

Loading New Rates in Chorum

- Select Revenue Management Module from Main Menu on Left
- Click “Rate Code Maintenance” from sub-menu
- First Search, to make sure a rate code is not already created
- If no rate code Click “+ Add Rate Code”

Rate Code	Description	Rate Format	Market Segment
*** Monthly	Monthly Rate	Daily Rate	(none)
*** Weekly	Weekly Rate (7+ nights)	Daily Rate	(none)
*** Nightly	Rack Rate 1-6 nights	Daily Rate	(none)
*** Govt/Milit	Government/Military	Daily Rate	(none)
*** Enviro	Environamics	Daily Rate	Construct
*** Nurse	Travel Nurse	Daily Rate	Healthcare
*** FLUOR	Fluor Corp Rate	Daily Rate	Corporate
*** LOCKHEED	Lockheed Martin	Daily Rate	Corporate
*** BMW	BMW	Daily Rate	Corporate
*** STEVENS	Stevens Aerospace	Daily Rate	Corporate
*** TURF	Turf Solutions	Daily Rate	Proj/Other
*** GREATDANE	Great Dane Petroleum	Daily Rate	Proj/Other
*** CLEAN	Clean Energy Engineering	Daily Rate	Proj/Other
*** Chamber	Chamber	Daily Rate	Corporate
*** ExpediaC	Expedia Prepaid	Daily Rate	(none)
*** ExpediaH	Expedia Hotel Collect	Daily Rate	(none)
*** ExpediaP	Expedia Package Rate	Daily Rate	(none)
*** ExpediaCW	Expedia Pre-Paid Weekly	Daily Rate	(none)
*** ExpediaHW	Expedia Hotel Collect Weekly Rate	Daily Rate	(none)
*** Booking	Booking.com	Daily Rate	(none)
*** BookingW	Booking.com Weekly Rate	Daily Rate	(none)
*** BookingM	Booking.com Monthly	Daily Rate	(none)
*** AIRBNBN	AIRBNB Nightly King	Daily Rate	(none)
*** AIRBNBNOC	AIRBNB Nightly CO	Daily Rate	(none)

- In Pop-Up window there are two options “Plan Rate” or “Dynamic Rate”
 - Creating an LNR use “Plan Rate” use pre-selected “Daily (Day of Week)”
 - Never use “Weekly, “Monthly” or “Daily (Day of Stay)”
 - Creating a discount rate use “Dynamic”

Choose Rate Plan Type

Define Rate Type

Plan Rate - Rate Amounts Defined

Rate Format

Daily (Day of Week)

Daily (Day of Stay)

Weekly Rate (7 Days)

Monthly Rate (28 Days)

Dynamic Rate - Rate Code is discount or increase of an existing Rate Code

Rate Code

Package Configuration

Configure as a Package

OK Cancel

LNR – Set Rates

- Fill In Required Fields
 - Rate Code – Abbreviated name
 - Description – Company or Description of who is getting rate code “Event”
 - Market Segment – Select from Drop Down (Optional but fill out if known)
 - Post To – **MUST** Select “Room” from drop down
 - Select “Restricted” if only certain employees can book rate code (password access)
 - Select “Confidential” if rates should not be seen by guests
 - Mark if commissionable
 - If tax exempt click next to “Tax Exemptions” and select appropriate taxes
 - If no minimum length of stay make Min LOS 1 otherwise enter LOS restriction
 - If making multiple rate codes for daily, weekly, monthly enter Max LOS otherwise make it 999
 - Example If rate is for Daily Make Min 1 and Max 6
 - Occupancy Rules would be if you want to close code at a certain occupancy (NLRA)
 - Click “Save” not “Save & Close”

Rate Plan Type: Daily Rate

Rate Code	Description	Market Segment	Currency	Post To	Restricted	Confidential	Active
TEST	Test Company	Corporate	USD	Room	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Rate Code Options

Rate Plan is: Commissionable Not Commissionable

Tax Exemptions:

Keep the same rate on room type change

Yielding Controls

Rate Eligible for Stays

Min LOS:

Max LOS:

Fees and Charges

Special Requests:

