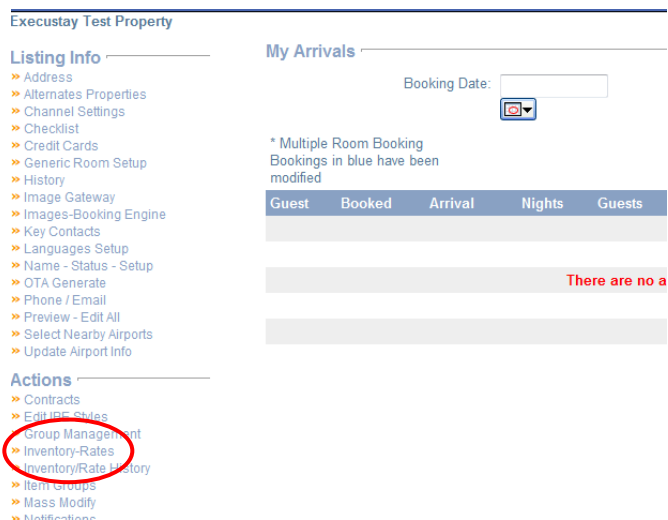
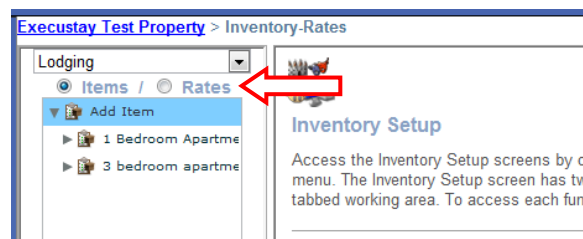


## Steps to Load ExecuStay eDeal Rates in RVNG

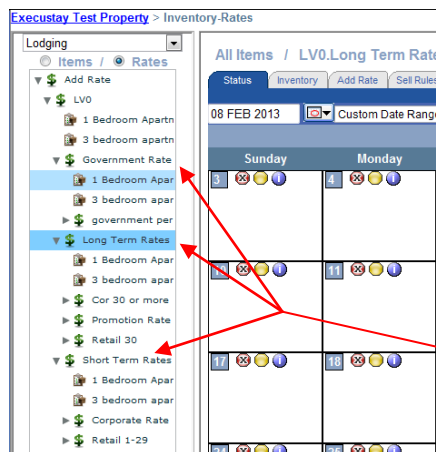
1. Sign into RVNG
2. Go to the property dashboard for the specific property you want to load rates for
3. Under the ACTIONS heading, click on INVENTORY-RATES



4. Click on the RATES Radio Button at the top left of the screen



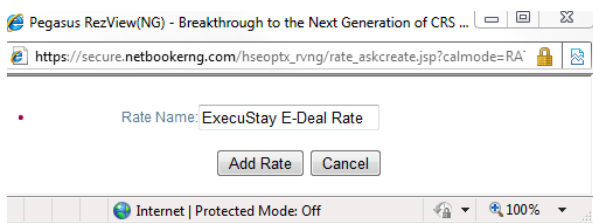
5. This will display the rate tree for the property.



The rate tree is organized as a hierarchy, LV0 being the control for all rates. Under LV0 are rate groups that each specific rate program is assigned to.

For the property in the example...rate groups are Long Term Rates, Short Term Rates, Government Rates

6. Highlight the rate grouping your E-Deal Rate will belong to and right click.  
(For our example, we will use the Long Term Rates group)
7. A dialog box will appear. Highlight and click on ADD RATE
8. The below box will be displayed. Type the name of the rate in the box and click Add Rate
  - a. Enter the Rate Name exactly as it appears below.
    - i. ExecuStay E-Deal Rate



9. RVNG will then display the RATE Wizard.

10. Click on Step 1. Build Rate Plan

- a. Enter the GDS Rate description (see example on next page).

Due to GDS space limitations, the descriptions must be built with the following character limits...

Line 1 no more than 30 characters

Lines 2 and 3 no more than 45 characters each

*\*Please note that the only special characters that should be used are the slash, dash, comma and period*

- b. Rate Plan Begin Sell and end Sell dates

Begin Sell Date will always be today

End sell date will be the last date rate should be sold(recommendation is to leave this

blank)

- c. Rate Plan Active Begin and end dates – leave these blank

- d. Language is always English

- e. Notify GDS, always click this box

11. Click on Next

# Loading Instructions for eDeals Rates 2013

All Items / LV0.Long Term Rates.ExecuStay E-Deal Rate (US Dollar)

Status	Inventory	Add Rate	Sell Rules	Policies	Rate Setup	Rate Wizard	Contracts	Channels	History
--------	-----------	----------	------------	----------	------------	-------------	-----------	----------	---------

### Rate Wizard

✓ 1. Build Rate Plan

✓ 2. Controls

3. Room Types

4. Rates

5. Channels

6. Contracts

7. Completion

**Build Rate Plan:**

Rate Name: ExecuStay E-Deal Rate

Rate Description: ExecuStay E-Deal Rate

GDS Rate Name: ExecuStay E-Deal Rate

GDS Rate Description: ExecuStay E-Deal Rate includes  
parking internet and biwkly housekeeping. Guest  
email required or reservation may be cancelled

**Rate Plan Begin Sell & End Sell Dates:**

Begin Sell Date: 08 Feb 2013 End Sell Date:

**Rate Plan Active Begin & End Dates:**

Active Begin Date: Active End Date:

**Language:**

English

**Notify GDSs:**

Notify: ☒

Cancel Next

## Step 2 Controls

This tab is where you will set any controls that are specific for the rate and are different from the property.

