be selected. Free or Charges must be indicated for selected</p>	<ul style="list-style-type: none"> Apartment for 1 Apartment for 2 Apartment for 3 Apartment for 4 Apartment for 6 Apartments* Available rooms* 	<p>Search City- High Selling Point- City the hotel is located or the nearest City important for hotel's business. ONLY City Name, no distance</p>
<p>Recreation Svc Type- If selected then for Recreation Service NOT located on hotel's premises a distance must be provided, for recreation amenities located on the hotel's premises advise Free or Charge</p>		<p>Additional Property Location Code- additional location information, free text.</p>
		<p>Breakfast Items- Information regarding the breakfast served at the restaurant, Hours etc.</p>

Continued next page

Preview – Edit All, Continued

Preview Edit All -Optional Fields List -Continued

PROPERTY AMENITIES	ROOM AMENITIES	ADDITIONAL INFORMATION
Restaurant Category Code- Could be selected only for the restaurant/cafeteria located on hotel's premises	<p>CONTINUED: Guest Room Info- All listings under Guest Room Info require a NUMBER if selected</p> <ul style="list-style-type: none"> ○ Available suites* ○ Buildings* ○ Bungalow* ○ Bungalows and villas* ○ Cabin* ○ Club levels* ○ Concierge levels* ○ Condos* ○ Connecting rooms or suites* ○ Cottage* ○ Double bedrooms* ○ Double double bedrooms* ○ Drive up rooms* ○ Efficiency* ○ Employees on property* ○ Employees working for property* ○ Executive floor* ○ Family/oversized accommodations* ○ First floor rooms* ○ Freestanding units* ○ Jacuzzi suite ○ Junior suite ○ King bedrooms* ○ King king bedrooms* ○ Lanai* ○ Large suite ○ Loft* ○ Nonsmoking rooms* ○ Parlour* ○ Penthouses* ○ Physically challenged rooms* ○ Queen bedrooms* ○ Queen queen bedrooms* ○ Room* 	Cancellation Policy- the Default Cancellation Policy Text in Preferences can be uploaded here along with any Seasonal Cancellation Policies if applicable.
Restaurant Srvc Info- Services could be selected only if offered at hotel's restaurant/cafeteria/buffet. For relevant services, Free or Charge should be indicated		Child Policy Description-Same Text as in Children Welcome and General Policy Information can be uploaded here
Round Tables-Could be selected if the hotel has a restaurant, and offers these table types, if selected the number should be listed here		Dining Information-Optional -High Selling Point- list of Restaurant(s)/Café(s)/Bar(s) located on hotel's premises, Opening Hours, Cuisine Nearby Restaurants- distance in km from the hotel must be given, Cuisine
Tables-Could be selected if the hotel has a restaurant, if selected the number should be listed here <ul style="list-style-type: none"> • Tables • For 8 • For 10 		Extended stay information-relevant information with contact details can be uploaded here

Continued next page

Preview – Edit All, Continued

Preview Edit All -Optional Fields List -Continued

PROPERTY AMENITIES	ROOM AMENITIES	ADDITIONAL INFORMATION								
<ul style="list-style-type: none"> • Meeting Room Format Code IF SELECTED WILL REQUIRE A NUMBER ○ Classroom (Chevron) 2 per 6 ft. tables ○ Classroom (Chevron) 3 per 6 ft. tables ○ Classroom (Chevron) 3 per 8 ft. tables ○ Classroom (Chevron) 4 per 8 ft. tables ○ Cocktail Rounds ○ Conference ○ Crescent Rounds ○ Crescent Rounds of 5 ○ Crescent Rounds of 6 ○ Eshaped ○ Exhibit ○ Existing ○ Flow (no tables or chairs) ○ Hollow square ○ Island Exhibit ○ Open square ○ Peninsula Exhibit ○ Perimeter Exhibit ○ Perimeter seating ○ Reception ○ Registration ○ Rounds for 10 ○ Rounds for 8 ○ Royal Conference ○ Tshaped ○ Table top exhibits ○ Talk show ○ Theater Chevron ○ Theater Semicircle ○ Theatre ○ U Shape ○ Ushaped 	<p>CONTINUED: Guest Room Info- All listings under Guest Room Info require a NUMBER if selected</p> <ul style="list-style-type: none"> ○ Rooms that work* ○ Rooms with internet access* ○ Run of the house ○ Separate floors for women* ○ Single with pullout ○ Single-bedded accommodations* ○ Smoking rooms* ○ Studios* ○ Suites* ○ Total available rooms and suites* ○ Total rooms* ○ Total rooms and suites* ○ Twin bedrooms* ○ Twin twin bedrooms* ○ Villa* ○ Villa for 1 ○ Villa for 2 ○ Villa for 3 ○ Villa for 6 ○ Villa for 8 	<p>On-Site Facilities Text -Important for Hotels with Meeting Rooms/Conference Facilities- Detailed Information of the Meeting Rooms/Conference Facilities located on hotel's premise, Room Name(s), Max Capacity etc</p> <p>On-Site Property Text- any other information regarding the hotel that is not reflect in the other fields. We do not encourage the hotels to complete this field.</p> <p>On-Site Recreational Text-Detailed Information regarding the Recreational Services/Facilities on hotel's premises can be uploaded here, Opening Hours, Service Types etc</p> <p>Primary Point of Interest- HIGH SELLING POINT. Example:</p> <table border="1" data-bbox="1105 814 1568 919"> <tr> <td>Primary Point of Interest</td> <td>Aquarium..... 5 Miles</td> </tr> <tr> <td></td> <td>Zoo..... 8 Miles</td> </tr> <tr> <td></td> <td>Houlihans..... 2.5 Miles</td> </tr> <tr> <td></td> <td>Ford Museum..... 10 Miles</td> </tr> </table> <p>Reservation Agreement-Free Text</p> <p>Room Information - HIGH SELLING POINT. General information about hotel rooms highlighting the information about amenities, and the décor, for all of room types, or list of hotel rooms with descriptions. Information whether the hotel can provide/accommodate Rollaways in the rooms</p> <p>Tag Line Important: If using the Tag Line for date specific information be sure to inform the hotel to keep this information updated regularly, for example 'the pool will be closed from 15Sep to 30Sep 2017 for maintenance'</p> <p>Tax Information- the Default Lodging Tax Policy Text in Preferences can be uploaded here</p>	Primary Point of Interest	Aquarium..... 5 Miles		Zoo..... 8 Miles		Houlihans..... 2.5 Miles		Ford Museum..... 10 Miles
Primary Point of Interest	Aquarium..... 5 Miles									
	Zoo..... 8 Miles									
	Houlihans..... 2.5 Miles									
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Continued next page

Preview – Edit All, Continued

Preview Edit All -Optional Fields List -Continued

PROPERTY AMENITIES	ROOM AMENITIES
<p>IF SELECTED WILL REQUIRE A COST in Format 00.00 or Free/Complimentary</p> <ul style="list-style-type: none"> ○ Fee per additional page of incoming fax ○ Fee charged for first page of outgoing fax ○ Fee charged for first page ○ Fee per additional page of outgoing fax ○ Calling card calls (comp or cost) ○ Carrier access (comp or cost) ○ International calls (comp or cost) ○ Interstate calls (comp or cost) ○ Intrastate calls (comp or cost) ○ Local calls (comp or cost) ○ Operator-assisted calls (comp or cost) ○ Toll free calls (comp or cost) 	<p>Physically Challenged Feature Code-. Measurements/Numbers/Bed Types/Room Types on amenities that require it must be added if the option is selected</p> <ul style="list-style-type: none"> ○ Bathroom vanity in guest rooms for disabled person height ○ Bed types of wheelchair accessible rooms (e.g. Double) ○ Door width in inches (numeric value) ○ Height of bathroom basin (numeric value) ○ Height of bathroom toilet seat (numeric value) ○ Height of controls at highest operable part for bath (numeric value) ○ Height of controls at highest operable part for roll-in shower (numeric value) ○ Height of disable guest bed including mattress (numeric value) ○ Height of elevator external buttons (numeric value) ○ Height of elevator internal buttons (numeric value) ○ Height of elevator internal handrails (numeric value) ○ Height of non-slip handrails adjacent to bath (numeric value) ○ Height of non-slip handrails adjacent to bathroom toilet (numeric value) ○ Height of non-slip handrails in shower area (numeric value) ○ Length/depth of clear floor space in front of bath (numeric value) ○ Length/depth of clear floor space in front of guest bathroom toilet (numeric value) ○ Light switches in guest rooms for disabled persons height (numeric value) ○ Light switches in guest rooms for disabled persons height (feet) ○ Light switches in guest rooms for disabled persons height (inches) ○ List available room types for disabled persons- 8 fields (room names or codes) ○ Lowered deadbolt in guest room for disabled persons height (in feet) ○ Lowered deadbolt in guest room for disabled persons height (in inches) ○ Number of each room type equipped for disabled persons- 8 fields (Room numbers e.g. 101, 204, 318) ○ Number of roll-in showers available for disabled person (numeric value) ○ Number of rooms for disabled persons equipped with standard tub (numeric value) ○ Number of rooms with Braille (numeric value) ○ Number of rooms with wheelchair accessible showers (numeric value) ○ Number of wheelchair accessible rooms (numeric value) ○ Other services for persons with disabilities (text) ○ Peephole in guest room for disabled person height (in ft)

Continued next page

Preview – Edit All, Continued

Preview Edit All -Optional Fields List -Continued

ROOM AMENITIES

CONTINUED: Physically Challenged Feature Code- Measurements/Numbers/Bed Types/Room Types on amenities that require it must be added if the option is selected

- Peephole in guest room for disabled person height (in inches)
- Thermostat in guest for disabled persons height (in feet)
- Thermostat in guest for disabled persons height (in inches)
- What room types have wheel-in showers? (free form stringbox)
- Which floors have handicapped rooms (numeric values e.g. 3,6)
- Width/diameter of clear floor space at main hotel entrance (numeric value)
- Width/diameter of clear floor space at main restaurant entrance (numeric value)
- Width/diameter of clear floor space in front of bath (numeric value)
- Width/diameter of clear floor space in front of guest bathroom toilet (numeric value)
- Width/diameter of clear opening space at bathroom door (numeric value)
- Width/diameter of clear opening space at bedroom door (numeric value)
- Width/diameter of elevator clear door opening space (numeric value)
- Width/diameter of maincorridors (numeric value)
- Width/diameter of wheelchair turning space in bathroom (numeric value)
- Width/diameter of wheelchair turning space in bedroom (numeric value)
- Width/diameter of wheelchair turning space in lobby/reception area (numeric value)
- Width/diameter of clear floor space in front of guest bathroom toilet (numeric value)
- Width/diameter of clear opening space at bathroom door (numeric value)
- Width/diameter of clear opening space at bedroom door (numeric value)
- Width/diameter of elevator clear door opening space (numeric value)
- Width/diameter of maincorridors (numeric value)
- Width/diameter of wheelchair turning space in bathroom (numeric value)
- Width/diameter of wheelchair turning space in bedroom (numeric value)
- Width/diameter of wheelchair turning space in lobby/reception area (numeric value)

IMPORTANT: Ensure the amenities listed in the free form text in **Additional Information** and **Room Descriptions Field** in **Room Types** are listed (and selected) in **Preview Edit All>Property Amenities** and **Room Features**.

Property Build Guide- Continued next page

Preferences

Selecting New Preferences

SELECTING NEW PREFERENCES

By selecting the Preferences, you are selecting the default policies for your hotel. The mandatory Preferences you must select are:

- Cancellation Policy
- Guarantee Policy
- Default Lodging Tax Policy
- No Show Policy
- Child Age Range

Click on Setup Preferences English

Select the Default Policy in **Preference Type** from the drop-down list.
Tip: Type PMM and select the Default Policy

The screenshot shows a form with two fields: "Preference Type" and "Preference Value". The "Preference Type" field has a red asterisk and a dropdown menu open. The dropdown menu lists several options, with "PMM - Default Cancellation Policy" highlighted in blue. The "Preference Value" field contains the text "PMM".

Select the Default Cancellation Policy in **Preference Value** from the drop-down list

The screenshot shows the same form as above, but now the "Preference Value" field has a dropdown menu open. The dropdown menu lists several options, with "2 days by 2pm / 1nt penalty" highlighted in blue. The "Preference Type" field now shows "PMM - Default Cancellation Policy".

Continued next page

Preferences, Continued

Changing Existing Preferences

CHANGING EXISTING PREFERENCES

Follow the steps below to change a Default Policy in Preference for your hotel.

