

CREATING A ROOM BASE

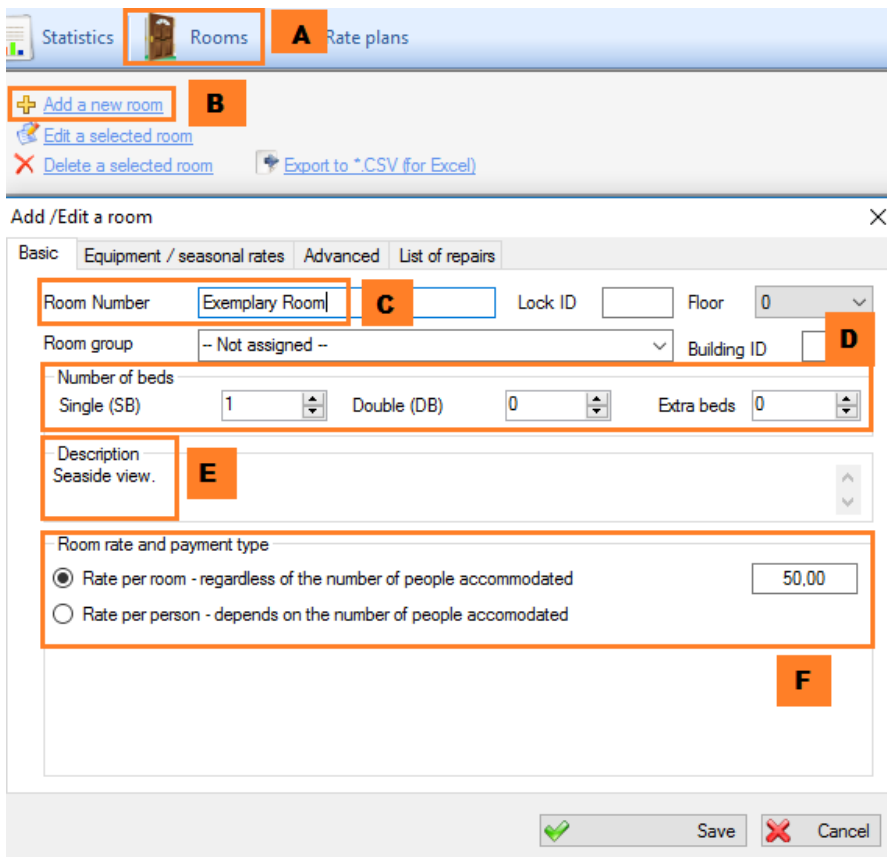
You will learn:

1. How to create rooms and room groups
2. How to enter your room inventory
3. How to use advanced room settings

1. How to create rooms

Creating rooms step by step:

- a. Enter the „Rooms” tab
- b. Click „Add new room”.
- c. Enter room`s name, e.g. „02”.
- d. Enter a number of beds: single, double (seen by KWHotel as 2 people) and extra beds.
- 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' 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 room', 'Edit a selected room', 'Delete a selected room', and 'Export to *.CSV (for Excel)'. The main form is titled 'Add/Edit a room' and has tabs for 'Basic', 'Equipment / seasonal rates', 'Advanced', and 'List of repairs'. The 'Basic' tab is active and contains the following fields:

- Room Number:** A text input field containing 'Exemplary Room'.
- Lock ID:** An empty text input field.
- Floor:** A dropdown menu set to '0'.
- Room group:** A dropdown menu set to '-- Not assigned --'.
- Building ID:** An empty text input field.
- Number of beds:** A section with three sub-inputs: 'Single (SB)' set to '1', 'Double (DB)' set to '0', and 'Extra beds' set to '0'.
- Description:** A text area containing 'Seaside view'.
- 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 accomodated'. A price input field next to the selected option is set to '50,00'.

At the bottom of the form are 'Save' and 'Cancel' buttons. Annotations A-F are placed on the interface to highlight specific elements: A points to the 'Rooms' tab, B to the 'Add a new room' button, C to the 'Room Number' field, D to the 'Building ID' field, E to the 'Description' field, and F to the 'Rate per room' radio button.

