Assign Rooms to Room Types

To Add, Edit or Delete Rooms go to, **SETUP | RATES | ROOMS**.

The default screen opens to the Rooms List where you will see all of the Rooms you have available. Each individual Room in your property is assigned to a Room Type providing the inventory for the room type.

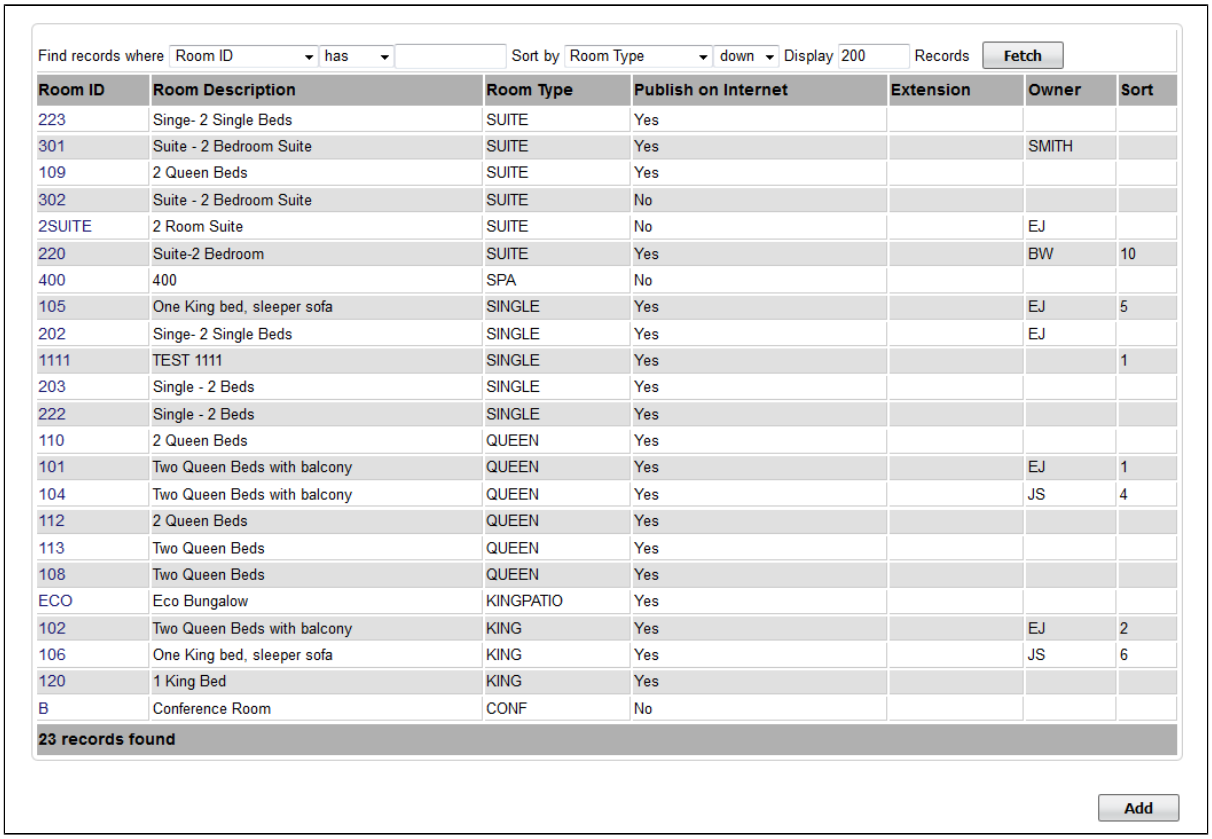
All Rooms must be linked to a Room Type. If you need to add a new Room Type, see Room Types.

The Rooms added here will be listed on the Tape Chart and be available for booking at the Front Desk and through any distribution channel (MyPMS, Website bookings, GDS, etc) to which the corresponding Room Type is allocated. See Room Type and Rate Plan Allocations.

For example, if Rooms 101, 102 and 103 are Queen Rooms and sold at the same Rate, then all three of those rooms would be assigned to the QUEEN Room Type and will be sold at the Rate Plan assigned to the QUEEN Room in Agent Allocations. Remember, all Rates are assigned to Room Types, not Rooms. See Room Type and Rate Plan Allocations.

In this Section

To assign a Room to a Room Type, Add a Room or Click on the Room ID to edit the room information.



Find records where Room ID has Sort by Room Type down Display 200 Records Fetch

Room ID	Room Description	Room Type	Publish on Internet	Extension	Owner	Sort
223	Singe- 2 Single Beds	SUITE	Yes			
301	Suite - 2 Bedroom Suite	SUITE	Yes		SMITH	
109	2 Queen Beds	SUITE	Yes			
302	Suite - 2 Bedroom Suite	SUITE	No			
2SUITE	2 Room Suite	SUITE	No		EJ	
220	Suite-2 Bedroom	SUITE	Yes		BW	10
400	400	SPA	No			
105	One King bed, sleeper sofa	SINGLE	Yes		EJ	5
202	Singe- 2 Single Beds	SINGLE	Yes		EJ	
1111	TEST 1111	SINGLE	Yes			1
203	Single - 2 Beds	SINGLE	Yes			
222	Single - 2 Beds	SINGLE	Yes			
110	2 Queen Beds	QUEEN	Yes			
101	Two Queen Beds with balcony	QUEEN	Yes		EJ	1
104	Two Queen Beds with balcony	QUEEN	Yes		JS	4
112	2 Queen Beds	QUEEN	Yes			
113	Two Queen Beds	QUEEN	Yes			
108	Two Queen Beds	QUEEN	Yes			
ECO	Eco Bungalow	KINGPATIO	Yes			
102	Two Queen Beds with balcony	KING	Yes		EJ	2
106	One King bed, sleeper sofa	KING	Yes		JS	6
120	1 King Bed	KING	Yes			
B	Conference Room	CONF	No			

23 records found

Add

Then choose the Room Type from thedrop downmenu in the top of the right column and click Save.

Room ID:	102	Room Type:	SUITE (Master Suite)
Description:	King bed with balcony	Publish on Internet:	Yes
Phone Extension:		Ignore on Occupancy Report:	No
		Beds:	
Availability:	Daily Bookings	Persons:	
Extra Persons:		Sort:	7
		Disabled Access:	No
Notes:			

Save

Unknown macro: 'page-turner'