

## MASTER RATES – Hints & Tips

**NB: Please be aware that if you are currently using IP Plans, you cannot use the Master Rates Feature.**

When viewing your Room Types through Property Manager → Room Types, you have 4 options available:

- To Show All Room Types (Master, Slaves & Standard Rooms)

**Room Types**

Add A New Room Type | Manage Master Room Types

Display: All Roomtypes

Name	Rack Rate	Default Price	Default Allocation	Default Min Stay	Max Persons	Persons Included	Extra Adult Charge	Extra Child Charge	Options
1 Bedroom - 1 night stay	\$250.00	\$250.00	0	1	2	2	\$0.00	\$0.00	Edit   Master
1 Bedroom - 2 night stay	\$250.00	\$250.00	0	2	2	2	\$0.00	\$0.00	Edit   Master
1 Bedroom - 5 night stay	\$250.00	\$250.00	0	5	2	2	\$0.00	\$0.00	Edit   Master
1 Bedroom - 7 night stay	\$250.00	\$250.00	0	7	2	2	\$0.00	\$0.00	Edit   Master
2 Bedroom - 4 Night Stay	\$350.00	\$350.00	0	4	4	4	\$0.00	\$0.00	Edit

- To Hide the Slaves – this will only show you the Master Room Type or Standard Room Types that are not part of a Master Room

**Room Types**

Add A New Room Type | Manage Master Room Types

Display: Standard & Master Room Types (Hide Slaves)

Name	Rack Rate	Default Price	Default Allocation	Default Min Stay	Max Persons	Persons Included	Extra Adult Charge	Extra Child Charge	Options
1 Bedroom - 1 night stay	\$250.00	\$250.00	0	1	2	2	\$0.00	\$0.00	Edit   Master
2 Bedroom - 4 Night Stay	\$350.00	\$350.00	0	4	4	4	\$0.00	\$0.00	Edit

- To Hide All Master & Slave Room Types

**Room Types**

Add A New Room Type | Manage Master Room Types

Display: Standard Room Types Only (Hide all Master & Slave Roomtypes)

Name	Rack Rate	Default Price	Default Allocation	Default Min Stay	Max Persons	Persons Included	Extra Adult Charge	Extra Child Charge	Options
2 Bedroom - 4 Night Stay	\$350.00	\$350.00	0	4	4	4	\$0.00	\$0.00	Edit

- To Hide All Standard Room Types

**Room Types**

Add A New Room Type | Manage Master Room Types

Display: Master & Slave Roomtypes Only (Hide all Standard Roomtypes)

Name	Rack Rate	Default Price	Default Allocation	Default Min Stay	Max Persons	Persons Included	Extra Adult Charge	Extra Child Charge	Options
1 Bedroom - 1 night stay	\$250.00	\$250.00	0	1	2	2	\$0.00	\$0.00	Edit   Master
1 Bedroom - 2 night stay	\$250.00	\$250.00	0	2	2	2	\$0.00	\$0.00	Edit   Master
1 Bedroom - 5 night stay	\$250.00	\$250.00	0	5	2	2	\$0.00	\$0.00	Edit   Master
1 Bedroom - 7 night stay	\$250.00	\$250.00	0	7	2	2	\$0.00	\$0.00	Edit   Master

- If you click edit on a Master Room type, you will see what Slave Rooms are linked

Name:  •

197 of 200 characters.

Default Inclusions:  •

Default Allocation:  •

Default Rate:  •

Persons Included in Rate:  •

Max Persons in Room:  •

Extra Adult Rate:

Extra Child Rate:

Rack Rate:  •

Minimum Stay:  •

Type of Room:

Set Stop Sell On New Days:

Breakfast Included:

Parking Included:

Internet Included:

Refundable:

Refundable Days Before Arrival:

Refundable Up Till Time:

Master RoomType Status: **Master Room Type to 3 slaves (View/Edit)**

Slave Room Types:

- 1 Bedroom - 2 night stay
- 1 Bedroom - 5 night stay
- 1 Bedroom - 7 night stay

- If you wanted to make a new room type the Master Room, click on 'Manage Master Room Types'

Dashboard Inventory IP Plans **Property Manager** Inclusions Reporting Settings Messages Admin

You are here: [Dashboard](#) > [Property Manager](#) > [Room Types](#)

### Room Types i

Display:

- Click 'Edit' under Options against the Master Room Type you want to amend.

