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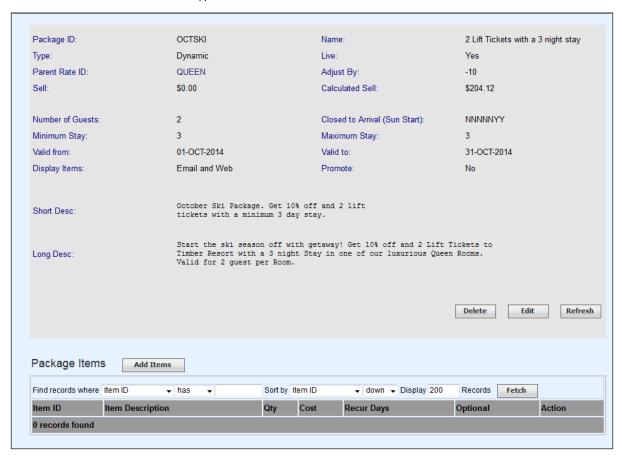
The items that appear in the Item List are created in Inventory Items. Add the items to your Inventory list before adding them to packages.

In this section
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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.

Package ID:	OCTSKI	Name:	2 Lift Tickets with a 3 night stay
Type:	Dynamic	Live:	Yes
Parent Rate ID:	QUEEN	Adjust By:	-10
Sell:	$0.00	Calculated Sell:	$204.12
Number of Guests:	2	Closed to Arrival (Sun Start):	NNNNNYY
Minimum Stay:	3	Maximum Stay:	3
Valid from:	01-OCT-2014	Valid to:	31-OCT-2014
Display Items:	Email and Web	Promote:	No
Short Desc:	October Ski Package. Get 10% off and 2 lift tickets with a minimum 3 day stay.		
Long Desc:	Start the ski season off with getaway! Get 10% off and 2 Lift Tickets to Timber Resort with a 3 night Stay in one of our luxurious Queen Rooms. Valid for 2 guest per Room.		

Delete   Edit   Refresh

Package Items   Add Items

Find records where Item ID ▾ has ▾ [   ] Sort by Item ID ▾ down ▾ Display 200 Records Fetch

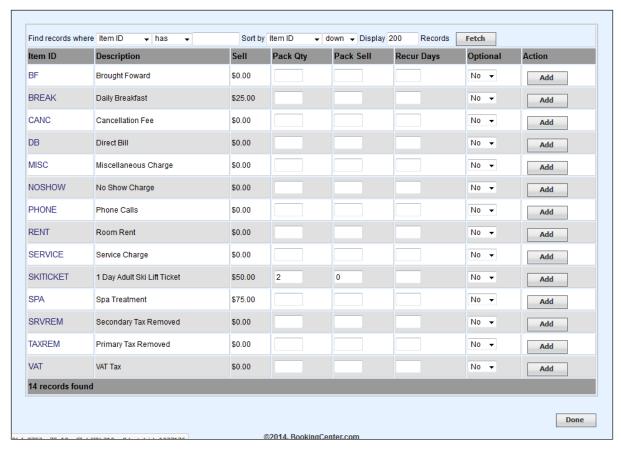| Item ID	Item Description	Qty	Cost	Recur Days	Optional	Action
0 records found						

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.**

Item 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

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

14 records found

Done

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

Package ID:	OCTSKI	Name:	2 Lift Tickets with a 3 night stay
Type:	Dynamic	Live:	Yes
Parent Rate ID:	QUEEN	Adjust By:	-10
Sell:	$0.00	Calculated Sell:	$454.12

Number of Guests:	2	Closed to Arrival (Sun Start):	NNNNNYY
Minimum Stay:	3	Maximum Stay:	3
Valid from:	01-OCT-2014	Valid to:	31-DEC-2014
Display Items:	Email and Web	Promote:	No

Short Desc: October Ski Package. Get 10% off and 2 lift tickets with a minimum 3 day stay.

Long Desc: Start the ski season off with getaway! Get 10% off and 2 Lift Tickets to Timber Resort with a 3 night Stay in one of our luxurious Queen Rooms. Valid for 2 guest per Room.

[Delete] [Edit] [Refresh]

Package Items   [Add Items]

Find records where Item ID ▼ has ▼ [   ] Sort by Item ID ▼ down ▼ Display 200 Records [Fetch]

Item ID	Item Description	Qty	Cost	Recur Days	Optional	Action
BREAK	Daily Breakfast	1	0	0	No ▼	[Change]
FLOWERS	Flowers	1	100	0	No ▼	[Change]
SKITICKET	1 Day Adult Ski Lift Ticket	2	25	2	No ▼	[Change]
SPA	Spa Treatment	1	75	0	No ▼	[Change]
4 records found						