Route Special Requests with Room/Tax

Bundle special requests as part of a package rate

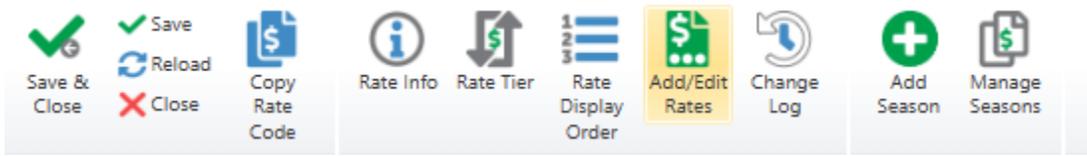
Late Fees & Penalty Surcharges:

Route Fees with Room/Tax

Occupancy Rules

Close this Rate Code when Hotel Occupancy meets or exceeds %

- Click “Add/Edit Rates” from top Menu
- Click “Add Season” and enter dates rates will be valid select “Ok”
 - You can make multiple seasons if rates change



Add Rate Season

Start Date:

End Date:

Enable Rate Tiers:

- If more than one season, select correct season in drop down box
- Enter Rates
 - Select Room Types or click “Select All” if rates apply to all room types
 - Select Days of Week or “Select All,” “Weekends” or “Weekdays”
 - Enter Rates for 1/2/3/4 Adults – Same if no increase based on occupancy
 - Click “Auto Fill”
 - Click “Save”

Room Type(s)	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
KING	\$109.00	\$109.00	\$109.00	\$109.00	\$109.00	\$129.00	\$129.00
DBLQN	\$119.00	\$119.00	\$119.00	\$119.00	\$119.00	\$139.00	\$139.00
ADAK	\$109.00	\$109.00	\$109.00	\$109.00	\$109.00	\$129.00	\$129.00
ADAQQ	\$119.00	\$119.00	\$119.00	\$119.00	\$119.00	\$139.00	\$139.00

- To add a new season, you can create new by clicking “Add Season” or you can copy existing, to maintain rates by clicking “Copy Rate Season” (blue circles above)
- When Done, click “Save & Close”
- Double Check by trying to book new reservation using rate code

Confirmation #: _____ Folio: _____ Credit Card Authorization: \$0.00 Folio Balance: \$0.00

Arrival Date: Tuesday 1/9/2024 Nights: 1 Departure Date: Wednesday 1/10/2024

Rate Code: TEST - Test Company Rate: \$119.00 Room Type: DBLQN - Suites with 2 Que

Dynamic Rates

- Select “Dynamic Rate” and use drop down box to select Rate code to discount

Choose Rate Plan Type

Define Rate Type

Plan Rate - Rate Amounts Defined

Rate Format

Daily (Day of Week)

Daily (Day of Stay)

Weekly Rate (7 Days)

Monthly Rate (28 Days)

Dynamic Rate - Rate Code is discount or increase of an existing Rate Code

Rate Code

Package Code

Configure as

Monthly

Weekly

Nightly

79/84 Neg

84/89 Neg

89/94 Neg

94/99 Neg

- Fill in Required Fields, Same as Flat Rates
- Click “Add/Edit Rates”
- Select “Adjust Rate” either as decrease or increase
- Select “Rate Code” from drop down
- Select if percentage or dollar amount
- Enter Amount
 - 10% Discount off Nightly Rates in Example Below

Rate Info

Save & Close | Save | Reload | Copy Rate Code | Rate Info | Rate Display Order | Add/Edit Rates | Change Log

Rate Plan Type: **Daily Rate**

Rate Code: TEST | Description: Test Company | Market Segment: Construct | Currency: USD | Post To: Room | Restricted: | Confidential: | Active:

Rate Adjustment

Adjust Rate: Decrease | From Rate Code: Nightly | Percentage/Amount: Percentage | 10 |

Season: 1/1/2023 - 12/31/2024 | View By: Dynamic Rates

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
▶ KING	\$80.10	\$80.10	\$80.10	\$80.10	\$80.10	\$80.10	\$80.10
▶ DBLQN	\$98.10	\$98.10	\$98.10	\$98.10	\$98.10	\$125.10	\$125.10
▶ ADAK	\$89.10	\$89.10	\$89.10	\$89.10	\$89.10	\$89.10	\$89.10
▶ ADAQQ	\$98.10	\$98.10	\$98.10	\$98.10	\$98.10	\$125.10	\$125.10

Options for Company/Guest to Book Rates

- Direct Link to website with their rates populated (site specific)
- Promo code to use on website (can be multiple sites if codes identical)
- GDS Rate Loading