### Master Room Types i

Name	Options
1 Bedroom - 2 night stay • 1 Bedroom - 5 night stay • 1 Bedroom - 7 night stay	<input type="button" value="Edit"/> <input type="button" value="Remove"/>

- Click on 'Swap'

**Edit Master Room Type**

Master Room Type: 1 Bedroom - 2 night stay Swap

Master Preview/Example Rate: \$ 250

Name	Min Stay	Modifier Type	Modifier Value	Preview Amount	Preview Difference
1 Bedroom - 5 night stay	5	Percentage	-20	\$ 200	\$ -50
1 Bedroom - 7 night stay	7	Percentage	-40	\$ 150	\$ -100

Add New Add Existing

Save Cancel

- Select the new room type you would like to become the Master Room Type, then click on 'Save'

Please note, you can only make a standard room the Master. If you currently have a room type as a slave that you would like to make the Master, you will need to remove the slave from the Master Room Setup. Once you have done that, you can come back to this point and allocate that room to be the Master Room.

**Swap Master Room Type**

Select an existing standard room type to replace the currently selected master room type. (The master will be demoted to a standard roomtype)

Existing Master Room Type: 1 Bedroom - 2 night stay

New Master Room Type: 1 Bedroom - 1 night stay

Save Cancel

For example: Our 1 Bedroom – 2 night Stay is currently the Master Room. If, we make the 1 Bedroom – 1 Night Stay the new Master Room. The 2nt stay room type becomes a standard room. We now want the 2nt stay to link to the Master Room.

- Click on 'Add Existing'

**Edit Master Room Type**

Master Room Type: 1 Bedroom - 1 night stay Swap

Master Preview/Example Rate: \$ 250

Name	Min Stay	Modifier Type	Modifier Value	Preview Amount	Preview Difference
1 Bedroom - 5 night stay	5	Percentage	-20	\$ 200	\$ -50
1 Bedroom - 7 night stay	7	Percentage	-40	\$ 150	\$ -100

Add New Add Existing

Save Cancel

- Select the other room types you would like to become slave rooms to the Master Room Type you have setup. Click on 'Save'

**Add Existing Room Types to Master Room Type** ✕

Select existing roomtypes below to add to the selected Master Room Type.

Existing Master Room Type: 1 Bedroom - 1 night stay

Existing RoomTypes:  1 Bedroom - 2 night stay  2 Bedroom - 4 Night Stay

**Save** **Cancel**

- You will need to insert your Modifier Value into the Slave Rooms that you have just linked and click 'Save'

**Edit Master Room Type** i

Master Room Type: 1 Bedroom - 1 night stay ● Swap

Master Preview/Example Rate: \$ 250

Name	Min Stay	Modifier Type	Modifier Value	Preview Amount	Preview Difference	
<a href="#">1 Bedroom - 2 night stay</a> ●	2 ●	<input checked="" type="radio"/> Percentage <input type="radio"/> Flat	<input type="text" value="0"/>	\$ 250	\$ 0	⚙️
<a href="#">1 Bedroom - 5 night stay</a> ●	5 ●	<input checked="" type="radio"/> Percentage <input type="radio"/> Flat	<input type="text" value="-20"/>	\$ 200	\$ -50	⚙️
<a href="#">1 Bedroom - 7 night stay</a> ●	7 ●	<input checked="" type="radio"/> Percentage <input type="radio"/> Flat	<input type="text" value="-40"/>	\$ 150	\$ -100	⚙️

**Add New** **Add Existing**

**Save** **Cancel**

- You can also add a new slave room to the Master Room by clicking on 'Add New' and inserting the Name, Min Stay, Modifier Type, Modifier Value and clicking on Save.

**Edit Master Room Type** i

Master Room Type: 1 Bedroom - 1 night stay ● Swap

Master Preview/Example Rate: \$ 250

Name	Min Stay	Modifier Type	Modifier Value	Preview Amount	Preview Difference	
<a href="#">1 Bedroom - 2 night stay</a> ●	2 ●	<input checked="" type="radio"/> Percentage <input type="radio"/> Flat	<input type="text" value="-20"/>	200	-50	⚙️
<a href="#">1 Bedroom - 5 night stay</a> ●	5 ●	<input checked="" type="radio"/> Percentage <input type="radio"/> Flat	<input type="text" value="-40"/>	150	-100	⚙️
<a href="#">1 Bedroom - 7 night stay</a> ●	7 ●	<input checked="" type="radio"/> Percentage <input type="radio"/> Flat	<input type="text" value="-60"/>	100	-150	⚙️
<a href="#"></a> ●	1 ●	<input checked="" type="radio"/> Percentage <input type="radio"/> Flat	<input type="text" value="0"/>	250	0	⚙️

