MASTER RATES – OPTION 2
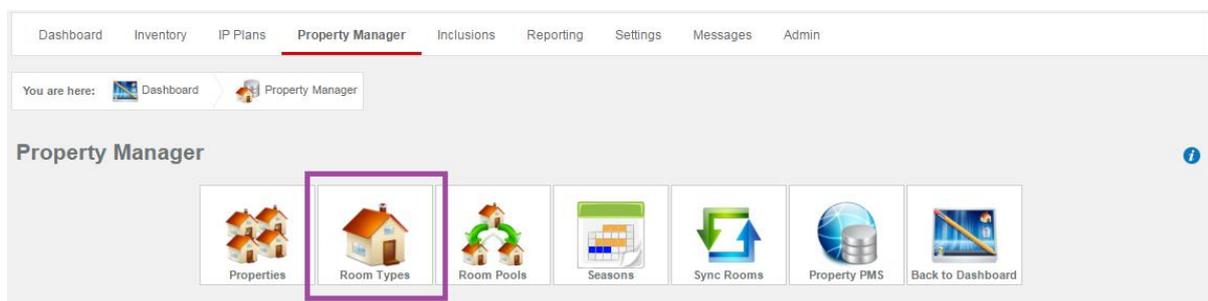**Select an existing room type to become a Master room type (Promote existing to Master and create new Slaves)**
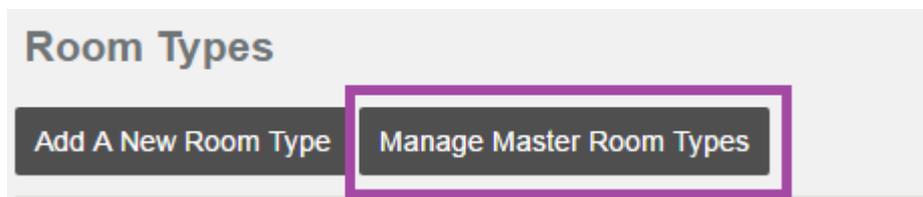
The Master Rates function is a quick and simple way to manage the rates on the HiSITE Inventory Grid. This allows a single Master rate to be entered, and by linking the related room types to this Master, the rates for the linked room types are automatically calculated based on the specified percentage or flat rate modifier.
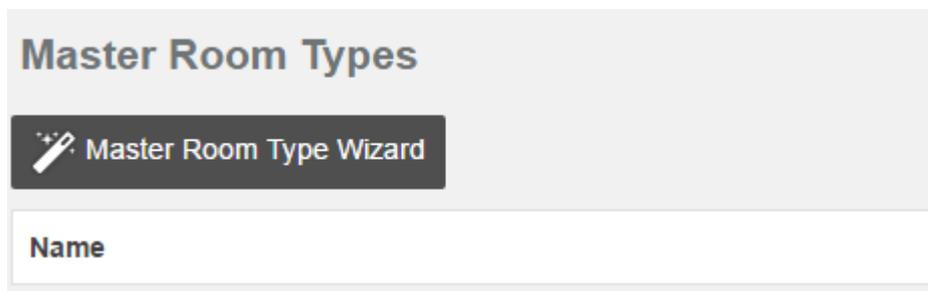
Managing your Master Rates

- To set this up in your HiSITE, go to the Property Manager tab and click on the 'Room Types' icon.

- Select 'Manage Master Room Types'

- Click on the 'Master Room Type Wizard'

- From here you can create a new Master room type from scratch, or create one from existing Room Types or Room Pools.

  There are three scenarios and depending on your setup you would choose one of the following:

  - **Option 1**: Create a **brand new** Master room type (create Master and Slaves):

    Choose this option if the Master room type does not exist in HiSite yet and needs to be created from scratch.

  - **Option 2**: Select an **existing room type** to become a Master room type (Promote existing to Master and create new Slaves).

    Choose this option if your room type is already setup in HiSITE, but the room type is not pooled and additional min night stay room types need to be added.

  - **Option 3**: Select an **existing Room Pool** to convert into a Master room type with Slave room types:

    Choose this option if your room type is already setup in HiSITE and is pooled with other min night stay room options.

- **Option 2**: Select an **existing room type** to become a Master room type (Promote existing to Master and create new Slaves).

  Please select the second option below and click 'Next'.