Pay attention:

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

2. How to create room groups

Room groups allow an easier **management of all rooms that share the same parameters** (e.g. room number, prices or inventory). It may 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 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 room groups step by step:

- a. Enter the „Rooms” tab
- b. In the upper bar of the tab click „Room Groups”.
- c. Click „Add new group”.
- d. Enter group's name, e.g. „2 person room”, „Single”, „En-Suite”.
- e. Choose a room type, e.g. Room, Apartment.
- f. Enter a number of beds: single, double (seen by KWHotel as 2 people) and extra beds. Mark if the number of beds will be unchanged.

If the option „Fixed number of beds in this room group” is marked when creating a new (single) room, it will not be possible to change the number of beds.

It is used in cases where the number of beds is fixed e.g. Double room.

- g. 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 window too.

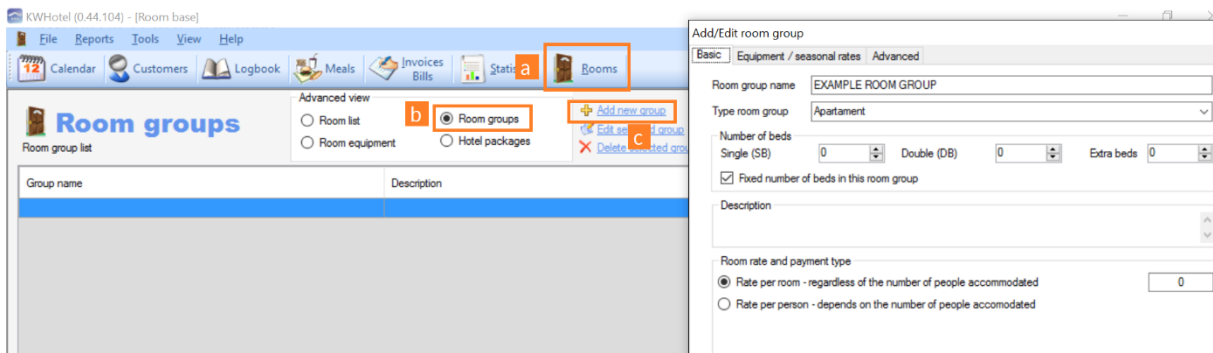
Descriptions may be filled in when creating rooms.

- h. 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 room belonging to the 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.



