NEW RATES & AVAILABILITY TAB

RATES & AVAILABILITY TAB

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The new Rates & Availability Tab shows :

- the number of beds you have setup for a specific room type - **Total Available Beds**
- the number of beds you have allocated per day for that room type - **Availability**
- your **Standard Rate**
- your **Non-refundable Rate/** and **%** (if added)

HOME	BOOKINGS	RATES & AVAILABILITY	PROPERTY SETUP	REPORTS	MARKETING

Rates & Availability	Add/Edit Rate Types	Add/Edit Room Type

Your last available date online is: 23 Nov, 2019

ⓘ Updates are saved automatically

⚡ **Bulk Update**

TWO WEEKS PERIOD: 25 Nov, 2016 – 8 Dec, 2016	Fri 25 Nov	Sat 26 Nov	Sun 27 Nov	Mon 28 Nov	Tue 29 Nov	Wed 30 Nov	Thu 1 Dec	Fri 2 Dec	Sat 3 Dec	Sun 4 Dec	Mon 5 Dec	Tue 6 Dec	Wed 7 Dec	Thu 8 Dec

˅ Dormitories

DORM Standard 4 Bed Female Dorm Ensuite		Fri 25	Sat 26	Sun 27	Mon 28	Tue 29	Wed 30	Thu 1	Fri 2	Sat 3	Sun 4	Mon 5	Tue 6	Wed 7	Thu 8
	Total Available Beds	8	8	8	8	8	6	8	8	8	8	8	8	8	8
	Availability ⚡	2	2	2	2	2	0	8	8	8	8	8	8	8	8
	Standard Rate (EUR) ⚡	26.00	26.00	26.00	26.00	26.00	26.00	26.00	26.00	26.00	26.00	26.00	26.00	26.00	26.00
	Non-refundable Rate (-10%)	23.40	23.40	23.40	23.40	23.40	23.40	23.40	23.40	23.40	23.40	23.40	23.40	23.40	23.40

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Rates & Availability screen always defaults to today's date and shows you two weeks from today. You will see all room types you have setup listed down.

To change the availability or rates for a period you are looking at simply add your new number of beds to the selected box and wait few seconds until your entry is **saved** – you will see small white tick mark in the right-top corner when this is done (see below)

To add your non-refundable rate click on **Active Non-refundable rate** link located under selected room type and select **Add Rate** in the next screen ...

Rates & Availability	Add/Edit Rate Types	Add/Edit Room Type

Your last available date online is: 23 Nov, 2019

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⌄ Dormitories

DORM Standard 4 Bed Female Dorm Ensuite															
Total Available Beds	8	8	8	8	8	6	8	8	8	8	8	8	8	8
Availability ⚡	2	2	2	2	2	0	8	8	8	8	8	8	8	8
Standard Rate (EUR) ⚡	26.00	26.00	26.00	26.00	26.00	26.00	26.00	26.00	26.00	26.00	26.00	26.00	26.00	26.00
Non-refundable Rate														

Activate Non-refundable rate

DORM Standard 4 Bed Female Dorm Ensuite		WEEKDAYS	WEEKENDS	
	Standard Rate	26.00	26.00	
	Non-refundable Rate	Non-refundable rate has not been added		**Add Rate**

You will need to configure your **non-refundable percentage (%)** and once you select it click **Save** and **Turn** your non-refundable rate **On** (see below)

DORM Standard 4 Bed Female Dorm Ensuite	Standard Rate	WEEKDAYS 26.00	WEEKENDS 26.00	
	Non-refundable Rate	Non-refundable rate has not been added		**Add Rate**

DORM Standard 4 Bed Female Dorm Ensuite	Standard Rate	WEEKDAYS 26.00	WEEKENDS 26.00	
	Non-refundable Rate − 0% + Save			OFF

Configure your Non-refundable percentage here.

DORM Standard 4 Bed Female Dorm Ensuite	Standard Rate
	Non-refundable Rate − -5% + **Save**

Switch to 'On' for your non-refundable rate to display on Hostelworld

DORM Standard 4 Bed Female Dorm Ensuite	Standard Rate	WEEKDAYS 26.00	WEEKENDS 26.00	Rate now active on Hostelworld
	Non-refundable Rate − -5% + Save	(-5%) 24.70	(-5%) 24.70	ON

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To change your non-refundable rate, simply adjust your percentage to the new value and **Save** it. Since this new figure will replace your existing non-refundable rate, you will need to re-confirm your adjustment before saving it. **Press Yes** on the pop-up window to continue and **Save** your new rate (screenshot 1-2).

To remove your non-refundable rate completely, you must **Turn** it **Off** (screenshot 3)

DORM		WEEKDAYS	WEEKENDS		
Standard 4 Bed Female Dorm Ensuite	Standard Rate	26.00	26.00		
	Non-refundable Rate − -10% + Save	(-10%) 23.40	(-10%) 23.40		ON

This will replace your existing non-refundable rate. Are you sure you want to continue?