Create Master Room Type Wizard

1 New Master Room Type

Welcome to the Create Master Room Type Wizard!
From here you can create a new master room type from scratch, or create one from existing room types or pools.
Please select from one of the options below and click "Next"

New Master Room Type

2

- ○ Create a **brand new** master room type. (Create Master & Slaves)
- ● Select an **existing room type** to become a master. (Promote Existing to Master & Add Slaves)
- ○ Select a **room pool** to **convert** into a master room type with slave room types. (Convert Room Pool)

3

Next >>

4

- A default room will be displayed as an option to be promoted to a Master room type. By clicking on the drop down menu, all room types will be displayed that are not already part of an existing Master room type setup.

Create Master Room Type Wizard

1

Select a room type below that you wish to promote to a **master** room type
The list will only contain room types that are not already part of a master room type set-up

Promote an existing room type to a Master Room Type

Promote roomtype [1 Bedroom 1 Nt ▼] to a master room type ♛

2

Promote existing roomtype

<< Back Next >>

- Select the room type that you would like to promote to a Master room type and click on 'Next'.

Create Master Room Type Wizard

1

Select a room type below that you wish to promote to a **master** room type
The list will only contain room types that are not already part of a master room type set-up

Promote an existing room type to a Master Room Type

Promote roomtype [1 Bedroom 1 Nt ▼] to a master room type ♛

2

Promote existing roomtype

1 Bedroom 1 Nt
1 Bedroom 3 Nt
1 Bedroom 5 Nt
1 Bedroom 7 Nt
2 Bedroom 1 Nt
2 Bedroom 3 Nt
2 Bedroom 5 Nt
3 Bedroom 1 Nt

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3

- Next: There are two scenarios and depending on your setup you would choose one of the following:

  a. Create one or more room types as Slave room types:
Choose this option if you do not have existing room types in HiSITE to add as Slaves.

  b. Select existing room types to become Slave room types to the Master room type you created in the previous step.
Choose this option if you already have room types in HiSITE to add as Slaves.

You must either create new slave room types or select from a list of existing room types
Select below where the slave room types are to be created from

Slave Room Types

○ **Create** one or more roomtypes as slave room types

○ **Select existing** roomtypes to become slave room types to the master room type you created in the previous step

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- Scenario 1: **Create** one or more room types as Slave room types:

Select the first option and a room will automatically be created with a default minimum night stay of 1. You will need to apply a room name and update the minimum night stay.

To add additional room types & minimum nights stays click on 'Add' under Options, until you have the number of room types & minimum nights you require.

If a minimum night stay for a room was created in error, click on 'Remove' under Options

Click on 'Next' when you have added the required minimum night stays.

Create Master Room Type Wizard

You must either create new slave room types or select from a list of existing room types
Select below where the slave room types are to be created from

Slave Room Types

○ **Create** one or more roomtypes as slave room types

○ **Select existing** roomtypes to become slave room types to the master room type you created in the previous step

Enter the slave room type details below. If you need to add another slave room type click the "Add RoomType" button
(Note) Only a few fields of the room-types are present, to quickly allow room type creation and must be further configured from room types to suit your situation.

Name		Allocation		Pers		Max-Pers		Minstay		Options
1 Bedroom - 2 night	●	0	●	2	●	2	●	2	●	Remove
1 Bedroom - 5 night stay	●	0	●	2	●	2	●	5	●	Remove
1 Bedroom - 7 night stay	●	0	●	2	●	2	●	7	●	Remove
										Add

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- Scenario 2: **Select existing** room types to become Slave room types to the Master room type you created, then all existing room types will be displayed.

Create Master Room Type Wizard

You must either create new slave room types or select from a list of existing room types
Select below where the slave room types are to be created from

Slave Room Types

○ **Create** one or more roomtypes as slave room types

● **Select existing** roomtypes to become slave room types to the master room type you created in the previous step

Check all the rooms that you wish to turn into slave roomtypes for the master room type created in the previous step
(Note) If a room type doesn't appear in the list below, it could be already a slave room type to another master.

