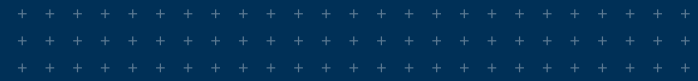


CREATE A
NEW ROOM
in



MaxiRoom
by Hotelbeds



maxiroom.hotelbeds.com



CREATE A NEW ROOM *in*



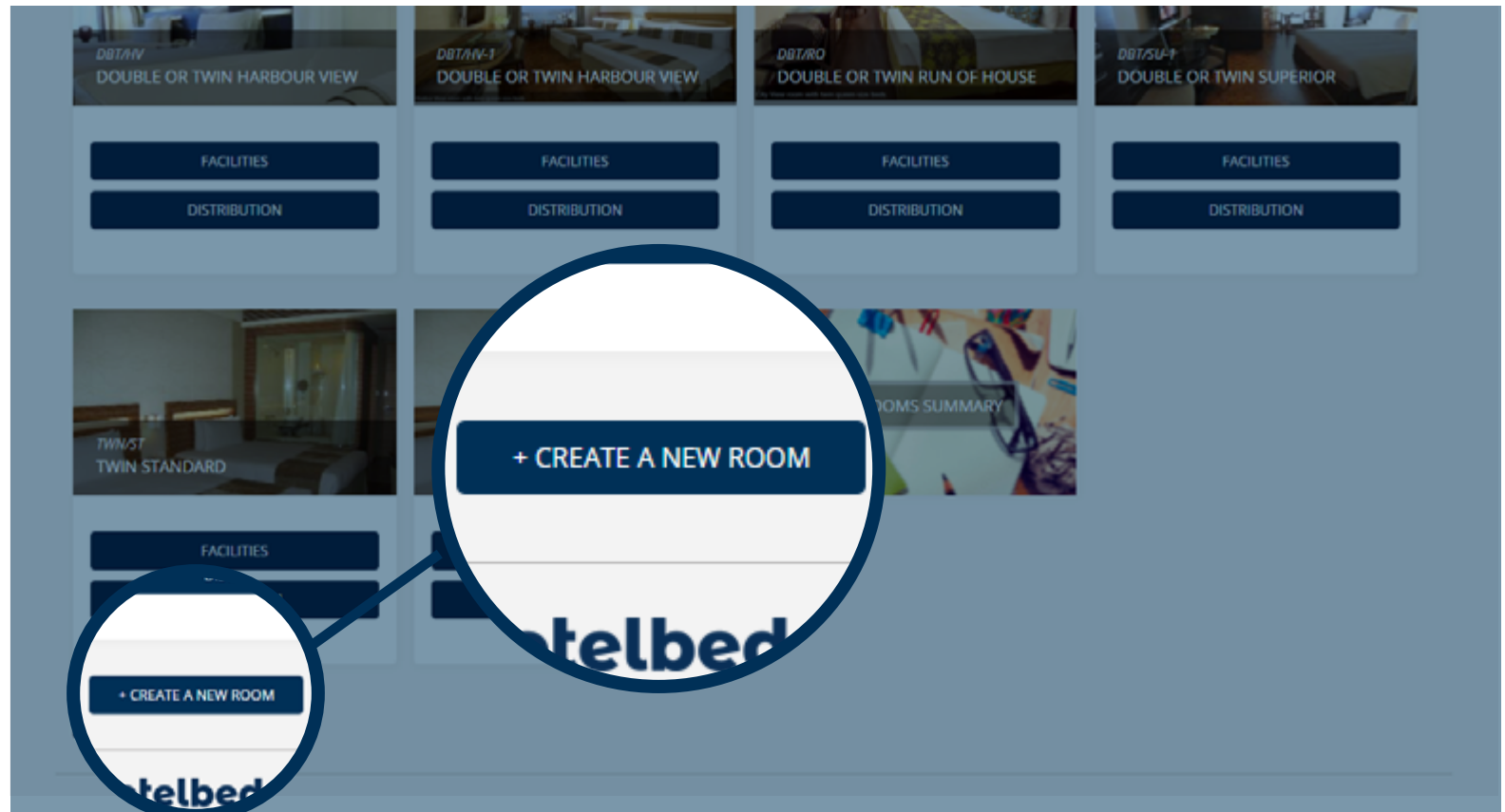
WHAT IS IT?

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. 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.

The screenshot displays the MaxiRoom web application interface. At the top, the logo 'MaxiRoom by Hotelbeds' is visible on the left, and user information 'USLIXAVIER' with a help icon and a power icon is on the right. A dark navigation bar contains several menu items: 'INVENTORY', 'HOTEL INFO' (highlighted with a red box), 'BOOKINGS', 'ANALYTICS', 'FINANCE', 'CONNECTIVITY', and 'CHANNEL MANAGER'. To the right of this bar is a search input field labeled 'Type the hotel code'. Below the navigation bar, a secondary menu has 'GENERAL INFORMATION', 'SERVICES', 'ROOMS' (highlighted with a red box), 'IMAGES', and 'PREVIEW'. The main content area is titled 'ROOMS' and features a grid of room cards. Each card shows a room image, a room code (e.g., DBT/HV, DBT/HV-1, DBT/RO, DBT/SU-1, TWN/ST, TWN/ST-1), and a description (e.g., 'DOUBLE OR TWIN HARBOUR VIEW', 'DOUBLE OR TWIN RUN OF HOUSE', 'DOUBLE OR TWIN SUPERIOR', 'TWIN STANDARD'). Below each card are two buttons: 'FACILITIES' and 'DISTRIBUTION'. At the bottom left, there is a button labeled '+ CREATE A NEW ROOM' (highlighted with a red box). On the right side of the grid, there is a card for 'ALL ROOMS SUMMARY' with a colorful background image.

