

CREATING HOSTEL BEDS

You will learn:

1. How to create hostel beds and group them
2. How to enter your room inventory
3. How to use advanced room settings

1. How to create a group of hostel beds

Room groups allow an easier **management of all rooms that share the same parameters** (e.g. room number, prices or inventory). **In this case, every room is treated as a bed while room group is a room itself.** This can be used by bigger accommodation facilities to organize many rooms of a certain type (e.g. single, double, twin etc.) or to synchronize with online reservation systems, portals (e.g. Booking.com, eHoliday etc.) and channel managers (e.g. Yieldplanet, Wubook, OctoRate, ProfitRoom).

Creating hostel room groups is necessary for hotels wishing to dynamically modify prices with KWHotel (from day to day or periods).

In case where each room is different but you would still like to dynamically change prices or synchronize it with online reservation portals, it is recommended to create room groups individually for each room. Optimally with the same name for both room group and room itself.

Creating hostel room groups step by step:

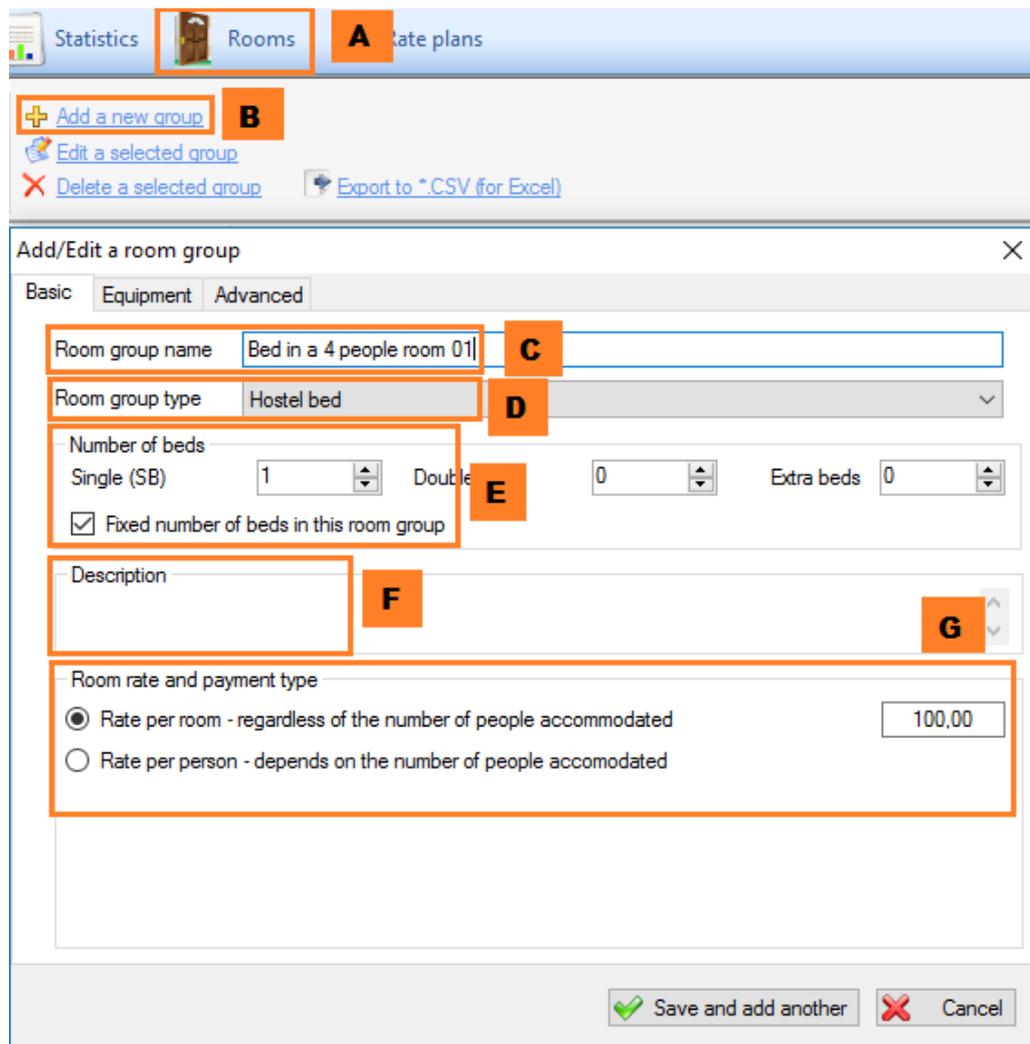
- a. Enter the „Rooms” tab and in the upper bar of the tab click „Room Groups”.
- b. Click „Add new group”.
- c. Enter the hostel group`s name i.e. “Bed in a 4-people room”
- d. Choose a “Hostel bed” room type
- e. Enter a number of beds: 1 single. Mark the number of beds to be fixed.
- f. Enter group`s description. You can use this field to enter information useful when checking in a guest, as it is visible in the reservation window too.