Name		Pers	Max-Pers	Minstay
☐	1 Bedroom 3 Nt	2	3	3
☐	1 Bedroom 5 Nt	2	3	5
☐	1 Bedroom 7 Nt	2	3	7
☐	2 Bedroom 1 Nt	4	5	1
☐	2 Bedroom 3 Nt	4	5	3
☐	2 Bedroom 5 Nt	4	5	5

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Select the room types to become the Slave rooms by adding a tick to the boxes across from the relevant rooms and click on 'Next'.

Create Master Room Type Wizard

1

You must either create new slave room types or select from a list of existing room types
Select below where the slave room types are to be created from

2

Slave Room Types

○ **Create** one or more roomtypes as slave room types

◉ **Select existing** roomtypes to become slave room types to the master room type you created in the previous step

3

Slave Room Types

Check all the rooms that you wish to turn into slave roomtypes for the master room type created in the previous step
(Note) If a room type doesn't appear in the list below, it could be already a slave room type to another master.

Name	Pers	Max-Pers	Minstay
☑ 1 Bedroom 3 Nt	2	3	3
☑ 1 Bedroom 5 Nt	2	3	5
☑ 1 Bedroom 7 Nt	2	3	7
☐ 2 Bedroom 1 Nt	4	5	1
☐ 2 Bedroom 3 Nt	4	5	3
☐ 2 Bedroom 5 Nt	4	5	5

4

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- Now that you have completed the steps above, you must configure each slave room type with a modifier. Select either a Percentage or Flat rate or a combination of the two.

This modifier will take the rate set on the Master Room, modify it by this calculation and set the rate of the Slave room type.

The **Master Example Rate** box allows you to preview what the calculated values would be for the Slave room types (displayed in each Slaves **Preview Amount**) when a **Modifier Value** is entered.

Enter a value in the Modifier field for each minimum night stay- the example below has 20 percent less for the 3 Night rate, 40 percent less for the 5 Night Rate and 60 percent less for the 7 Night Rate.

The default **Master Example rate** is set to $100 and this shows you a preview of what the rate would now be with the percentages set as below. $80 for the 3nts, $60 for the 5nts and $40 for the 7nts.

When you change the value in the **Master Example Rate** to $250, the calculated values are displayed in the **Preview Amount** as in the example below.

Once you are satisfied with the modifier setup, click on 'Finish' to complete.

Configure Slave Room Types

👑 Master Room Type: 1 Bedroom 1 Nt

👑 Master **Example** Rate: $ 250

Name	Modifier Type				Modifier Value		Preview Amount	Preview Difference
1 Bedroom 3 Nt	⦿	Percentage	○	Flat	-20	●	$200	$-50
1 Bedroom 5 Nt	⦿	Percentage	○	Flat	-40	●	$150	$-100
1 Bedroom 7 Nt	⦿	Percentage	○	Flat	-60	●	$100	$-150

<< Back   Finish

The 1 Bedoom Master and Slaves has now been created and you have the option to edit or remove this Master Room type.

Master Room Types   ⓘ

🪄 Master Room Type Wizard

Name	Options
1 Bedroom 1 Nt	
• 1 Bedroom 3 Nt	
• 1 Bedroom 5 Nt	⚙ ▾
• 1 Bedroom 7 Nt	

Edit

Remove

To create additional Master Rate room types click on the 'Manage Master Room Types' button and the Wizard option will be displayed with the existing Master Room types listed.

Master Room Types   ⓘ

🪄 Master Room Type Wizard

Name	Options
1 Bedroom 1 Nt	
• 1 Bedroom 3 Nt	
• 1 Bedroom 5 Nt	⚙ ▾
• 1 Bedroom 7 Nt	

In Property Manager / Room Types these rooms will now be displayed with a crown icon for the Master room type and a chain icon for the Slave room types.

The Room types can now be edited as before by selecting the 'Edit' option and the Master Rate room types can be edited by selecting the 'Master' option.

On the Inventory grid the Master room will be listed at the top of each Master Room Type setup and the linked Slave rooms below that.

The rate of the Master room can be changed on this Inventory Grid screen, but the rates of the Slave rooms are not able to be changed. These are automatically calculated based on the Master Room Type setup.

When the Master room rate is changed, the rates are automatically calculated for the Slave room types and display with a red background.

Click on 'Save Changes' to update the Inventory Grid with these new rates.

Once saved these new rates can now be copied using the Control Panel functionality. Refer to the help sheet on eLearning on updating your Control Panel.

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.