

Managing Items within the Package

Once a Package has been saved, whether or not is 'dynamic' or 'fixed', the manager can add Items to it to both change its 'calculated price' and also give the Guest a detailed look at what Items are included in the Package besides the Room. Choose the 'Add Items' to add Items that have been setup in the [Member's Area](#) or the Property Management System.

Qty: This is the quantity of the Item that will be sold with the package and this will import these quantities into the Property Management System for management and delivery.

Cost: This is the 'sell cost' that the Item will be posted to the Property Management System when it imports.

Recur Days: This is to help a problem whereby a Package requires certain Item(s), such as a cleaning fee or a meal, to be added for each x day of the stay. If this is the case, choose how many Items for each day of the stay the Item should be added to the Package. For example, if a cleaning fee is only needed to be attached to the booking once each 7 days, make the recur days as 7. For each 7 days of the booking, one additional 'cleaning Item' entry will be added and priced. Thus a 21-day booking would have 3 'cleaning fee' Items added to it.

- Note - to Delete an Item from the Package. Choose the number "0" and click the 'change' button to remove that Item from the package.