Descriptions may be filled in when creating hostel beds.

- g. Enter prices. Rate plans and prices (per room/person) set in the room groups will be available in the reservation window in the top right corner.

Pay attention:

- Prices cannot be changed in a bed belonging to the hostel room group.
- If you are using KWHotel online booking engine or synchronize directly with Booking.com or with a channel manager, **rate plans must be created** in the „Rate Plans” module.
- If dynamically changed prices are being used (e.g. different from day to day) rate plans are also recommended.



The screenshot shows the 'Add/Edit a room group' window in the KWHotel system. The interface includes a navigation bar with 'Statistics', 'Rooms', and 'Rate plans' tabs. Below the navigation bar are buttons for 'Add a new group', 'Edit a selected group', 'Delete a selected group', and 'Export to *.CSV (for Excel)'. The main form is titled 'Add/Edit a room group' and has three tabs: 'Basic', 'Equipment', and 'Advanced'. The 'Basic' tab is active and contains the following fields:

- Room group name:** A text input field containing 'Bed in a 4 people room 01'.
- Room group type:** A dropdown menu set to 'Hostel bed'.
- Number of beds:** A section with three sub-fields: 'Single (SB)' with a value of 1, 'Double' with a value of 0, and 'Extra beds' with a value of 0. A checkbox labeled 'Fixed number of beds in this room group' is checked.
- Description:** A large text area for entering a description.
- Room rate and payment type:** A section with two radio buttons: 'Rate per room - regardless of the number of people accommodated' (selected) and 'Rate per person - depends on the number of people accommodated'. A price input field next to the selected option shows '100,00'.

Annotations A through G are placed on the interface as follows:

- A:** Points to the 'Rate plans' tab in the navigation bar.
- B:** Points to the 'Add a new group' button.
- C:** Points to the 'Room group name' input field.
- D:** Points to the 'Room group type' dropdown menu.
- E:** Points to the 'Number of beds' section.
- F:** Points to the 'Description' text area.
- G:** Points to the 'Room rate and payment type' section.

At the bottom of the window are two buttons: 'Save and add another' (with a green checkmark icon) and 'Cancel' (with a red X icon).

2. How to create hostel beds

Creating hostel beds step by step:

- a. Enter the „Rooms” tab
- b. Click „Add new room”.
- c. Enter the bed`s symbol, e.g. „01-1”.

Beds should be organized in the following fashion:

Room symbol – Bed number

Example:

If we have a 4 beds room with a symbol of 01, our hostel room group should be named “Bed in a 4 person room 01” while bed symbols are recommended as follows:

