CREATE A

NEW ROOM

in

MaxiRoom

by Hotelbeds

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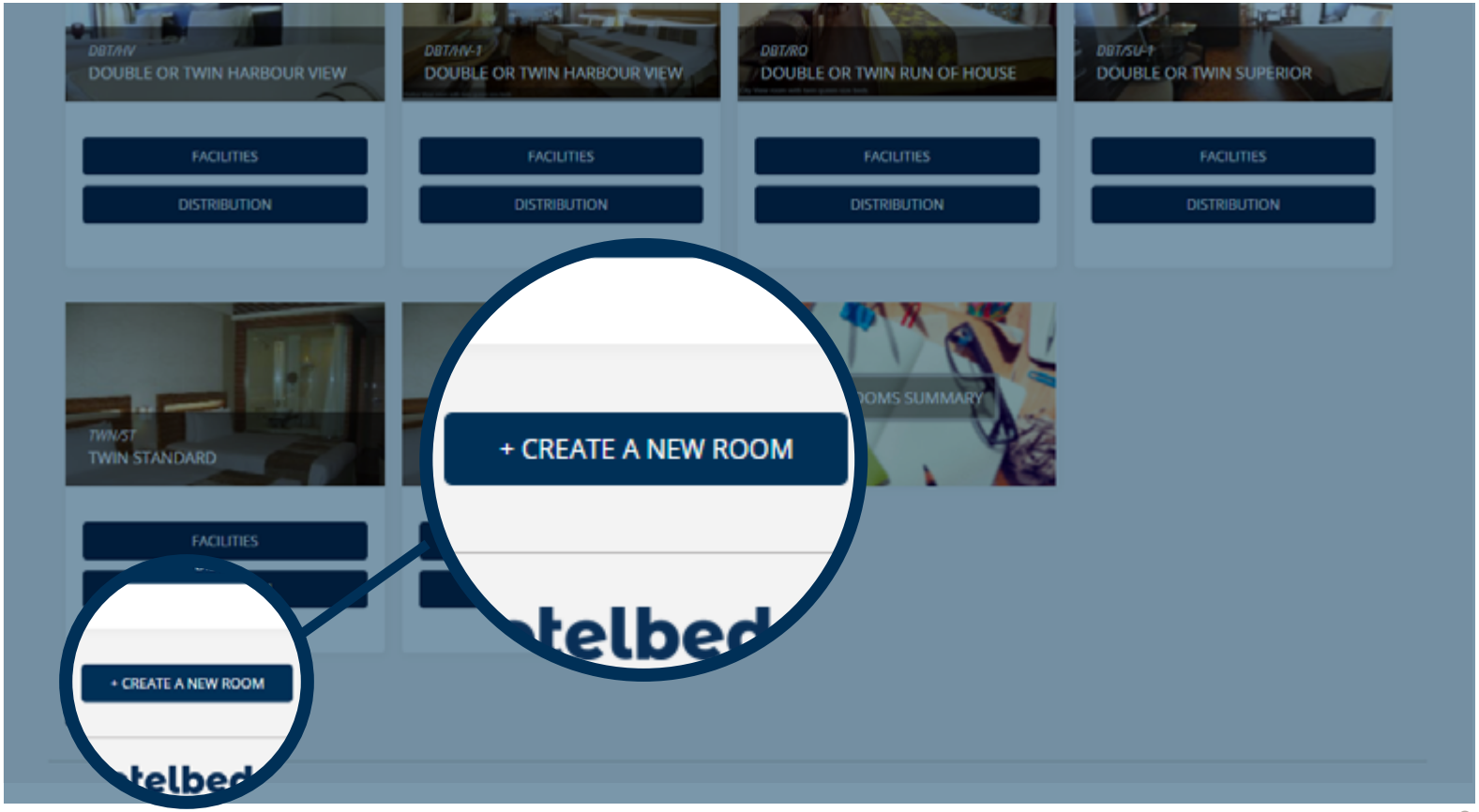
WHAT IS IT?

