

# How to Modify a Rate Plan in the Rate Wizard

The following article describes how to make changes to the features of a Rate Plan in the Rate Wizard.

If you are looking for information about changing Rate Prices or the Rate Template, please see the following:

## Rate Prices

- [How to Update Rate Prices for Daily Billing](#)
- [How to Update Rate Prices for Weekly Billing](#)
- [How to Update Rate Prices for Monthly Billing](#)

## Rate Templates

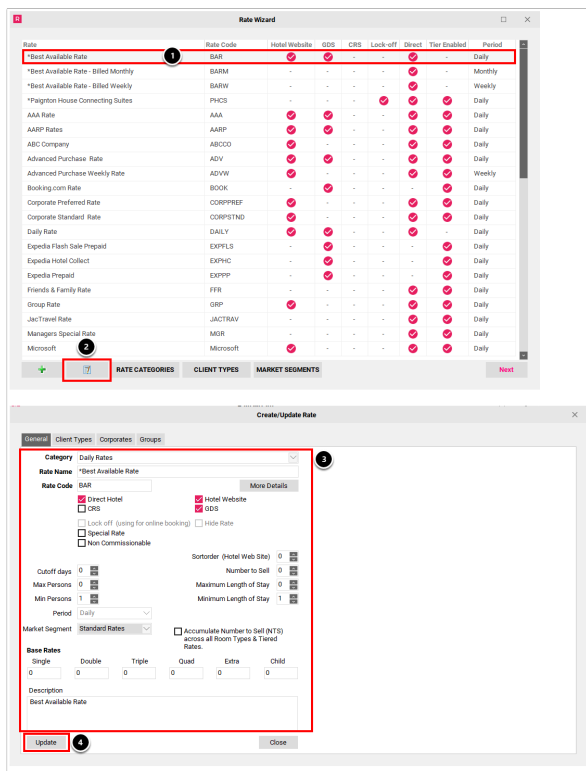
- [How to Update the Rate Template for Daily Billing](#)
- [How to Update the Rate Template for Weekly Billing](#)
- [How to Update the Rate Template for Monthly Billing](#)

**Click below for more information:**

## How to Change Rate Plan Features on the General Tab

In the Rate Wizard

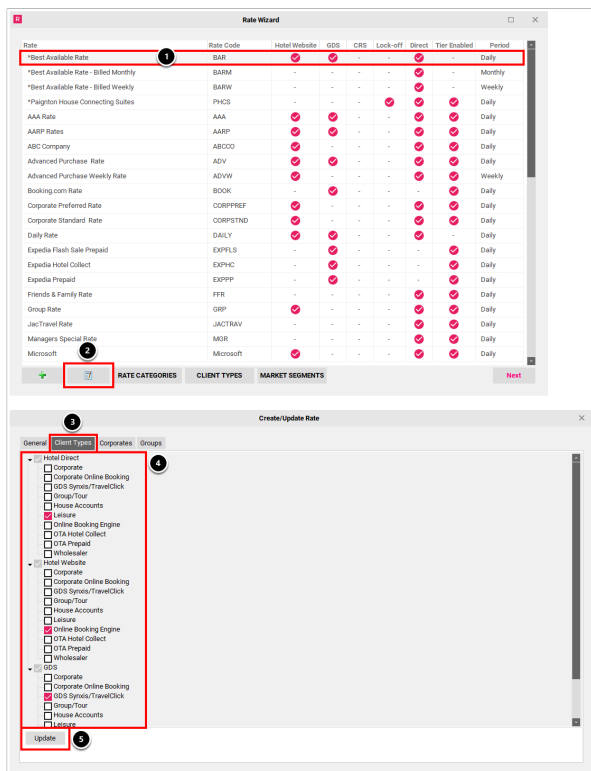
1. Select the Rate Plan
2. Select the **Edit** button (Pen & Paper symbol)
3. In the General tab, make changes to any of the fields as needed
  - Note, the Lock off checkbox and Period field cannot be changed
4. Select the **Update** button



## How to Change Client Types Attached to a Rate Plan

In the Rate Wizard

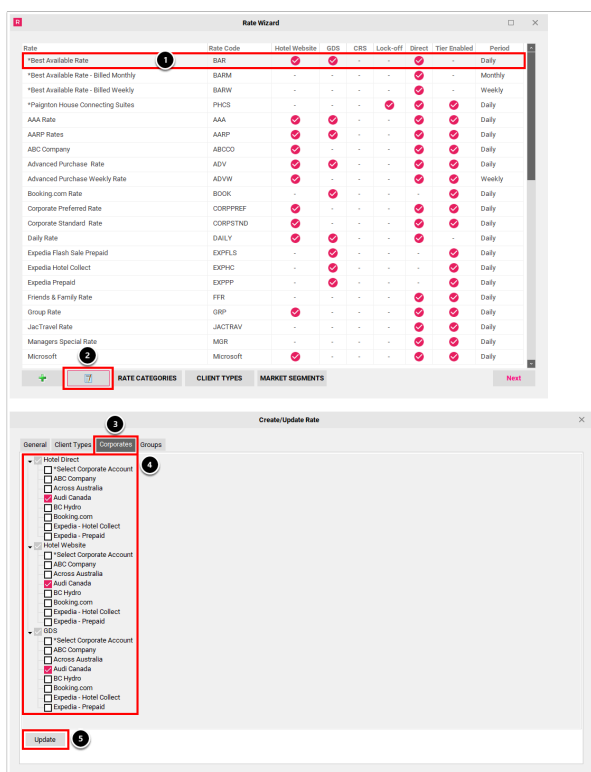
1. Select the Rate Plan
2. Select the **Edit** button (Pen & Paper symbol)
3. In the Create/Update Rate window, select the **Client Types** tab
4. Click the swivel arrow next to each distribution channel to expand a list of client types and enable/disable as needed
5. Select the **Update** button



## How to Change Corporate Accounts Attached to a Rate Plan

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 **Corporates** tab
4. Click the swivel arrow next to each distribution channel to expand a list of corporate accounts and enable/disable as needed
5. Select the **Update** button



## How to Change Groups Attached to a Rate Plan

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 **Groups** tab
4. Click the swivel arrow next to each distribution channel to expand a list of groups and enable/disable as needed
5. Select the **Update** button

Rate Wizard

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Rate	Rate Code	Hotel Website	GDS	CBS	Lock-off	Direct	Tier Enabled	Period
*Best Available Rate	BAR							Daily
*Best Available Rate - Billed Monthly	BARM							Monthly
*Best Available Rate - Billed Weekly	BARW							Weekly
*Pargrton House Connecting Suites	PHCS							Daily
AAA Rate	AAA							Daily
AARP Rates	AARP							Daily
ABC Company	ABCO							Daily
Advanced Purchase Rate	ADV							Daily
Advanced Purchase Weekly Rate	ADW							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
Jac Travel Rate	JACTRAV							Daily
Managers Special Rate	MGRS							Daily
Microsoft	Microsoft							Daily

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Rate Categories

Client Types

Market Segments

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Create/Update Rate

General

Client Types

Corporate

Groups

Hotel Direct

Hotel Website

GDS

Inland Ecohours

Inland Ecohours

Inland Ecohours

Update

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