12. Currency – Should always be set to US Dollar (unless the property is in a different country, then it should be that country's currency)
13. Commission Type – eDeals rate is commissionable so leave as USE INHERITED VALUE.
14. If the guarantee and cancel policies for this rate match the property level policies, then leave these selections as USE INHERITED VALUE. If the rate have a different policy, then click on the appropriate drop down menu and select the correct policy
15. Rate Calculation Method –  
 If rate will have specific rates assigned then leave the box as STANDALONE RATE  
 If rate will be based off another rate, click on the Calculation Method drop down menu and select the appropriate option and select the parent rate.
16. Ensure that the RATE FOR SALE box is checked
17. Click on NEXT

All Items / LV0.Long Term Rates.ExecuStay E-Deal Rate (US Dollar)

Status Inventory Add Rate Sell Rules Policies Rate Setup Rate Wizard Contracts Channels History

Rate Wizard

1. Build Rate Plan  
 2. Controls  
 3. Room Types  
 4. Rates  
 5. Channels  
 6. Contracts  
 7. Completion

Currency: US Dollar USD

Commission Type: Use Inherited Value

Commission Amount: 0

Policies:

Guarantee: Use Inherited Value

Cancel: Use Inherited Value

Meal Plans: Use Inherited Value

Marketing Messages: Marketing Messages

Meal Plan Included YN: ☐

Meal Plan Added YN: ☐

Auto Choose First Item: ☐

Rate Calculation Method:

Calculation Method: Standalone Rate

Rate for Sale: ☒

Rate Available for Bar: ☐

Strikethrough Calculation Method: Policy

Back Cancel Next

## Step 3 Room Types

### 18. Click on either Radio Button:

Rate plan applies to all hotel room types – use this if all property apartment types are included in the rate

Rate plan applies to selected room types – use this if only select apartment types are included in the eDeals promo. Then select each specific apartment in the box below the radio buttons

### 19. Click NEXT

All Items / LV0.Long Term Rates.ExecuStay E-Deal Rate (US Dollar)

Status Inventory Add Rate Sell Rules Policies Rate Setup **Rate Wizard** Contracts Channels History

#### Rate Wizard

1. Build Rate Plan

2. Controls

3. Room Types

4. Rates

5. Channels

6. Contracts

7. Completion

**Build Rate Plan:**

**Rates and Room Types:** ☐ Rate Plan applies to all hotel room types

☒ Rate Plan applies to selected room types

**Room Types:** Select Room Type that can be sold in this rate plan

Room Types

☒ 1 Bedroom Apartment

☐ 3 bedroom apartment

Back

Cancel

Next

## Step 4 Rates

20. Select seasonal start and end dates. These are the dates that the rate will be available
21. Enter 1 adult and 2 adult rate in the rate grid
22. Click on Save rates
23. Click on NEXT

All Items / LV0.Long Term Rates.ExecuStay E-Deal Rate (US Dollar)

Status Inventory Add Rate Sell Rules Policies Rate Setup **Rate Wizard** Contracts Channels History

### Rate Wizard

1. Build Rate Plan

2. Controls

3. Room Types

4. Rates

5. Channels

6. Contracts

7. Completion

**Rates and Room Types:**

Rate Type:      Currency: USD

Days: ☒ Sun: ☒ Mon: ☒ Tues: ☒ Wed: ☒ Thurs: ☒ Fri: ☒ Sat:

Seasonal Start Date: 11 Feb 2013      Seasonal End Date: 31 Dec 2013

Guarantee: Use Inherited Value

Cancel: Use Inherited Value

Room Type	1 Adult	2 Adults	Extra Adult	Child 1
1 Bedroom Apartment	99	99	0.00	0.00

Clear      Save Rates

**Rate Summary:** These are the rates you have entered so far...

Start Date	End Date	S	M	T	W	R	F	S	Room Type	1 Adult	2 Adults	Extra Adult	Child 1	Guarantee	Cancel
11 Feb 2013	31 Dec 2013	Y	Y	Y	Y	Y	Y	Y	1 Bedroom	99	99	0.00	0.00	Use Inher	Use Inherited Value

Back      Cancel      Next

## Step 5 Channels

24. Select the GDS rate category – click on Drop down box and select Promotion
25. Click on NEXT

The screenshot shows the 'Rate Wizard' interface. The 'Channels' step is active, showing options to sell rates via GDS, Voice, Booking engine, and PMS. The 'GDS Rate Category' is set to 'Promotion'. Below this, there are checkboxes for ADS, Amadeus, Galileo, and Sabre, each with an 'Override RPC' button. To the right, there are four tables showing room types and codes for each channel.

Room Type	Room Code	Rate Code	Booking Code
1 Bedroom Apartment	APT	PRO	APTPRO
2 Bedroom Apartment	AP1	PRO	AP1PRO

Room Type	Room Code	Rate Code	Booking Code
1 Bedroom Apartment	A*T	PRO	A*TPRO
2 Bedroom Apartment	A1*	PRO	A1*PRO

Room Type	Room Code	Rate Code	Booking Code
1 Bedroom Apartment	APT	PRO	APTPRO
2 Bedroom Apartment	AP1	PRO	AP1PRO

Room Type	Room Code	Rate Code	Booking Code
1 Bedroom Apartment	APT	PRO	APTPRO
2 Bedroom Apartment	AP1	PRO	AP1PRO

At the bottom of the main area are 'Back', 'Cancel', and 'Next' buttons.

## Step 7 Completion

26. Review the rate program details and click on SAVE RATE
27. When dialog box that states “Rate was saved” is displayed, click OK

At this point the rate is built and within 24 hours, the automation programs in RVNG will map the rate to all GDS / ADS and the IBE and it will then be bookable.

**Be sure to go to ExecuStay.com to test that your rate is selling as desired.**