☐ HotelMate – Creating Room Rates

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1. Access the Rates Section

1. From the **sidebar menu**, navigate to **Room & Rates → Rates**.
2. Here, you'll see a list of existing rates displayed under each room type.

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2. Adding a New Rate

1. Click the + **Add Rate** button in the top-right corner.
2. A **Create Rate** drawer will slide in from the right.

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3. Filling in Rate Details

Inside the **Create Rate** form, complete the following fields:

a. Rate Code

- Select the correct **Rate Code** from the dropdown.
- This ensures the rate is linked to the proper plan.

b. Room Type

- Choose which **Room Type** this rate applies.

c. Meal Plan

- Pick the appropriate **Meal Plan** from the dropdown.

d. Period

- Define the **validity period** for this rate:
  - **Date From**: Start date when the rate becomes active.
  - **Date To**: End date when the rate expires.
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e. Price Settings

- **Currency**: Select the billing currency (e.g., LKR, USD, EUR).
- **Sell Mode**: Choose how the rate is charged:
    - **Per Room** → A flat rate for the entire room.
    - **Per Person** → Charges vary by the number of guests.

f. Rate Mode

- **Manual** → You manually enter the rate values.
- **Auto** → The system dynamically calculates

4. Saving the Rate

- Once all fields are completed, click **Save**.
- The new rate will now appear in the **Rates list** for that room type.

5. Managing Existing Rates

- **Edit**: Click the **pencil icon** to adjust an existing rate.
- **Disable**: Click the **Disable button** to deactivate a rate without deleting it.