How to Create a Rate in the Rate Wizard

Creating a rate in the Rate Wizard is a multi-step process that includes:

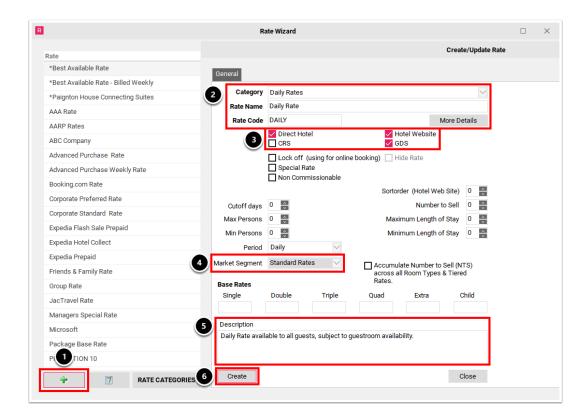
- 1. creating a rate plan
- 2. (a) customizing a rate template and (b) loading rate prices
- 3. making the rate bookable through designated distribution channels

Click below for more information:

STEP #1 Create a New Rate Plan

In the Rate Wizard

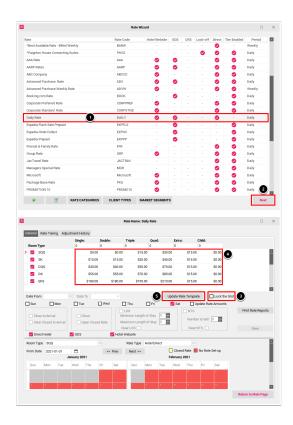
- 1. Select the + symbol button
- 2. In the Create/Update Rate window, complete the following fields:
 - Category
 - · Rate Name
 - · Rate Code
- 3. Enable at least one of the following Distribution Channels:
 - · Direct Hotel, CRS, Hotel Website, or GDS
- 4. Select the applicable **Market Segment** in the drop-down menu
- 5. Type a **Description** for the rate plan
- 6. Select the Create button



STEP #2-a Setup the Rate Template

In the Rate Wizard

- 1. Select the Rate Plan
- 2. Select the **Next** button
- 3. In the General tab of the Rate Name window, disable the **Lock the Grid** checkbox
- 4. Enter price increments into the cells in the Rate Template
- 5. Select the **Update Rate Template** button



STEP #2-b Load Rate Prices

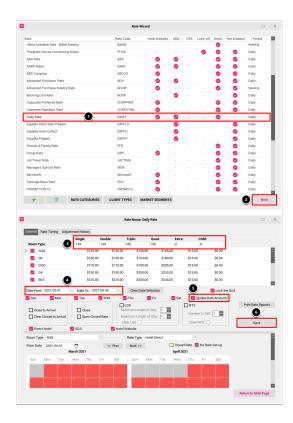


For an existing rate plan, the following steps can also be used to change or update Rate Prices.

In the Rate Wizard

- 1. Select the Rate Plan
- 2. Select the **Next** button
- In the General tab of the Rate Name window, enter the base rate into the Single, Double, Triple, and Quad fields of the Base Rate Row; the rate prices will appear in the Rate Template below the Base Rate Row
- 4. Enter the applicable date range into the **Date From** and **Date To** fields
- 5. Enable the **Update Rate Amounts** checkbox
- 6. Select the Save button

Repeat steps 3-6 above for each additional date range



STEP #3 Make the Rate Bookable

In the Rate Wizard

- 1. Select the Rate Plan
- 2. Select the **Edit** button (Pen & Paper symbol)
- 3. In the Create/Update Rate window, select the Client Type tab
- 4. Click the swivel arrow next to each distribution channel to expand a list of client types; select at least each one client type per distribution channel
- 5. Select the **Update** button

