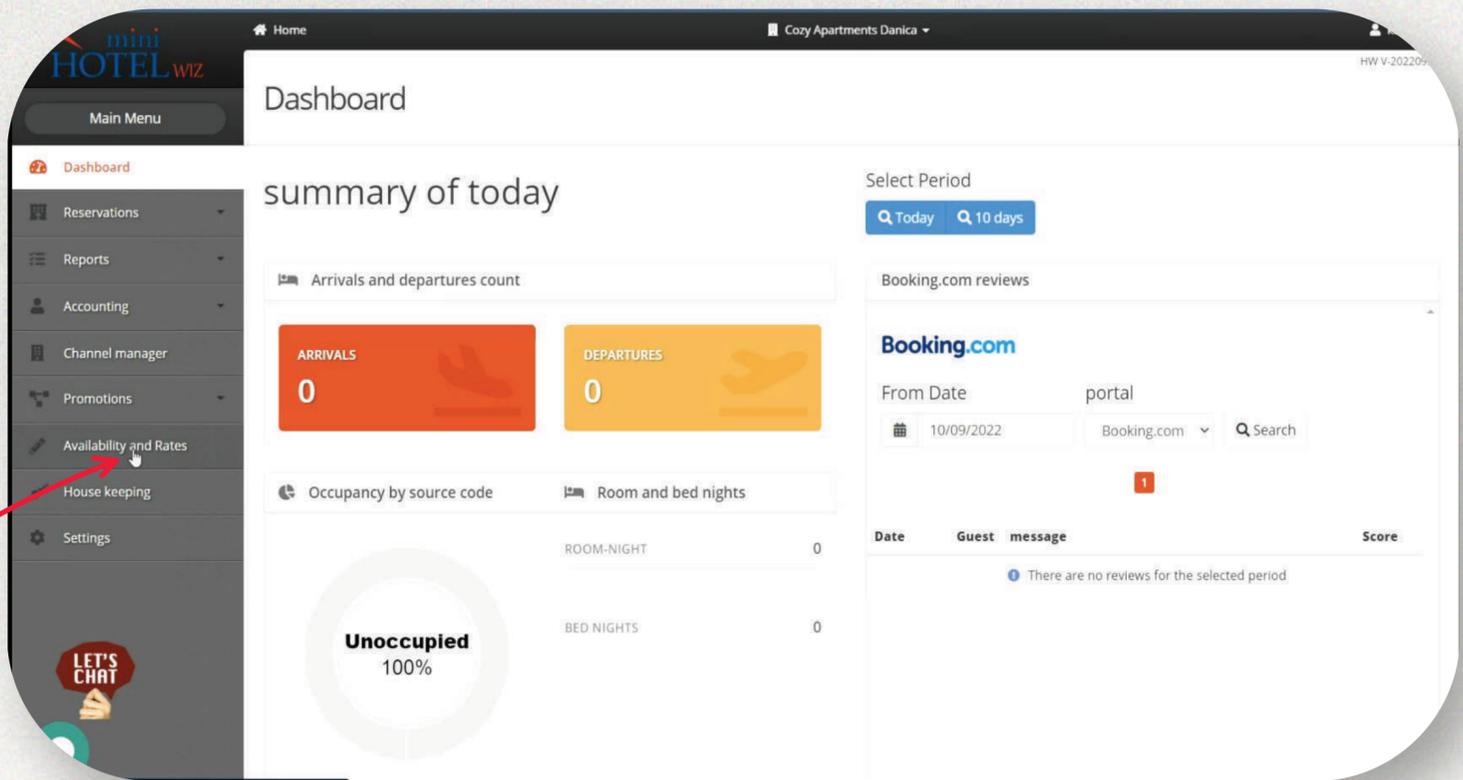




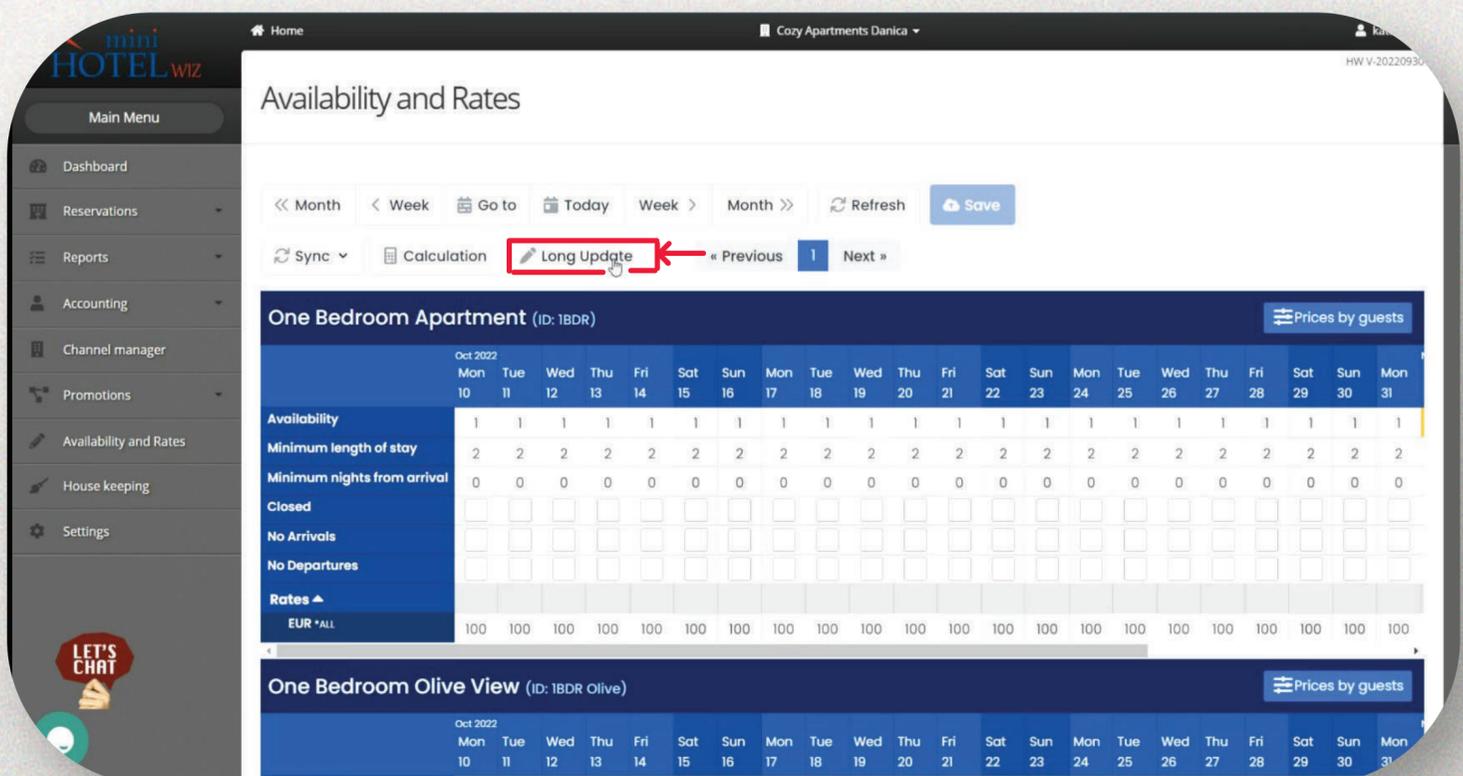
AVAILABILITY AND RATES

Mini
Hotel