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

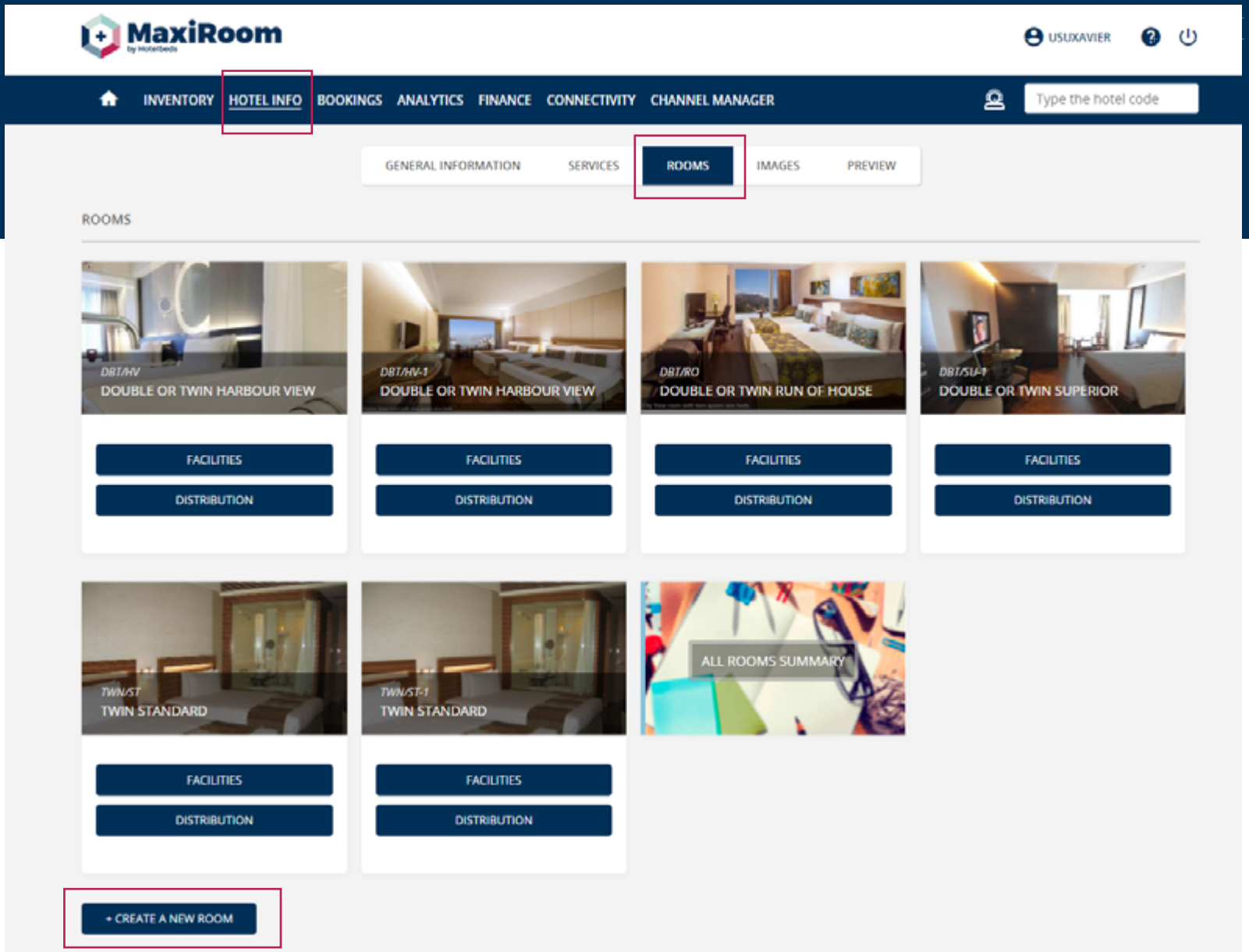
WHY IS IT IMPORTANT?

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. CREATE NEW ROOM FUNCTIONALITY

- Allows you to create a new room type for your hotel giving you the option to add a more specific room characteristic description and your room code. Bear in mind that you only need to create new rooms in case is not already included in the hotel room list in MaxiRoom
- You can find the new feature accessing Hotel Info > Rooms.



