

Self Setup | Manage Rates

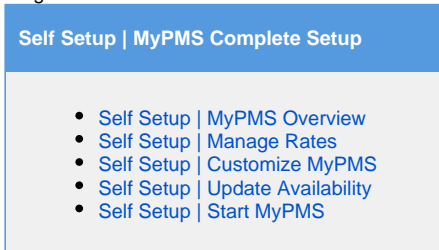
In the Setup Wizard, you entered Rate Plans with default rates.

Now, you may want to make adjustments to those rates for seasonal discounts, peak periods, long weekends, special events, holidays, weekly rates, etc., and/or apply Min LOS or close some days to arrival.

You may also want to create additional Rate Plans such as, promotional or special rates.

In MyPMS, managing rates is done under the Rates Tab in the [Setup](#) area. To access [Setup](#), click the [Setup](#) link in the top, right hand corner of MyPMS. There are several ways to manage rates depending on the number of rate plans you have and the frequency of rate change.

To get started watch the short Introduction video and follow the step-by-step instructions below.



Watch this short introduction to Managing Rates in MyPMS, then follow the step-by-step instructions below.

Managing Rates and Restrictions

Rate Plans are setup in [Default Rates](#) and assigned default Rates and Restrictions. Any changes made to these rates for future dates must be done using [Manage Single Rate Plan](#) and/or [Rate Grid - Daily Rate Change](#). If you want to change multiple rates at the same time using a % or \$ adjustment, you would use [Manage Multiple Rate Plans](#).

Restrictions, Extra charges and No. of Guests are unique to each Rate Plan and must be adjusted individually using [Manage Single Rate Plan](#)

There are three areas in Setup for Managing Rates:

1. **Default Rates:** The [Default Rates](#) area displays a list of all of the Rate Plans you have created for your property. Here you can create a new Rate Plan and modify the characteristics of an existing Rate Plan, but any actual Rate changes must be done in [Manage Rates](#).
2. **Rate Grid:** The [Rate Grid](#) displays the daily rates for all Rate Plans in a calendar view. All changes made to rates in [Manage Rates](#) will be reflected in the Rate Grid.
 - The Rate Grid also gives you the ability to change the rate on one date for one Rate Plan. See [Rate Grid - Daily Rate Change](#).
3. **Manage Rates:** Allows you to make the following changes to the Rate Plan for the date range specified.
 - [Manage Single Rate Plan](#):
 - Change Rates for one Rate Plan by date range:
 - Change Number of guests included, Additional Adult Charge, Additional Children Charge, Weekly Rates(if enabled)
 - **Restrictions:** MIN LOS, MAX LOS, Closed to Arrival. See [Single Rate Restrictions](#)
 - [Manage Multiple Rate Plans](#)
 - If you want to change multiple rates at the same time using a % or \$ adjustment.

Understanding Manage Rates

Each Rate Plan is assigned it's own Rates and Restrictions and is managed with [Manage Single Rate Plan](#) unless selected for a multiple rate change. If you want to change multiple rates at the same time using a % or \$ adjustment. See [Manage Multiple Rate Plans](#)

Restrictions and No. of Guests are unique to each Rate Plan and must be adjusted individually. Therefore, when changing those items, you must make the changes to each of the Rate Plans you need to adjust in [Manage Single Rate Plan](#)

Choosing a Rate Plan: From the drop-down menu, choose the Rate Plan that you want to manage. If you have created Rate Groups, then the rates in that group will display together with a header. If you want to change rates for another Rate Plan during the same date range selected, then just go to the "Choose Rate" drop-down menu and click "Update Rates". The screen will change to display the selected Rate Plan which is shown in the blue box at the bottom of the grid. If you are updating multiple rates, then select all of the rate plans you want to update.

Choosing a Date Range: Choosing the correct date range is a very important part of managing rates. You can select any date range from one day, weekend, week or month to several years in the future. Changing rates is done in a seven day calendar view starting on the day of week corresponding to the "Begin on" calendar date chosen. For example, if you choose Oct. 1 - Oct. 30 and Oct. 1 lands on a Saturday, then the first day of the week displayed is Saturday. Although the date range selected is one month, the calendar will always display a seven day weekly view. This means that when you change a rate on the Friday night, it will change the rates for ALL Fridays from Oct. 1-Oct.30. The rate changes you make will apply to ALL rates in the selected date range. If you are changing rates for a long date range like two years, then remember that it will override any short term changes made to specific time periods within the date range. For example, there are special rates entered for 4th of July weekend. The date range selected is through Dec. 2018. Any changes made through Dec. 2018 would override the special rates and you will need to go the 4th of July weekend to reenter the rates.

Manage Single Rate Screen

- **Daily Rates** can be managed either individually using [Manage Single Rate](#) or for multiple Rate Plans ([Manage Multiple Rates](#))
- **Additional Adult or Children Charge:** These are unique to each Rate Plan and must be adjusted individually. Therefore, when changing additional guest charges for any single rate, you must make the changes to each of the Rate Plans using the Manage Single Rate Plan method.
- **Restrictions:** Restrictions are unique to each Rate Plan and must be adjusted individually. Therefore, when changing Restrictions for any single rate, you must make the changes to each of the Rate Plans using the Manage Single Rate Plan method. See [Rate Restrictions - MIN LOS, CTA](#)
- **Weekly Rates:** Rate Plans also have the option of including Weekly Rates. See [Weekly Rates](#) If you have unique weekly rates and want to enable the Weekly Rates feature, go to [Booking Engine Settings](#)
- **"Save"** : Use this feature to save only the specific items you are changing. When this box is checked the data in that lined will be saved. Even if you don't change the rate and are only changing restrictions, the rate entered will save for the time period selected. Therefore, if you are only changing restrictions and not rates, then uncheck the boxes next to the Rates. If you are only changing rates and not restrictions, then uncheck the Restrictions.
- **"Fill"**: This is a useful feature to make changes across the week. Clicking the 'Fill' box will automatically fill the entire row with the amount entered in the first entry. This can be a real time saver.

If you need help or have a question, please submit a ticket at the [Online Support Center](#)
To login for the first time, use your email address on file for the User ID AND Password.