No   Yes

DORM		WEEKDAYS	WEEKENDS		
Standard 4 Bed Female Dorm Ensuite	Standard Rate	26.00	26.00	Rate plan saved	
	Non-refundable Rate − -10% + Save	(-10%) 23.40	(-10%) 23.40		ON

HOSTELWORLDGROUP

You should re-check your Non-refundable rate in the **Rates & Availability** screen once you add it or adjust it:

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Non-refundable rate can be enabled or disabled for a selected day or period .
Press On/Off button in the **Rates & Availability** screen to enable or disable your non-refundable rate for a selected day or
go to **Bulk Update** to enable or disable your non-refundable rate for a longer periods.

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Bulk Update will let you update your availability for long periods up to 3 years.

Click **Bulk Update** button to open it

| | Rates & Availability | Add/Edit Rate Types | Add/Edit Room Type |

Your last available date online is: 23 Nov, 2019

ⓘ Updates are saved automatically

⚡ Bulk Update

TWO WEEKS PERIOD: 25 Nov, 2016 – 8 Dec, 2016		Fri 25 Nov	Sat 26 Nov	Sun 27 Nov	Mon 28 Nov	Tue 29 Nov	Wed 30 Nov	Thu 1 Dec	Fri 2 Dec	Sat 3 Dec	Sun 4 Dec	Mon 5 Dec	Tue 6 Dec	Wed 7 Dec	Thu 8 Dec

⌄ Dormitories

DORM Standard 4 Bed Female Dorm Ensuite	Total Available Beds	8	8	8	8	8	6	8	8	8	8	8	8	8	8
	Availability ⚡	2	2	2	2	2	0	8	8	8	8	8	8	8	8
	Standard Rate (EUR) ⚡	26.00	26.00	26.00	26.00	26.00	26.00	26.00	26.00	26.00	26.00	26.00	26.00	26.00	26.00
	Non-refundable Rate (-10%)	23.40	23.40	23.40	23.40	23.40	23.40	23.40	23.40	23.40	23.40	23.40	23.40	23.40	23.40

![Hostelworld Meet the World logo]

Bulk Update

Set
Standard Rate ▼

Room
Standard 4 Bed Female Dorm Ensuite ▼

Standard Rate Setup

Standard Rate (EUR)
26.00

IMPORTANT: Bulk rate updates applied here will replace existing rates for the dates selected

Set Date Range

From
01-12-2017

To
31-12-2017

☑ Mon ☑ Tue ☑ Wed ☑ Thu ☑ Fri ☑ Sat ☑ Sun

Close   Update Information

Update successful

Close   Update Information

HOW TO BULK UPDATE RATES ?

- Select **Standard Rate** from the **Set** drop-down menu

- Select **Room** type you wish to update

- Add new rate

- Add date range you wish to update
  You can update 1 year at once, you can add range for another year once your first day range is saved .

- Select days you wish to update (week/ weekend)
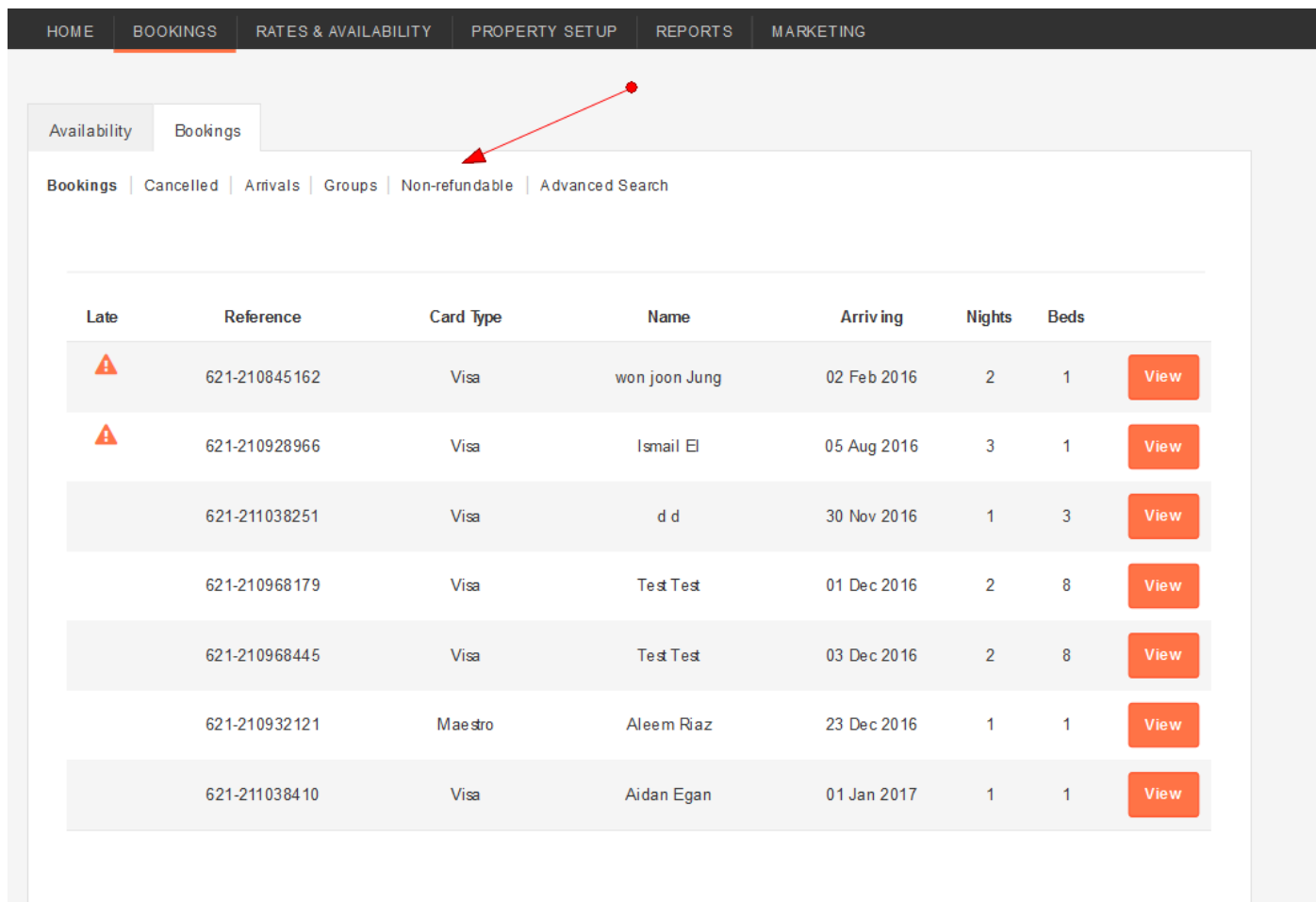
- Click **Update Information** to save your changes