1	From the dashboard, click the Preferences link.																
2	<p>From the Setup Preferences screen, click the Edit next to the Preference you need to update. For example:</p> 																
3	<p>Based on the Preference you are editing you will be presented with different field options to edit, listed below are examples:</p> <table border="1" style="width: 100%;"> <thead> <tr> <th style="text-align: center;">Preference</th> <th style="text-align: center;">Preference Value Example</th> </tr> </thead> <tbody> <tr> <td>PMM – Default Cancellation Policy</td> <td>Preference Value <input type="text" value="48 Hour Cancel Policy"/></td> </tr> <tr> <td>PMM – Default Guarantee Policy</td> <td>Preference Value <input type="text" value="Credit Card Guarantee"/></td> </tr> <tr> <td>PMM – Default Lodging Tax Policy</td> <td> Preference Value <input type="text" value="Default Tax Policy"/> Important:- It is strongly recommended that you contact Pegasus prior to making a change from inclusive to exclusive of TAX POLICY. </td> </tr> <tr> <td>PMM – Child Age Range</td> <td> Preference Value <table style="display: inline-table; border: none;"> <tr> <td style="border: none;"><input type="text" value="0"/></td> <td style="border: none;">Range 1</td> </tr> <tr> <td style="border: none;"><input type="text" value="11"/></td> <td style="border: none;">Range 2</td> </tr> <tr> <td style="border: none;"><input type="text" value="15"/></td> <td style="border: none;">Range 3</td> </tr> </table> </td> </tr> </tbody> </table>	Preference	Preference Value Example	PMM – Default Cancellation Policy	Preference Value <input type="text" value="48 Hour Cancel Policy"/>	PMM – Default Guarantee Policy	Preference Value <input type="text" value="Credit Card Guarantee"/>	PMM – Default Lodging Tax Policy	Preference Value <input type="text" value="Default Tax Policy"/> Important:- It is strongly recommended that you contact Pegasus prior to making a change from inclusive to exclusive of TAX POLICY.	PMM – Child Age Range	Preference Value <table style="display: inline-table; border: none;"> <tr> <td style="border: none;"><input type="text" value="0"/></td> <td style="border: none;">Range 1</td> </tr> <tr> <td style="border: none;"><input type="text" value="11"/></td> <td style="border: none;">Range 2</td> </tr> <tr> <td style="border: none;"><input type="text" value="15"/></td> <td style="border: none;">Range 3</td> </tr> </table>	<input type="text" value="0"/>	Range 1	<input type="text" value="11"/>	Range 2	<input type="text" value="15"/>	Range 3
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4	Click the Save Changes button.																

Property Build Guide- Continued next page

Image Gateway

IMPORTANT- Image Gateway will be activated and available once the hotel is set live in GDS

Unacceptable Images &/or Categories

The below image types are not acceptable across the industry and can cause distribution issues – please avoid using the below:

<i>Item/Topic</i>	<i>Category</i>	<i>Notes</i>
Logo	Logo	Any image that contains a logo
Watermarks	n/a	Any image that contains a watermark
Maps	Map	Any image that contains a map
Illustrations	n/a	Any file that is an illustration instead of an actual image
Floor Plans	n/a	Any file that is of the floor plan instead of an actual image
Nearby / Local Attractions	Local Attraction	Any file that is of a Near-by or Local Attraction
Basic	Basic	Any image that is given a Category of Basic
Promotional	Promotional	Any image that is given a Category of Promotional

Image Standards

File / Media Info

1. File Type – Image/jpeg
 - jpeg is the preferred file type by most distribution channels
 - There have been instances of images not appearing because the file type was not jpeg
2. Media Type – Photo
 - Only Photos are covered under the current Pegasus License
3. Original Name
 - The name of the image file used during upload process
4. Original Size
 - Pixel Size | File Size | Megapixel Size
5. Public / Private ID
 - The unique identifier associated to the image
 - Public – ICE Generated and will be used for Public Distribution
 - Private – Not in use for Pegasus Clients
6. Modified Date
 - The Date in which the image was last updated / modified

Links - Provides a larger view of the image and gallery

1. Image Link
 - Shows the individual image selected
2. Live Media Gallery
 - Shows a slideshow with all the hotel's images
3. Edited Media Gallery
 - Shows a slideshow with all the hotel's images as they will appear with current settings (settings will not be distributed until you Save and Activate the changes/gallery)

Continued next page

Image Gateway, Continued

Image Settings

1. Select an image to update it 
 - a. Thumbnail: Click the magnifying glass icon to view the image larger or smaller
 - b. Expand each section by clicking the arrow icon 

- 1) Move your mouse to a section and click the pencil icon to edit its fields 

Caption

Caption = Enter a brief Caption / Max of 96 characters

- This text will appear above or below the Image in the Live Media Gallery

Description = Enter in a brief Description of the Image / Max of 1,024 characters

- Used to provide more details about the image
 - If there is no additional text for the image, then the best practice is to copy the Caption
- This text will appear as Info linked to the Image in the Live Media Gallery
 - Select the Image and click on the Info button 

Note: Not all Channels support this Description or Additional Text

Category

Category = Select from the drop down

Note: Please refer to Section 1.3 for guidelines

Tags

- PrecICE Tags – Are additional Categories that can be associated to an image to make it appear in more searches
- During the image upload, the Gateway will automatically pick the Tag(s) to be associated according to the filename that was used for the image
 - Best Practice
 - Ensure that the defaulted tags apply to the Image
 - Ensure that any additional tags that apply are added as this will increase its searchability
 - A tag can be added/updated at anytime
 - Click  or go to the Tags tab
 - To expand a Tag section, click its arrow icon
 - Check mark and fill in the boxes where they appear 
 - To return to the image details, go back to the Photo tab

Continued next page

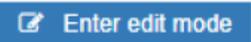
Image Gateway, Continued

Add a New Image

1. Click the Image Gateway Link in RVNG to access your Gallery
2. Enter Edit Mode 
 - a. Confirm at the prompt
3. Right Click one of the existing images to drop down its menu
4. Select Add New Photo
5. Locate the folder where images are stored
6. There are two methods in which you can Add/Upload the Image
 - a. Top of Gallery
 - 1) Select an image (hold the Shift key to select multiple images) - the image(s) will automatically be place at the top of the Gallery
 - b. Drag & Drop
 - 1) Drag the selected image and drop it to the desired position in the Gallery - The Gallery will automatically shift to make room for the image(s)
7. Update the image's settings
8. Click the Info icon  to check its details
9. Re-Order the image(s) - move images to another position in the Gallery
 - a. From the image list on left, select an image
 - b. Drag and drop the image into the desired position

NOTE: The order in which you have the Gallery arranged will be distributed out the various Channels, but each Channel does reserve the right to display them in the order that works according to their system / server
10. Exit & Save Gallery 
11. Click OK

Modify an Image

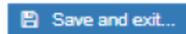
1. Click the Image Gateway Link to access your Gallery
2. Enter Edit Mode 
 - a. Click Confirm at the prompt
3. Locate the image
4. Update the image's settings, details and order

Continued next page

Image Gateway, Continued

Delete an Image

1. Click the Image Gateway Link to access your Gallery
2. Enter Edit Mode
 - a. Click Confirm at the prompt
3. Locate & Highlight the image
4. Right Click the Image
5. Select Delete from the Menu
 - a. Click Delete at the confirmation prompt
6. Exit & Save Gallery
 - a. From your dashboard, in the upper right-hand corner, click Save & Exit
 - b. When Exit Options window opens
 - 1) Select Save & Activate Changes
 - If you do not select this, the Gallery will not be released for distribution
 - c. Click OK

A blue rectangular button with a white pencil icon on the left and the text "Enter edit mode" in white.A blue rectangular button with a white floppy disk icon on the left and the text "Save and exit..." in white.

Property Build Guide- Continued next page

Images Booking Engine- for CCM (Call Center Module) ONLY

IMPORTANT The **Image Booking Engine** screen allows you to add, edit and remove images **ONLY** for **Call Center Module (CCM)** distribution. RVNG CCM is used by our Pegasus Voice Reservation offices to book reservations for your hotel. **Images uploaded here will NOT be distributed to GDS, ADS or Pegasus 2017 IBE**

From your property dashboard, click the [Images-Booking Engine](#) link.



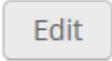
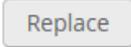
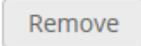
Action Buttons

Button	Function																				
Add	Add a new image. There is no limit to the number of images you keep in your image gallery.																				
Edit	Allows you to update information about the image and manage where and in which order it will be displayed.																				
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Continued next page

Images Booking Engine- for CCM (Call Center Module) ONLY, Continued

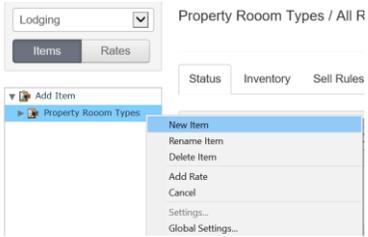
Action Buttons (continued)

Button	Function	
	Fields	Updates to....
	Caption	Text that will display above the image (does not show in the Call Center Module)
	Hover/Tool tip	Text that will display when a cursor is placed or hovered over the image (does not show in the CCM)
	Order	Order you want your images to display (lowest number will be the first image to display)
	Allows you to replace an existing image with a new or updated image.	
	Deletes image from the gallery.	

Property Build Guide- Continued next page

Room Building

Item Wizard – Inventory/Rates – The Item Wizard guides you through the room type build process. The Item Wizard collects the channel distribution information to support the automated creation of the GDS Room Codes and to update the room types in the GDS and other distribution channels. The sections below will show how to complete each Item Wizard screen. The first step in the process is to create a Room Name as below

Step	Action
1	Select » Inventory/Rates from the Property Dashboard
2	If not already selected, click the Items tab
3	<p>In the Items Tree, right-click the Property Room Types folder and select New Item from the drop-down menu.</p>  <p>The Add Item pop-up window appears.</p>
4	<p>Enter the Room Name in the Item Name field.</p> <p>* Item Name: <input type="text" value="Deluxe King Suite"/></p> <p>Important: Room Name max 30 characters including spaces. No special characters allowed</p>
5	<p>Click the Add Item button.</p> <p>The system will take you to the Item Wizard</p>

Continued next page

Room Building, Continued

Item Wizard – Item Setup Screen – The Item Setup screen appears by default when you add a new item. In this screen, you describe your room type.

Step	Action												
1	<p>Product Name and Description go to the Call Center and the Internet Booking Engines.</p> <p>Interface Name (same as Product Name) and Interface Description go to the GDS/ADS.</p> <p>Description– Long description, list the Room Amenities, do not duplicate the Room Name. The room description should always highlight the selling points, including amenities and bed type information. Keep the description short, if possible no longer than 4 lines.</p> <p>Interface Name (30 Characters) – Same as Product Name</p> <p>Interface Description</p> <p>Interface Description Line 1 (30 Characters) - Same as Product Name</p> <p>Interface Description Line 2 (45 Characters) - Key points of the Long Description [<i>list the bestselling points within "Description"</i>]</p> <p>Interface Description Line 3 (45 Characters) – Further Key points of the Long Descriptions [<i>list the bestselling points within "Description"</i>]</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Product Name: <input type="text" value="Standard Double Room"/></p> <p>Description: <input type="text" value="Sink into a queen sized bed in your contemporary and spacious"/></p> <p>Interface Name: <input type="text" value="Standard Double Room"/></p> <p>Interface Description: <input type="text" value="DOUBLE RM/ INCL INTERNET/GYM POOL"/> <input type="text" value="Complimentary access to health club"/> <input type="text" value="Breakfast Incl"/></p> </div>												
2	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #cccccc;">Field</th> <th style="background-color: #cccccc;">Action</th> </tr> </thead> <tbody> <tr> <td>Room Type</td> <td>Select the type of room.</td> </tr> <tr> <td>Room Quality</td> <td>Select the room quality.</td> </tr> <tr> <td>Smoking Allowed</td> <td>Select the checkbox to allow smoking in the room.</td> </tr> <tr> <td>Number of Bedrooms</td> <td>Select the number of separate bedrooms in the room. Select 0 for a standard hotel room.</td> </tr> <tr> <td>Number of Rollaways</td> <td>Select the number of extra bedding allowed.</td> </tr> </tbody> </table> <p>Important: Smoking Allowed- Select -Yes to generate correct GDS ROOM CODES. This will be changed later in Item Setup Tab to 'NO' for Non-Smoking Rooms</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Smoking Allowed: <input type="button" value="Yes"/> <input type="button" value="No"/></p> <p>Number of Bedrooms: <input type="button" value="Yes"/></p> <p>Number of Rollaways: <input type="button" value="N/A"/></p> </div>	Field	Action	Room Type	Select the type of room.	Room Quality	Select the room quality.	Smoking Allowed	Select the checkbox to allow smoking in the room.	Number of Bedrooms	Select the number of separate bedrooms in the room. Select 0 for a standard hotel room.	Number of Rollaways	Select the number of extra bedding allowed.
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Number of Bedrooms	Select the number of separate bedrooms in the room. Select 0 for a standard hotel room.												
Number of Rollaways	Select the number of extra bedding allowed.												

Continued next page

Room Building, Continued

Item Wizard – Item Setup Screen (continued)

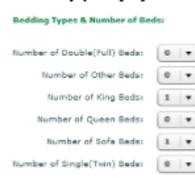
Step	Action		
2 (cont.)	<table border="1"> <thead> <tr> <th data-bbox="570 420 997 476">Field</th> <th data-bbox="997 420 1425 476">Action</th> </tr> </thead> </table>	Field	Action
	Field	Action	
	Number of Persons Allowed Without a Rollaway	Select the number of people that can occupy the room without adding extra bedding.	
	Ground Floor?	Select if the room is on the Ground Floor	
	Notify GDSs	Select the checkbox to create the room type and associated rate plan in the GDS/ADS and generate notifications if/when the item changes.	
	Maximum Occupancy	Select the maximum number of people that can occupy the room.	
	Maximum Adults	Select the maximum number of adults that can occupy the room.	
Maximum Children	Select the maximum number of children that can occupy the room.		
3	Click the  button. The Generate Room Codes screen appears. You can use the  button on the screen menu in the upper left-hand corner to return to any previous screen to modify your room type before saving.		

