

How to Create a New Room Type

The following article reviews how to create a new Room Type and attach it to an existing rate plan in rate wizard. There are multiple steps required in order to complete this process:

- Create the new room type in Room Inventory
- Add the new room number/s to the new room type
- Attach the new room type to existing rates in Rate Wizard
- Add rates to the room types in Rate Wizard
- If using packages, add the room type to existing packages

Creating a new Room Type

To create a new Room Type, go to **System Configuration > Room Inventory**, and click **Add**.

Room Sections	Rate Categories	Customize Guest Reports	Reasons	Market Segment		
Property	Room Inventory	Rates	Rooms	Confirmation Notes	Reg Card Notes	Guest Folio Note
Room Type	Bed Configuration	Description	Sleeps			
OVQQ		Relax in this well appointed, spacious room with par	4			
OVSK		Our luxurious 600 square-foot Ocean View Suites of	3			
PS2B	K/QQ	Our Presidential Suite is the last word in island luxur	7			
HOUSE ACCOUNT		HOUSE ACCOUNT	2			
*			2			

Room Types | Room Amenities | Stop-sell | Policy | eRes Images

Room type:

Configuration:

Sleeps (max):

Default rate:

Room Type Short Descr:

Room Config:

Description:

Description (second language):

Web res available: ☒

Sort Order:

CRS Limit:

Set to Inactive: ☐

House Room?: ☐

Active: ☒

InActive: ☐

Post:

Cancel:

Starting on the Room Types tab, fill in the following information:

- **Room Type** – Enter a room type code for internal use
- **Configuration** – Select the bed configuration from the drop down menu, or type one in
- **Sleeps (max)** – Enter the maximum amount of people that can be booked into this room type (**NOTE:** The PMS will not allow this room to be booked if the Sleeps max is exceeded. If

Roll Away Beds are allowed in certain rooms, consider if that will affect this number. It is recommended to always put the absolute maximum number of guests per room, with additional bedding configurations in mind.)

- **Default Rate (Optional)** – A default rate may be selected for a specific Room Type. However, it is advised that this field be left blank by default
- **Room Type Short Dscr** – Enter the name of the Room Type as it will appear to guests; the name entered here will appear on Guest Reports such as the Guest Confirmation as well as on the eRes Mobile Booking Engine
- **Room Config** – Select the room configuration from the drop down menu
- **Description** – Enter the text description of the room type. This will appear on the eRes Booking Engine, and when right clicking on a room type when creating a new reservation
- **Description (second language)** – Allows you to enter the text description in a second language
- **Web Res Available** – Check this box to make this room available on the eRes Booking Engine
- **Sort Order** – Allows setting of the order in which Room Types are organized in areas like the Reservation Window, Rate Wizard, and eRes Mobile Booking Engine. The suggested "Best Practice" is to order room types from least expensive to most expensive
- **House Room?** – Check this box if this Room Type is to be used as a House Account Room Type
- **Set to Inactive** – Check this box if you wish to make this Room Inventory Type inactive
- **CRS Limit (Optional)** – Only for those properties using RoomKey CRS, this sets a maximum amount of this Room Inventory Type that will be bookable in RoomKey CRS.

When finished, click **Post**.

Room Sections		Rate Categories		Customize Guest Reports		Reasons		Market Segment	
Property	Room Inventory	Rates	Rooms	Confirmation Notes	Reg Card Notes	Guest Folio Note			
Room Type	Bed Configuration	Description	Sleeps						
OVK		Relax in this well appointed, spacious room with par	3						
OVQQ		Relax in this well appointed, spacious room with par	4						
OVSK	K	Our luxurious 600 square-foot Ocean View Suites of	3						
PS2B	K/QQ	Our Presidential Suite is the last word in island luxur	7						
HOUSE ACCOUNT		HOUSE ACCOUNT	2						

Room Types	Room Amenities	Stop-sell	Policy	eRes Images
Room type:	OVSK *			
Configuration:	K *			
Sleeps (max):	3 *			
Default rate:				
Room Type Short Dscr	Ocean View Suite			
Room Config	Hotel Room			
Description:	Our luxurious 600 square-foot Ocean View Suites offer unparalleled comfort and sophistication in a tropical island setting. With french doors leading to terrace balconies off both the bedroom and living room, you can enjoy private, in-room dining while overlooking one of Great Bay's magnificent sunsets. All Ocean View suites feature a California King bed, full marble			
Description: (second language)				

☐ Active
☐ InActive

Post

Cancel

Go to the Rooms tab, select the new room type drop the drop downbox and click Add

Property | Room Inventory | Rates | **Rooms** | Confirmation Notes | Reg Card Notes | Guest Folio Note | Room Sections | Rate Categories | Customize Guest Reports | Reasons | Market Segment

Room Type: OV-

Room #	Room Type	Room Status

Buttons: Add, Modify, Delete, Add Range

Room | Lock-off Rooms

Room Number:

Section:

Enter the room number & click Okay. Repeat this process for all additional room numbers for this room type.

Note: Letters may also be used as a room number

Property | Room Inventory | Rates | **Rooms** | Confirmation Notes | Reg Card Notes | Guest Folio Note | Room Sections | Rate Categories | Customize Guest Reports | Reasons | Market Segment

Room Type: OV-

Room #	Room Type	Room Status
*	OV-	VACANT

Buttons: Add, Modify, Delete, Add Range, **Ok**, Cancel

Room | Lock-off Rooms

Room Number:

Section:

Attaching a new room type to an Existing Rate in Rate Wizard

Select the relevant rate plan and click the pen and paper icon -> more details -> select the channels that this room is to be booked through -> Apply -> Update

The screenshot displays the 'Create New Rate' dialog box in the Rate Wizard. The 'General' tab is active, showing fields for Category (BAR), Rate Name (BAR), and Rate Code (BAR). Checkboxes for 'Direct Hotel *', 'Hotel Website *', 'CRS', and 'GDS *' are visible, with 'More Details' button highlighted. Below these are options for 'Lock off', 'Special Rate', 'Non Commissionable', 'Sortorder', 'Cutoff days', 'Max Persons', 'Min Persons', 'Period', 'Market Segment', and 'Accumulate Number to Sell (NTS)'. The 'Base Rates' section shows a table with columns for Single, Double, Triple, Quad, Extra, and Child, with values 100, 100, 100, 0, 0, and 0 respectively. The 'Description' field contains 'BAR description'. The 'Update' button is highlighted at the bottom left. A sub-dialog 'Activate/Deactivate Rates' is open on the right, showing a tree view with 'OV' selected, and 'Hotel Direct', 'Hotel Website', 'GDS', and 'CRS' as sub-items. The 'Apply' button is highlighted. The bottom toolbar shows a pen and paper icon highlighted.

Single	Double	Triple	Quad	Extra	Child
100	100	100	0	0	0

You will now need to proceed to add rates onto this room type in Rate Wizard. For further instruction on rates please see the [Rate Module](#)