**Add New** **Add Existing**

**Save** **Cancel**

**NB: If you POOL your room types in HiSITE so that each rate shares the same availability, you will need to ensure you add the new room types to the existing ROOM POOL. Refer to eLearning for the help sheet on creating and setting up a ROOM POOL.**

## Seasons & Master Rates

When you have added your Seasons and Master Rooms, you will be able to amend the Master Room Modifier Value as per the Season Setup.

For example: During Low Season you may offer a 20% discount on 2nt stays, but over Mid-Season you might only offer 10% discount on the 2nt stay and so on.

- To setup, go to Property Manager → Room Types → Manage Master Room Types, then edit on the Master Room Type you would like to modify as per the seasons

As you will see below, we have two Seasons setup (Low Season & Mid-Season)

The screenshot shows the 'Edit Master Room Type' interface. At the top, the 'Master Room Type' is set to '1 Bedroom - 1 night stay' with a 'Swap' button. Below this, the 'Master Preview/Example Rate' is \$250. The main table lists three room configurations:

Name	Min Stay	Modifier Type	Modifier Value	Preview Amount	Preview Difference
1 Bedroom - 2 night stay	2	Percentage	-20	\$ 200	\$ -50
1 Bedroom - 5 night stay	5	Percentage	-40	\$ 150	\$ -100
1 Bedroom - 7 night stay	7	Percentage	-60	\$ 100	\$ -150

Buttons for 'Add New', 'Add Existing', 'Save', and 'Cancel' are visible. Below the table is the 'Seasonal Overrides' section, which is currently collapsed for both 'Mid Season' and 'Low Season'.

- Click on the arrow next to the season name if you would like to alter the values. (For example – we are going to amend the Mid-Season value)

This screenshot shows the same 'Edit Master Room Type' interface, but with the 'Mid Season' override expanded. The 'Mid Season' section now displays a table with the same columns as the main table, but with '(default)' next to the room names:

Name	Modifier Type	Modifier Value	Preview Amount	Preview Difference
1 Bedroom - 2 night stay - (default)	Percentage	-20	\$ 200	\$ -50
1 Bedroom - 5 night stay - (default)	Percentage	-40	\$ 150	\$ -100
1 Bedroom - 7 night stay - (default)	Percentage	-60	\$ 100	\$ -150

An 'Update Override' button is located at the bottom right of the expanded section.

- Overtyping the Modifier Value and clicking on Update Override. Once you have updated, the Room Name will show as overridden, indicating that you have selected a different percentage or flat rate

**Edit Master Room Type**

Master Room Type: 1 Bedroom - 1 night stay Swap

Master Preview/Example Rate: \$ 250

Name	Min Stay	Modifier Type	Modifier Value	Preview Amount	Preview Difference
1 Bedroom - 2 night stay	2	<input checked="" type="radio"/> Percentage <input type="radio"/> Flat	-20	\$ 200	\$ -50
1 Bedroom - 5 night stay	5	<input checked="" type="radio"/> Percentage <input type="radio"/> Flat	-40	\$ 150	\$ -100
1 Bedroom - 7 night stay	7	<input checked="" type="radio"/> Percentage <input type="radio"/> Flat	-60	\$ 100	\$ -150

Add New Add Existing

Save Cancel

**Seasonal Overrides**

Mid Season (All Overridden)

Name	Modifier Type	Modifier Value	Preview Amount	Preview Difference
1 Bedroom - 2 night stay - * overridden *	<input checked="" type="radio"/> Percentage <input type="radio"/> Flat	-10	\$ 225	\$ -25
1 Bedroom - 5 night stay - * overridden *	<input checked="" type="radio"/> Percentage <input type="radio"/> Flat	-20	\$ 200	\$ -50
1 Bedroom - 7 night stay - * overridden *	<input checked="" type="radio"/> Percentage <input type="radio"/> Flat	-30	\$ 175	\$ -75

Update Override

- The purpose of this is to assist with updating your inventory grid using Seasons, if you offer a different discount over Christmas, then your default modifier is not affecting your rates.