Continued next page

Room Building, Continued

Item Wizard: Generate Room Codes Screen

Use this screen to select your bed types and then generate your GDS/ADS room codes.

Step	Action																					
1	<p>Select the appropriate bed type(s) from the drop-down lists.</p> 																					
2	<p>Click the Generate button.</p> <p>Result: The room codes are generated and appear at the bottom of the screen.</p> <table border="1" data-bbox="828 850 1161 1029"> <thead> <tr> <th>Channel</th> <th>Room Code</th> <th>Override</th> </tr> </thead> <tbody> <tr> <td>Amadeus</td> <td>S1*</td> <td></td> </tr> <tr> <td>Galileo</td> <td>S1K</td> <td></td> </tr> <tr> <td>Sabre</td> <td>S1K</td> <td></td> </tr> <tr> <td>Worldspan</td> <td>S1K</td> <td></td> </tr> <tr> <td>ADS</td> <td>S1K</td> <td></td> </tr> <tr> <td>EAP</td> <td>S1K</td> <td></td> </tr> </tbody> </table>	Channel	Room Code	Override	Amadeus	S1*		Galileo	S1K		Sabre	S1K		Worldspan	S1K		ADS	S1K		EAP	S1K	
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Worldspan	S1K																					
ADS	S1K																					
EAP	S1K																					
3	<p>Click the Next button.</p> <p>Result: The Summary screen appears.</p>																					

Important: Never use 'Number of Other Beds' on its own. If selected, please advise the type of Other Beds in Interface Description Line 2.

Item Wizard: Summary Screen

The Summary Screen displays a summary of your newly created room type. You will use this screen to review your room type and save it if everything is correct.

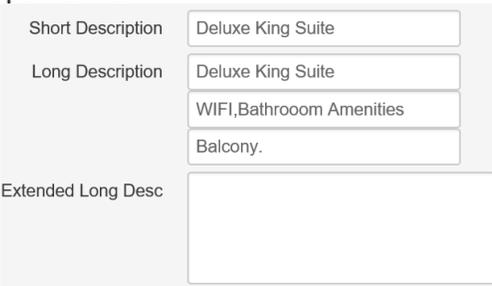
Step	Action
1	Review the summary screen. Use the scroll bar to view the Room Codes .
2	Click the Save button. Result: The item saved notice appears.
3	Click the OK button. Result: The Channels Tab, Setup Item Channel Settings screen appears.

Continued next page

Room Building, Continued

Channels Tab In the **Channels Tab**, you will be able to check your channel conversion codes and review/update room type descriptions

2 If you need to **edit** conversion codes or update room type descriptions per distribution channel, do the following:

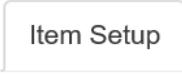
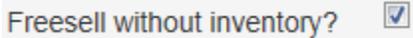
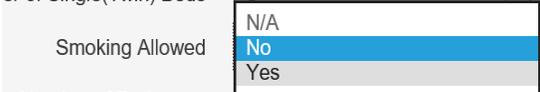
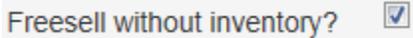
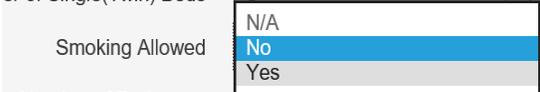
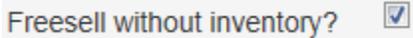
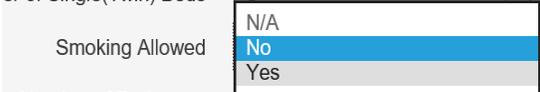
Step	Action
1	Click the Edit link to the right of the channel code you want to change.
2	<p>In the Setup Item Channel Settings screen, enter the changes.</p> <p>For the description, enter the Short Description and Long Description Description (up to 960 characters), as needed.</p> <p>Note: The Long Description is the description sent to the GDS/ADS and <u>must</u> include the room type name.</p>  <p>The screenshot shows a form with the following fields:</p> <ul style="list-style-type: none"> Short Description: Deluxe King Suite Long Description: Deluxe King Suite WIFI, Bathroom Amenities Balcony. Extended Long Desc: (empty)
3	Click the  button to save the changes.

Continued next page

Room Building, Continued

Item Setup Tab

After you have created the Room Type in Item Wizard there are some fields in the **Item Setup** tab that must be completed

Step	Action								
1	Select the  tab.								
2	<p>Enter information into the fields, if required. Examples:</p> <table border="1" data-bbox="581 634 1416 1377"> <thead> <tr> <th data-bbox="581 634 837 690">Field</th> <th data-bbox="837 634 1416 690">Example</th> </tr> </thead> <tbody> <tr> <td data-bbox="581 690 837 873">External Reference Required for Interfaces</td> <td data-bbox="837 690 1416 873">Enter the same Item Code that is entered in Channel Conversions for the interface </td> </tr> <tr> <td data-bbox="581 873 837 1167">Authorized Inventory OR FreeSell without inventory</td> <td data-bbox="837 873 1416 1167">Authorized Inventory- update the max number of rooms to sell for the room type  OR Use to set a Room with FreeSell Inventory (No limit). </td> </tr> <tr> <td data-bbox="581 1167 837 1377">Change Smoking Allowed to NO for Non-Smoking Rooms</td> <td data-bbox="837 1167 1416 1377"></td> </tr> </tbody> </table> <p>Click the  button to save the changes.</p>	Field	Example	External Reference Required for Interfaces	Enter the same Item Code that is entered in Channel Conversions for the interface 	Authorized Inventory OR FreeSell without inventory	Authorized Inventory- update the max number of rooms to sell for the room type  OR Use to set a Room with FreeSell Inventory (No limit). 	Change Smoking Allowed to NO for Non-Smoking Rooms	
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Change Smoking Allowed to NO for Non-Smoking Rooms									

Property Build Guide- Continued next page

Updating Existing Room' Descriptions

Item Wizard – Inventory/Rates – To update the room descriptions for your hotel you will need to use **Item Wizard** in **Inventory/Rates**. Follow the steps below to update the description for a room type.

Step	Action
1	From the dashboard, click the Inventory/Rates link.
2	<p>You are navigated to Inventory/Rates, and placed in the Items tree by default. Click the arrow, ▶, to expand the property room type folder. For example:</p> <ul style="list-style-type: none"> ▼  Property Room Types <ul style="list-style-type: none"> ▶  Double Double ▶  Honeymoon Suite ▶  Junior Suite ▶  King Bed ▶  King Suite ▶  Penthouse Suite ▶  Single Queen works
3	<p>Click the room type in the Item Tree that you need to update. For example:</p> <ul style="list-style-type: none"> ▼  Add Item ▼  Property Room Types <ul style="list-style-type: none"> ▶  Double Double ▶  Honeymoon Suite ▶  Junior Suite ▶  King Bed ▶  King Suite ▶  Penthouse Suite ▶  Single Queen works
4	<p>Click the  Item Wizard tab. You are navigated to the Item Setup screen of Item Wizard.</p>

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Updating Existing Room' Descriptions, Continued

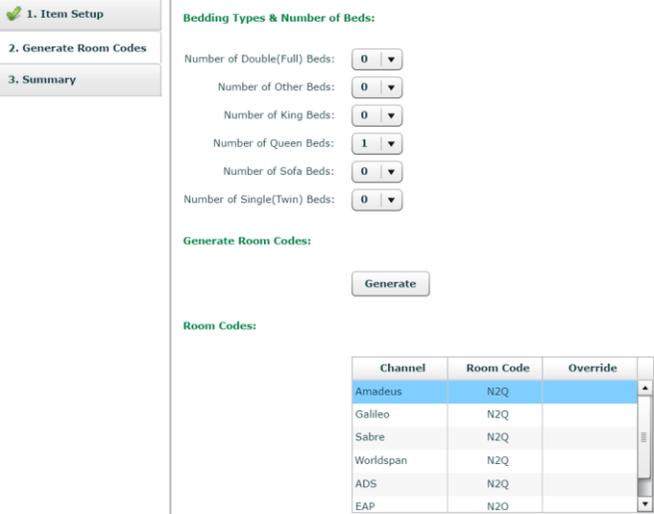
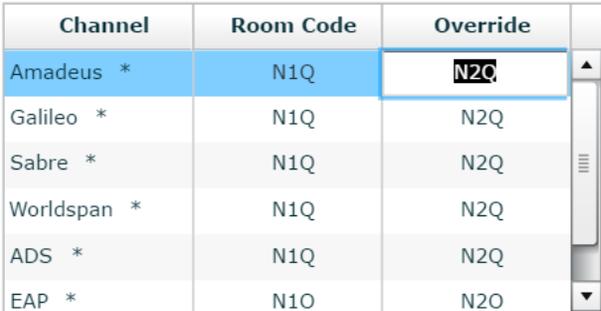
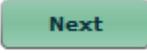
**Item Wizard –
Inventory/
Rates**
(continued)

Step	Action						
5	<p>Update the Description and Interface Description fields in Item Setup.</p> <table border="1" data-bbox="581 533 1416 1283"> <thead> <tr> <th data-bbox="581 533 813 590">Field</th> <th data-bbox="813 533 1416 590">Example</th> </tr> </thead> <tbody> <tr> <td data-bbox="581 590 813 774">Description</td> <td data-bbox="813 590 1416 774"> Goes to Call Center and Internet Booking Engine channels, and allows for up to 4000 characters. Description: <input data-bbox="1003 722 1382 764" type="text" value="Standard 2 doubles w flat screen"/> </td> </tr> <tr> <td data-bbox="581 774 813 1283">Interface Description</td> <td data-bbox="813 774 1416 1283"> Goes to GDS and ADS channels Interface Name: <input data-bbox="1089 827 1386 869" type="text" value="Double Double"/> Interface Description: <input data-bbox="1089 884 1386 915" type="text" value="2 double beds w flat screen"/> <input data-bbox="1089 936 1386 968" type="text" value="Coffee maker and free loca"/> <input data-bbox="1089 989 1386 1020" type="text" value="City view newly renovated"/> Note: Line one is 30 characters including spaces and must contain the room name, and lines two and three can be up to 45 characters including spaces. Limit special characters' use to period (.), slash (/) and dash (-). </td> </tr> </tbody> </table>	Field	Example	Description	Goes to Call Center and Internet Booking Engine channels, and allows for up to 4000 characters. Description: <input data-bbox="1003 722 1382 764" type="text" value="Standard 2 doubles w flat screen"/>	Interface Description	Goes to GDS and ADS channels Interface Name: <input data-bbox="1089 827 1386 869" type="text" value="Double Double"/> Interface Description: <input data-bbox="1089 884 1386 915" type="text" value="2 double beds w flat screen"/> <input data-bbox="1089 936 1386 968" type="text" value="Coffee maker and free loca"/> <input data-bbox="1089 989 1386 1020" type="text" value="City view newly renovated"/> Note: Line one is 30 characters including spaces and must contain the room name, and lines two and three can be up to 45 characters including spaces. Limit special characters' use to period (.), slash (/) and dash (-).
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Continued next page

Updating Existing Room' Descriptions, Continued

Item Wizard – Inventory/ Rates (continued)

Step	Action
6	<p>Click the  button to navigate to the Generate Room Codes screen.</p> <p>Important: Take a note of the existing GDS Room Codes. Example: N2Q</p>  <p>Click on the  button to generate the new codes to distribute the updated descriptions.</p> <p>Important: Upload the previous GDS Codes in  column</p>  <p>Click the  button to navigate to the Summary screen</p>

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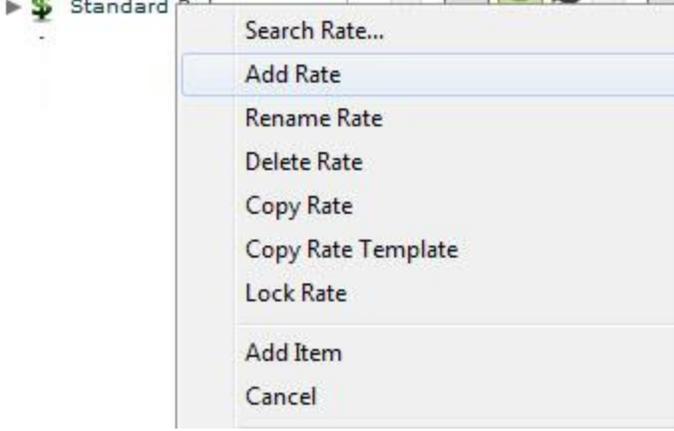
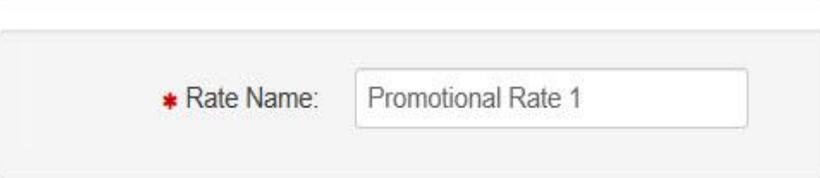
**Item Wizard –
Inventory/
Rates**
(continued)

