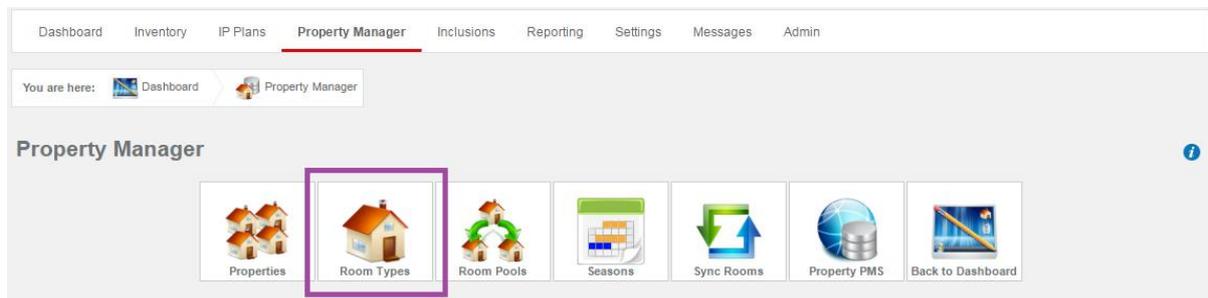**MASTER RATES – OPTION 3**
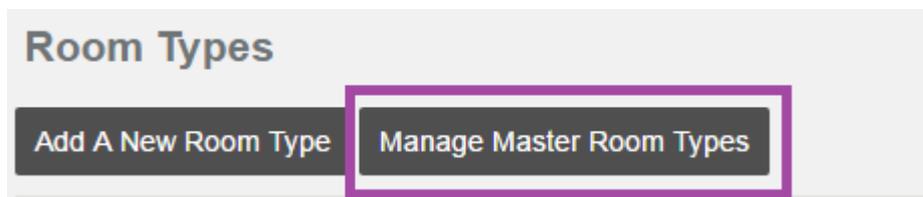**Select an existing Room Pool to convert into a Master room type with Slave room types**

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.
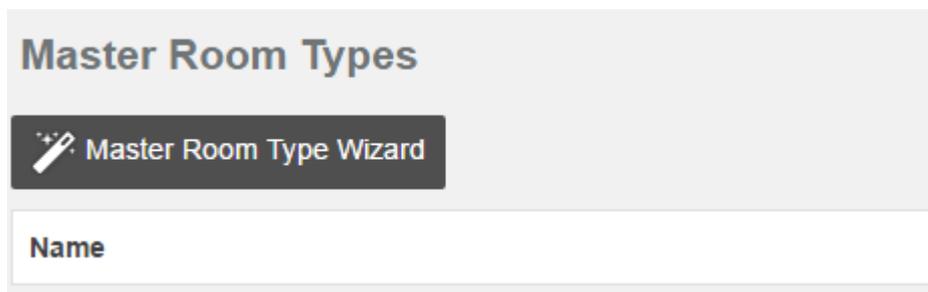
Managing your Master Rates

- 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 set up 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 set up in HiSITE and is pooled with other min night stay room options.

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

  Please select the third 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 pool will be displayed as an option to be converted. By clicking on the little down arrow all room pools will be displayed that are not already part of an existing Master room type setup.

Select the room pool that you would like to convert into a Master room with Slave room types and click on 'Next'.

Click on the down arrow to display the room types in the pool.

When you select a room type that will become the Master, the rest of the rooms in that pool will be displayed for selection as Slave room types.

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

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

Create Master Room Type Wizard

1. Here you must configure each slave room type with a modifier.
   This modifier will take the rate set on the master, modify it by this calculation and set the rate of the slave room type
   The Master **Example Rate** box allows to to preview (displayed in each slave's **Preview Amount**) what the calculated values would be with the current slaves
   Enter a **negative** number in the modifier to **reduce/discount** a rate and a positive number to increase

2. Configure Slave Room Types

   Master Room Type: 1 Bedroom - 1 night stay

   Master **Example** Rate: $ 100

3.

Name	Modifier Type				Modifier Value		Preview Amount	Preview Difference
1 Bedroom - 2 night stay	● Percentage	○ Flat			0	●	$100	$0
1 Bedroom - 5 night stay	● Percentage	○ Flat			0	●	$100	$0
1 Bedroom - 7 night stay	● Percentage	○ Flat			0	●	$100	$0

4. Configure Slave Room Types

   << Back   Finish

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.

Configure Slave Room Types

Master Room Type: 1 Bedroom 1 Nt

Master **Example** Rate: $ 100

Name	Modifier Type			Modifier Value		Preview Amount	Preview Difference
1 Bedroom 3 Nt	● Percentage	○ Flat		-20	●	$80	$-20
1 Bedroom 5 Nt	● Percentage	○ Flat		-40	●	$60	$-40
1 Bedroom 7 Nt	● Percentage	○ Flat		-60	●	$40	$-60

<< Back   Finish

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 set up click on 'Finish' to complete.

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

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.

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.