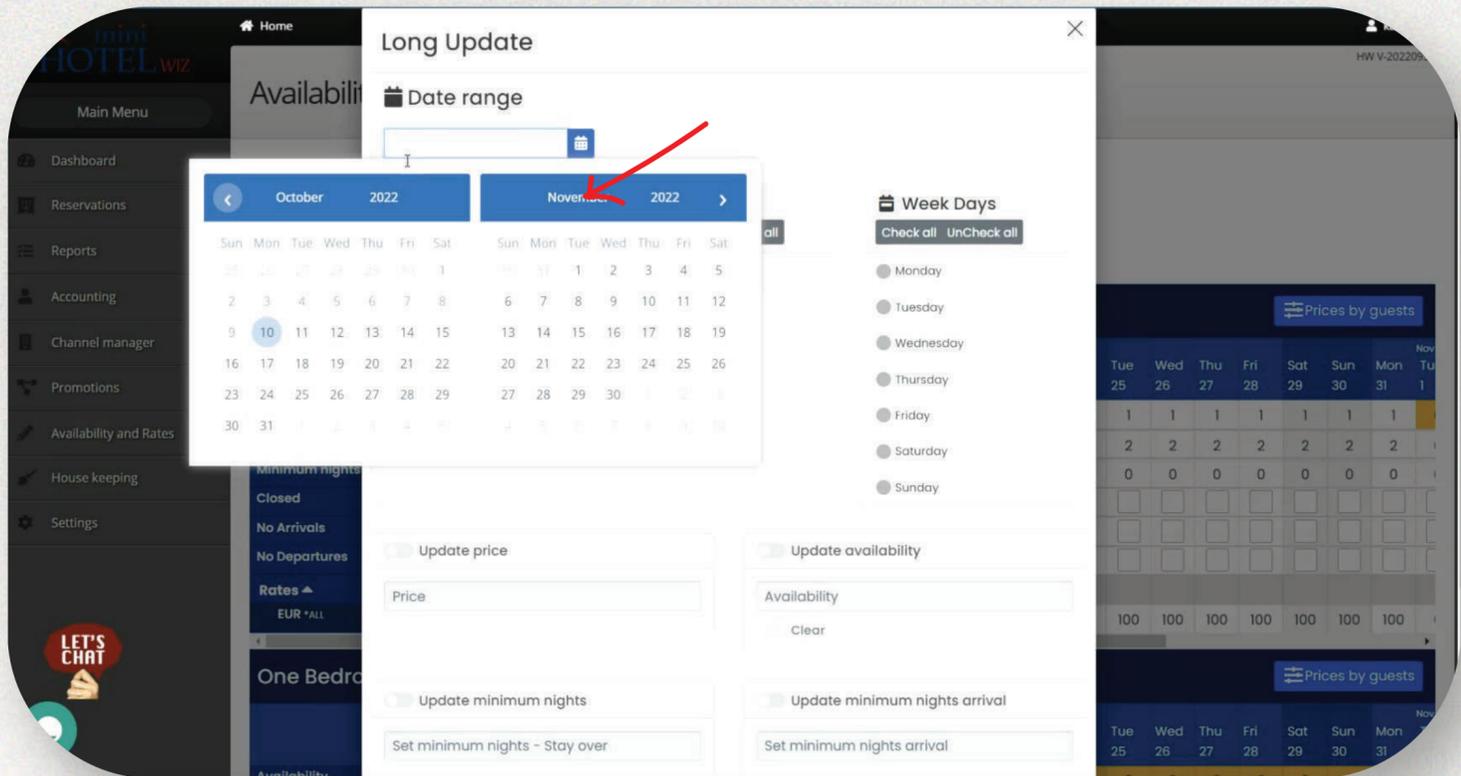
1) Open Availabilities and Rates.



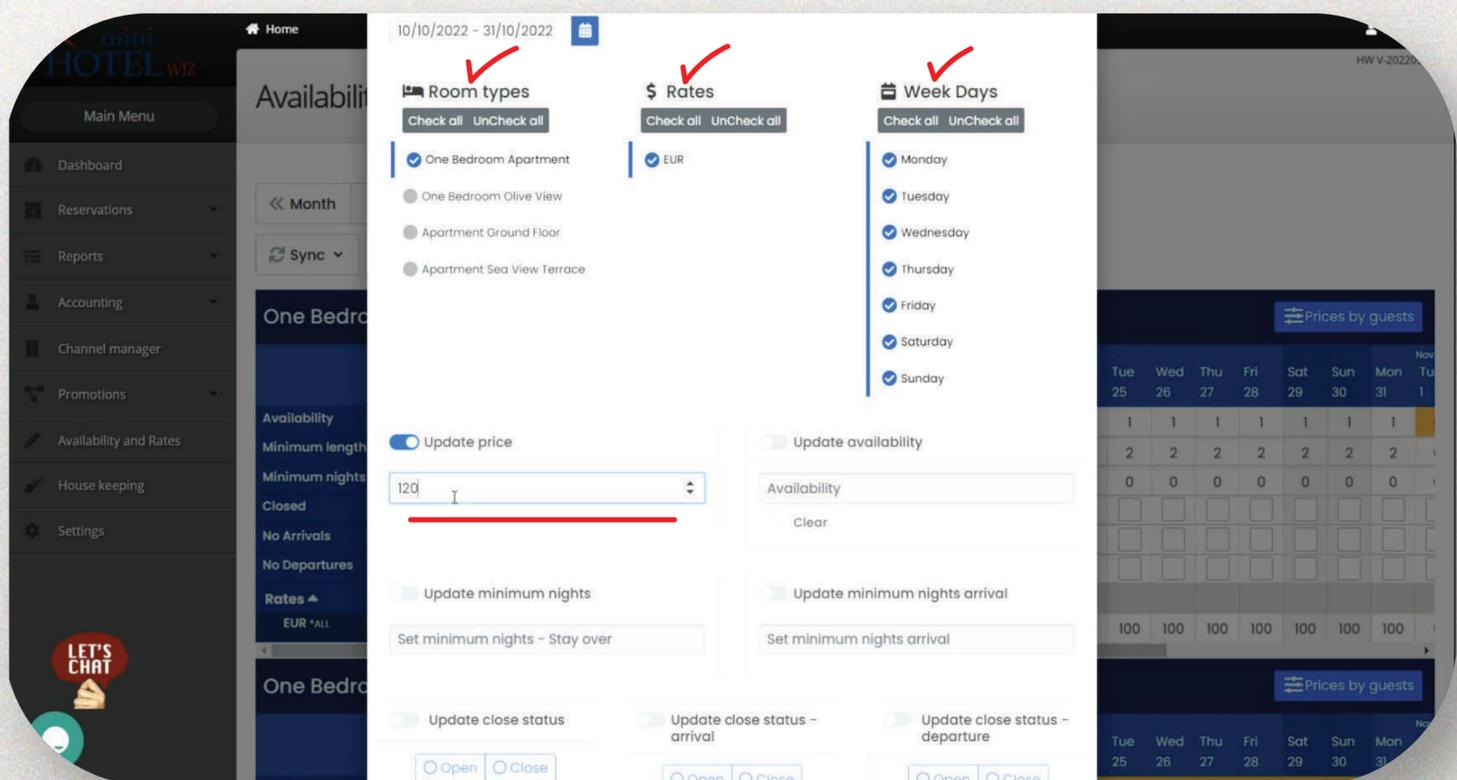
