

# Online Config

## Individual Room Type Calendars

This section allows the user to set custom options for how the online Booking Engine will work. Among the choices are:

**This option is useful for Vacation Rentals and properties that wish to show a Room Type calendar for each Room Type instead of one calendar for the entire property.** If this option is chosen and the 'room type ID' is passed in the URL to the Central Reservation Service, then the calendar for only that Room Type will show whether a day has availability or not.

**Display Room Types Only** Check this box to only display the room types online, as opposed to every individual room. The room types with their appropriate description and image will be displayed online until there are no rooms of a particular room type left. This option allows a guest to book multiple rooms with one transaction and gives you more flexibility to assign the guest a room of your choosing.

**Display Room Capacity** Check this box if you would like the user making a possible online booking to view how many of a given room type is available.

**Display Guest Types** Check this box if you would like prospective guests to designate their guest type when making an online booking. For example, if you offer AAA and AARP discounts, you would create them as guest types with the associated discount, allowing a guest of those types to select the applicable discounted rate. (See "Setting up Guest Types" on page iv)

**Don't Show Number of  
Guests**

**Don't Show Available  
Rooms**

**Don't ask for Dietary  
Restrictions**

**Don't ask for Special  
Needs Info**

Check this if you do not want your online booking screen to require (or even view) the number of guests field on the enquiry screen.

Choose this if you do not wish to identify how many Rooms of a given Room Type you have available when a user is shopping online at your website.

Choose this to not show this text box when a user is shopping online at your website.

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**Phone Number Mandatory** Choose this if a phone number must be presented to make a booking online at your website.

**Address Mandatory** Choose this if a street, city, and state must be presented to make a booking online at your website.

**Guest Must Agree to Terms** To require a guest to click 'I agree' to a set of terms, check this.

**Show Tax Exempt Rates on**

**Web**

Check this box if you have entered tax rates in the Software but do not want to display your room rates online with the tax included. This option makes your rates appear less

**Theme Colour** Select the color that you would like the background of your Booking Engine screens to be when a prospective guest checks availability and books online.

**Default Booking Status** We recommend that you use a default setting of 'Confirmed.' This feature will set all online bookings that occur to 'Confirmed, Unconfirmed, or Review' status when downloaded to your system. A booking's Status determines how it will appear for reporting.