



CREATE A
NEW ROOM
in



MaxiRoom
by Hotelbeds



maxiroom.hotelbeds.com



CREATE A NEW ROOM *in*



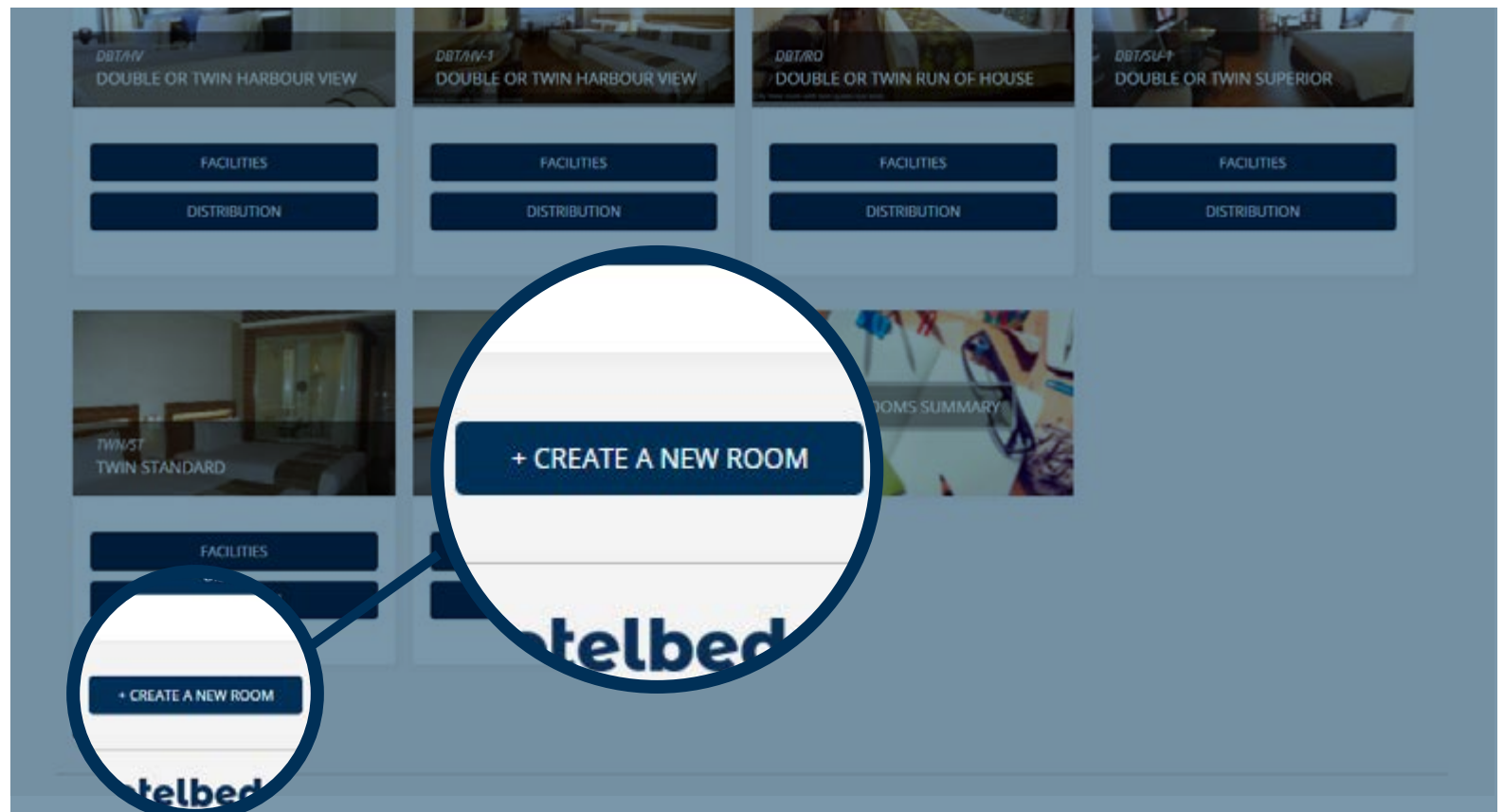
WHAT IS IT?

A form in MaxiRoom to add a new room type for the hotel.

WHY IS IT IMPORTANT?

To contribute to improving competitiveness in our product, now MaxiRoom allows you to create a new room type for your hotel.

You can add specific room description and your room code.



1. ACCESS TO HOTEL INFO / ROOMS

The screenshot displays the MaxiRoom web application interface. At the top, the MaxiRoom logo is on the left, and user information 'USLUXAVIER' with a help icon and a power icon is on the right. Below the header is a navigation bar with a home icon and links for INVENTORY, HOTEL INFO (which is underlined), BOOKINGS, ANALYTICS, FINANCE, CONNECTIVITY, and CHANNEL MANAGER. On the right of this bar is a search input field labeled 'Type the hotel code'.

Below the navigation bar, there are five tabs: GENERAL INFORMATION, SERVICES, ROOMS (which is selected and highlighted in dark blue), IMAGES, and PREVIEW. The main content area is titled 'ROOMS' and contains a grid of room type cards. Each card features a representative image of the room, a code (e.g., DBT/HV, DBT/RO, DBT/SLA, TWN/ST), and a description (e.g., DOUBLE OR TWIN HARBOUR VIEW, DOUBLE OR TWIN RUN OF HOUSE, DOUBLE OR TWIN SUPERIOR, TWIN STANDARD). Below each image are two buttons: 'FACILITIES' and 'DISTRIBUTION'. There is also a card for 'ALL ROOMS SUMMARY' with a colorful abstract image. At the bottom left of the grid is a button labeled '+ CREATE A NEW ROOM'.

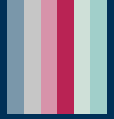
2. CHOOSE THE ROOM TYPE

The screenshot shows the 'CREATE A NEW ROOM' interface. At the top, there are two side-by-side panels, each containing 'FACILITIES' and 'DISTRIBUTION' buttons. The main form area is titled 'CREATE A NEW ROOM'. It contains the following fields and elements:

- Room type:** A dropdown menu.
- Room characteristic:** A dropdown menu.
- Room characteristic description:** A text input field.
- Room Code:** A text input field with a warning icon and text: 'Room code as per your PMS system. Maximum length is 100 characters.'
- Occupancy:** A row of six input fields labeled: 'Max. Capacity*', 'Standard Capacity*', 'Min. Adults*', 'Max. Adults*', 'Max. Children*', and 'Max. Babies*'. Each field has a small square icon next to it.
- Warning message:** A box with an information icon and text: 'This room cannot be modified or deleted after creation in Maxiroom, please review the information before saving.'
- Buttons:** 'CANCEL' and 'SAVE CHANGES' buttons at the bottom right.

- » Choose a room type and a characteristic from the dropdown list coming from our system.
- » Add room characteristic description equivalent to your room real name.
- » Add your room code (from PMS or any other system).
- » Fill in all the room occupancy details.

- » Once created, please make sure you upload all the room contents: pictures, facilities, room distribution.
- » Ongoing development that will allows you to include the newly created room to your rates will be released later this year. Meanwhile, please make sure you advise your commercial contact to support you to make your room available in your inventory and maximize its sales.



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