2) On this window you will see your Availability, Rates and Restrictions information for your Room Types. We recommend using the Long Update button to make bulk changes.



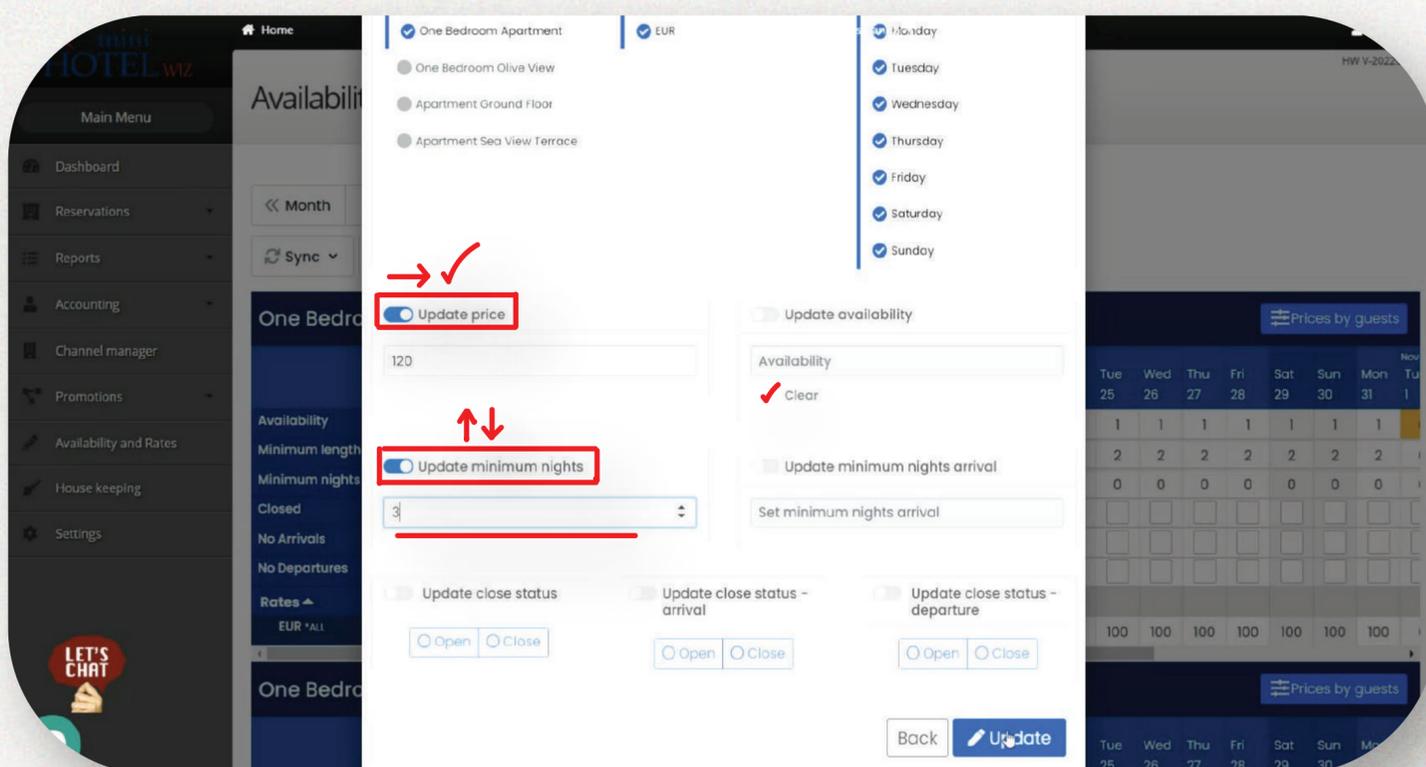
3) Select the date range for the changes you want to make.



