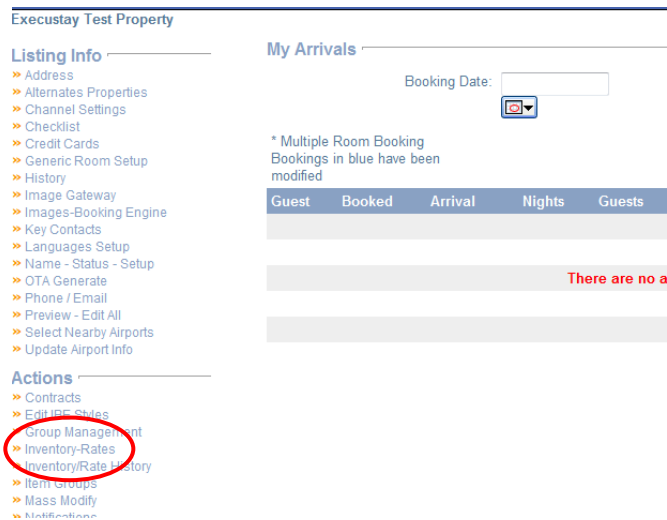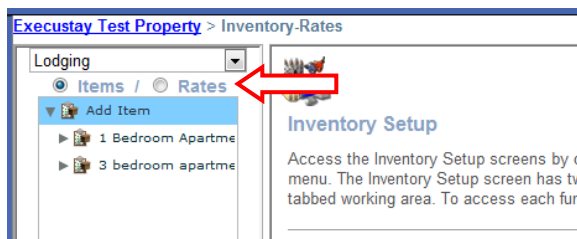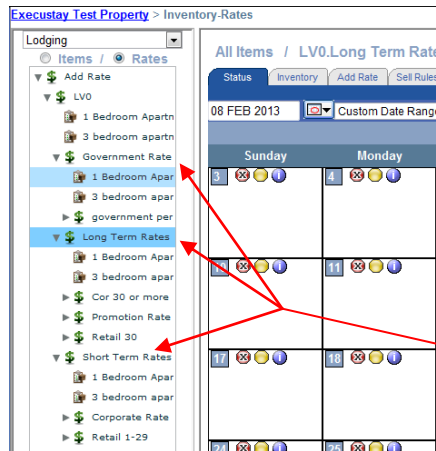**Steps to Load ExecuStay eDeal Rates in RVNG**

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

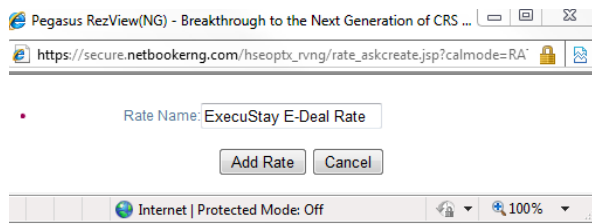4. Click on the RATES Radio Button at the top left of the screen

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

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 county'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

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

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

Step 5 Channels

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

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.