

CREATING A ROOM BASE

You will learn:

1. How to create room groups and assign rooms to them
2. How to enter your room inventory
3. How to manage a list of room repairs
4. How to use advanced room settings

1. How to create rooms 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).

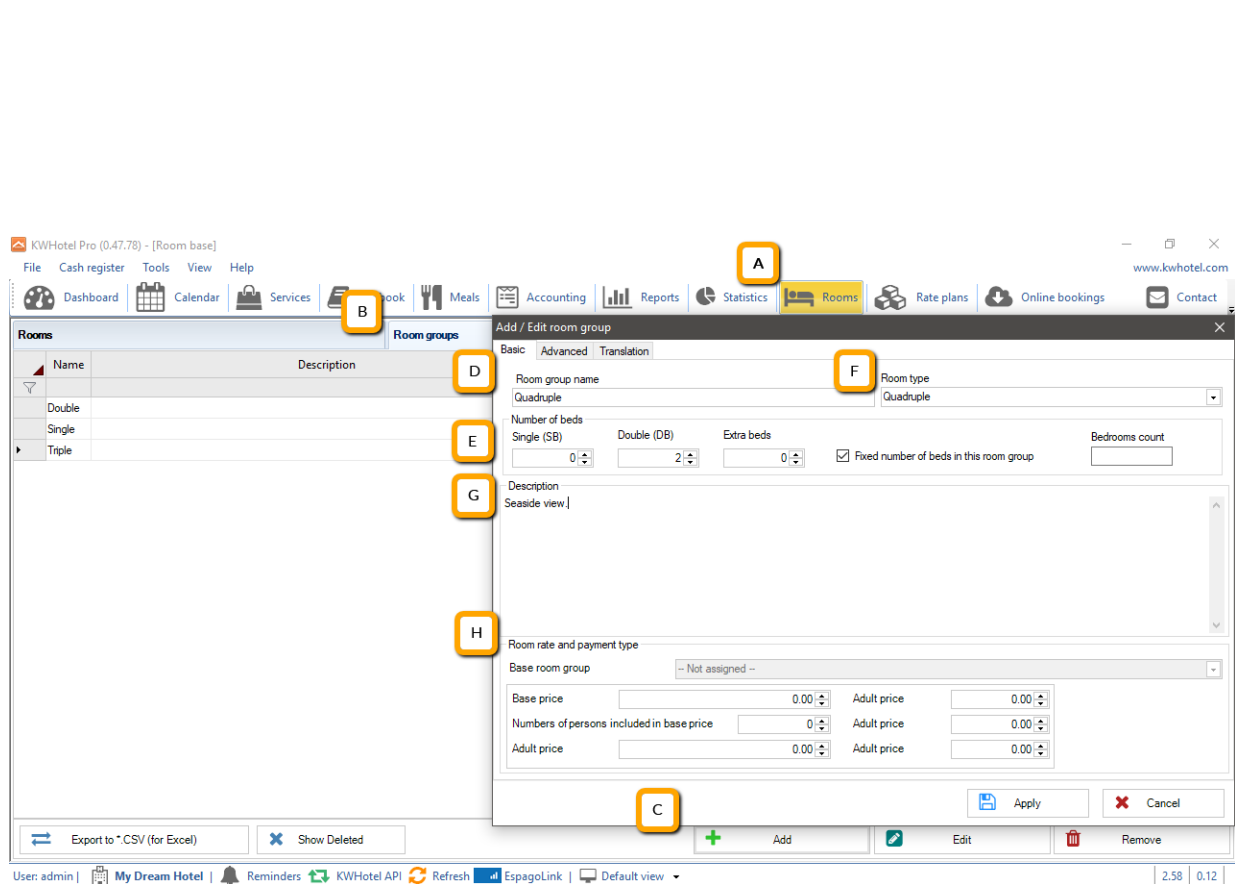
Creating room groups is necessary for hotels wishing to dynamically modify prices with KWHotel (from day to day or periods).