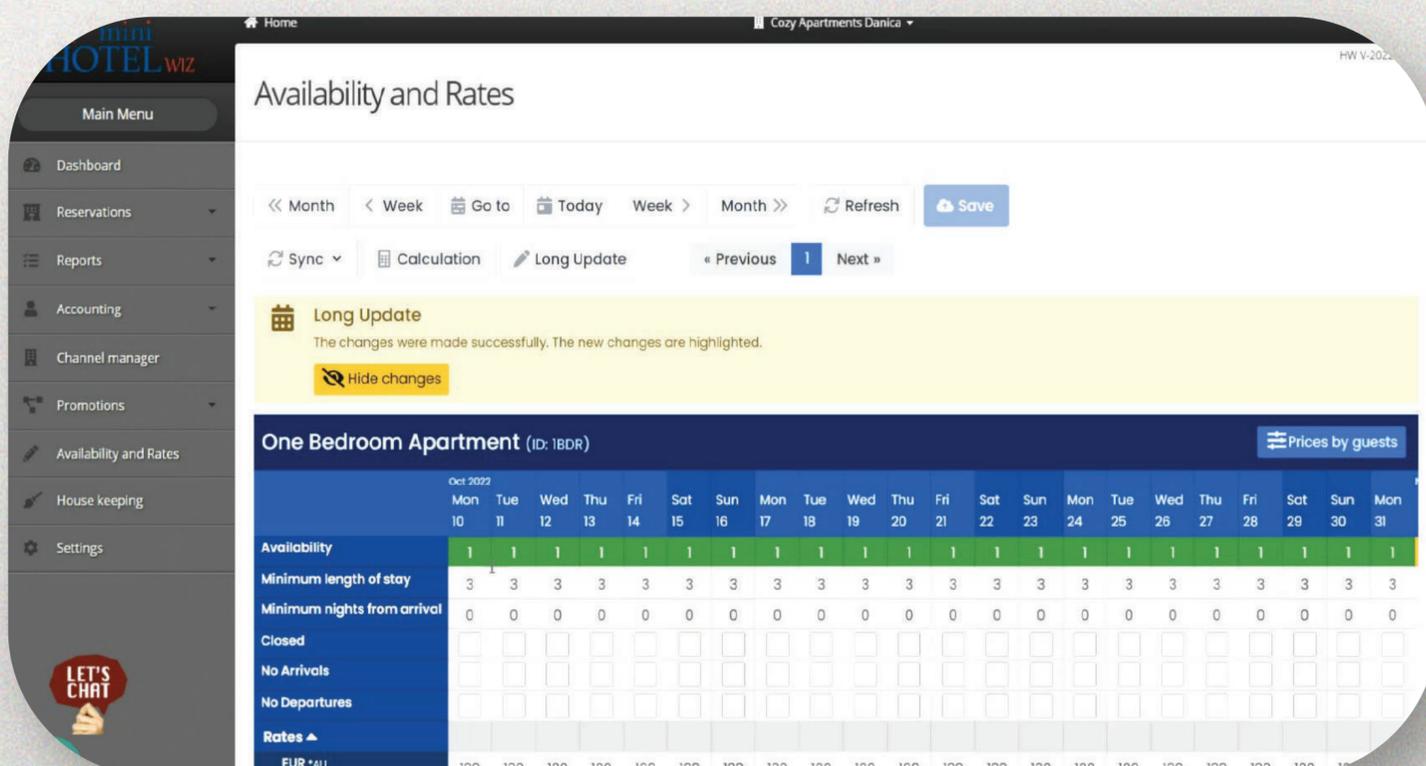
4) Select room type/s, rate plan/s, and days of the week you want to affect by the changes. To modify the prices - activate the update price toggle and insert the desired price.