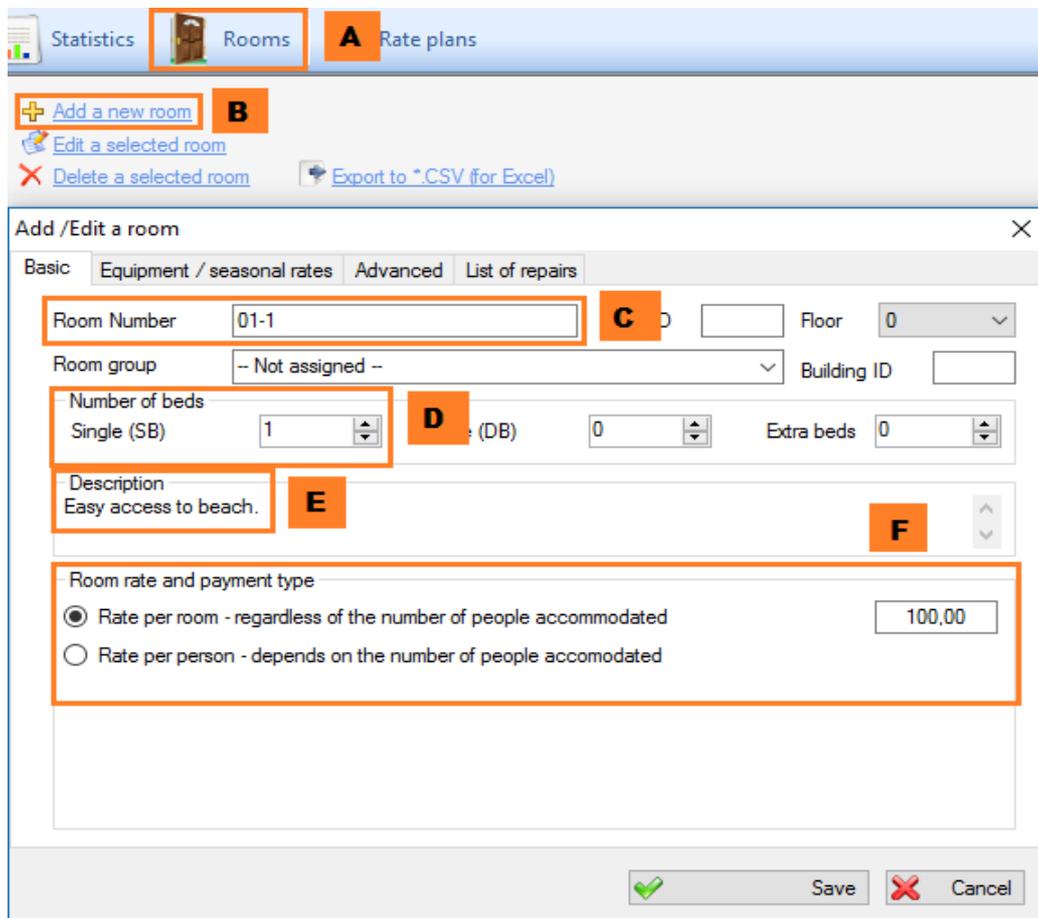
01 – 1 (first bed in room 01)

01 – 2 (second bed in room 01)

01 – 3 (third bed in room 01)

01 – 4 (fourth bed in room 01)

- d. Enter a number of beds: 1 single.
- e. Enter room`s description. You can use this field to enter information useful when checking in a guest, as it is visible in the reservation screen too.
- f. Enter prices. They will be available in the reservation screen in the top right corner.



The screenshot shows the 'Add/Edit a room' dialog box in the KWHotel software. The 'Basic' tab is selected, and the following fields are visible:

- Room Number:** 01-1
- Room group:** - Not assigned -
- Number of beds:** 1
- Single (SB):** 1
- Description:** Easy access to beach.
- Room rate and payment type:** Rate per room - regardless of the number of people accommodated (100,00)

Pay attention:

You can assign a hostel room group to the currently created hostel bed by selecting it from the "Room group" list. Room group creation process is described in point 2 of this manual.

3. How to set up prices

Room rate and payment type

Rate per room - regardless of the number of people accommodated
 Rate per person - depends on the number of people accommodated

Rate per adult 50,00

Child1 0
 Child2 0
 Child3 20,00

Minimal room rate 30,00

RATE PER ROOM – not dependant on the number of people in the room. Price is set per night.

RATE PER PERSON – depends on the number of people in the room. Price is set per night.

Pay attention:

If you want to rent room to lower amount of people than the capacity of the room, it might be necessary to enter the „Minimal room rate“, followed by each of the age groups. Minimal room rate” is added to the prices of each age group. This allows renting the room to smaller groups of people than the room`s capacity, but for a price higher than just the sum of the price for the age groups.

Example:

2 person room

Minimal room rate: 30 EUR

Price for an adult: 50 EUR

Price for 1 person renting the room:

$30+50=80$ EUR

Price for 2 people renting the room:

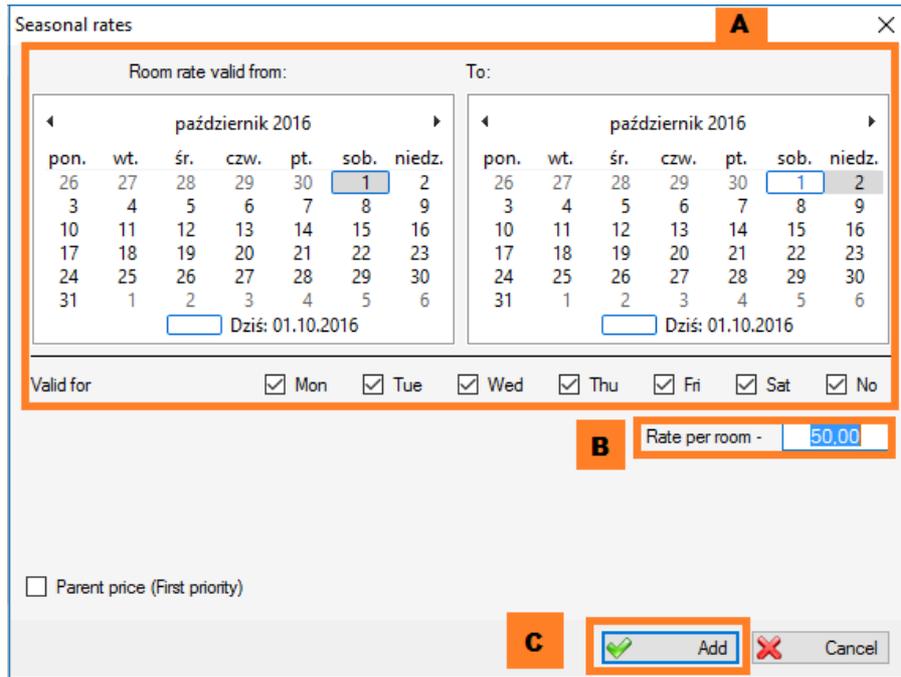
$30+50+50=130$ EUR

4. How to set up seasonal prices

In the Equipment / seasonal rates tab, you may create seasonal prices.

Creating seasonal rates step by step:

- Pick a timeframe on the calendar
- Put the prices
- Click „Add”



Seasonal rates

Room rate valid from: **październik 2016** To: **październik 2016**

pon.	wt.	śr.	czw.	pt.	sob.	niedz.	pon.	wt.	śr.	czw.	pt.	sob.	niedz.
26	27	28	29	30	1	2	26	27	28	29	30	1	2
3	4	5	6	7	8	9	3	4	5	6	7	8	9
10	11	12	13	14	15	16	10	11	12	13	14	15	16
17	18	19	20	21	22	23	17	18	19	20	21	22	23
24	25	26	27	28	29	30	24	25	26	27	28	29	30
31	1	2	3	4	5	6	31	1	2	3	4	5	6

Dziś: 01.10.2016

Valid for: Mon Tue Wed Thu Fri Sat No

Rate per room - 50.00

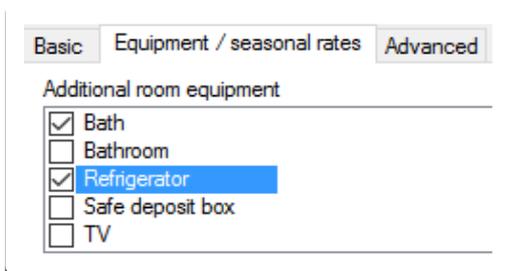
Parent price (First priority)

Add **Cancel**

Parent price (First priority) – this option will prioritize this seasonal rate over any other rate that will overlap with it.

5. How to select room equipment

In the Equipment / seasonal rates tab, you may also select room equipment that will be assigned to this room. This information will also be displayed in the top left part of the reservation screen.



Basic **Equipment / seasonal rates** **Advanced**

Additional room equipment

- Bath
- Bathroom
- Refrigerator
- Safe deposit box
- TV

6. Advanced room configuration options

In the „Advanced“ tab you may give group the “Apartment” status, exclude it from the calendar, online reservations and/or statistics. Additionally, the minimal amount of people able to book the room can be set here. Please note that this option will influence the number of people during a reservation process.

After saving the room group and reentering it, you will find the new “Translation” tab added. This is directly related to the online booking system ([Available only for KWHotel Pro](#)). As indicated by the name, you may enter the name and description of the group in the columns and it will be translated in to the language, which symbol was entered to the first column.

Basic	Equipment	Advanced	Translation
	Language	Group name	Description
	FR	Simple	La chambre avec un lit simple
	EN	Simple	The room with a single bed
▶	De	Einfach	Das Zimmer mit einem Einzelbett
*			