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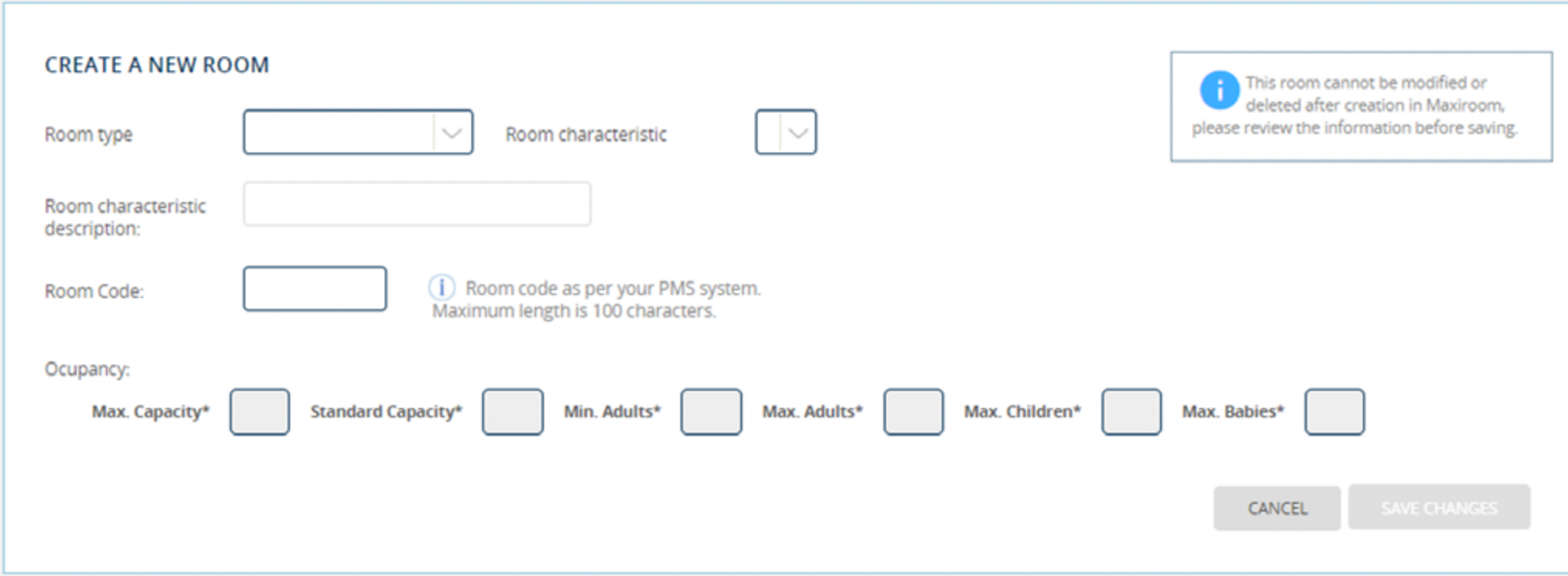
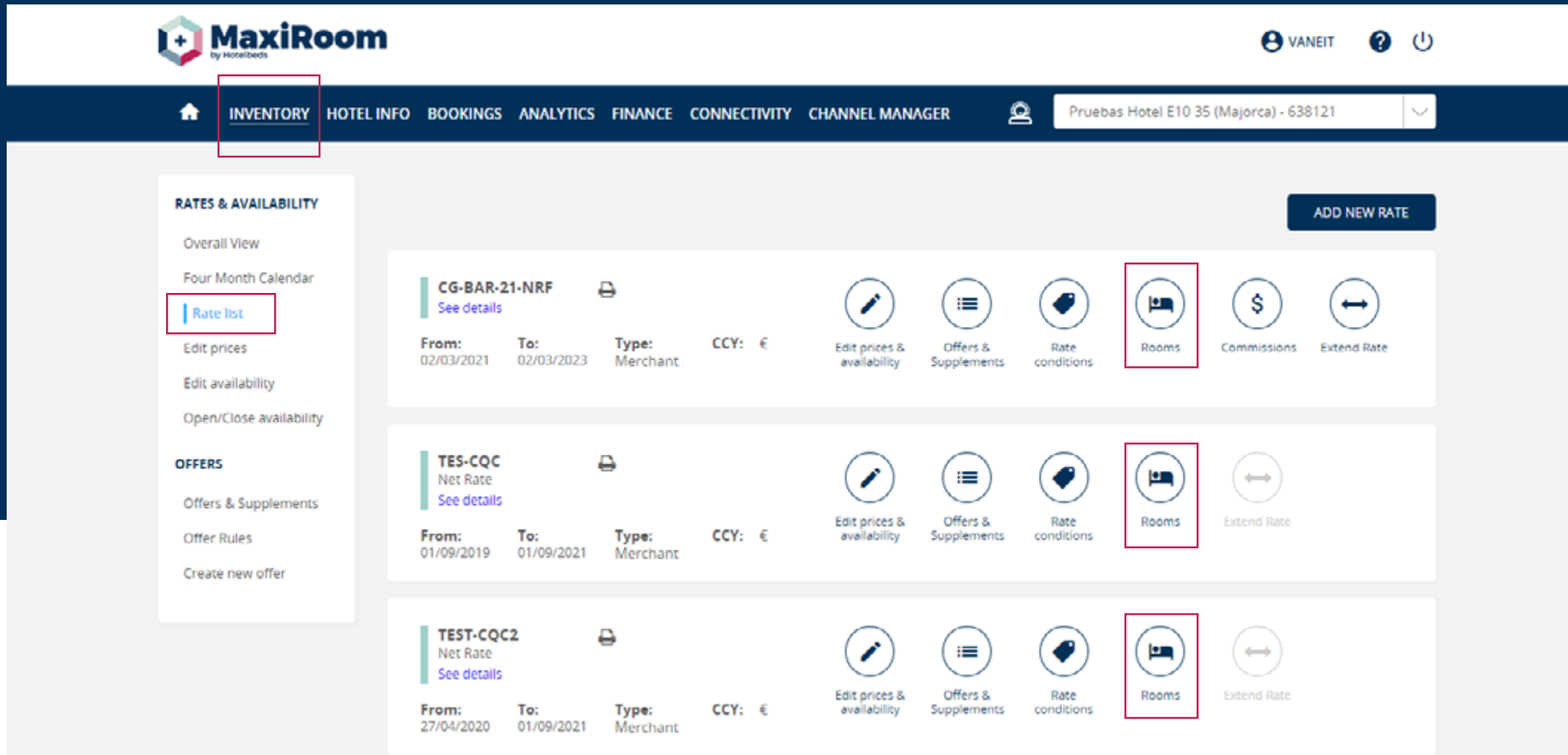