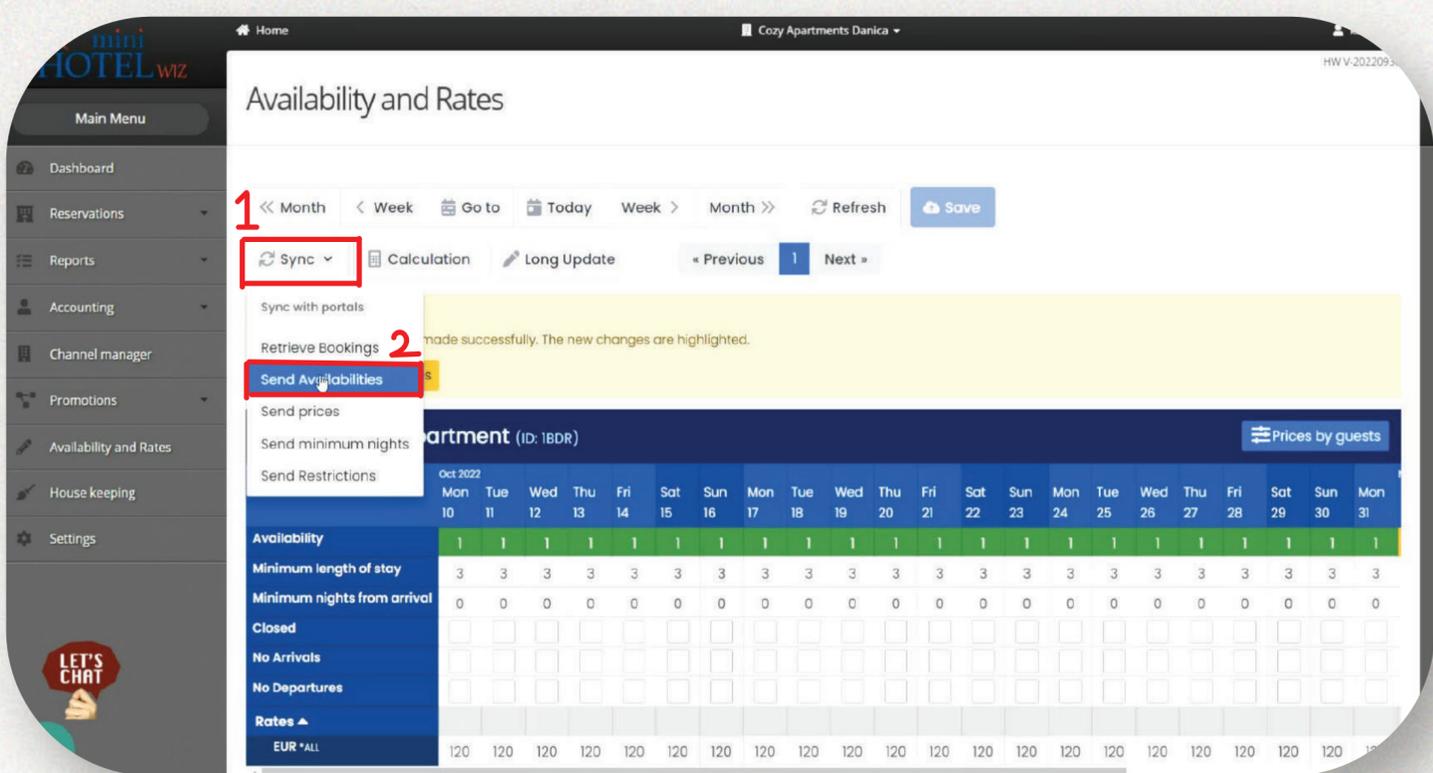
5) To update the minimum nights stay, activate the update minimum nights toggle and update the desired minimum nights amount. Click the update button to save the changes. Similarly you can update various kinds of closure and availability. Please note that we do not recommend updating availability unless you want to update "0" to be used as a close sale. If you did make a change in availability manually, in order to revert back to the original availability please use the "clear" button under the availability toggle.



