

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

Rate Wizard

Create/Update Rate

General

2 **Category** Daily Rates

Rate Name Daily Rate

Rate Code DAILY More Details

3 ☒ Direct Hotel ☒ Hotel Website
☐ CRS ☒ GDS

☐ Lock off (using for online booking) ☐ Hide Rate
☐ Special Rate
☐ Non Commissionable

Cutoff days 0
Max Persons 0
Min Persons 0
Period Daily

Sortorder (Hotel Web Site) 0
Number to Sell 0
Maximum Length of Stay 0
Minimum Length of Stay 0

4 **Market Segment** Standard Rates

☐ Accumulate Number to Sell (NTS) across all Room Types & Tiered Rates.

Base Rates

Single	Double	Triple	Quad	Extra	Child
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

5 **Description**
Daily Rate available to all guests, subject to guestroom availability.

6 **Create** Close

1 **PAID TION 10**

RATE CATEGORIES

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

The screenshot shows the 'Rate Wizard' interface. The first window displays a list of rate plans. The 'Daily Rate' plan is selected, and the 'Next' button is highlighted. The second window, 'Rate Name: Daily Rate', shows the 'General' tab. The 'Room Type' is set to 'DQD'. The 'Base Rate Row' is highlighted, and the 'Single', 'Double', 'Triple', and 'Quad' fields are populated with values. The 'Date From' and 'Date To' fields are set to '2021-01-01' and '2021-01-31' respectively. The 'Update Rate Template' checkbox is checked, and the 'Save' button is highlighted.

Room Type	Single	Double	Triple	Quad	Extra	Child
DQD	\$0.00	\$0.00	\$15.00	\$30.00	\$15.00	\$0.00
DK	\$15.00	\$15.00	\$30.00	\$45.00	\$15.00	\$0.00
DQD	\$40.00	\$40.00	\$55.00	\$70.00	\$15.00	\$0.00
DK	\$55.00	\$55.00	\$70.00	\$85.00	\$15.00	\$0.00
EKS	\$180.00	\$180.00	\$195.00	\$210.00	\$15.00	\$0.00

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
3. 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

The screenshot displays the 'Rate Wizard' interface, which is used for creating and managing hotel rates. The interface is divided into two main sections: 'Rate Wizard' and 'Rate Name: Daily Rate'.

Rate Wizard Section:

- Rate Table:** A table listing various rate plans. The 'Daily Rate' plan is highlighted with a red box and a circled '1'.
- Buttons:** At the bottom of the table, there are buttons for 'RATE CATEGORIES', 'CLIENT TYPES', and 'MARKET SEGMENTS'. A red box and a circled '2' highlight the 'Next' button.

Rate Name: Daily Rate Section:

- Room Type:** A dropdown menu showing 'Single' and 'Double' options. A red box and a circled '3' highlight the 'Single' option.
- Rate Grid:** A table showing rates for different room types and dates. A red box and a circled '4' highlight the 'Single' column.
- Rate Settings:** A section with various checkboxes and input fields. A red box and a circled '5' highlight the 'Update Rate Amounts' button.
- Save Button:** A red box and a circled '6' highlight the 'Save' button.

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

Rate Wizard

Rate	Rate Code	Hotel Website	GDS	CBS	Lock-off	Direct	Tier Enabled	Period
*Best Available Rate - Billed Weekly	BARW	-	-	-	-	✓	-	Weekly
*Paignton House Connecting Suites	PHCS	-	-	-	✓	✓	✓	Daily
AAA Rate	AAA	✓	✓	-	-	✓	✓	Daily
AARP Rates	AARP	✓	✓	-	-	✓	✓	Daily
ABC Company	ABCD	-	-	-	-	✓	✓	Daily
Advanced Purchase Rate	ADV	✓	✓	-	-	✓	✓	Daily
Advanced Purchase Weekly Rate	ADVW	-	-	-	-	✓	✓	Weekly
Booking.com Rate	BOOK	-	✓	-	-	✓	✓	Daily
Corporate Preferred Rate	CORPPREF	✓	-	-	-	✓	✓	Daily
Corporate Standard Rate	CORPSTND	✓	-	-	-	✓	✓	Daily
Daily Rate	DAILY	✓	✓	-	-	✓	-	Daily
Expedia Flash Sale Prepaid	EXPFLS	-	-	-	-	✓	✓	Daily
Expedia Hotel Collect	EXPHC	-	✓	-	-	✓	✓	Daily
Expedia Prepaid	EXPPP	-	✓	-	-	✓	✓	Daily
Friends & Family Rate	FFR	-	-	-	-	✓	✓	Daily
Group Rate	GRP	✓	-	-	-	✓	✓	Daily
JacTravel Rate	JACTRAV	-	-	-	-	✓	✓	Daily
Managers Special Rate	MGR	-	-	-	-	✓	✓	Daily
Microsoft	Microsoft	✓	-	-	-	✓	✓	Daily
Package Base Rate	PKG	-	-	-	-	✓	✓	Daily
PROMOTION 10	PROMO10	✓	-	-	-	✓	✓	Daily

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RATE CATEGORIES

CLIENT TYPES

MARKET SEGMENTS

Next

Create/Update Rate

General

Client Types

Corporate

Groups

Hotel Direct

☐ Corporate
 ☐ Corporate Online Booking
 ☐ GDS Symia/TravelClick
 ☐ Group/Tour
 ☐ House Accounts
 ☒ Leisure
 ☐ Online Booking Engine
 ☐ OTA Hotel Collect
 ☐ OTA Prepaid
 ☐ Wholesaler

Hotel Website

☐ Corporate
 ☐ Corporate Online Booking
 ☐ GDS Symia/TravelClick
 ☐ Group/Tour
 ☐ House Accounts
 ☒ Leisure
 ☐ Online Booking Engine
 ☐ OTA Hotel Collect
 ☐ OTA Prepaid
 ☐ Wholesaler

GDS

☐ Corporate
 ☐ Corporate Online Booking
 ☒ GDS Symia/TravelClick
 ☐ Group/Tour
 ☐ House Accounts
 ☒ Leisure

Update