

RVNG
Content Updates
Standards for Content Screens

Property>Preview - Edit All

From this screen in RVNG, you will have access to update your property content which will display on the GDS platforms.

The screenshot displays the property listing for "Execustay 550 Moreland" with a 4-star rating and an "English" language dropdown. A map on the left shows the location near San Jose International Airport. The right side contains property details and an "Edit" link. Below the map are links for "Click Map to Zoom" and "Add/Edit Photos". At the bottom is an "Availability" section header and a placeholder text "Availability section goes here.".

1. [Execustay 550 Moreland](#) ★★★★★

2. English ▾

3. Property Type: [Extended Stay](#)

4. Address: [550 Moreland Way, Santa Clara, California 95054](#)

5. [Edit](#)

Click Map to Zoom. [Add/Edit Photos](#)

Availability

Availability section goes here.

You can click on any of the blue highlighted links to access specific content. See below pages for specific guidelines on updating these sections.

1

PROPERTY NAME

Guidelines:

The standard for the Property Name is **ExecuStay at [Property Name]**

The character limit for some GDS systems is 30 characters

DO NOT CHANGE ANYTHING ON THIS SCREEN.

If you feel there is an error or you want changes made, please contact your GDS specialist.

*** This listing is not locked for edit. ***

Id:	40569523
Company Identifier:	<input type="text"/>
Demo:	<input type="checkbox"/>
Name:	<input type="text" value="Execustay 550 Moreland"/>
Description:	<div><div></div><div></div></div>
Brand:	<div>Pegasus Admin</div>
Status:	<div>Active</div>
External Reference:	<input type="text" value="40569523"/>
Commission Calc Method:	<div>Commission based on a percentage of the rate amount</div>
Commission Amount:	<div><div>10.0</div>%</div>
Commission Policy:	<div>Use Inherited Value</div> <div></div>
Advanced Rate Setup:	<input type="checkbox"/>

Request NEW Notification

• Indicates required fields.

2

PROPERTY TYPE LINK

Guidelines:

The Property Type should always be set to Extended Stay.

The suggested setting for OHG Rating is Not Defined.

The suggested setting for Vacation Click Star Rating is Not Defined.

You may add a Virtual Tour once approved by marketing.

General Information

*** This record is not locked for edit. ***

OHG Rating:

Not Defined

Property Type*:

Extended Stay

VacationClick Star Rating*:

Not Defined

Price from (nightly) (Up to 3000 characters, No HTML):

Virtual Tour (Up to 3000 characters, No HTML):

3

ADDRESS LINK

Guidelines:

Address Type = Business

Make sure property address information is correct and up to date.

Type street address and city name out completely, using capital letters.

• Address Type:

• Country:

Address

• City:

• State:

Postal Code:

Postal Extension:

County:

Latitude: 37.396152

Longitude: -121.944832

Map Zoom Level(1-10): 2

Geo Match: EXACT

Preview Map

■ Indicates required fields.

4

DETAILS – EDIT LINK

In order to Edit the description details, you will need to access the Additional Information section further down the page.

Additional Information

Details: (Continued)

550 moreland also features a professional conference room with 2 fully-equipped business centers with wi-fi. However/ should you and your friends decide to venture off the grounds youll find dozens of restaurants and trendy shops within walking distance over at rivermark village. Plus/ the 24-hour santana row-with its 70 shops/ 20 restaurants/ 5 spas just down olin avenue.

5

ADD/EDIT PHOTOS

Refer to marketing standards...

MORE EDITS...

Scroll Down the Page to access more Property Details.

6

Property Amenities

- All pets - Pets Allowed
- Coffee shop
- Fitness center on-site
- Kitchenette
- Outdoor pool
- Pets allowed
- All public areas non-smoking
- Data port
- High speed internet access
- Limited service housekeeping - housekeeping twice a month included, additional cleaning available at a charge.
- Park
- Pool
- Business center
- Family
- Internet access
- Local calls
- Parking

7

Room Features

- Cribs - 2.00
- Floors - 4
- Total rooms and suites - 430
- Extra child charge for rollaway use - 1.00
- Refrigerator
- Washer/dryer
- Extra person charge for rollaway use - 1.00
- Total rooms - 430

8

Additional Information

Details: *(Continued)*

550 moreland also features a professional conference room with 2 fully-equipped business centers with wi-fi. However/ should you and your friends decide to venture off the grounds you'll find dozens of restaurants and trendy shops within walking distance over at rivermark village. Plus/ the 24-hour santana row-with its 70 shops/ 20 restaurants/ 5 spas just down olin avenue.

Hotel Information:

Furnished apartments at oakwood executstay 550 moreland are a great centrally located home-base for silicon valley mavericks and mavens. Microsoft/ aol/netscape/ lotus/ hp and more are all your neighbors. You can either walk to the san jose light rail or zip on the montague expressway. 550 moreland is like a resort but the vacation feel never ends. Swim up next to the outdoor kitchen/zen garden/ and soothing waterfalls. Stroll over to rivermark village or hike or bike the local trails. Breathe free in our smoke-free

6

PROPERTY AMENITIES LINK

Check all amenities that apply to this property. You can refer to the attached reference file for which amenities are searchable on each of the GDS platforms.



