

Add or Edit Rooms

To Add a Room, go to **SETUP | RATES | ROOMS**. Rooms must be created and then assigned to a Room Type. See [Assign Rooms to Room Types](#)

The Room Type has an associated Rate Plan so all Rooms assigned a particular Room Type will have the respective Rate Plan. See [Add Room Type](#)

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 Control please provide the accurate Phone Extension for each room type. See [Add or Edit Rooms](#)

Each Room can also be assigned a Room Amenity icon that appears on the Tape Chart next to each room. The setting is controlled at the Room level and can be changed at anytime. See [Room Amenity Icons](#)

NOTE: Self Check-in Customers - Use the "Room Notes" for the "Self Check-in Complete" Letter and SMS Message. See instructions below.

In this Section

To Add a Room: Click on **Add** at the bottom of the Room List. **To Edit Room Information and Settings,** Click on the Room I.D. and then click Edit at the bottom of the screen.

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

BookingCenter MyPMS Setup Area

Front Desk Bookings Rates Relationships Owners Parameters Settings PMS Features/Images

Rate Grid Manage Rates Default Rates Packages Room Types **Rooms** Yield Management Yield Grid

Room ID: 102 Room Type: KING (KING)

Description: Two Queen Beds with balcony Publish on Internet: Yes

Phone Extension: Ignore on Occupancy Report: No

Availability: Daily Bookings Beds: 0

Extra Persons: 0 Persons: 2

Owner: On The Divide Sort: 2

Connecting Room: No Disabled Access: No

Smoking: No Pet Friendly: No

Notes:

Save

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- **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 to customer
- **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 conference room you may not want guests to be able to book it online. To avoid this simply select NO
- **Phone Extension:** Add the phone extension if you have the Call Module enabled.
- **Ignore on Occupancy Report:** Set to "Yes" if you want this room to be ignored or not appear on the Occupancy Report. This is used for rooms that are not typically sold to guests.
- **Availability:** Choose Daily, Weekly or Unlimited Bookings.
- **Beds:** The number of beds will appear based on the number of beds entered in the Room Type that the room is assigned to.
- **Persons:** The number of persons will appear based on what is entered in the Room Types.
- **Availability:** Choose Daily, Weekly or Unlimited bookings.
- **Extra Persons:**
- **Sort:** Enter the sort order of how the room will appear on the Tape Chart
- **Owner:** If this is an Owner Unit, choose the owner from the drop-down list. See [Owner Units](#)
- **Room Amenity Icons:** Each Room can be assigned a Room Amenity icon that appears on the Tape Chart next to each room: Connecting Room, Smoking, Disabled Access, Pet Friendly. See [Room Amenity Icons](#)
- **Room Notes:** The Room Notes field can be used as a merge field in Letters. This is a key part of the setup process for Self Check-in that provides [specific Room Entry access](#).

Self Check-in Setup

Enter the Room Entry information that the guest will receive via email and/or SMS in the "Room Notes" Field.