Step	Action																					
7	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc;"> <div style="width: 30%;"> <p style="margin: 0;">✓ 1. Item Setup</p> <p style="margin: 0;">✓ 2. Generate Room ...</p> <p style="margin: 0;">3. Summary</p> </div> <div style="width: 65%;"> <p>Summary:</p> <p>Room Descriptions:</p> <p style="margin-left: 20px;">Product Name: Deluxe</p> <p style="margin-left: 20px;">Interface Name: Deluxe TV, mini Bar</p> <p style="margin-left: 20px;">Description: Deluxe</p> <p style="margin-left: 20px;">Interface Description: Deluxe TV, minibar, Bathroom, Balcony WiFi, Phone, Hairdrier</p> <p>Control Information:</p> <p style="margin-left: 20px;">Room Type: Room</p> <p style="margin-left: 20px;">Room Quality: Deluxe</p> <p style="margin-left: 20px;">Maximum Occupancy: 2</p> <p style="margin-left: 20px;">Maximum Adults: not set</p> <p style="margin-left: 20px;">Maximum Children: not set</p> <p style="margin-left: 20px;">Smoking Allowed: no</p> <p style="margin-left: 20px;">Number of Bedrooms: 0</p> <p style="margin-left: 20px;">Number of Rollaways: 0</p> <p style="margin-left: 20px;">Number of Persons Allowed Without a Rollaway: 0</p> <p style="margin-left: 20px;">Ground Floor: no</p> <p>Room Codes:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Channel</th> <th>Room Code</th> <th>Override</th> </tr> </thead> <tbody> <tr><td>Amadeus *</td><td>N1Q</td><td>N2Q</td></tr> <tr><td>Galileo *</td><td>N1Q</td><td>N2Q</td></tr> <tr><td>Sabre *</td><td>N1Q</td><td>N2Q</td></tr> <tr><td>Worldspan *</td><td>N1Q</td><td>N2Q</td></tr> <tr><td>ADS *</td><td>N1Q</td><td>N2Q</td></tr> <tr><td>EAP *</td><td>N1Q</td><td>N2Q</td></tr> </tbody> </table> </div> </div> <div style="margin-top: 10px; text-align: center;"> <p> <input type="button" value="Back"/> <input type="button" value="Cancel"/> <input style="background-color: #c6e0b4;" type="button" value="Next"/> <input type="button" value="Save"/> </p> </div> <p style="margin-top: 10px;">Review your updates, and click the <input style="background-color: #c6e0b4;" type="button" value="Save"/> button.</p> <p>Result: <i>The Item was saved</i> notice will appear. Click on the <input type="button" value="OK"/> button</p> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px; background-color: #f0f0f0;"> <p>Result</p> <p style="text-align: center;">Room Type: Room</p> <p style="text-align: center;">Room Quality: Deluxe</p> <p style="text-align: center;">The item was saved</p> <p style="text-align: center;">Maximum Occupancy: 2</p> <p style="text-align: center;">Maximum Children: not set</p> <p style="text-align: center;"><input type="button" value="OK"/></p> </div> </div>	Channel	Room Code	Override	Amadeus *	N1Q	N2Q	Galileo *	N1Q	N2Q	Sabre *	N1Q	N2Q	Worldspan *	N1Q	N2Q	ADS *	N1Q	N2Q	EAP *	N1Q	N2Q
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Worldspan *	N1Q	N2Q																				
ADS *	N1Q	N2Q																				
EAP *	N1Q	N2Q																				

Property Build Guide- Continued next page

Rate Building

Adding a New Rate in the Rate Tree The first part of creating a new rate is adding it in the **Rate Tree**, follow the steps below to add your rate in the Rate Tree.

Step	Action
1	From the Property Dashboard , select the » Inventory/Rates link.
2	Select the Rates tab.
3	In the Rates Tree , right click the location where you want to add the rate plan. <i>Tip: Use the arrow, ►, to expand the rate levels.</i>
4	From the pop-up menu, click the Add Rate option to access the Rate Name window. 
5	Enter the rate name in the Rate Name window. 
6	Click the Add Rate button, and you will be navigated to Rate Wizard .

Continued next page

Rate Building, Continued

Rate Wizard – Inventory/Rates – The Rate Wizard guides you through the Rate Plan build process. The Rate Wizard collects the channel distribution information to support the automated creation of the GDS Rate Codes. This section below will show how to complete each Rate Wizard screen.

Rate Wizard, Build Rate Plan

Step	Action
<p>1</p>	<p>Click the  option to access the Build Rate Plan screen. The fields listed below are populated with the rate name you entered when adding the rate to the Rate Tree. Add additional selling descriptions in the Rate Description and GDS Rate Description fields as required.</p> <ul style="list-style-type: none"> • Rate Name • Rate Description • GDS Rate Name • GDS Rate Description – Use this field to communicate seamless rate description information to the GDS. <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p><small>Build Rate Plan:</small></p> <p>Rate Name: <input type="text" value="Promotional rate 1 (PROM1)"/></p> <p>Rate Description: <input type="text" value="Early Bird Rate Advance booking rate 100pct deposit / No cancel"/></p> <p>GDS Rate Name: <input type="text" value="Early Bird Rate"/></p> <p>GDS Rate Description: <input type="text" value="Early Bird Rate"/></p> <p><input type="text" value="Advance booking rate"/></p> <p><input type="text" value="100pct deposit / No cancel"/></p> </div> <p>Important: For GDS Rate Description, field 1 <u>must be</u> the GDS Rate Name, max 30 characters including spaces; fields 2 and 3 can be up to 45 characters including spaces. Limit special characters that can be used are period (.), slash (/) and dash (-).</p>
<p>2</p>	<p>Enter a date in the Begin Sell Date field when the rate can be sold from.</p> <p>Begin Sell Date: <input type="text" value="04/18/2012"/> </p> <p>End Sell Date field- must be left blank</p> <p>The rate can be restricted to certain starting stay date by using the Rate Plan Active Begin Date, Rate Plan Active End Date- must be left blank</p>

Continued next page

Rate Building, Continued

Rate Wizard, Build Rate Plan, Continued

3	Verify that the Notify: <input checked="" type="checkbox"/> checkbox is checked to create the rate plan in the GDS/ADS distribution channels and generate notifications if/when the rate plan changes and a reservation is booked.
4	Click the  button.

Rate Wizard, Controls Screen

From the Controls screen you will define:

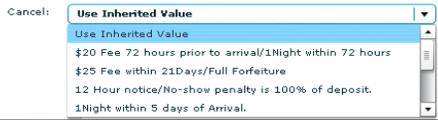
- **Commission**
- **Policies**
- **Rate Calculation Method**

Section	Function				
Commission Calculation	<table border="1" style="width: 100%;"> <thead> <tr> <th style="text-align: center;">Step</th> <th style="text-align: center;">Action</th> </tr> </thead> <tbody> <tr> <td style="text-align: center; vertical-align: top;">2</td> <td> <p>The default for the Commission Type field is <i>Use Inherited Value</i>. Click the drop-down menu to change this to reflect the right commission type for the rate, and enter an amount in the Commission Amount field.</p> <p>Commission Type: <input type="text" value="Use Inherited Value"/></p> <p>Commission Amount: <input type="text" value="0"/></p> <p>Using other Commission Type:</p> <p>Commission Type: <input type="text" value="Commission based on a percentage of the rate amount"/></p> <p>Commission Amount: <input type="text" value="10"/> %</p> </td> </tr> </tbody> </table>	Step	Action	2	<p>The default for the Commission Type field is <i>Use Inherited Value</i>. Click the drop-down menu to change this to reflect the right commission type for the rate, and enter an amount in the Commission Amount field.</p> <p>Commission Type: <input type="text" value="Use Inherited Value"/></p> <p>Commission Amount: <input type="text" value="0"/></p> <p>Using other Commission Type:</p> <p>Commission Type: <input type="text" value="Commission based on a percentage of the rate amount"/></p> <p>Commission Amount: <input type="text" value="10"/> %</p>
Step	Action				
2	<p>The default for the Commission Type field is <i>Use Inherited Value</i>. Click the drop-down menu to change this to reflect the right commission type for the rate, and enter an amount in the Commission Amount field.</p> <p>Commission Type: <input type="text" value="Use Inherited Value"/></p> <p>Commission Amount: <input type="text" value="0"/></p> <p>Using other Commission Type:</p> <p>Commission Type: <input type="text" value="Commission based on a percentage of the rate amount"/></p> <p>Commission Amount: <input type="text" value="10"/> %</p>				
Policies	<p>From the Policies section, you can:</p> <ul style="list-style-type: none"> • Choose to use your default Guarantee and Cancel Policies, or apply different Policies • Apply a Meal Plan policy, if applicable • Attach any available Marketing Message that you would want to display in the Call Center <table border="1" style="width: 100%;"> <thead> <tr> <th style="text-align: center;">Step</th> <th style="text-align: center;">Action</th> </tr> </thead> <tbody> <tr> <td style="text-align: center; vertical-align: top;">1</td> <td> <p>Review the Guarantee field, if you wish to apply a guarantee policy different from the default property policy, click the drop-down menu, and select the required policy.</p> <p>Guarantee: <input type="text" value="Use Inherited Value"/></p> <p>Use Inherited Value 100% Due at time of booking 100% Due at time of booking 100pp/Balance 30Days prior to Arrival 1N Dep/30D Balance</p> </td> </tr> </tbody> </table>	Step	Action	1	<p>Review the Guarantee field, if you wish to apply a guarantee policy different from the default property policy, click the drop-down menu, and select the required policy.</p> <p>Guarantee: <input type="text" value="Use Inherited Value"/></p> <p>Use Inherited Value 100% Due at time of booking 100% Due at time of booking 100pp/Balance 30Days prior to Arrival 1N Dep/30D Balance</p>
Step	Action				
1	<p>Review the Guarantee field, if you wish to apply a guarantee policy different from the default property policy, click the drop-down menu, and select the required policy.</p> <p>Guarantee: <input type="text" value="Use Inherited Value"/></p> <p>Use Inherited Value 100% Due at time of booking 100% Due at time of booking 100pp/Balance 30Days prior to Arrival 1N Dep/30D Balance</p>				

Continued next page

Rate Building, Continued

**Rate Wizard,
Rate Wizard,
Controls
Screen**
(continued)

Section	Function		
Policies	<table border="1" style="width: 100%;"> <thead> <tr> <th style="background-color: #cccccc;">Step</th> <th style="background-color: #cccccc;">Action</th> </tr> </thead> </table>	Step	Action
	Step	Action	
<p>2</p> <p>Review the Cancel field, if you wish to apply a cancel policy different from the default property policy, click the drop-down menu, and select the required policy.</p> 			
<p>3</p> <p>If you have a Meal Plan Included policy you wish to add to the rate then click the drop-down field, and select from the applicable Meal Plan.</p>  <p>If you are attaching a Customized Meal Plan created especially for your hotel, then you will also need to check if the meal plan cost is Included or Added to the rate.</p> <p>Meal Plan Included YN: <input checked="" type="checkbox"/></p> <p>Or</p> <p>Meal Plan Added YN: <input checked="" type="checkbox"/></p> <p>Important: The meal plan cost is entered when building and customizing a meal plan policy. Please contact Data Services if you need to create one</p>			

Continued next page

Rate Building, Continued

Rate Wizard, Rate Wizard, Controls Screen (continued)

Section	Function								
Calculation Method	From the Rate Calculation Method section, you can: <ul style="list-style-type: none"> • Select the Calculation Method for your rate The example below is for a Standalone Rate.								
	<table border="1"> <thead> <tr> <th>Step</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>From the Rate Calculation Method section, select Standalone Rate from the Calculation Method drop-down.</td> </tr> <tr> <td>2</td> <td>Leave the Rate Available for Bar checkbox unchecked.</td> </tr> <tr> <td>3</td> <td>From the Strikethrough Calculation Method, drop-down field choose None. <div style="margin-top: 5px;"> Strikethrough Calculation Method: <input type="text" value="None"/> </div> </td> </tr> </tbody> </table>	Step	Action	1	From the Rate Calculation Method section, select Standalone Rate from the Calculation Method drop-down.	2	Leave the Rate Available for Bar checkbox unchecked.	3	From the Strikethrough Calculation Method , drop-down field choose None . <div style="margin-top: 5px;"> Strikethrough Calculation Method: <input type="text" value="None"/> </div>
	Step	Action							
	1	From the Rate Calculation Method section, select Standalone Rate from the Calculation Method drop-down.							
	2	Leave the Rate Available for Bar checkbox unchecked.							
3	From the Strikethrough Calculation Method , drop-down field choose None . <div style="margin-top: 5px;"> Strikethrough Calculation Method: <input type="text" value="None"/> </div>								
	For other Calculation Methods see the Rate Calculation Methods								

Important: When you are done with this section, click the  button to go to the **Room Types** screen, where you will select your room types.

Continued next page

Rate Building, Continued

Rate Building, Continued, Room Types Screen

You will select the room types that you want to be available for sale with this rate. Follow the steps below to complete this screen.