GDS Amenity
Codes.xlsx

Property Information

*** This record is not locked for edit. ***

☐ Meeting Information

☐ Recreation Information

☐ Restaurant Information

☐ Security

Attraction Category Code

☐ Agricultural*

☐ Airport*

☐ Amusement park*

☐ Aquarium*

☐ Archeological*

☐ Arena*

☐ Army base*

☐ Auditorium*

☐ Bar*

☐ Bay*

☐ Beach*

☐ Boat dock*

7

ROOM FEATURES LINK

Check all features that apply to the rooms at this property.

Remember...Complimentary Wireless Internet Access should be included in all ExecuStay rooms!

Bed Type

*** This record is not locked for edit. ***

☐ Double*

☐ Futon*

☐ King*

☐ Murphy bed*

☐ Queen*

☐ Single*

☐ Sofa bed*

☐ Tatami mats*

☐ Twin*

Guest Room Info

☐ 1 bedroom cabin

☐ 1 bedroom suite

☐ 1 room cabin

☐ 2 bedroom cabin

☐ 2 bedroom suite

☐ 3 bedroom suite

8

ADDITIONAL INFORMATION LINK

Check all boxes that apply.

You may add short descriptive text as well. Be sure to use proper spelling and capitalization.

Text Features

*** This record is not locked for edit. ***

Meets/Exceeds Building Codes:

Not Defined

☐ Award Recognition*

☒ Check-Out Time*

☐ Composite Paragraph

☐ General Commission Information*

☒ General Policy Information*

☒ Area Attraction Information*

☒ Check-In Time*

☐ Commission Processor

☒ Corporate Location Information*

☐ General Meeting/Conference Information*

☒ General Transportation Information*

ACCEPTED CREDIT CARD UPDATES

Verify and edit which credit cards are accepted at your property.
Click on the Credit Cards link from your property home page

Execustay 550 Moreland

Listing Info

- » [Preview](#) [Edit All](#)
- » [Credit Cards](#)
- » [Phone / Email](#)
- » [Key Contacts](#)
- » [Images-Booking Engine](#)
- » [Image Gateway](#)
- » [Select Nearby Airports](#)
- » [History](#)
- » [Update Airport Info](#)
- » [Generic Room Setup](#)
- » [Checklist](#)

My Arrivals

Booking Date: Arrival Date:

[Filter](#) [Clear](#)

* Multiple Room Booking
Bookings in blue have been modified

Guest	Booked	Arrival	Nights	Guests	Status	Confirmation	Commission
Tester, Test	21 Jun 2012	03 Dec 2012	49	1	Canceled	463816640760	NC

To change Credit Cards accepted at your property:

1. Click on Edit Link at the top
2. Click Activate/Inactivate next to the Credit Card Name
3. Click Publish Link at the top

Setup Credit Cards

[Edit](#)

[Undo](#)

[Publish](#)

English



Card Name	Card Type	Payment	Guarantee	Deposit	Authorization	Validation		
AH	Credit	✗	✗	✗	Manual	Mod 10 Check	Activate	Edit
American Express	Credit	✓	✓	✓	Manual	Mod 10 Check	Inactivate	Edit
CA	Credit	✗	✗	✗	Manual	Mod 10 Check	Activate	Edit
Carte Blanche	Credit	✓	✓	✓	Manual	Mod 10 Check	Inactivate	Edit
Diners Club	Credit	✓	✓	✓	Manual	Mod 10 Check	Inactivate	Edit
Discover	Credit	✓	✓	✓	Manual	Mod 10 Check	Inactivate	Edit
Euro Card	Credit	✓	✓	✓	Manual	Mod 10 Check	Activate	Edit
IK	Credit	✗	✗	✗	Manual	Mod 10 Check	Activate	Edit
Japanese Credit Bureau	Credit	✓	✓	✓	Manual	Mod 10 Check	Inactivate	Edit
MA	Credit	✗	✗	✗	Manual	Mod 10 Check	Activate	Edit
MasterCard	Credit	✓	✓	✓	Manual	Mod 10 Check	Inactivate	Edit
Visa	Credit	✓	✓	✓	Manual	Mod 10 Check	Inactivate	Edit
enRoute	Credit	✓	✓	✓	Manual	Mod 10 Check	Activate	Edit

2

PREFERENCES UPDATES

Verify all your property preferences and policies. Update as needed.

If you need a new policy created, please contact _____.

Actions

- » Inventory-Rates
- » Rate Sequencing
- » Policies
- » Contracts
- » **Preferences**
- » Group Management
- » Reservation Find-View
- » Simple Policy Setup
- » Edit IBE Styles
- » Mass Modify
- » Notifications
- » Season Setup
- » Rate Calendar
- » PMS Rejects

1. Click on **Preferences** under the Actions section of your property home page.
2. Review and update the preferences and policies by clicking **Inactivate/Activate** or the **Edit** link.
3. Be sure to Save Changes before exiting the Edit screen.

Setup Preferences

English ▾



Preference Type	Preference Value	Add New	
Default minimum advance book	3	Inactivate	Edit
Default Cancellation Policy	Cancel 14 days prior to arrival to avoid penalty equal to 14 nights stay plus tax	Inactivate	Edit
Default Guarantee Policy	Credit Card Guarantee Required	Inactivate	Edit
Default Currency	US Dollar	Inactivate	Edit
Default Language	English	Inactivate	Edit
Default Lodging Tax Policy	14.5 Pct Sales Tax	Inactivate	Edit
Property Time Zone	Eastern : Eastern Time (U.S.,Canada)	Inactivate	Edit