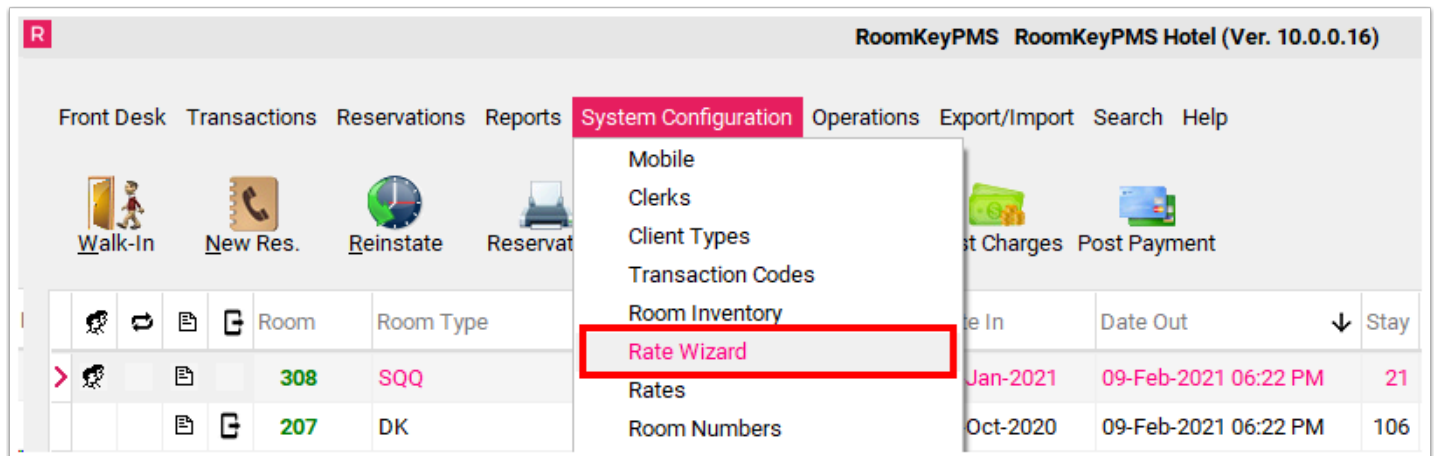


How to Access & View the Rate Wizard

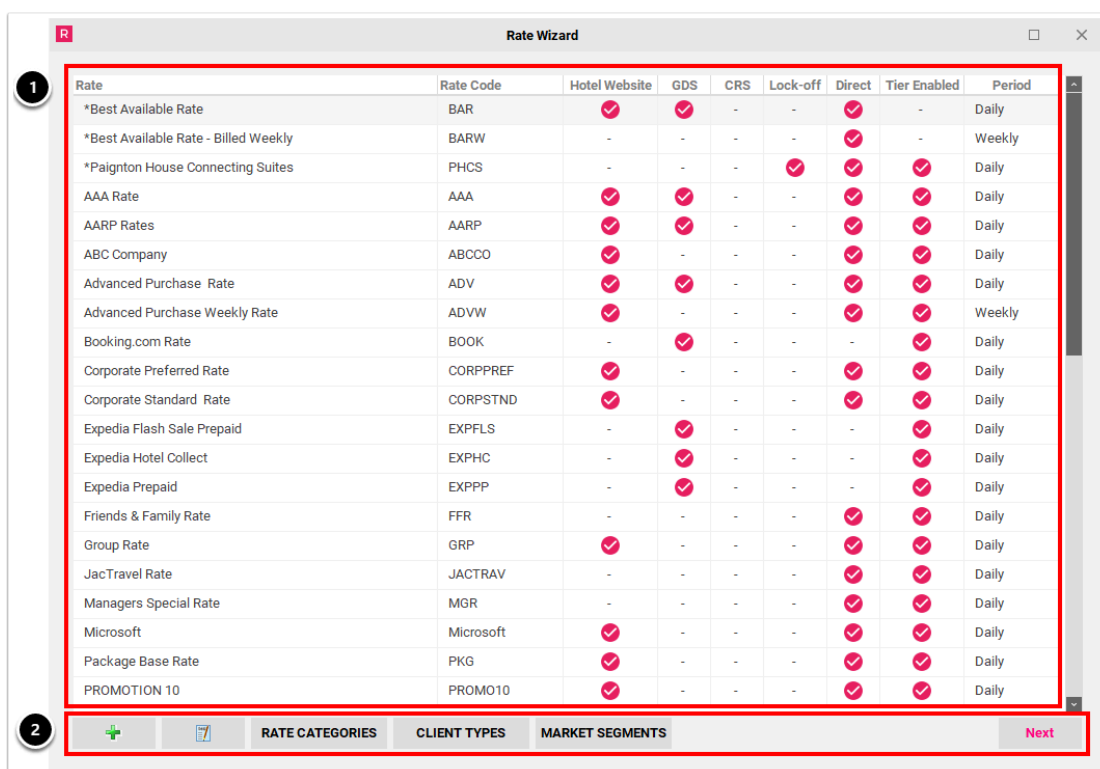
To Access the Rate Wizard Module

- In the **System Configuration** menu, select **Rate Wizard**



The following features appear in the Rate Wizard Module:

1. **Main Screen**
2. **Function Buttons**



The Main Screen displays a list of all rate plans in the Rate Wizard, with the following columns:

- **Rate** column shows the Rate Name, these are organized alphabetically

- **Rate Code** column shows the unique Rate Code assigned to the rate plan, each code must be between 2-9 alphanumeric characters
- **Hotel Website** is a distribution channel, a checkmark here indicates that the rate plan is distributed to the eRes Booking Engine allowing online guests to make direct reservations on the hotel website
- **GDS** is a distribution channel, a checkmark here indicates that the rate plan is distributed to one or more Global Distribution System, Channel Manager, or Online Travel Agent (OTA)
- **CRS** is a distribution channel, a checkmark here indicates that the rate plan is distributed to the RoomKeyPMS Central Reservation System (proprietary software that supports chained/ sister properties that share a single reservation team)
- **Lock-off** is distribution channel, a checkmark here indicates that the rate plan is used to distribute pricing for Lock-off Rooms (two or more guestrooms that combine to create a new room type)
- **Direct** is a distribution channel, a checkmark here indicates that the rate plan is distributed to the hotel direct allowing the hotel staff to book a reservation directly in RoomKeyPMS
- **Tier Enabled** column, a checkmark here indicates that the rate plan is "tiered" off of another rate plan
- **Period** column shows the billing period for the rate plan, RoomKeyPMS can accommodate Daily, Weekly, or Monthly billing periods

The Function Buttons allow users to perform the following functions in the Rate Wizard:

- **Add (green-plus icon)** button allows the user to create a new rate plan
- **Edit (pen & paper icon)** button allows the user to modify an existing rate plan, including attaching client types, corporate accounts, and groups
- **Rate Categories** button allows the user to manage a list of rate categories, including rate category name and sort order
- **Client Types** button allows the user to manage a list of client types, including client type name, function, and sort order
- **Market Segments** button allows the user to manage a list of market segments, including market segment name and sort order
- **Next** button allows the user to manage next level features of the rate plan including rate prices, rate restrictions by date-range, rate tiering, and rate plan adjustment history