Step	Action
1	Select radio button for <input checked="" type="radio"/> Rate Plan applies to selected room types option.
2	Select the checkboxes next to the room(s) you wish to add to the rate. <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <p>Build Rate Plan:</p> <p>Rates and Room Types: <input type="radio"/> Rate Plan applies to all hotel room types <input checked="" type="radio"/> Rate Plan applies to selected room types</p> <p>Room Types: Select Room Type that can be sold in this rate</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <p>Room Types</p> <p>Property Room Types</p> <p><input checked="" type="checkbox"/> Deluxe</p> <p><input checked="" type="checkbox"/> Deluxe King Suite</p> <p><input checked="" type="checkbox"/> Double Room</p> </div> </div> <p>Important: Rooms must be selected individually even if you wish to select all room types.</p>
3	Click the  button to navigate to the Rates screen.

Rate Building, Continued, Rates Screen

Enter rate values to sell. Follow the steps below to complete this screen. You will only use the **Rates** screen in Rate Wizard when you select the **Standalone Rate** calculation method.

Step	Action																									
1	You will be prompted to update the date in the Seasonal End Date field. Seasonal Start Date: <input type="text" value="04/18/2012"/>  Seasonal End Date: <input type="text" value="05/31/2013"/>  Important: If you do not change this date, rates will only be applied to today's date.																									
2	Clear any checkboxes for days this rate does not apply. Days: <input checked="" type="checkbox"/> Sun: <input checked="" type="checkbox"/> Mon: <input checked="" type="checkbox"/> Tues: <input checked="" type="checkbox"/> Wed: <input checked="" type="checkbox"/> Thurs: <input checked="" type="checkbox"/> Fri: <input checked="" type="checkbox"/> Sat:																									
4	Enter the rates for each room type. <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Room Type</th> <th>1 Adult</th> <th>2 Adults</th> <th>Extra Adult</th> <th>Child 1</th> </tr> </thead> <tbody> <tr> <td>DELUXE ROOM, 2 DOUBLES, NON-S</td> <td>200.00</td> <td>225.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr style="background-color: #e0f0ff;"> <td>PREMIER ROOM, KING, NON-SHOW</td> <td>350.00</td> <td></td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Room Type	1 Adult	2 Adults	Extra Adult	Child 1	DELUXE ROOM, 2 DOUBLES, NON-S	200.00	225.00	0.00	0.00	PREMIER ROOM, KING, NON-SHOW	350.00		0.00	0.00										
Room Type	1 Adult	2 Adults	Extra Adult	Child 1																						
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PREMIER ROOM, KING, NON-SHOW	350.00		0.00	0.00																						

Continued next page

Rate Building, Continued

Rate Building, Continued, Rate Building, Continued, Rates Screen (continued)

Step	Action
5	Click the  button to save the rates. Rates will appear at the bottom of the screen. To add additional rates for different Season, Start and End Dates, repeat from step 1 as required, starting with updating the new Start and End Date
6	Click the  button to go to the Channels screen.

Rate Building, Continued, Contracts Screen

You must select the **GDS Rate Category** in the Contracts Screen for all rate plans.

The Contracts screen is also used-to attach a contract to a Secured /Negotiated/Consortia/Preferred/ Rate.

If this is a...	Then select...														
Non-secured rate	<table border="1"> <thead> <tr> <th>Step</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Select the GDS Rate Category from the drop-down list. <table border="1" data-bbox="821 1062 1367 1518"> <thead> <tr> <th>Option</th> </tr> </thead> <tbody> <tr> <td>Corporate rate category</td> </tr> <tr> <td>Government rate category</td> </tr> <tr> <td>Military rate category</td> </tr> <tr> <td>Package rate category</td> </tr> <tr> <td>Promotion rate category</td> </tr> <tr> <td>Rack rate category</td> </tr> <tr> <td>Senior rate category</td> </tr> </tbody> </table> </td> </tr> <tr> <td>2</td> <td>Click the  button to navigate to the Channels screen.</td> </tr> </tbody> </table>	Step	Action	1	Select the GDS Rate Category from the drop-down list. <table border="1" data-bbox="821 1062 1367 1518"> <thead> <tr> <th>Option</th> </tr> </thead> <tbody> <tr> <td>Corporate rate category</td> </tr> <tr> <td>Government rate category</td> </tr> <tr> <td>Military rate category</td> </tr> <tr> <td>Package rate category</td> </tr> <tr> <td>Promotion rate category</td> </tr> <tr> <td>Rack rate category</td> </tr> <tr> <td>Senior rate category</td> </tr> </tbody> </table>	Option	Corporate rate category	Government rate category	Military rate category	Package rate category	Promotion rate category	Rack rate category	Senior rate category	2	Click the  button to navigate to the Channels screen.
	Step	Action													
	1	Select the GDS Rate Category from the drop-down list. <table border="1" data-bbox="821 1062 1367 1518"> <thead> <tr> <th>Option</th> </tr> </thead> <tbody> <tr> <td>Corporate rate category</td> </tr> <tr> <td>Government rate category</td> </tr> <tr> <td>Military rate category</td> </tr> <tr> <td>Package rate category</td> </tr> <tr> <td>Promotion rate category</td> </tr> <tr> <td>Rack rate category</td> </tr> <tr> <td>Senior rate category</td> </tr> </tbody> </table>	Option	Corporate rate category	Government rate category	Military rate category	Package rate category	Promotion rate category	Rack rate category	Senior rate category					
Option															
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Package rate category															
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Rack rate category															
Senior rate category															
2	Click the  button to navigate to the Channels screen.														

Continued next page

Rate Building, Continued

Rate Building, Continued, Rate Building, Continued, Continued,
(continued)

If this is a...	Then select...						
<p>Secured rate</p>	<p>Step</p>	<p>Action</p>					
	<p>1</p>	<p>Select one of the options listed below:</p> <table border="1" data-bbox="837 520 1349 751"> <thead> <tr> <th data-bbox="837 520 1349 575">Option</th> </tr> </thead> <tbody> <tr> <td data-bbox="837 575 1349 630"> <p>Negotiated rate category</p> </td> </tr> <tr> <td data-bbox="837 630 1349 684"> <p>Consortia rate category</p> </td> </tr> <tr> <td data-bbox="837 684 1349 751"> <p>Merchant rate category</p> </td> </tr> </tbody> </table>	Option	<p>Negotiated rate category</p>	<p>Consortia rate category</p>	<p>Merchant rate category</p>	
	Option						
	<p>Negotiated rate category</p>						
	<p>Consortia rate category</p>						
<p>Merchant rate category</p>							
<p>2</p>	<p>Select the applicable contract from the Contracts drop-down menu. For example:</p> <p>Contracts: <input type="text" value="Northern Travel Association - 07/31/2013 - 12/31/2015 - NTA"/></p> <p>Note: If you do not see the applicable contract listed contact Data Management</p>						
<p>3</p>	<p>Click the <input type="button" value="Save"/> button.</p>						
<p>4</p>	<p>The Contract Summary section appears. For example:</p> <table border="1" data-bbox="792 1205 1409 1411"> <thead> <tr> <th data-bbox="792 1205 1101 1226">Contract</th> <th data-bbox="1101 1205 1253 1226">Channel Access Codes</th> <th data-bbox="1253 1205 1409 1226">Actions</th> </tr> </thead> <tbody> <tr> <td data-bbox="792 1226 1101 1268">Northern Travel Association - 07/31/2013 - 12/31/2015 - NTA</td> <td data-bbox="1101 1226 1253 1331">Galileo - NTA Sabre - NTA ADS - NTA Amadeus - NTA Worldspan - NTA</td> <td data-bbox="1253 1226 1409 1331">Inactivate</td> </tr> </tbody> </table>	Contract	Channel Access Codes	Actions	Northern Travel Association - 07/31/2013 - 12/31/2015 - NTA	Galileo - NTA Sabre - NTA ADS - NTA Amadeus - NTA Worldspan - NTA	Inactivate
Contract	Channel Access Codes	Actions					
Northern Travel Association - 07/31/2013 - 12/31/2015 - NTA	Galileo - NTA Sabre - NTA ADS - NTA Amadeus - NTA Worldspan - NTA	Inactivate					
If this is a...	Then select...						
<p>Secured rate</p>	<p>Step</p>	<p>Action</p>					
	<p>5</p>	<p>Leave the No radio button, <input checked="" type="radio"/> Generic Rate: <input type="radio"/> No, selected for Generic Rate to indicate this is a secured rate with only a single contract attached and only one access code is used to access this rate.</p>					
	<p>6</p>	<p>Click the <input type="button" value="Next"/> button to navigate to the Channels screen.</p>					

Continued next page

Rate Building, Continued

Rate Building, Continued, Channels Screen

The **Channels** screen displays a cross reference table that is automatically created for the rate. Follow the steps below to complete this screen.

Step	Action																																																
1	<p>Clear any checkboxes for distribution channels that this rate level will not be sold.</p> <p>Sell Rate via: <input checked="" type="checkbox"/> GDS <input checked="" type="checkbox"/> Voice <input checked="" type="checkbox"/> Booking engine <input checked="" type="checkbox"/> PMS</p>																																																
2	<p>The primary GDS Rate Category that was selected in the Contracts screen is now grayed out. You can set an alternate rate category, if required for the rate.</p> <p>The Room, Rate, and Booking codes are generated and displayed for each distribution channel.</p> <table border="1"> <thead> <tr> <th>Room Type</th> <th>Room Code</th> <th>Rate Code</th> <th>Booking Code</th> </tr> </thead> <tbody> <tr> <td>King Bed</td> <td>A1*</td> <td>PR3</td> <td>A1*PR3</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Room Type</th> <th>Room Code</th> <th>Rate Code</th> <th>Booking Code</th> </tr> </thead> <tbody> <tr> <td>King Bed</td> <td>A1*</td> <td>PR3</td> <td>A1*PR3</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Room Type</th> <th>Room Code</th> <th>Rate Code</th> <th>Booking Code</th> </tr> </thead> <tbody> <tr> <td>King Bed</td> <td>A1*</td> <td>PR3</td> <td>A1*PR3</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Room Type</th> <th>Room Code</th> <th>Rate Code</th> <th>Booking Code</th> </tr> </thead> <tbody> <tr> <td>King Bed</td> <td>A1*</td> <td>PR3</td> <td>A1*PR3</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Room Type	Room Code	Rate Code	Booking Code	King Bed	A1*	PR3	A1*PR3					Room Type	Room Code	Rate Code	Booking Code	King Bed	A1*	PR3	A1*PR3					Room Type	Room Code	Rate Code	Booking Code	King Bed	A1*	PR3	A1*PR3					Room Type	Room Code	Rate Code	Booking Code	King Bed	A1*	PR3	A1*PR3				
Room Type	Room Code	Rate Code	Booking Code																																														
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Room Type	Room Code	Rate Code	Booking Code																																														
King Bed	A1*	PR3	A1*PR3																																														
3	<p>For properties with Revenue Management Systems Only: If this rate can be used for Rate Yielding, select the Is Rate Yieldable? checkbox.</p> <p>You will only use this checkbox if your property uses Yield Rates and you want this rate to be available for rate yielding.</p>																																																

Continued next page

Rate Building, Continued

Rate Building, Continued, Completion Screen

The final step in Rate Wizard is to review the **Rate Summary** in the Completion screen.

Rate Summary:

Rate Group: Corporate
 Rate Name: Promotional rate 1 (PROM1)
 Rate Description: Promotional rate 1 (PROM1)
 Rate Start Date: 04/18/2012
 Rate End Date:
 Currency Code: USD
 Commission Calculation Method: Commission based on a percentage of the rate
 Commission Amount: 0 %
 Cancel Policy: Use Inherited Value
 Guarantee Policy: Use Inherited Value
 Rate Category Code: COR

Save Rate ...

If the information is correct the click the **Save Rate ...** button.



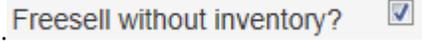
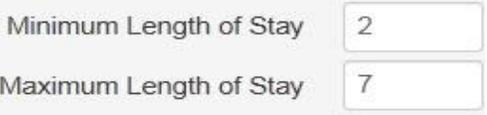
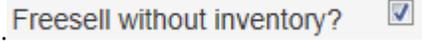
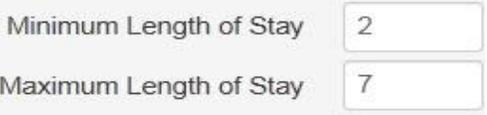
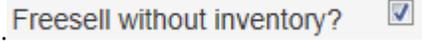
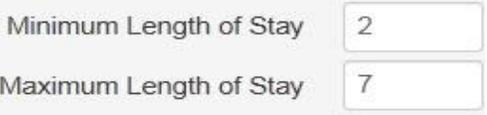
In the **Result** pop-up, click the **OK** button.

Continued next page

Rate Building, Continued

Rate Setup Tab

There are some fields in the **Rate Setup** tab that must be completed after you have finished the **Rate Wizard**. For example, if there are specific restrictions required for the rate, or if you have a Channel Manager, a Revenue Management System (RMS), or a Property Management System (PMS) interface, then you will need to utilize the Rate Setup tab. Should you need to use these additional fields, follow the steps below.

