Add Room Type

A Room Type may be a common description for a number of Rooms, or it may represent a single room. When creating a Room Type you must provide the Room Type ID, Description, choose the default Rate ID and enter the Maximum # of Guests.

The "Number of Rooms" is automatically filled in when rooms are assigned to the Room Type.Once a Room Type is created, then go to Rooms and assign a room to the Room Type. See Assign Rooms to Room Types

The GDS Details in the second section only pertains to customers who are selling online through GDS channels. If you are signed up for any GDS channels, then fill in this section.

We encourage you to provide accurate full room and view descriptions as this information is available during online & GDS bookings.

Send a customized Confirmation Email/SMS for a specific Room Type. This feature automatically sends a customized Booking Confirmation Letter when a booking is made at the Front Desk or on the Booking Engine for a specific Room Type and Guest Type. For Example, If you have specific information about a unique Room Type (Cabins) that you need to include in the Confirmation, then you can create the Letter and designate it to the Room Type. When a booking is made at the Front Desk or on the Booking Engine for the Cabin Room Type, the custom letter will automatically be sent via Email and/or SMS in place of the standard Default Booking Confirmation Letter. See Auto Booking Confirmation Letters
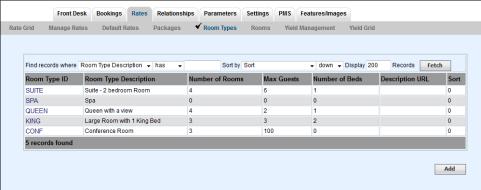

In this Section

- Allocate Room Types
- Add Room Type
- Delete Room Type

Rates Tab

- Rate Grid
- Manage Rates
- Manage Restrictions
- Default Rates
- Packages
- Room Types
- Rooms

To Add a Room Type:

- Go to SETUP | RATES | ROOM TYPES.
- Click "Add" at the bottom of the Room Type List.

- Fill in the required information and enter all optional information as completely as possible. See details of each field below.
- Click "Save".
- The Room Type will then be added to your Room Type List.
- Go to Rooms and assign a room to the Room Type. See Assign Rooms to Room Types
- If you want the new Room Type to appear on your website or GDS, go to **SETUP | RELATIONSHIPS | AGENT RELATIONSHIPS** to allocate the Room Type to the proper channel. See Allocate Room Types

---

Room Type Fields

- **Room Type 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. An example for a hotel/motel is: QUEEN, QQ, or 2Q. An example for a Bed and Breakfast with unique rooms like a Romance Suite is: ROMANCE, RS, RSUITE or ROM.
  - An example of a hotel/motel with a Queen Room would enter QUEEN , QUE, or Q.
  - An example for a Bed and Breakfast with unique rooms like a Romance Suite would enter ROMANCE, RS, ROMAN, ROM.

- **Default Rate I.D.:** Choose the Rate that you set up in the previous step that corresponds with this Room Type
- **Description:** This description will be viewed online by guests. Use only numbers and/or letters. Do not use comas, slashes, symbols, hyphens, etc. For example, if you entered the I.D. QUEEN, a description could be: Standard Queen Room with 2DBL beds. Only 32 characters are allowed in this field.
- **Sort:** This indicates the order in which the Room Type will display in drop down lists.
- **Number of Rooms:** This will automatically fill in when you add Rooms to the Room Type.
- **Max Guests:** Enter the maximum number of guests for the room type
- **Rollout/Pullout Beds:** Enter the number of rollout/pullout beds.
- **Low Availability Threshold (%):** This setting allows you to set a flag when availability reaches the threshold entered. The flag appears as a shaded yellow cell Booking By Availability and the in the Edit Tab of any Guest Booking. Enter this as whole number, I.e. 10 would be 10%.
- **Detail URL: Optional Setting**
- **Room Type Description:** Enter the long description of the room as you would like it to appear to guests. This field can be used in the Booking Engine and Letters to provide more detail about the specific 'type'.
- **Room Type Notes:** This is an option used by Self Checkin customers to provide specific information about the 'type' of accommodation they are booking. For example, if you provide both Hotel rooms and also Cabin rentals, including the 'Room Type Note' in your Letter sent to the Guest can differentiate the Cabin instructions as different from the 'normal' access to your Hotel rooms. Or, if you have some Room Types that are 'Pet Accessible Rooms', you can write specific information or link to a special eSign Letter needed to agree to accepting Pets onto the property.