

HotelMate – Creating Room Types

Room Types define the categories of rooms available in your property (e.g., Deluxe Room, Family Room, Suite). Each room type can have its own amenities, images, and assigned rooms. Follow these steps to add and manage them in HotelMate.

1. Navigate to Room Types

- From the **left sidebar**, go to **Room & Rates** → **Rooms**.
 - Here, you will see existing room types displayed as cards with details such as number of rooms, capacity, and amenities.
 - To add a new room type, click + **Add Room Type** at the top-right.
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2. Enter Room Type Details

In the **Add Room Type** drawer, start with the **Details** tab:

- **Select Existing Room Type:** Choose from predefined room categories (if available).
 - or **create a new one** by entering:
 - **Room Type Name**
 - **Adult Space** – maximum adults the room can accommodate.
 - **Child Space** – maximum children allowed.
 - **Description** – a short note about the room.
 - Click **Next** to proceed.
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3. Select Amenities

In the **Amenities** tab, choose what facilities this room type offers. Options include:

- **General:** Air Conditioner, Fan, Mini Bar, Wardrobe, Sofa, Coffee Table, etc.
- **Bedding:** Single Bed, Double Bed, King Size Bed, Twin Bed.
- **Views:** Ocean View, Pool View, Garden View, City View, Sea View, etc.
- **Washroom:** Shower, Bathtub, Wash Basin, Hair Dryer.

Simply tick the boxes relevant to this room type.

Click **Next** when done.

4. Upload Room Images

In the **Images** tab:

- Upload high-quality photos of the room.
 - Add an optional description for each photo (e.g., “Living Area,” “Deluxe Bathroom”).
 - Click **Next**.
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5. Assign Rooms

In the **Rooms** tab:

- Enter the **Number of Rooms** under this room type
 - Provide **room numbers**
 - Each room will be linked to this room type.
 - Click **to Save** to finalize.
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6. View & Edit Room List

- Back on the Room Types page, click **Room List** (top-right).
 - This opens a drawer showing all assigned room numbers with their room type.
 - You can **edit room numbers** inline or change their type.
 - Click **Update** to save changes.
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7. Final Result

Once saved:

- The new Room Type appears as a card on the **Room Types page**.
- Each card displays:
 - Room Type Name (e.g., Family Room).
 - Number of Rooms.

- Capacity (Max Adults & Children).
 - Assigned Room Numbers.
 - Amenities list.
- Buttons available:
 - **Edit Room Type** – update details, images, or amenities.
 - **Disable** – temporarily hide the room type from availability.