HOW TO BULK UPDATE AVAILABILITY ?

- Select **Availability** from the **Set** drop-down menu

- Select **Room** type you wish to update

- Add availability (number of beds you wish to allocate)

- Add date range you wish to update
  You can update 1 year at once, you can add range for another year once your first day range is saved .

- Select days you wish to update (week/ weekend)

- Click **Update Information** to save your changes

NON-REFUNDABLE TAB
HOW TO VIEW NON-REFUNDABLE BOOKINGS

Non-refundable bookings can be viewed under **Bookings** tab with all other bookings and separately under new **Non-refundable** tab

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All nights with non-refundable rate are marked with a blue tag (see below):

Inbox

Reference : 621-211038251

Booking Confirmation

Customer Details

Name
d d

Email

Phone

Nationality
Australia

Booked
22nd Nov '16 10:11:33

Source
Hostelworld.com

Arriving
30th Nov '16

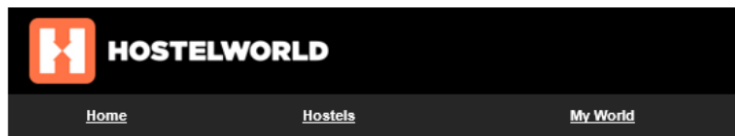**Arrival Time**
5.00

Persons
3 Mixed

Room Details

Date	Acknowledged	Room Type	Persons	Price
30th Nov '16	N/A	Standard 4 Bed Female Dorm Ensuite Non-refundable	2	EUR 24.70
30th Nov '16	N/A	Standard 6 Bed Male Dorm Ensuite	1	EUR 24.00

Service Charge	EUR 0.00
Total Price incl. Service Charge	EUR 73.40
12% Deposit	EUR 8.81
Balance Due (on arrival)	EUR 21.12
Non-refundable Balance Due (available now)	EUR 43.47
Note: It is the property's responsibility to collect the non-refundable balance shown above.	

I have read this booking

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Dear Testなはら Testあやわ,

Your booking is now confirmed and all the details you need are below. Please keep this for your records and present to the hostel on arrival. Note the hostel's terms and conditions, directions to the hostel and some handy tips and resources for your trip.

Your booking is confirmed. Your reference number is 63440-211042703

booking information

PILOT Design Hostel & Bar
Largo Alberto Pimentel, 11

Porto
Portugal

p. +351 22 20 84 362
f. +351222084362
email:
reservations@pilothostel.com

Date	Room Details	Per Bed	Pax	Total
Thu 11th May 2017	Standard 8 Bed Mixed dorm	€100.00	1 Bed	€100.00
Thu 11th May 2017	Standard 8 Bed Mixed dorm Non-refundable	€43.00	3 Beds	€129.00
			Total: €229.00	
			Total Paid: €38.93	

Non-Refundable Beds/Rooms

For your non-refundable rate, the balance of €107.07 will be charged by the property, in the property's currency, any time after your booking has been confirmed.

Other Beds/Rooms

The balance of €83.00 is payable on arrival at the property, in the property's currency, unless otherwise specified below.

The Total Cost includes all taxes.