Step	Action												
1	Select the  tab.												
2	<p>Enter information into the fields, if required. Examples:</p> <table border="1"> <thead> <tr> <th>Field</th> <th>Example</th> </tr> </thead> <tbody> <tr> <td>Belongs to</td> <td>Can be used if the rate was placed in the wrong rate grouping during the initial build. </td> </tr> <tr> <td>External Reference Required for Interfaces</td> <td>Enter the same rate code that is entered in Channel Conversions for the interface. See Channels Tab for instructions on adding a Channel Conversion for the interface.</td> </tr> <tr> <td>Freesell without inventory</td> <td></td> </tr> <tr> <td>Allow External Changes Required for Interfaces</td> <td>This is a mandatory field for interfaces, such as Channel Managers, RMS, and PMS.</td> </tr> <tr> <td>Minimum/Maximum Length of Stay</td> <td>Can be used to set a default minimum length of stay or maximum length of stay for this rate. </td> </tr> </tbody> </table>	Field	Example	Belongs to	Can be used if the rate was placed in the wrong rate grouping during the initial build. 	External Reference Required for Interfaces	Enter the same rate code that is entered in Channel Conversions for the interface. See Channels Tab for instructions on adding a Channel Conversion for the interface.	Freesell without inventory		Allow External Changes Required for Interfaces	This is a mandatory field for interfaces, such as Channel Managers, RMS, and PMS.	Minimum/Maximum Length of Stay	Can be used to set a default minimum length of stay or maximum length of stay for this rate. 
Field	Example												
Belongs to	Can be used if the rate was placed in the wrong rate grouping during the initial build. 												
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Freesell without inventory													
Allow External Changes Required for Interfaces	This is a mandatory field for interfaces, such as Channel Managers, RMS, and PMS.												
Minimum/Maximum Length of Stay	Can be used to set a default minimum length of stay or maximum length of stay for this rate. 												

Continued next page

Rate Building, Continued

Rate Setup Tab (continued)

Step	Action				
2	<table border="1"> <thead> <tr> <th data-bbox="578 411 837 464">Field</th> <th data-bbox="837 411 1417 464">Example</th> </tr> </thead> <tbody> <tr> <td data-bbox="578 464 837 930">Tax Included?</td> <td data-bbox="837 464 1417 930"> Check the box if the rate will include a specific tax amount based on the hotel's tax policies.  IMPORTANT NON-HF Generic PMS: Check the box  in ALL Rate Plans for ALL HOTELS signing up to a NON-HF Generic PMS interface with 'Taxes Inclusive' selected as DEFAULT TAX POLICY in PREFERENCES </td> </tr> </tbody> </table>	Field	Example	Tax Included?	Check the box if the rate will include a specific tax amount based on the hotel's tax policies.  IMPORTANT NON-HF Generic PMS: Check the box  in ALL Rate Plans for ALL HOTELS signing up to a NON-HF Generic PMS interface with 'Taxes Inclusive' selected as DEFAULT TAX POLICY in PREFERENCES
	Field	Example			
Tax Included?	Check the box if the rate will include a specific tax amount based on the hotel's tax policies.  IMPORTANT NON-HF Generic PMS: Check the box  in ALL Rate Plans for ALL HOTELS signing up to a NON-HF Generic PMS interface with 'Taxes Inclusive' selected as DEFAULT TAX POLICY in PREFERENCES				
Use Contract Description?	Click the checkbox if you want to use the contract short description to display in the GDS and ADS.  Note: To set-up different descriptions for each channel you will use Conversions in the Channels Tab				
3	Click the  button.				

Continued next page

Rate Building, Continued

Channels Tab

Channel Settings

- Customize your rate plan descriptions for specific distribution channels
- Set conversions for interfaces such as Channel Manager, Revenue Management System (RMS), or a 1 or 2-way Property Management System (PMS)

Channels Tab, Descriptions

Using Channel Conversions, you can customize the rate plan description for different distribution channels.

The **Short Description** field is the name of the rate plan, max 30 characters including spaces.

The **Long Description:**

Line 1- is the name of the rate plan, max 30 characters including spaces

Line 2- additional information regarding, the rate plan, up to 45 characters including spaces, for example services included/excluded, conditions, policies.

Line 3 additional information regarding the rate plan, up to 45 characters including spaces

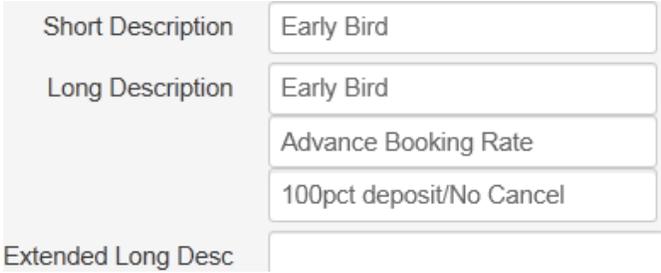
The steps below provide an example of how to edit the ADS Description for a rate.

Step	Action
1	Click the  tab, and select the  tab.
2	Click the Edit link on the ADS channel line.
3	The channel name cannot be changed. 
4	Leave the Begin Date .  End Date must be left blank
5	Do not change the conversion code in the Code field. 

Continued next page

Rate Building, Continued

Channels Tab, Descriptions (continued)

Step	Action
6	<p>Enter the Short Description and Long Description, <i>Important: Long Description</i> is the description sent to the GDS/ADS and <u>must</u> be the rate plan name.</p> 
7	<p>Click the  button.</p> <p><i>Important:</i> All settings entered under the Channels tab can be edited or inactivated but cannot be deleted.</p>
8	Repeat steps 2 to 7 for each distribution channel where the rate plan description needs to be updated.

Channels Tab – Interface

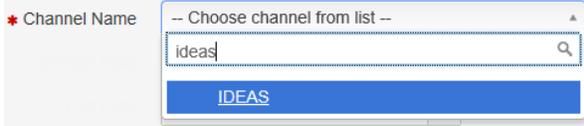
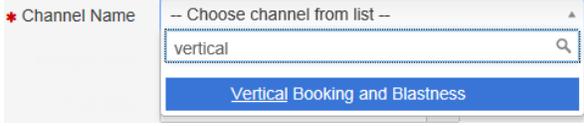
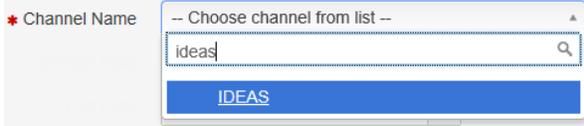
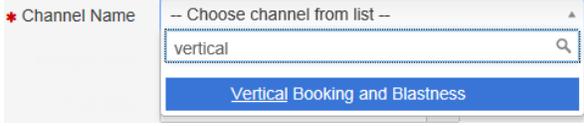
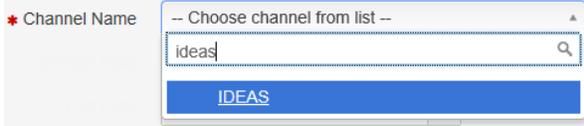
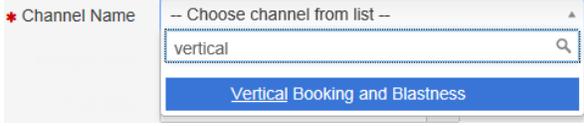
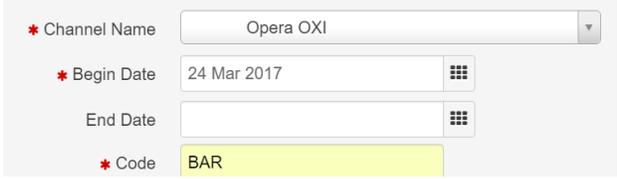
A channel conversion will need to be created for each interface your hotel has. If you have a Channel Manager, an RMS, and a PMS then you will need to set a conversion for each system. Follow the steps below to add a Channel Conversion for a rate plan.

Step	Action
1	Click the  tab.
2	From the Setup Rate Channel Settings screen click the  tab.

Continued next page

Rate Building, Continued

Channels Tab – Interface (continued)

Step	Action								
3	Click the  button.								
4	<p>Select the applicable Interface name from the Channel Name drop-down menu, or you can use the search  field to search for the Interface name.</p> <p>Tip: As you begin to type the name of the interface, the Channel will return in the list for you to select. For example:</p> <table border="1"> <thead> <tr> <th>If...</th> <th>Then type in the name of your...</th> </tr> </thead> <tbody> <tr> <td>PMS Interface</td> <td> PMS vendor  </td> </tr> <tr> <td>RMS Interface</td> <td> RMS vendor  </td> </tr> <tr> <td>Channel Manager Interface</td> <td> Channel Manager  </td> </tr> </tbody> </table>	If...	Then type in the name of your...	PMS Interface	PMS vendor 	RMS Interface	RMS vendor 	Channel Manager Interface	Channel Manager 
If...	Then type in the name of your...								
PMS Interface	PMS vendor 								
RMS Interface	RMS vendor 								
Channel Manager Interface	Channel Manager 								
5	<p>Enter today's date in the Begin Date field. Leave End Date Blank</p> 								
6	<p>Enter the Interface Code for the rate in the Code field. For example:</p> 								
	<p>Click the  button.</p> <p>Important: Repeat steps 3 to 7 for each interface that is required.</p>								

Continued next page

Rate Building, Continued

Rate Categories

Descriptions	Rate Category	Description
	Association	Contracted rate with an association. In the USA, for example AAA rate.
	Consortia	Contracted rate with travel agent, consortia, TMC (Travel Management Companies); for example, American Express Rate. Mandatory to select an associated contract
	Convention	Rates used in association with meeting room rental.
	Corporate	Public corporate rate (rate dedicated to business traveler but not linked to a specific contract).
	Government	Contracted Government rate, for example Sato rate
	Merchant	Contracted merchant rate.
	Military	Contracted military rate. Special Rate Code, attaching contract to the rate plan is not required.
	Negotiated	Contracted company/corporate rate, for example IBM rate. Mandatory to select an associated contract
	Package	Public rate offering added values.
	Promotion	Public discounted rate.
	Rack	Published rack rate.
	Senior	Senior rate, for example AARP (AA retired person) rate. Special Rate Code, attaching contract to the rate plan is not required
	Travel Industry	Travel Agent Discounted Industry Rate- 30 to 50% of BAR. Special Rate Code, attaching contract to the rate plan is not required
	Weekend	Public weekend rate.

Continued next page

Rate Building, Continued

Rate Calculation Methods

Selecting Rate Calculation Method other than Standalone Method will allow you to link the calculation of this rate plan to another one.

Rate Calculation Methods, Based -on- Amount

Applying a **Based-on Amount** rate calculation method will add or subtract an amount that is based on another rate. For instance; you can subtract or add an amount from your Best Available Rate (BAR), or any other Standalone Rate.

Follow the steps below to apply the Based on a Rate, adding or subtracting an amount using the **Rate Wizard**.

Step	Action						
1	From the Rate Calculation Method section, you will select:						
	<table border="1"> <thead> <tr> <th>If...</th> <th>Then select...</th> </tr> </thead> <tbody> <tr> <td>Adding an Amount</td> <td>Calculation Method: <input type="text" value="Based on a Rate Adding an Amount"/></td> </tr> <tr> <td>Subtracting an Amount</td> <td>Calculation Method: <input type="text" value="Based on a Rate Subtracting an Amount"/></td> </tr> </tbody> </table>	If...	Then select...	Adding an Amount	Calculation Method: <input type="text" value="Based on a Rate Adding an Amount"/>	Subtracting an Amount	Calculation Method: <input type="text" value="Based on a Rate Subtracting an Amount"/>
	If...	Then select...					
Adding an Amount	Calculation Method: <input type="text" value="Based on a Rate Adding an Amount"/>						
Subtracting an Amount	Calculation Method: <input type="text" value="Based on a Rate Subtracting an Amount"/>						
2	<table border="1"> <thead> <tr> <th>If you will...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>be using the same flat amount for calculation across all time periods and rooms</td> <td>Leave the Variable Calculation?: <input type="checkbox"/> checkbox blank. Important: When using this option, you can enter the amount in the Calculation Amount field on this screen.</td> </tr> <tr> <td>be using Variable Calculation</td> <td>Select the Variable Calculation?: <input checked="" type="checkbox"/> checkbox. Important: This option allows you to set a variable calculation amount directly on the Add Rates Tab or the Rate Calendar for the rate, for different periods of time, or you can set a variable calculation amount for each room type.</td> </tr> </tbody> </table>	If you will...	Then...	be using the same flat amount for calculation across all time periods and rooms	Leave the Variable Calculation? : <input type="checkbox"/> checkbox blank. Important: When using this option, you can enter the amount in the Calculation Amount field on this screen.	be using Variable Calculation	Select the Variable Calculation? : <input checked="" type="checkbox"/> checkbox. Important: This option allows you to set a variable calculation amount directly on the Add Rates Tab or the Rate Calendar for the rate, for different periods of time, or you can set a variable calculation amount for each room type.
	If you will...	Then...					
	be using the same flat amount for calculation across all time periods and rooms	Leave the Variable Calculation? : <input type="checkbox"/> checkbox blank. Important: When using this option, you can enter the amount in the Calculation Amount field on this screen.					
be using Variable Calculation	Select the Variable Calculation? : <input checked="" type="checkbox"/> checkbox. Important: This option allows you to set a variable calculation amount directly on the Add Rates Tab or the Rate Calendar for the rate, for different periods of time, or you can set a variable calculation amount for each room type.						