- Choose a room type and a characteristic from the dropdown list coming from our system.
- Add room characteristic description equivalent to your room real name.
- Add your room code (from PMS or any other system).
- Fill in all the room occupancy details.
- Once created, please make sure you upload 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.

2. ADD **NEW ROOM TO EXISTING CONTRACT**

» Once you create a new room type, you are able to add the room to an existing rate/s.
**you can add to a rate/s also any other rooms previously created, not included already*

» Access Inventory -> Rate List -> Rooms (*option available for each rate)



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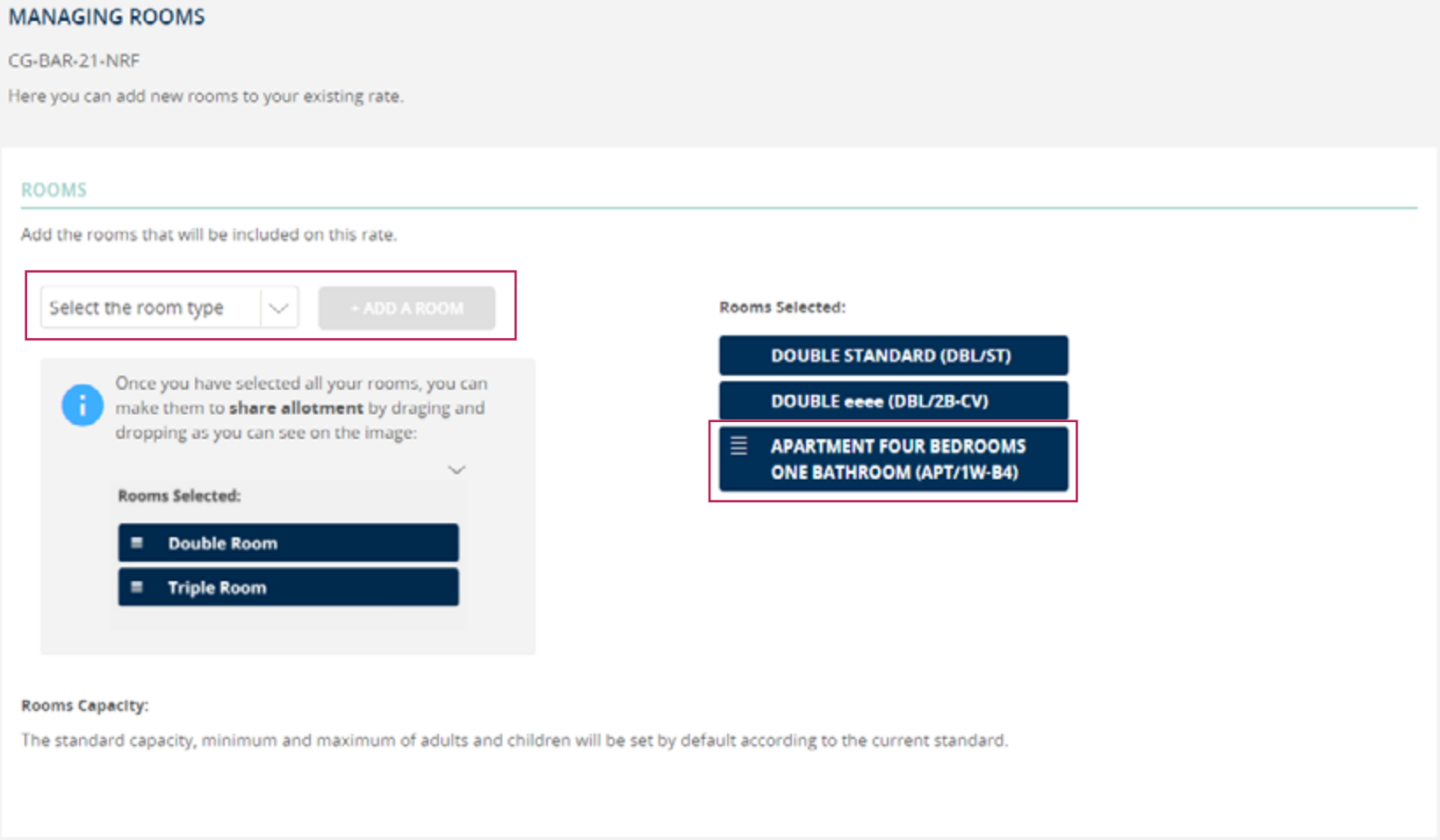
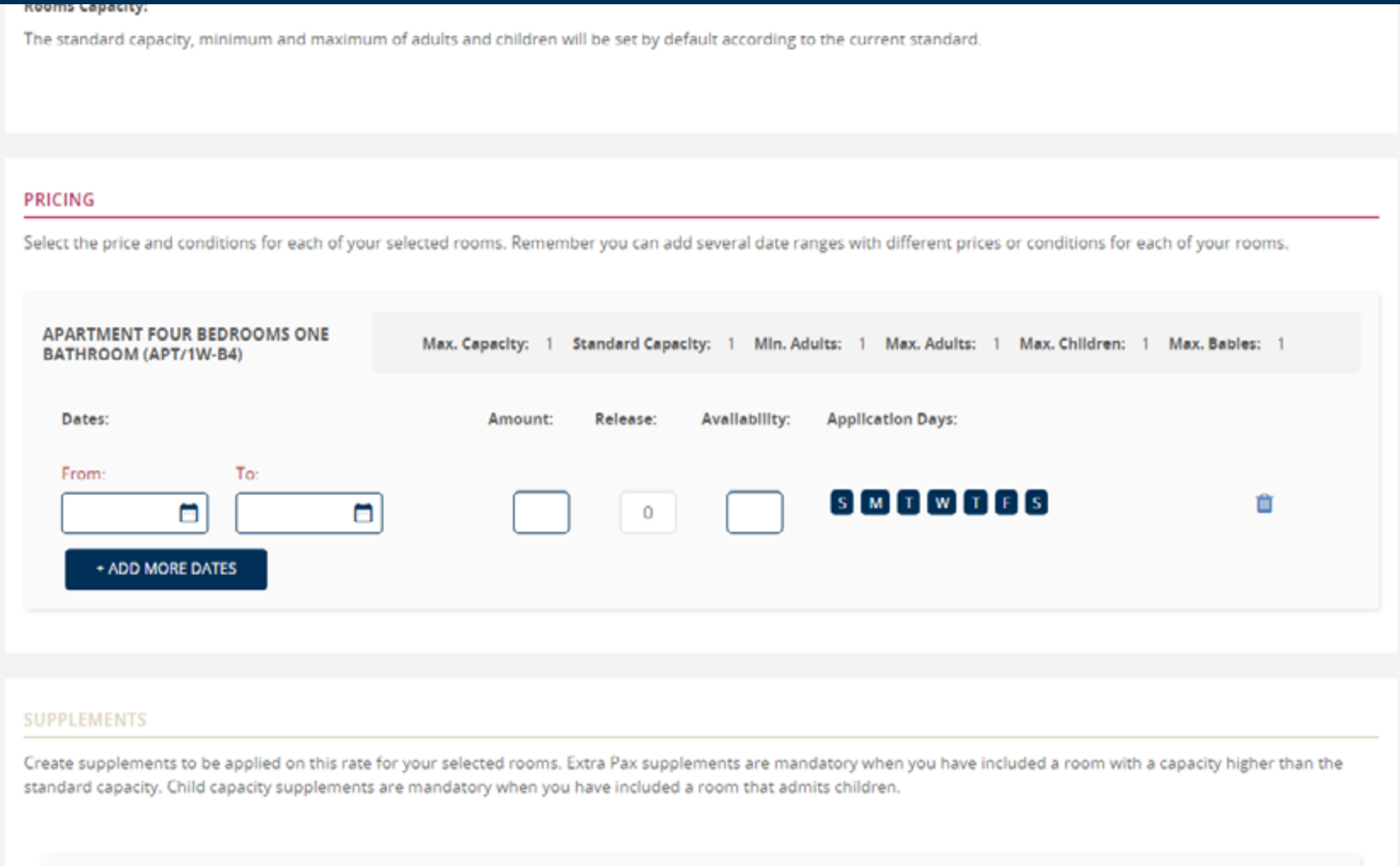