In case where each room is different but you would still like to dynamically change prices or synchronize them 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.

Please note that in an event of synchronizing with Booking.com or channel manager, it is necessary to create the same amount of room groups in KWHotel as you have in the Booking.com or channel manager. It is also advised to keep the same names as it will make the mapping process easier for our technician.

Creating rooms groups step by step:

- a. Enter the „Rooms” tab
- b. Switch to “Room groups”
- c. Click „Add”.
- d. Enter room group`s name, e.g. „Quadruple”.
- e. Enter a number of beds: single, double (seen by KWHotel as 2 people) and extra beds.
- f. Choose a room type
- 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 screen too.
- h. In case of basic price configuration you may enter prices here. However, we highly recommend using the Rate Plans module for a complete control over prices.



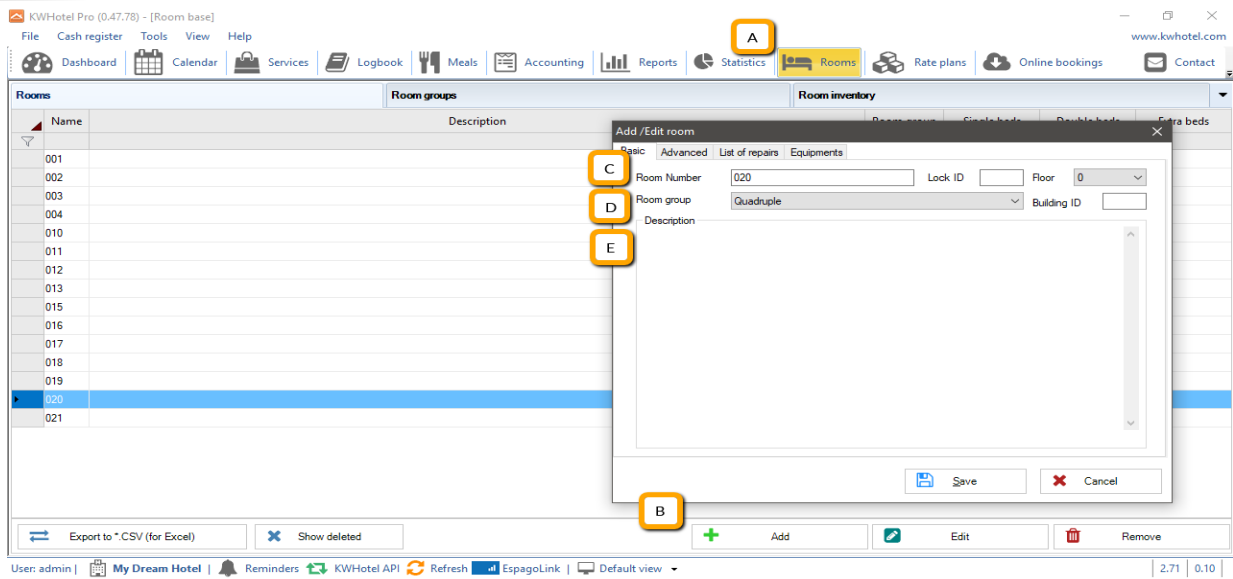
2. How to create rooms

Creating room step by step:

- Enter the „Rooms” tab
- Click „Add”.
- Enter room`s name, e.g. „021”.
- Assign a room group, e.g. Quadruple
- 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.

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.



3. How to set up prices

Prices can be **added in the room groups** tab, by editing a room group (configuration is explained below). For an **advanced price setup**, please use the rate plans module.

Below you will find explanation for each type of price that can be configured in the “Basic” tab of room group modification screen.

Base price – this is a starting price for room. You may configure how many people does it include, before the adult price is taken into consideration. This can be done in the “Number of persons included in base price” field.

Adult price – price for one adult. Begins to count once you add more persons than are included in the base price.

Child 1 – price for one person under the first age group.