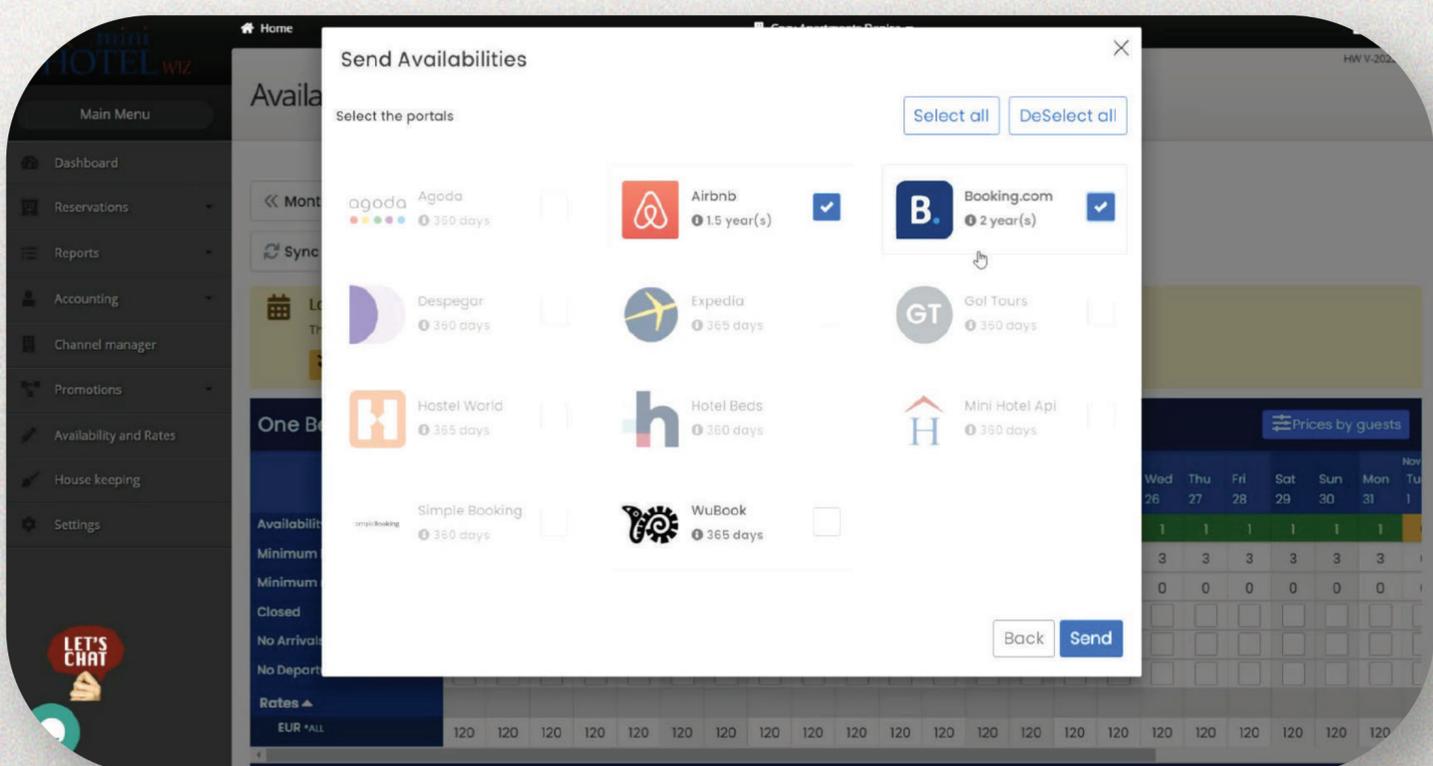
6) You can see the last changes you made marked in green.



7) Next step is to synchronize with your OTA channels. We recommend syncing manually after making changes. For that please use the Sync button, and send information to your OTAs. Make sure to sync according to the changes you made. For prices use Send Prices, for minimum stay, use Send Minimum Nights ,for closures use Send Restrictions. If you don't manually sync, the sync will happen on its own every few hours aside from restrictions which must always be synced manually.



8) On the list that appears Select desired OTAs and click Send.



9) Do that for every type of change you have made.