1. CREATE NEW ROOM FUNCTIONALITY



CREATE A NEW ROOM

Room type Room characteristic

Room characteristic description:

Room Code: *Room code as per your PMS system. Maximum length is 100 characters.*

Occupancy:

Max. Capacity* Standard Capacity* Min. Adults* Max. Adults* Max. Children* Max. Babies*

i This room cannot be modified or deleted after creation in Maxiroom, please review the information before saving.

- » 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)

The screenshot displays the MaxiRoom by Hotelbeds dashboard. The top navigation bar includes the logo, user profile 'VANEIT', and a search bar for 'Pruebas Hotel E10 35 (Majorca) - 638121'. The main menu features 'INVENTORY' (highlighted with a red box), 'HOTEL INFO', 'BOOKINGS', 'ANALYTICS', 'FINANCE', 'CONNECTIVITY', and 'CHANNEL MANAGER'. A sidebar on the left lists 'RATES & AVAILABILITY' options, with 'Rate list' highlighted in a red box. The main content area shows three rate cards: 'CG-BAR-21-NRF', 'TES-CQC', and 'TEST-CQC2'. Each card includes details like 'From', 'To', 'Type', and 'CCY', and a set of action icons. The 'Rooms' icon (a bed) is highlighted with a red box on each card. An 'ADD NEW RATE' button is located in the top right corner of the main content area.

Rate ID	Rate Type	From	To	Type	CCY	Actions
CG-BAR-21-NRF	See details	02/03/2021	02/03/2023	Merchant	€	Edit prices & availability, Offers & Supplements, Rate conditions, Rooms, Commissions, Extend Rate
TES-CQC	Net Rate See details	01/09/2019	01/09/2021	Merchant	€	Edit prices & availability, Offers & Supplements, Rate conditions, Rooms, Extend Rate
TEST-CQC2	Net Rate See details	27/04/2020	01/09/2021	Merchant	€	Edit prices & availability, Offers & Supplements, Rate conditions, Rooms, Extend Rate

2. ADD NEW ROOM TO EXISTING CONTRACT

MANAGING ROOMS

CG-BAR-21-NRF

Here you can add new rooms to your existing rate.

ROOMS

Add the rooms that will be included on this rate.

Select the room type



Once you have selected all your rooms, you can make them to **share allotment** by dragging and dropping as you can see on the image:

Rooms Selected:

Double Room

Triple Room

Rooms Selected:

DOUBLE STANDARD (DBL/ST)

DOUBLE eeee (DBL/2B-CV)

APARTMENT FOUR BEDROOMS
ONE BATHROOM (APT/1W-B4)

Rooms Capacity:

The standard capacity, minimum and maximum of adults and children will be set by default according to the current standard.

- » 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 .

Rooms Capacity:

The standard capacity, minimum and maximum of adults and children will be set by default according to the current standard.

PRICING

Select the price and conditions for each of your selected rooms. Remember you can add several date ranges with different prices or conditions for each of your rooms.

APARTMENT FOUR BEDROOMS ONE BATHROOM (APT/1W-B4)

Max. Capacity: 1 Standard Capacity: 1 Min. Adults: 1 Max. Adults: 1 Max. Children: 1 Max. Babies: 1

Dates:

Amount:

Release:

Availability:

Application Days:

From:

To:

S M T W T F S



+ ADD MORE DATES

SUPPLEMENTS


Create supplements to be applied on this rate for your selected rooms. Extra Pax supplements are mandatory when you have included a room with a capacity higher than the standard capacity. Child capacity supplements are mandatory when you have included a room that admits children.


2. ADD NEW ROOM TO EXISTING CONTRACT

SUPPLEMENTS

Create supplements to be applied on this rate for your selected rooms. Extra Pax supplements are mandatory when you have included a room with a capacity higher than the standard capacity. Child capacity supplements are mandatory when you have included a room that admits children.

Child Capacity Supplements:

 1st child	From: <input type="text"/> To: <input type="text"/>	Min. Age: <input type="text"/>	Max. Age: <input type="text"/>	Adults: <input type="text" value="2"/>	Application type: <input type="text" value="Select Application Type"/>	Cost type: <input type="text" value="Person"/>
	Application days: <input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> T <input type="checkbox"/> F <input type="checkbox"/> S	Percentage/Amount (*): <input type="text" value="100"/>		<input checked="" type="radio"/> Percentage	<input type="radio"/> €	
	<input type="checkbox"/> Use same for other childs					



 2nd child	From: <input type="text"/> To: <input type="text"/>	Min. Age: <input type="text"/>	Max. Age: <input type="text"/>	Adults: <input type="text" value="2"/>	Application type: <input type="text" value="Select Application Type"/>	Cost type: <input type="text" value="Person"/>
	Application days: <input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> T <input type="checkbox"/> F <input type="checkbox"/> S	Percentage/Amount (*): <input type="text" value="100"/>		<input checked="" type="radio"/> Percentage	<input type="radio"/> €	

Board supplements:

[ADD NEW SUPPLEMENT](#)

2. ADD NEW ROOM TO EXISTING CONTRACT

Board supplements:

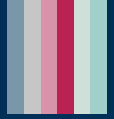
 Board Supplement	From:	To:	Rooms:	Board:	
	<input type="text"/>	<input type="text"/>	Select the room type <input type="text"/>	Select the board <input type="text"/>	
Application days:		Percentage/Amount (*):		<input checked="" type="radio"/> Percentage	
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		<input type="text"/> 100		<input type="radio"/> €	

ADD NEW SUPPLEMENT

SAVE ROOM

Cancel

- » 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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