3. How to set up prices

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

Room rate and payment type

Rate per room - regardless of the number of people accommodated

Rate per person - depends on the number of people accomodated

Rate per adult 50,00

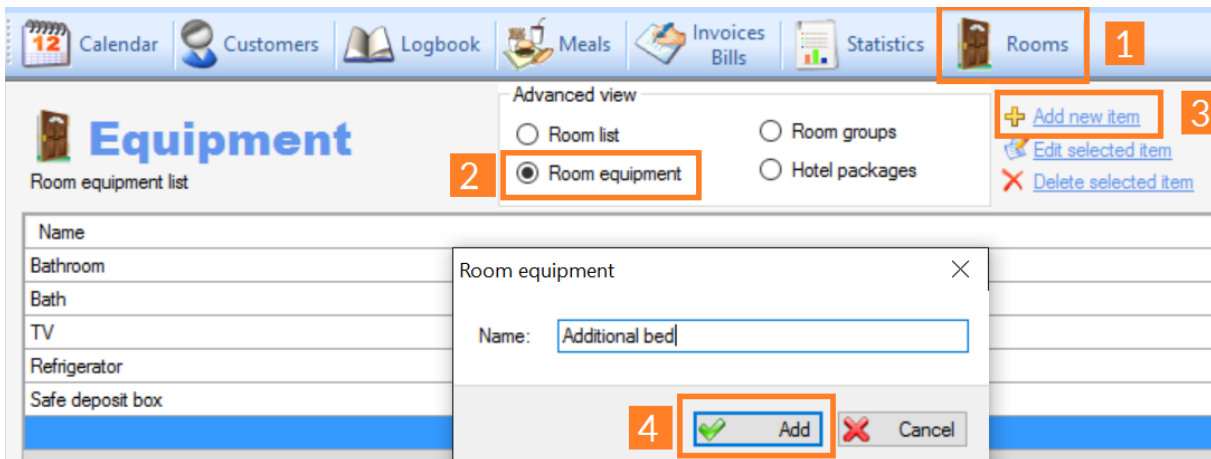
Child1 0 Child2 0 Child3 20,00

Minimal room rate 30,00

4. How to enter your room inventory

For each room you may add or create an inventory of your choice.

Choose „Rooms” tab, click „Room equipment”, then „Add a new item”. Confirm by clicking “Add”.



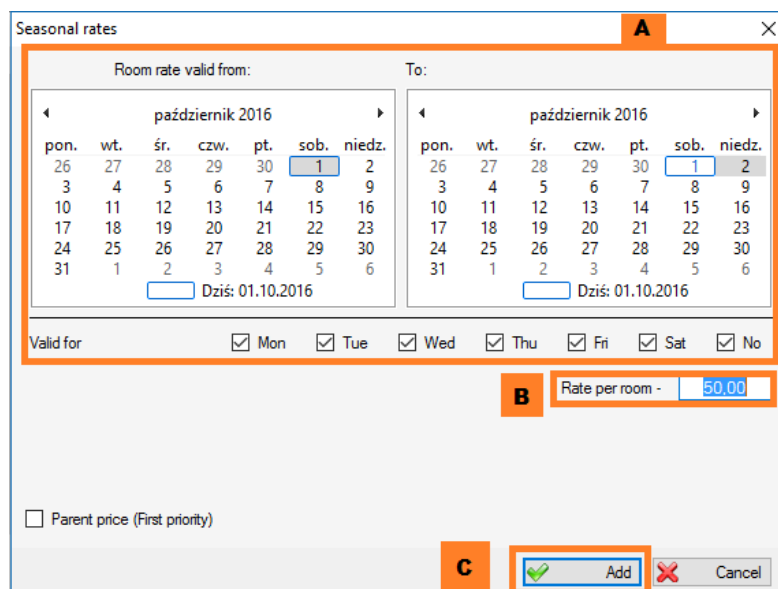
The screenshot shows the KWHotel software interface. The top navigation bar includes tabs for Calendar, Customers, Logbook, Meals, Invoices Bills, Statistics, and Rooms (highlighted with a red box and number 1). Below the navigation bar, the 'Equipment' section is visible, with 'Room equipment' selected (highlighted with a red box and number 2). The 'Advanced view' section shows radio buttons for 'Room list', 'Room equipment' (selected), 'Room groups', and 'Hotel packages'. On the right, there are buttons for 'Add new item' (highlighted with a red box and number 3), 'Edit selected item', and 'Delete selected item'. The main area shows a list of room equipment items: Bathroom, Bath, TV, Refrigerator, and Safe deposit box. A dialog box titled 'Room equipment' is open, showing a text input field with 'Additional bed' (highlighted with a red box and number 4) and 'Add' and 'Cancel' buttons.

5. 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”



The screenshot shows the 'Seasonal rates' dialog box. It features two calendar views for 'październik 2016'. The left calendar is labeled 'Room rate valid from:' and the right is labeled 'To:'. Both calendars have the date '1' selected (highlighted with a red box and letter A). Below the calendars, there are checkboxes for 'Valid for' days: Mon, Tue, Wed, Thu, Fri, Sat, and No. The 'Rate per room' field is set to '50.00' (highlighted with a red box and letter B). At the bottom, there is a checkbox for 'Parent price (First priority)' and 'Add' and 'Cancel' buttons (highlighted with a red box and letter C).

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

6. 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

7. 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.

	Languag	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
*			