Adding and Managing Items

Adding Items to a 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.

Re-occurring items, or items that post everyday, will post to the guest folio on each date of stay. For example, if breakfast is included everyday, then the folio will display the room rent and the item separately.

The items that appear in the Item List are created in Inventory Items. Add the items to your Inventory list before adding them to packages.



To Add items to a Package:

Open the Package by clicking on the Package I.D.

- You will see Package Items Add Items at the bottom of the screen.
- Click Add Items and the Item list will appear.

Item ID	Item Description	1	Qty Cos	t Recur Days	Optional	Action
Find records whe	e Item ID	+ has +	Sort by Item I	D 🗸 down 🗸 Displ	ay 200 Records Fetch	
Package Iter	Add Item	s				
					Delete Ed	t Refresh
Long Desc:		limber Resort With Valid for 2 guest p	a 3 night St per Room.	ay in one of our luxurio	us Queen kooms.	
		Start the ski seas	on off with g	etaway! Get 10% off and	2 Lift Tickets to	
Short Desc:		October Ski Package tickets with a min:	e. Get 10% of imum 3 day st	f and 2 lift ay.		
Display Items:		Email and Web		Promote:	No	
Valid from:		01-OCT-2014		Valid to:	31-OCT-2014	
Minimum Stay:		3		Maximum Stay:	3	
Number of Guest	S:	2		Closed to Arrival (Sun Star	:): NNNNYY	
Sell:		\$0.00		Calculated Sell:	\$204.12	
Parent Rate ID:		QUEEN		Adjust By:	-10	
Гуре:		Dynamic		Live:	Yes	

Enter information:

- Item I.D. 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.
- Description: Add a description of the package as it will appear to guests on a folio.
- Sell: This is the default sell amount entered for the item when it was set up as an inventory item. Enter a different amount or 0 in the "Pack Sell" field.
- Pack QTY: Enter the number of items included in the package. For example, if you are including breakfast for 2 people, then enter 2.
- Pack Sell: Enter the price to sell this item for. If it is included in the package for free, then add a 0 in the Sell price.
- 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.

- Optional: Is this item optional for the guest to add on to the room rent or included in the package? Choose "Yes" if this item is optional and can be added by the guest. Choose "No" if this item must be included in the package.
 Action: Click Add to add this item to the package.

tem ID	Description	Sell	Pack Qty	Pack Sell	Recur Days	Optional	Action
BF	Brought Foward	\$0.00				No 🔻	Add
BREAK	Daily Breakfast	\$25.00				No 🔻	Add
CANC	Cancellation Fee	\$0.00				No 🔻	Add
DB	Direct Bill	\$0.00				No 🔻	Add
MISC	Miscellaneous Charge	\$0.00				No 🔻	Add
NOSHOW	No Show Charge	\$0.00				No 🔻	Add
PHONE	Phone Calls	\$0.00				No 🔻	Add
RENT	Room Rent	\$0.00				No 👻	Add
SERVICE	Service Charge	\$0.00				No 🔻	Add
SKITICKET	1 Day Adult Ski Lift Ticket	\$50.00	2	0		No 🔻	Add
SPA	Spa Treatment	\$75.00				No 🔻	Add
SRVREM	Secondary Tax Removed	\$0.00				No 🔻	Add
TAXREM	Primary Tax Removed	\$0.00				No 🔻	Add
VAT	VAT Tax	\$0.00				No 👻	Add
14 records fou	und						

The Items will appear at the bottom of the Package and add to the Calculated Sell price

Package Iter Find records when tem ID BREAK FLOWERS BKITICKET BPA	MS Add Items Tem ID	icket	Sort by Iter Oty C 1 1 2 1 1 2 1 1 2	n ID v do Cost 100 25	wn v Display 200 Recur Days 0 2 0 0	Delete Records Optional No	Edit Refrest	
² ackage Iter ¹ ind records when tem ID 3REAK ² LOWERS 3KITICKET	MS Add Items re Item ID Item Description Daily Breakfast Flowers 1 Day Adult Ski Lift T	icket	Sort by Iter Oty C 1 2	n ID v do Cost 100 25	wn V Display 200 Recur Days 0 0 2	Delete Records Optional No • No •	Edit Refrest	
Package Iter ind records when tem ID 3REAK LOWERS	MS Add Items The Item ID Item Description Daily Breakfast Flowers	las v	Sort by Iter Qty (1	n ID v do Cost 100	wn v Display 200 Recur Days	Delete Records Optional No No	Edit Refrest Fetch Action Change	
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² ackage Iter ^T ind records when t em ID	MS Add Items re Item ID v 1 Item Description	185 🗸	Sort by Iter Qty C	n ID → do Cost	wn 🗸 Display 200 Recur Days	Delete Records	Edit Refrest	
ackage Iter	MS Add Items re∣ltem ID → I	las 🗸	Sort by Iter	n ID 🗸 do	wn 👻 Display 200	Delete	Edit Refrest	
^v ackage Iter	MS Add Items				(Delete	Edit Refrest	
		_			(Delete	Edit Refrest	
					[Delete	Edit Refresh	
Long Desc:		Timber Resort with a 3 night Stay in one of our luxurious Queen Rooms. Valid for 2 guest per Room.						
	2	Start the ski sea	ason off wit	h getaway! Get	10% off and 2 L	ift Tickets 1	to	
hort Desc:	C t	October Ski Package. Get 10% off and 2 lift tickets with a minimum 3 day stay.						
Display Items:	E	Email and Web		Promote:		No		
/alid from:	()1-OCT-2014		Valid to:		31-DEC-2014		
/inimum Stay:	3	3		Maximum Stay:	,,	3		
Jumber of Gues	sts: 2	,		Closed to Arrival	(Sun Start):	NNNNYY		
sell:	5	60.00		Calculated Sell:		\$454.12		
N 10	(QUEEN		Adjust By:		-10		
arent Rate ID:		Dynamic		Live:		Yes		
vpe: arent Rate ID:	C							