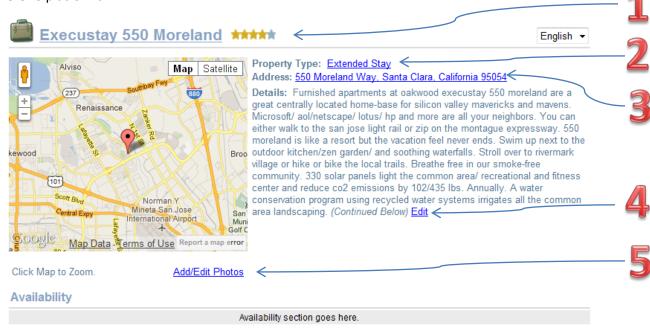
RVNG Content Updates Standards for Content Screens

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.



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

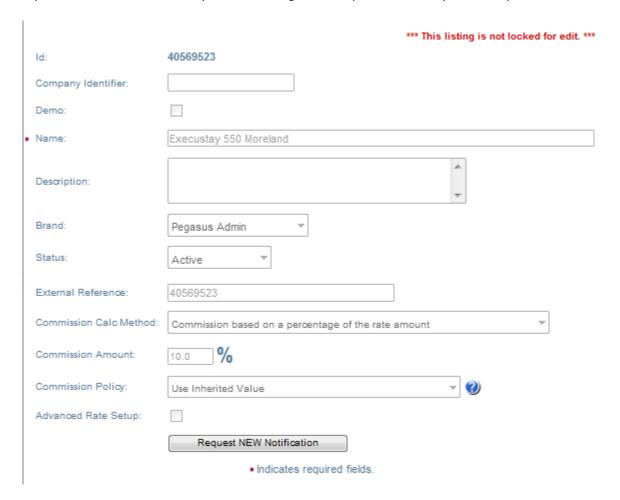


Guidelines:

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.



2 PROPERTY TYPE LINK

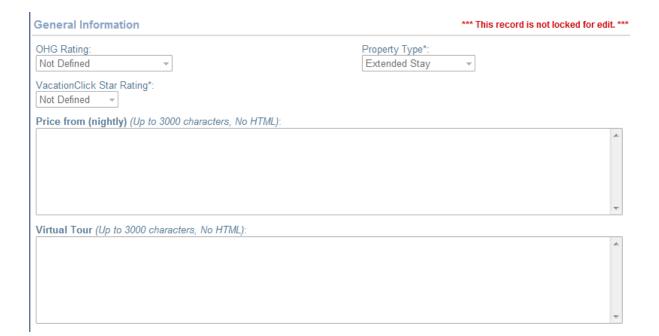
Guidelines:

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.





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.





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.



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
- All public areas non-smoking
- Coffee shop
 Fitness center on-
 - High speed internet access

Data port

- Kitchenette
 Limited service housekeeping housekeeping twice a month included, additional cleaning available at a charge.
- Outdoor poolPets allowedPool

- Business center
- Family
- Internet access
- Local calls
- Parking



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



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.

Hotel Information:

Furnished apartments at oakwood execustay 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



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.



Property Information	*** This record is not locked	for edit. ***
Meeting Information	Recreation Information	
Restaurant Information	Security	
Attraction Category Code		
Agricultural*	☐ Airport*	
Amusement park*	Aquarium*	7
☐ Archeological*	☐ Arena*	7
Army base*	☐ Auditorium*	
□ Bar*	☐ Bay*	_
	Dock dock*	_



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



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 edi			
Meets/Exceeds Building Codes:	✓ Area Attraction Information*			
Not Defined ▼	3.5 mi - Mission College / 03 mi - Paramount S Great Am			
Award Recognition*	✓ Check-In Time*			
	1600			
✓ Check-Out Time*	Commission Processor			
1100				
Composite Paragraph	✓ Corporate Location Information*			
	2.4 mi - at and t / 2.6 mi - brocade / 3.8 mi - hewlett pacl			
General Commission Information*	☐ General Meeting/Conference Information*			
✓ General Policy Information*	✓ General Transporation Information*			
Cash policy - cash not accepted for payment	South and east bay airport shuttle - 408-866-6660 at a ch			

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



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



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

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 Preferences Group Management » Reservation Find-View » Simple Policy Setup

- 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

» Edit IBE Styles

» Season Setup

» Rate Calendar » PMS Rejects

Mass Modify » Notifications

English ▼



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