- In the dropdown list you can find the room/s available to be added to the rate.
- Choose a room and press add. You will see the newly added room in “room selected” column, together with the other rooms already included in that specific rate.
- You can add more than one room at a time and the new rooms can be also linked to share allotment.

2. ADD **NEW ROOM TO EXISTING CONTRACT**

» In the next step you must enter the dates, the price, release and availability (if the rate is already on free sales, the availability equals your maximum number of rooms).

» You can choose application days, and if necessary, also add more dates .



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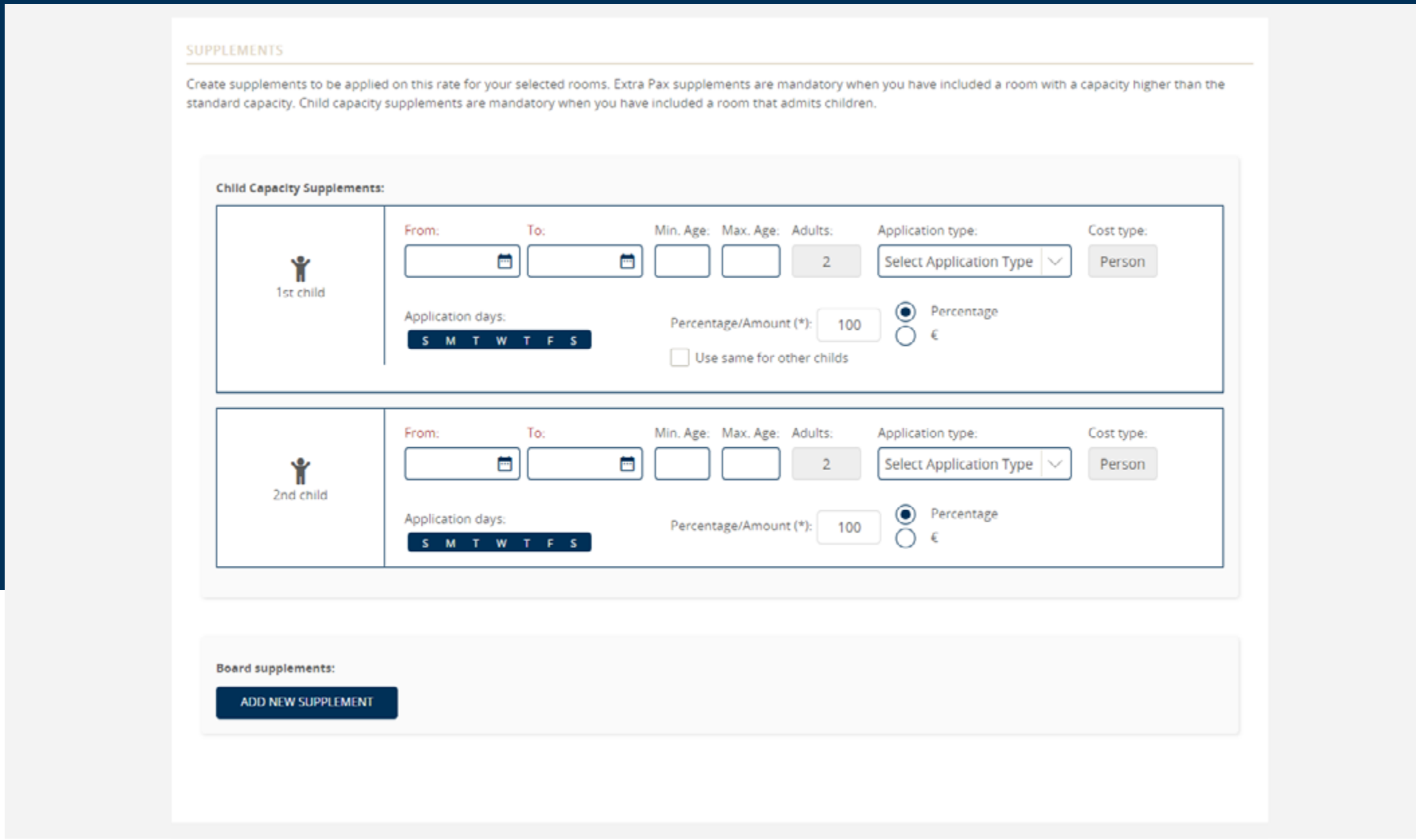

