Rooms

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

Default Room List

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	Sor
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						

Ad

The **Default Room List displays the following information:**

- **Room ID:** I.D. for Internal use only and will not be viewed by guests. I.D. must be alpha/numeric only. Do not use punctuation, symbols or hyphens. Use a max. of 10 Characters, 5 characters or less is preferred. Enter the #, Room name letter or name that you use to identify the room. For example, 101, Room A, Romance Suite.

- **Description:** This will be visible tocustomer

- **Room Type:** Choose the Room Type that this individual Room should be associated with.
- **Publish to Internet**: This controls whether or not the room is available through online booking channels and is enabled by default. In cases such as an hourly conferenceroom you may not want guests to be able to book it online. To avoid this simply select NO
- **Extension**: If you utilize Call Accounting or Comtrol please provide the accurate Phone Extension for each room type.
- **Owner:** If this an Owner Unit, choose the owner from the drop-down list. See Owner Units
- **Sort:** Enter the sort order of how the room will appear on the Tape Chart and on various Reports such as the Departures Report.

When setting up a new room you need to provide it a unique Room Id and description and assign it to the correct Room Type. The Publish to Internet flag controls if the room is available through online booking channels and is enabled by default.   If you utilize Call Accounting or Comtrol please provide the accurate Phone Extension for each room type. See Add or Edit Rooms

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