Child 2 – price for one person under the second age group

Child 3 – price for one person under the third age group

Pay attention:

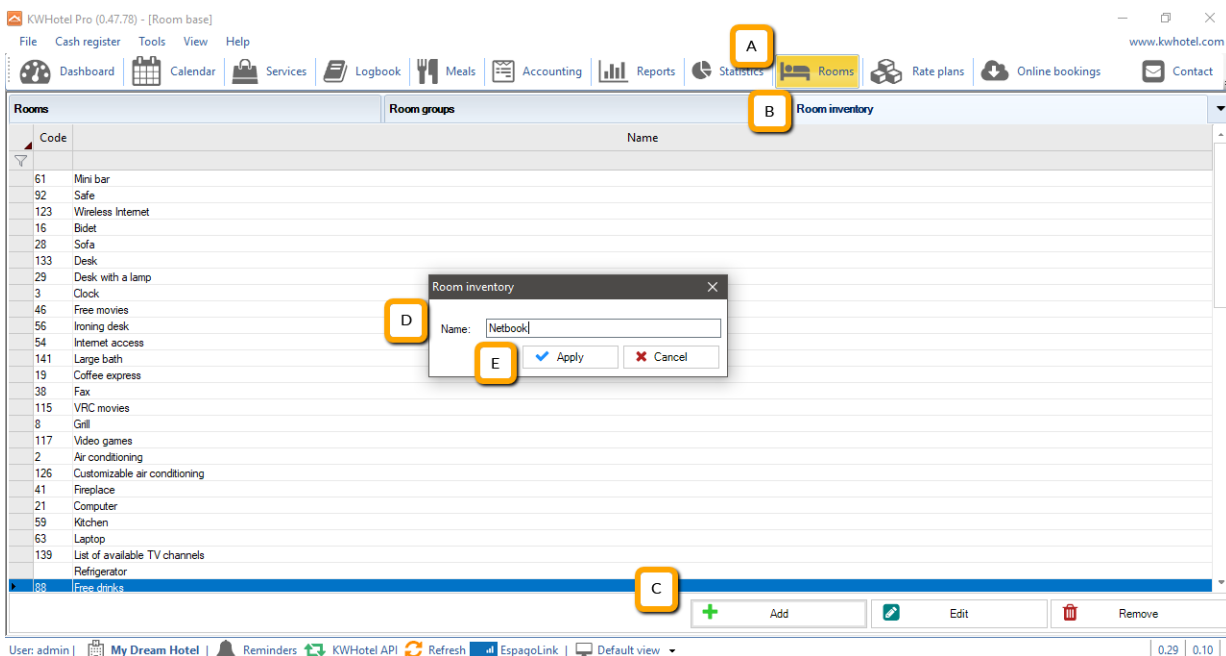
- Age groups can be configured in Tools → Configuration → Other.

4. How to enter your room inventory

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

Creating room inventory step by step:

- Enter the „Rooms” module
- Switch to the “Room inventory” tab
- Click “Add”
- Insert the inventory name i.e. “Netbook”
- Click “Apply” to finish the setup



5. How to select room inventory

The “Equipments” tab, located in the room modification screen, allows you to select room inventory that will be assigned to this room.

6. Advanced room configuration options

The “Advanced” tab differs slightly for rooms and room groups.

1) Room groups

Room inventory – here you may select which inventory will be included in this room group.

Do not show in KWHotel Booking Engine - selecting this option will cease to display this room group in KWHotel Booking Engine

Include this room group in the reports – toggle whether this room group will be visible in reports generated by KWHotel.

Symbol – this field is used in custom reports

Group belongs to the following hotel – in case you are running multiple properties in the same KWHotel, here you can select which hotel does this group belong to.