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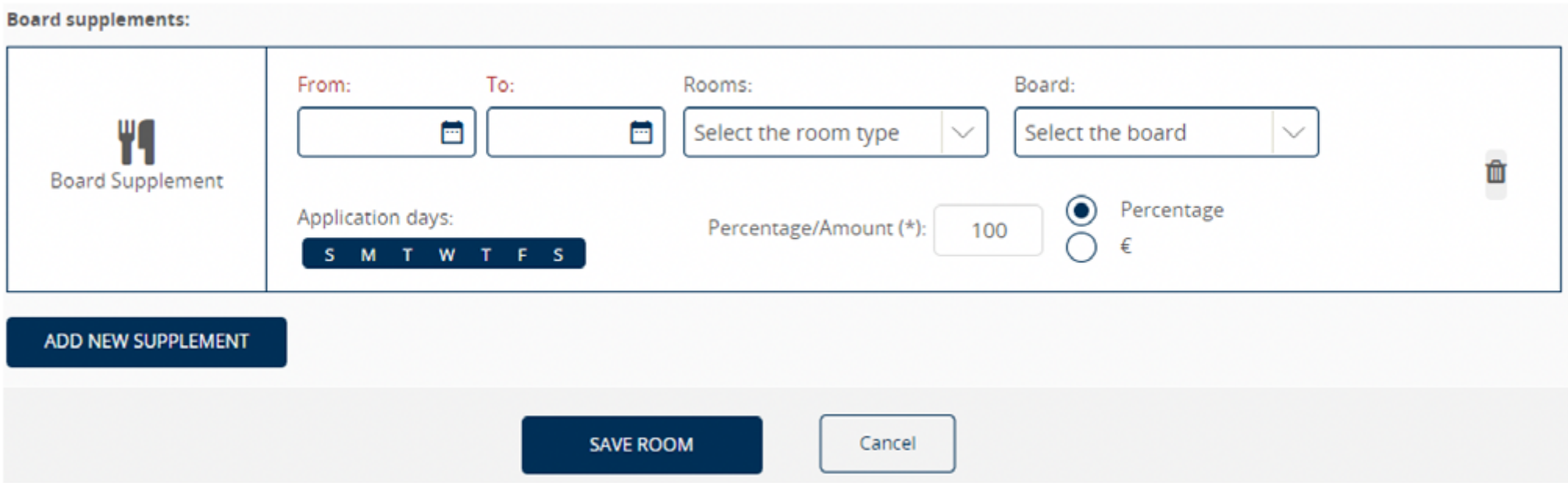

- Depending on room capacity you must enter the child supplements/discounts or any extra pax supplement.
- After saving the newly added room, it will be available for updates in the inventory section for the selected rate.

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