Continued next page

Rate Building, Continued

Rate Calculation Methods, Based -on- Amount (continued)

Step	Action						
3	Select the Rate for Sale checkbox to allow this rate to be distributed to the booking channels. Rate for Sale: <input checked="" type="checkbox"/>						
4	From the Strikethrough Calculation Method, drop-down field choose None. Strikethrough Calculation Method: <input type="text" value="None"/>						
5	<p>From the Choose Parent field click the magnifying glass icon , and select the rate you would like to base this rate on.</p>  <p>Important: Be careful not to select a rate group. An individual rate plan must be selected.</p>						
6	Click the <input type="button" value="Set"/> button, and the rate you selected is attached. Choose Parent: <input type="text" value="Best Available Rate"/> 						
7	<p>In the Calculation Amount field</p> <table border="1"> <thead> <tr> <th>If you are...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>Adding and Amount</td> <td>Enter the amount you want to add to the rate Calculation Amount: <input type="text" value="10"/> +</td> </tr> <tr> <td>Subtracting an Amount</td> <td>Enter the amount you want to subtract from the rate Calculation Amount: <input type="text" value="8"/> -</td> </tr> </tbody> </table>	If you are...	Then...	Adding and Amount	Enter the amount you want to add to the rate Calculation Amount: <input type="text" value="10"/> +	Subtracting an Amount	Enter the amount you want to subtract from the rate Calculation Amount: <input type="text" value="8"/> -
If you are...	Then...						
Adding and Amount	Enter the amount you want to add to the rate Calculation Amount: <input type="text" value="10"/> +						
Subtracting an Amount	Enter the amount you want to subtract from the rate Calculation Amount: <input type="text" value="8"/> -						
8	Click the <input type="button" value="Next"/> button to finish building your rate in the Rate Wizard.						

Continued next page

Rate Building, Continued

Rate Calculation Methods, Based on the Percentage of Another Rate

Applying a **Based on a Percentage** rate calculation method will add or subtract a percentage of another rate. For instance; you can calculate your rate plan as a discounted percentage of your BAR (Parent) Rate, or as an increased a percentage of the Parent rate

Step	Action	
1	From the Calculation Method , drop-down field select Based on a Percentage of Another Rate . Calculation Method: <input type="text" value="Based on a Percentage of Another Rate"/>	
2	If you will...	Then...
	be using the same percentage for calculation across all time periods and rooms	Leave the Variable Calculation?: <input type="checkbox"/> checkbox blank. Important: When using this option, you can enter the percentage in the Calculation Amount field on this screen.
	be using Variable Calculation	Select the Variable Calculation?: <input checked="" type="checkbox"/> checkbox. This option allows you to set a variable calculation percentage directly on the Add Rates tab or the Rate Calendar for the rate, for different periods of time, or you can set a variable calculation percentage for each room type.
3	Select the Rate for Sale checkbox to allow this rate to be distributed to booking channels. Rate for Sale: <input checked="" type="checkbox"/>	
4	From the Strikethrough Calculation Method , drop-down field choose None . Strikethrough Calculation Method: <input type="text" value="None"/>	
5	From the Choose Parent field click the magnifying glass icon,  , and select the rate you would like to base this rate on.  Important: Be careful not to select a rate group. An individual rate plan must be selected.	

Continued next page

Rate Building, Continued

Rate Calculation Methods, Based on the Percentage of Another Rate (continued)

Step	Action						
6	Click the  button, and the rate you selected is attached. Choose Parent: Best Available Rate 						
7	<table border="1"> <thead> <tr> <th>If you are...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>Increasing the percentage of the based-on rate</td> <td>Enter a percentage over 100 to increase the rate over the based-on rate (for example, 110 gives you a 10% increase of the Parent Rate)</td> </tr> <tr> <td>Decreasing the percentage of the parent rate</td> <td>Enter a percentage under 100 to decrease the rate under the based-on rate (for example, 90 gives you a 10% decrease of the Parent Rate)</td> </tr> </tbody> </table>	If you are...	Then...	Increasing the percentage of the based-on rate	Enter a percentage over 100 to increase the rate over the based-on rate (for example, 110 gives you a 10% increase of the Parent Rate)	Decreasing the percentage of the parent rate	Enter a percentage under 100 to decrease the rate under the based-on rate (for example, 90 gives you a 10% decrease of the Parent Rate)
If you are...	Then...						
Increasing the percentage of the based-on rate	Enter a percentage over 100 to increase the rate over the based-on rate (for example, 110 gives you a 10% increase of the Parent Rate)						
Decreasing the percentage of the parent rate	Enter a percentage under 100 to decrease the rate under the based-on rate (for example, 90 gives you a 10% decrease of the Parent Rate)						
8	Enter a numerical value in one of the Rounding fields, if you wish to add rounding to your rate. <table border="1"> <thead> <tr> <th>Field</th> <th>Function</th> </tr> </thead> <tbody> <tr> <td>Round to Nearest</td> <td>Rounds to nearest whole number</td> </tr> <tr> <td>Round to Decimal</td> <td>Rounds to nearest decimal place</td> </tr> </tbody> </table>	Field	Function	Round to Nearest	Rounds to nearest whole number	Round to Decimal	Rounds to nearest decimal place
Field	Function						
Round to Nearest	Rounds to nearest whole number						
Round to Decimal	Rounds to nearest decimal place						
9	Click the  button to finish building your rate in the Rate Wizard.						

Property Build Guide- Continued next page

Content recommendations

Hotel description

Great descriptions increase the booker's confidence in selecting a hotel. Travel agents and online clients will view the information loaded. Details should be appropriate to both types of bookers, with no use of jargon and abbreviations where possible.

Search qualifiers

- Location (Venice)
- Point of interest (Famous town center)
- Amenities (WIFI)
- Facilities (Spa and Fitness)
- Dining info (International cuisine)
- Rates (Holiday or business stay)

Example:

*The Hotel is situated in the **famous town centre** of **Venice**. It is a very modern, yet traditionally designed hotel, perfect for a relaxed stay. You can enjoy free **WIFI** in your room. The hotel offers you **Spa and Fitness facilities** as well as exceptional **International cuisine** supervised by the world-famous Gordon Ramsey. Whether you are looking for an unforgettable **holiday**, or a short **business** stay, you are at the perfect place.*

Room description

The room description should always highlight the selling points, including amenities and bed type information. Keep the description short, if possible no longer than 4 lines.

Example:

Standard room Double bed - These can have twin beds or a queen bed, and they overlook the very quiet interior courtyard. All Standard rooms include individually controlled air conditioning, computer outlets, minibar, safety-deposit box, flat screen TV.

Rate Plan description

The rate description should include all the added value and restriction information, as well as policy and additional charges where applicable.

Example:

Weekend Rate – including breakfast and free parking. Only bookable for Friday to Sunday.

* Rate Name	Weekend Rate
Description	Weekend Rate – including breakfast and free parking. Only bookable for Friday to Sunday.
Interface Rate Name	Weekend Rate
Interface Description	Weekend Rate breakfast included,free parking Only bookable for Friday to Sunday

Property Build Guide- Continued next page

Appendix

Images Booking Engine, Field Descriptions for Photos

Part	Function														
Title	Internal information only, so that the image is easily identifiable in your image gallery														
Category	<p>This field is mandatory in determining where your images will appear on Call Center. The following categories can be used:</p> <table border="1"> <thead> <tr> <th>Category</th> <th>Examples</th> </tr> </thead> <tbody> <tr> <td>Amenity</td> <td>Flowers, fruit basket, tea & coffee tray</td> </tr> <tr> <td>Dining</td> <td>Restaurant, lounge</td> </tr> <tr> <td>Facility</td> <td>pool view, health club, golf course, beach, spa, recreational facility, ballroom</td> </tr> <tr> <td>Logo</td> <td>Hotel logo</td> </tr> <tr> <td>Property</td> <td>Exterior view, lobby</td> </tr> <tr> <td>Room</td> <td>Guest rooms, suites</td> </tr> </tbody> </table>	Category	Examples	Amenity	Flowers, fruit basket, tea & coffee tray	Dining	Restaurant, lounge	Facility	pool view, health club, golf course, beach, spa, recreational facility, ballroom	Logo	Hotel logo	Property	Exterior view, lobby	Room	Guest rooms, suites
Category	Examples														
Amenity	Flowers, fruit basket, tea & coffee tray														
Dining	Restaurant, lounge														
Facility	pool view, health club, golf course, beach, spa, recreational facility, ballroom														
Logo	Hotel logo														
Property	Exterior view, lobby														
Room	Guest rooms, suites														
Height/Width/ Border Width	To customize the image – Standard is 220H by 990W.														
Caption	Text that will display above the image (does not show in the call center)														
Hover /tooltip	Text that will display when a cursor is placed or hovered over the image (does not show in the call center)														
Order	Order you want your images to display (lowest number will be the first image to display)														

Continued next page

Appendix

Appendix, Continued

Important: Text uploaded in Preview Edit All: Fields noted with an **asterisk (*)** are supported in the GDS. Text boxes can support a maximum of **64 characters**.

Special characters' **slash (/)**, **dash (-)**, and **period (.)** are permitted. Special characters **currency symbols (\$)**, **colons (:)** or the **percentage sign (%)** are **not** permitted. Please use **PCT** instead of %.

Free form text fields will support up to **3000** characters, and should be added in a paragraph format.

The maximum number of characters for the free form text fields in the Sabre GDS is **2000**

Field Standard for Property Amenities

Section	Standards and Examples
<p>Attractions - Mandatory</p>	<p>Attractions contains mandatory fields, any attractions located on your hotel's premises requires the attraction name only. For attractions located-not on hotel's premises a valid distance in km/mi must also be provided along with the attraction name.</p> <div data-bbox="699 1045 1284 1192"> <p>Botanical garden* <input checked="" type="checkbox"/> Ecopark 2km <input type="text"/></p> <p>Bowling* <input checked="" type="checkbox"/> Nicco Bowling 0.5km <input type="text"/></p> <p>Waterfront* <input checked="" type="checkbox"/> Sunset Hotel <input type="text"/></p> </div> <p>Important: The selected attractions must be in radius of 5km/3mi from the hotel</p> <p>The City Center field in this section is mandatory and requires a distance in km/mi.</p>
<p>Business Srvc Type</p>	<p>Indicate if the business service if there is a charge or no charge. This is a strong selling point for corporate clients.</p> <div data-bbox="699 1507 1386 1682"> <p>Internet access* <input checked="" type="checkbox"/> Free <input type="text"/></p> <p>Interstate calls* <input checked="" type="checkbox"/> Additional Charge <input type="text"/></p> <p>Intrastate calls* <input checked="" type="checkbox"/> Additional Charge <input type="text"/></p> </div> <p>Important: Select only services that are available on hotel's premises.</p>

Continued next page

Appendix, Continued

Field Standard for Property Amenities (continued)

Section	Standards and Examples
Hotel Amenity Codes - Mandatory	<p>Select only amenities that are on hotel's premises and indicate if there is a charge or no charge.</p> <p>Baby sitting* <input checked="" type="checkbox"/> Additional Charge <input type="text"/></p> <p>Baggage hold* <input checked="" type="checkbox"/> Free <input type="text"/></p> <p>Important: Children Welcome is a required field.</p> <p>Children welcome* <input checked="" type="checkbox"/> Children upto 12yrs stay free <input type="text"/></p> <p>Hotel Amenities such 24hours Front Desk, Security, Reception, air-conditioning etc. should be just selected without any additional text</p>
Hotel Amenity Codes/ Fire Safety Compliant	<p>Important: FOR THE US HOTELS, ONLY * Fire Safety Compliant: Upload as Yes if the property meet U.S. Government Fire & Safety Standards, otherwise as NO</p>
Location Category Codes - Mandatory	<p>This is a mandatory section, if you need to change the location category for your hotel, then deselect the previous category and select a new category checkbox.</p> <p>Beach* <input checked="" type="checkbox"/> <input type="text"/></p>
Main Cuisine Code	<p>This indicates that your hotel offers the selected cuisine on hotel's premises, click the applicable checkbox.</p> <p>Asian-Fusion* <input checked="" type="checkbox"/> <input type="text"/></p>
Meal Plan Type	<p>Indicate if there is a meal plan offered, and if there is a charge or no charge.</p> <p>Important: Select only Meal Plans that are available at the restaurant/ breakfast room/ cafeteria located on hotel's premises.</p> <p>All inclusive* <input checked="" type="checkbox"/> Additional Charge <input type="text"/></p> <p>Buffet breakfast* <input checked="" type="checkbox"/> No Additional Charge <input type="text"/></p>

Continued next page

Appendix, Continued

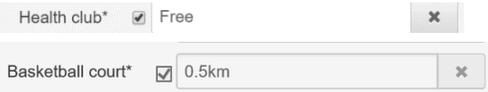
Field Standard for Property Amenities (continued)

