1. Detailed Rate Change Tool

This is an important **ReGIS** tool that gives the Manager the flexibility to change rates, for a specific time – e.g. Valentine's Day specials – and for specific areas of the inventory.

At the top, right hand corner of the screen select the month and room type in which you want to make a change. On the grid, at the far left, by the date or dates that you want the new rate to be effective, enter the new rate and click 'Update'.

2. Global Rate Change Tool

This section is useful if you want to make a change in a large block of time – say the Winter Season - for several areas of the inventory (January to April).

Chose the date range you want included. Next chose the type of room and add the new rate. Just above that, check the box if you do not want to actually change the rates but want to set a minimum bid rate.

If within the date range in which you have made changes there are special dates, e.g. Thanksgiving, that you want exempt from the change, go back to the **Detailed Rate Change Tool** enter in the rate that applies for those special dates. Complete the screen by selecting credit card requirements and if special promo offers are included or exempt and click 'Update' to save your changes.

3. Room Specifications and Availability

In this section you can update room availability for a particular block of time, for a particular room type and for the following criteria:

dates available   price   available – yes/no/overide

No of rooms available   arrival permitted   stay thru   minimum stay

exempt or not from promos   bed type   credit card requirements

When complete, click 'Update' to save your changes.

4. View/Add Promotional Offers

This section gives you the option to develop and post special promotional offers during the year.

- First give your promo a title – e.g. **Valentine Special** then assign it a code, e.g. VS 2010. Enter the Promotion title then check the type of promotion, a 'buy one get one free', a 'room upgrade' or a 'guaranteed rate' special.

- Enter the price per night, or if it's a weekend package, the cost of the package

- Select the type of room included then put a clear description of the promotion

- Select the days that this promotion is valid and a 'valid thru' date range Add the promotional code and the reservation deadline, if there's one, then click 'Add New Promotional Offer' to save.

If you later want to make changes to the special promotion, go back to the *Promotional Offers* screen and you will see your promotional code and promo offer at the top of the screen with an 'Update promotion' button. Click on the button and make your changes.