

HotelMate - Managing Inventory – Rates & Availability

The **Inventory** module in HotelMate helps you control your property's room availability and pricing on a day-to-day basis. This section explains how to view, filter, update, and override your room rates and availability.

1. Navigating to Inventory

- From the left-hand menu, go to **Room & Rates** → **Inventory**.
 - The **Rate and Availability Grid** will open, displaying all your room types, their daily availability, and rates.
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2. Viewing Rate & Availability

- The grid shows **Room Types** on the left and daily values across the top (dates).
 - For each room type, you'll see:
 - **Availability (AVL):** How many rooms are available per day.
 - **Rates:** Base prices applied to different rate plans (e.g., FIT, OTA, IBE).
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3. Using Filters

You can narrow down what you see using multiple filters:

- **Currency Filter** – switch between currencies.
 - **Rate Code Filter** – view by specific distribution channels (FIT, OTA, IBE, TA) or all codes.
 - **Display Filter (Select Option):**
 - **All Options** – shows both rates and availability.
 - **Rate Only** – shows only pricing data.
 - **Availability Only** – shows only room counts.
 - **Rooms Filter** – view all rooms, or select a specific room type
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4. Making Updates in the Grid

- Click directly on a rate or availability cell.
 - A **Value Override** popup will appear.
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5. Overriding Rates (Value Override)

The **Value Override** screen lets you temporarily change prices or availability for a specific date or range:

- **Current Price:** Displays the existing rate.
 - **Set Value:** Enter a new price manually.
 - **Custom Date Range:** Apply the new value across multiple days.
 - **Enter Number of Days:** Shortcut to extend the override across consecutive days.
 - After setting values, click **Save** and then press **Save Changes** in the main grid.
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6. Saving & Resetting

- Once edits are done, click **Save Changes** (top-right) to apply updates.
- If you need to undo modifications, use **Reset Changes**.