

**Hotels, B&B & Guest Accommodation - Update your room availability!**

→ Go to <http://www.sussexbythesea.com/site/key-information/about-us>

→ Enter your User ID and Password and click on Login.

Once logged in you will be presented with the details for your establishment.

To the left-hand side of the screen there will be 5 main buttons as follows;

<a href="#">Edit Product</a>	Allows the user to choose which establishment they would like to update.
<a href="#">Product Details</a>	Displays the details for your establishment.
<a href="#">Edit Details</a>	Allows the user to update the contact details for the establishment.
<a href="#">Availability</a>	Allows the user to update availability and pricing.
<a href="#">Reports</a>	Allows the user to view statistics for their establishment.

→ If any of these buttons are missing, please contact [margaret.murphy@arun.gov.uk](mailto:margaret.murphy@arun.gov.uk)

→ Click on the Availability button on the left of the screen to update your availability.

You will be presented with a screen that lists all of your room types - see next page .

**Test Hotel - DO NOT FORWARD TO VISITORS :: Edit Availability**

Set **blanks** to default Prices       Set **all** to bookable  
 (No confirmation of availability needed)

Set **all** to default prices       Set **all** to indicative  
 (Availability to be confirmed before booking)

Hotel Full       Hotel Empty

Jump to  Copy into

Single Room (6 units, Per Person Per Night (Breakfas))						
Date	Minimum Nights	Breakfast	Rooms	Hotel Price	Indicative	
21 Jan 2006 Sat	<input type="text" value="No Minimum"/>	<input checked="" type="checkbox"/>	<input type="text" value="6"/>	£ <input type="text" value="120.00"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
22 Jan 2006 Sun	<input type="text" value="No Minimum"/>	<input checked="" type="checkbox"/>	<input type="text" value="6"/>	£ <input type="text" value="120.00"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
23 Jan 2006 Mon	<input type="text" value="No Minimum"/>	<input checked="" type="checkbox"/>	<input type="text" value="6"/>	£ <input type="text" value="120.00"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
24 Jan 2006 Tue	<input type="text" value="No Minimum"/>	<input checked="" type="checkbox"/>	<input type="text" value="6"/>	£ <input type="text" value="120.00"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
25 Jan 2006 Wed	<input type="text" value="No Minimum"/>	<input checked="" type="checkbox"/>	<input type="text" value="6"/>	£ <input type="text" value="120.00"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
26 Jan 2006 Thu	<input type="text" value="No Minimum"/>	<input checked="" type="checkbox"/>	<input type="text" value="6"/>	£ <input type="text" value="120.00"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
27 Jan 2006 Fri	<input type="text" value="No Minimum"/>	<input checked="" type="checkbox"/>	<input type="text" value="6"/>	£ <input type="text" value="120.00"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Figure 1– Updating Availability of a Hotel / B&B room

## Hotels, B&B & Guest Accommodation - Update your room availability!

### Hot Tip - Update several months in advance

Initially entering several months availability and prices in advance will make it easier to manage the availability and price updating for your establishment.

**Once this is done you only need to make changes as bookings come in or as rooms/units become available.**


*Entering several months' availability in advance also ensures that customers are able to see in advance when your rooms/units are available for booking on dates when they may wish to visit. We know that thousands of visitors to the VICs and the websites are searching for availability on particular dates!!*

The following options are available on the screen:

 Set **all** to default prices

This button sets all rooms/units to display default (standard) prices for the week.

NB. default prices will be the ones entered on the system by Margaret at Sussex by the Sea, as advised by you.


 Set **blanks** to default Prices

This button sets all of the rooms/units for which you have not entered specific prices to the default prices.

e.g. If your single room is £45 on Fri & Sat one week, enter '45' in the Fri & Sat boxes and then use this button to fill in default prices on the other days of the week.

 Set **all** to indicative  
(Availability to be confirmed before booking)

This button enters ticks in the Indicative box and thus sets all rooms/units to have indicative availability for the week. This means that you have indicated that the rooms are available but you must be contacted before booking to check that you still have availability.

 Set **all** to bookable  
(No confirmation of availability needed)

This button removes ticks from the Indicative box and thus sets all rooms to be bookable online for the week. This means that you are happy to receive automated bookings for those rooms.

 Hotel **Empty**

This button enters the maximum number of rooms/units of each type in the room box for to show that all rooms are available for the week.

 Hotel **Full**

This button enters 0 in the room box which indicates that you are full and have no rooms available for the week.

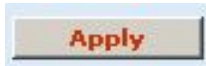
## Hotels, B&B & Guest Accommodation - Update your room availability!

- For each room type, enter the number of rooms/units that you still have available into the room box for each day and then update your prices. You can either use the buttons described above or click into the fields and type the correct figures.
- **REMEMBER TO INCLUDE YOUR PRICES RELEVANT TO EACH DAY / WEEK TO ENSURE THE UP TO DATE DETAILS ARE FOUND BY THE AVAILABILITY SEARCH ENGINE!**
- If you plan to only take guests who are going to stay for a certain number of nights click on the dropdown at the end of the No Minimum box and select the required number of nights.




The “Arrow” button (or small triangle) next to the boxes at the top of each week will copy the information from the first day of the week (in this case Monday), to the remainder of the week.


- Once you have updated your details for the week click on the **Apply** button.




### Shortcuts for Updating a Week's Availability



 **Set all to indicative** This button puts ticks in the **Indicative** field for each night. These ticks indicate that Tourist Information Centre staff and web visitors will need to call and check with an establishment that they still have availability prior to placing a booking.

 **Set all to bookable** Clicking on this button will remove the ticks from the **Indicative** fields. This will mean that Tourist Information Centre staff and visitors to the website can make bookings with the establishment without having to first contact the provider.


 **Set all to available** This automatically populates the **Units** field with the maximum number of properties you have. This indicates to visitors that all properties are available for the whole week.

 **Set all to unavailable** This button will put a 0 in all of the Unit fields for the whole week which indicates that an establishment is full and has no properties available.

### Copying Availability into Subsequent Weeks

It is possible to copy the information into subsequent weeks. First save the changes to the current week by clicking on Apply, then use the **Copy into**     dropdown to select the week to copy the information into and then click on Apply.

### Copying Availability into Multiple Weeks

It is also possible to copy availability into multiple weeks by clicking on  next to the copy into box. Select the weeks that the availability needs to be copied into (multiple weeks can be selected by holding the Control key down and clicking on all of the weeks that the availability should be copied into) and then click on OK.

## Hotels, B&B & Guest Accommodation - Update your room availability!

### Golden Rules

- Remember to click  to save changes for a particular week.
- Having clicked on  it is then possible to update availability and prices for other weeks.
- Only click on  when all updating is finished. This will save any changes made and return to the **Product Details** page from where it is possible to log out of the Extranet.
- **If you're property has been entered as available then a price must be listed. If not this will show on the live site as unavailable.**
- ALWAYS check your page on the live website to make sure everything you have entered is displaying correctly.

### Help Contact Details

If you would like amendments made to your data or you require assistance please contact your local Visitor Information Centre or Tourism Officer.

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