Additional description 1,2,3 – those fields can be used in booking confirmations and other custom documents

2) Rooms

Lock public ID – option used for hotel locks synchronization

Motion detector – option used with motion detector synchronization

Room refurbishment – selecting this option will exclude room from the reservation calendar

Room cleanliness status – select the current housekeeping status of this room group. Can also be toggled directly in the calendar

Additional description 1,2,3 - those fields can be used in booking confirmations and other custom documents

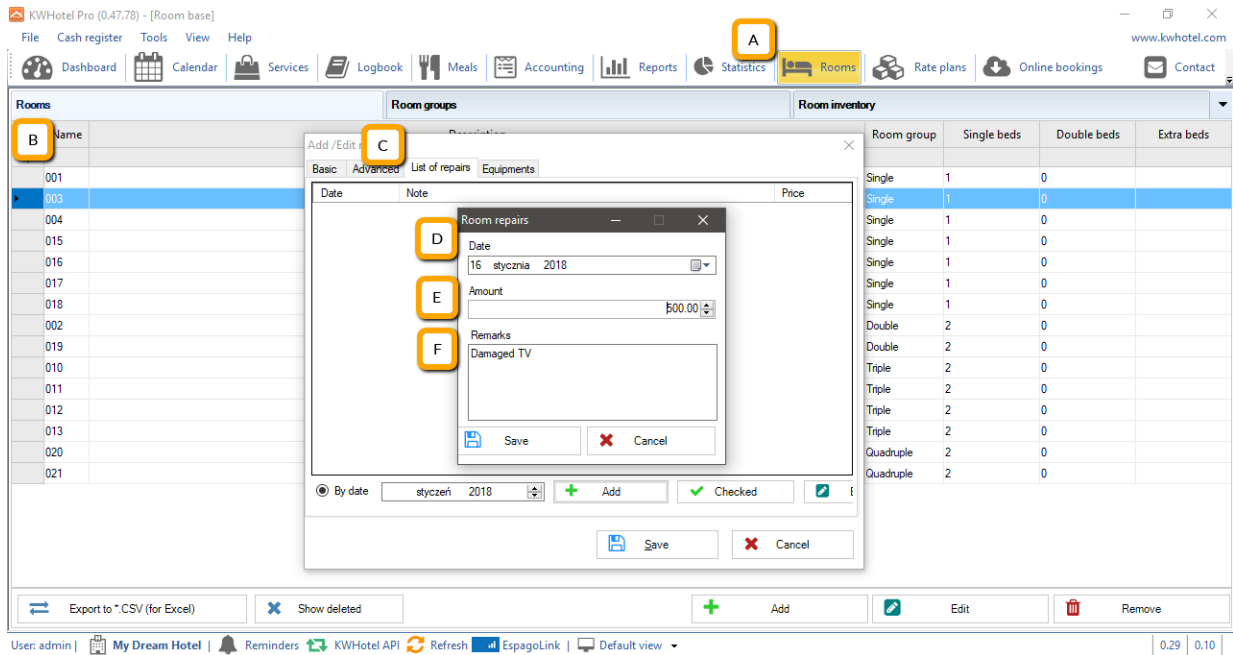
Room owned by hotel - in case you are running multiple properties in the same KWHotel, here you can select which hotel does this group belong to

7. Managing a list of repairs

The list of repairs is available in a room modification screen. It can be used to note down any required maintenances and cost they involve. There is also a special “Repair list” report, available in the “Reports” module.

Adding a new maintenance step by step:

- a. Enter the „Rooms” module
- b. Edit any room
- c. Switch to “List of repairs” tab
- d. Pick a date when the damage was discovered
- e. Type the maintenance cost
- f. In the “Remarks”, insert what type of damage has occurred



8. Adding translations for KWHotel Booking Engine

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 into the language, whose symbol was entered to the first column.

9. Remaining features in the Rooms module

The main window of the "Rooms" module contains two more buttons:

Export to .CSV – generate a report listing all room groups in KWHotel, including the room count for each group, price and number of beds

Show deleted – show rooms and room groups that were deleted by the user