Section	Standards and Examples
Meeting Room Code	<p>Indicate if a meeting room is offered, and if there is a charge or no charge.</p> <p>Important: select only Meeting Room Codes that are available on hotel's premises</p> <p>35mm projector* <input checked="" type="checkbox"/> Additional Charge <input type="text" value="x"/></p>
Meeting Room Format code	<p>Select from the applicable meeting room types (Ballroom, Banquet, Boardroom, or Classroom), the meeting room types that are available on hotel's premises and include the seating capacity for each meeting room. For example:</p> <p>Ballroom* <input checked="" type="checkbox"/> 120 <input type="text" value="x"/></p> <p>Boardroom* <input checked="" type="checkbox"/> 30 <input type="text" value="x"/></p>
Pets Policy Code - Mandatory	<p>This is a mandatory field, and must advise if your hotel allows pets and if a charge is applied, or if you do not allow pets.</p> <p>If the hotel does NOT allow pets, select from the drop-down list 'Pets Not Allowed'</p> <p>All pets* <input type="text" value="Pets Not Allowed"/> <input type="text" value="v"/></p> <p>If the hotel DOES accept pets, select from the drop-down list 'Pets Allowed' and check a box with the type of pets allowed advise charge and weigh limit if applicable</p> <p>All pets* <input type="text" value="Pets Allowed"/> <input type="text" value="v"/></p> <p>Small domestic animals* <input checked="" type="checkbox"/> Up to 3kg. Charge-10 Euro/Night <input type="text" value="x"/></p>
Property Class Type	<p>Select the one option that best fits your hotel class type.</p>
Recreation Srvc Detail Code	<p>Select only the recreation codes that are available on hotel's premises.</p> <p>Heated pool* <input checked="" type="checkbox"/> Free <input type="text" value="x"/></p> <p>Kid's services <input checked="" type="checkbox"/> Additional Charge <input type="text" value="x"/></p>

Continued next page

Appendix, Continued

Field Standard for Property Amenities (continued)

Section	Standards and Examples
Recreation Srvc Type	<p>If the Recreation Service is NOT located on hotel's premises a distance must be provided, for recreation amenities located on the hotel's premises advise FREE or ADDITIONAL CHARGE</p> 
Restaurant Category Code	<p>Select only if the hotel has a restaurant/cafeteria located on its premises</p> 
Restaurant Srvc Info	<p>Select only if the hotel has a restaurant located on its premises</p> 
Round tables	<p>If your hotel has a restaurant, and offers these table types list the number here.</p>
Segment Category Code - Mandatory	<p>This is a mandatory section, click the checkbox for the applicable market segment to update your hotel with.</p> 
Transportation Code - Mandatory	<p>This is a mandatory section, click the applicable checkboxes and indicate if there is a charge or no charge as well as the distance in km/mi if not located on hotel's premises</p>

Continued next page

Appendix, Continued

Field Standard
for Property
Amenities

Section	Standards and Examples
Physically Challenged Feature Code	In this section, select the Physically Challenged features the hotel has to offer and add measurements on amenities that require it. 
Physically Challenged Feature Code /FOR THE US HOTELS, ONLY	FOR THE US HOTELS, ONLY * <i>Americans with Disabilities Act (ADA) compliance</i> - Update as YES or NO
Room Amenity Type - Mandatory	This is a mandatory section, select all applicable amenities available at your hotel's rooms Important: Extra Adult Charge, Extra Child Charge, Extra person charge for rollaway use, Extra child charge for rollaway use and Cribs are mandatory fields, update as NA, FREE or as an Amount in format 0.00
Room Location Type - Mandatory	This is a mandatory section. At a minimum you must provide at least one room location type at your hotel, and all applicable location types are recommended. 
Room View Type - Mandatory	This is a mandatory section. At a minimum you must provide at least one type of view offered at your hotel, and all applicable view types are recommended. <input checked="" type="checkbox"/> Lake view*  <input checked="" type="checkbox"/> Various views* 
Total Rooms	This is a mandatory section. Upload the total number of rooms, suites and apartments in the hotel.
Floors	This is a mandatory section. Upload the number of floors. Important: Ground Floor counts as number 1

Continued next page

Appendix, Continued

Field

Standards for Additional Information

Important: When adding free form text about your meeting rooms be sure to select the applicable amenities for your Business Services and Meeting Room amenities in Property Amenities as well.

Section	Standards and Examples
<p>Checkboxes</p> <p>Award Recognition</p> <p>Check-in</p> <p>Checkout</p> <p>Area Attraction Information,</p> <p>Area Information,</p> <p>Search City-Optional- High Selling Point</p> <p>General Meeting Information</p> <p>General Transportation Information</p> <p>General Commission Information,</p> <p>General Policy Information</p> <p>Kids Stay Free</p> <p>Usual Stay Free Child Per Adult,</p> <p>Recreation Information,</p> <p>Security Information,</p> <p>Year Build</p> <p>Driving Directions</p> <p>Hotel Information</p> <p>Marketing Text</p> <p>Parking</p> <p>Pet Policy</p> <p>Dining Information-Optional -High Selling Point</p>	<p>This is a mandatory section, select all applicable fields that apply and the mandatory fields</p> <p>Important: Meets/Exceeds Building Codes – Mandatory for the US properties only, Award Recognition</p> <p>Check-in, Checkout, Area Attraction Information, Area Information, General Transportation Information, General Commission Information, General Policy Information, Kids Stay Free, Usual Stay Free Child Per Adult, Recreation Information, Security Information, Year Build, Driving Directions, Hotel Information, Marketing Text, Parking. Pet Policy are all mandatory fields and must be completed</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p style="text-align: center; background-color: #cccccc; margin: 0;">Examples</p> <p>For properties located in the US</p> <p>Meets/Exceeds Building Codes <input type="text" value="Yes"/></p> <p>As best practice this field should be filled out, select Yes or No.</p> </div> <p>Check-in, Checkout Time-update in military time format</p> <p><input checked="" type="checkbox"/> Check-Out Time*</p> <p><input type="text" value="1200"/></p> <p><input checked="" type="checkbox"/> Check-In Time*</p> <p><input type="text" value="1500"/></p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>Area Attraction Information</p> <p>Area Attraction Information* <input checked="" type="checkbox"/> Airport 5 M / Aquatic Museum 3 n <input type="text" value=""/></p> <p>You must update the attractions near your hotel, including the distance in km/mi to the attraction and attraction name</p> </div>

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Appendix, Continued

Field Standards for Additional Information
 (continued)

Section	Standards and Examples
Checkboxes Award Recognition Check-in Checkout Area Attraction Information, Area Information, Search City-Optional- High Selling Point General Meeting Information General Transportation Information General Commission Information, General Policy Information Kids Stay Free Usual Stay Free Child Per Adult, Recreation Information, Security Information, Year Build Driving Directions Hotel Information Marketing Text Parking Pet Policy Dining Information-Optional -High Selling Point	Examples
	<p>General Meeting Information-If the hotel has meeting rooms- Update meeting room and contact information for meetings rooms can be added.</p> <p>General Meeting/Conference Information* <input checked="" type="checkbox"/> Meeting Rooms available contact : <input type="text"/> x</p>
	<p>Award Recognition-update the hotel's star rating</p>
	<p>General Commission Information</p> <p>General Commission Information* <input checked="" type="checkbox"/> 10 PCT on applicable rates <input type="text"/> x</p>
	<p>General Policy Information-place the hotel's children policy here</p> <p>General Policy Information* <input checked="" type="checkbox"/> Children up to 10 years old stay fi <input type="text"/> x</p>
	<p>Kids Stay Free <input checked="" type="checkbox"/> Yes <input type="text"/> x</p> <p>Update as Yes or No</p>
	<p>Recreation Information-You must update a list of recreational amenities at the property or located offsite. For amenities located offsite the hotel the Distance in km/mi to the hotel must be provided</p> <p>Recreation Information* <input checked="" type="checkbox"/> Pool / Kiddie Pool / Paddleboats <input type="text"/> x</p>
	<p>Security Information-You must update security features at your hotel.</p> <p>Security Information* <input checked="" type="checkbox"/> Safes / Fire alarms / Sprinkler syst <input type="text"/> x</p>
	<p>Landmark-This is used by the Sabre GDS, and should contain an important attraction that is closest to your property.</p> <p>Important: Only 19 characters are accepted in Sabre.</p> <p>Landmark <input checked="" type="checkbox"/> Aquatic Museum <input type="text"/> x</p>
	<p>Usual Stay Free Child Per Adult <input checked="" type="checkbox"/> 2 <input type="text"/> x</p> <p>Update the total number of children your hotel allows to stay free in a room with one adult.</p>
<p>Year Build <input checked="" type="checkbox"/> 2011 <input type="text"/> x</p>	

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Appendix, Continued

Field Standards for Additional Information
(continued)

Section	Standards and Examples														
<p>Free Form Text</p> <p>Hotel Description, Marketing Text, Parking, Pet Policy, Room Information, Tag Line</p>	<p>This is a mandatory section. Enter text in a paragraph format. It is important to remember that guests and travel agents looking to book your hotel are looking for the eye-catching points about your hotel. This is the information you want in the first two or three sentences of your descriptions. For example:</p> <p>Important: Hotel Description, Marketing Text, Parking, Pet Policy, Room Information, and if using voice or Internet Booking Engine -Tag Line, are all required fields.</p> <p>Hotel Description and Marketing Text must be <u>different</u></p> <table border="1" data-bbox="699 848 1411 1766"> <thead> <tr> <th colspan="2" data-bbox="699 848 1411 905">Examples</th> </tr> </thead> <tbody> <tr> <td data-bbox="699 905 846 1058">Hotel Information</td> <td data-bbox="846 905 1411 1058">The Lobster Claws Resort and Spa is listed in the Florida Traveler as one of the 10 best places to stay in beautiful Bonita Springs. We are less than a mile to the beach, and offer stunning water view rooms.</td> </tr> <tr> <td colspan="2" data-bbox="699 1058 1411 1157">Place in paragraph format; provide best attributes of your hotel in the first few sentences.</td> </tr> <tr> <td data-bbox="699 1157 846 1310">Marketing Text</td> <td data-bbox="846 1157 1411 1310">Beautiful secluded resort perfect for that romantic getaway. With the Gulf of Mexico and miles of beautiful sandy beach a short distance away, a variety of water activities are close at hand.</td> </tr> <tr> <td colspan="2" data-bbox="699 1310 1411 1493">Place in paragraph format; and provide best attributes of your hotel in the first few sentences. This information can be seen in Call Center and Booking Engine.</td> </tr> <tr> <td data-bbox="699 1493 789 1625">Parking</td> <td data-bbox="789 1493 1411 1625">Guest parking available on site for free.</td> </tr> <tr> <td colspan="2" data-bbox="699 1625 1411 1766">Advise if your hotel provides parking, if there are any special requirements such as off-site parking offered, and if charges are applicable.</td> </tr> </tbody> </table>	Examples		Hotel Information	The Lobster Claws Resort and Spa is listed in the Florida Traveler as one of the 10 best places to stay in beautiful Bonita Springs. We are less than a mile to the beach, and offer stunning water view rooms.	Place in paragraph format; provide best attributes of your hotel in the first few sentences.		Marketing Text	Beautiful secluded resort perfect for that romantic getaway. With the Gulf of Mexico and miles of beautiful sandy beach a short distance away, a variety of water activities are close at hand.	Place in paragraph format; and provide best attributes of your hotel in the first few sentences. This information can be seen in Call Center and Booking Engine.		Parking	Guest parking available on site for free.	Advise if your hotel provides parking, if there are any special requirements such as off-site parking offered, and if charges are applicable.	
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Appendix, Continued

Field Standards for Additional Information
(continued)

Section	Standards and Examples
<p>Free Form Text</p> <p>Hotel Description, Marketing Text, Parking, Pet Policy, Room Information, Tag Line</p>	<p>Examples</p>
	<p>Pet Policy Domestic pets are allowed for a fee, please contact us for more information</p> <p>Advise of your Pet Policy, and any applicable fees.</p>
	<p>Primary Points of Interest: HIGH SELLING POINT</p> <p>Primary Point of Interest Aquarium..... 5 Miles Zoo..... 8 Miles Houlihans..... 2.5 Miles Ford Museum..... 10 Miles</p> <p>Update the points of interest in the format shown above.</p>
	<p>Room Information: HIGH SELLING POINT</p> <p>Room Information We have just the room type to fit your needs, we have free wi-fi, flat screen televisions, and much more to offer in every room. You can choose from our moderately priced single rooms, or upgrade to one of our deluxe suites.</p> <p>Place general information about your hotel's room here. You will want to highlight information about amenities, and the décor, for all of your room types.</p>
	<p>Tag Line</p> <p>Tag Line The Lobster Claw staff looks forward to welcoming you to Sunny Bonita Springs and making your vacation as comfortable as possible.</p> <p>Used for Call Center and Booking Engine, this is the last statement a voice customer hears and the last line a Booking Engine customer sees when a booking is completed. This can leave a lasting impression for them about their upcoming stay at your hotel.</p> <p>Important: If using the Tag Line for date specific information be sure to keep this information updated regularly, for example 'the pool will be closed from 15Sep to 30Sep 2017 for maintenance'</p>