

# TISCOVER Extranet User Guide

Advanced  
Rooms and Prices

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## Advanced Rooms/Units and Prices

The advanced rooms and pricing guide allows you to sell your rooms/units on multiple package options as outlined below:

### Serviced Accommodation Properties

The advanced setup will allow you to sell your rooms on difference package options, a couple of examples of these options are outlined below:

- The same room can be offered on room only, bed & breakfast or half-board option.
- The same room can be offered on a 1 night, 2 night or 3 night package rate. n.b. each night of the package must have the same conditions attached i.e. all nights are on bed & breakfast basis.
- A zip & link double/twin room – where the business would like to offer the room as a twin or double and be aware of the room setup required at the time of the booking.

### Self-Catering Properties

The advanced setup will allow you to sell your unit on different package options, a couple of examples are outlined below:

- 3 Night short break rate and 7 night weekly lets
- 3 Night short break, 4 night short break, 7 night weekly let

**To setup your system to enable you to offer multiple package options please contact the Tourism Services team so they can switch your setup to the Advanced Pricing option.**

Once this has been done you can use the guide to assist you with setting up your packages. This information is in three categories:

### Service Data

When your entry has been changed to the advanced pricing setup you will have access to an additional menu item accessed via:

#### Data

#### Standard Products Services

The services data relates to the information about the room/unit such as facilities, occupancy, images and description.

## Individual Package and Pricing Data

Information relating to the pricing for the package, board basis, minimum night stays and rate. This information will change depending on which package you are setting up. This is accessed via:

### Data

#### Standard Products

Rooms/Prices (serviced) or Units/Prices (self-catering)

## Availability Data

Information that will determine the way in which your room(s)/unit(s) are searched for and booked by potential guests. Such as online bookable, request only or fully booked.

## Examples of setup

A visual overview of how the advanced pricing system works is outlined below.

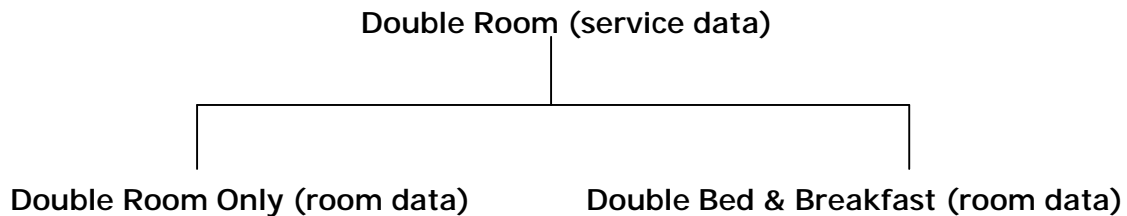
### Example 1

For simplicity this has been based on one individual Double room that the business would like to offer on a room only or a bed and breakfast basis.

In the service data the Room details would be setup:  
Data / Standard Products/Services

In the rooms/prices (or units/prices for self-catering) section the business would setup two room types – one labelled *Double Room Only* and the other labelled *Double Bed & Breakfast*. Each of these room types would have their own conditions i.e. price and food basis, but could equally have their own minimum nights stay and last minute price as well.

When setting up each of these two room types you will be asked to select which service type the room type is linked to. By selecting the service type of Double Room you are linking both packages to the Double room.

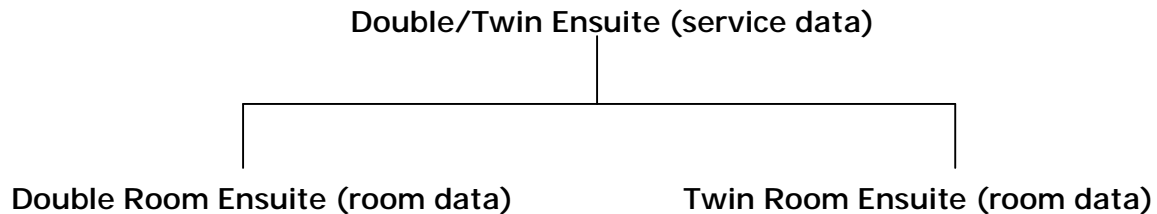


When the double room is offered as available to the customers, on the website or via the Contact Centre or Tourist Information centres, and one of the package options is selected the other option is automatically removed to avoid double bookings.

Example 2

A double room that could be sold as a Twin or Double because it has a zip & link bed.

The service data would be setup with the label Double/Twin Ensuite. In the room data the business would setup a Double room type and a Twin room type. When one of the room types is booked the other is automatically removed from sale.

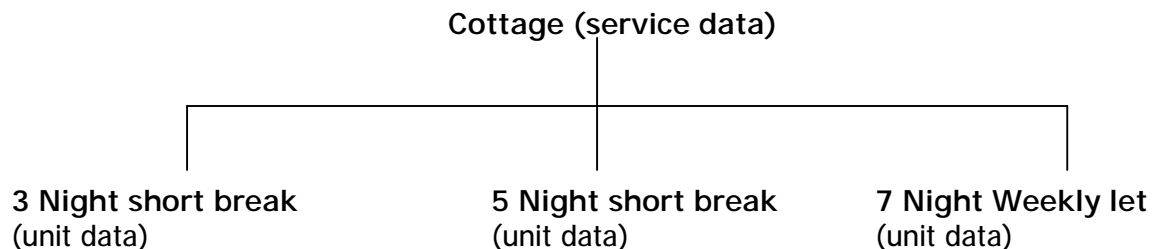


Example 3 (for self-catering)

A holiday cottage that is offered on a 3 night short-break, 5 night short-break or a 7 night weekly let.

The Service data would be setup labelled Cottage: In the Unit data the business would setup 3 unit packages: 1) 3 night short-break 2) 5 night short-break 3) 7 night weekly.

When one of these packages is sold the others become unavailable for the duration of the booking that has been made.



Each of these packages will have a different minimum and maximum night stay, arrival and departure conditions and a different price.

The benefit of setting up your package rates in this way is that it gives you more flexibility on selling your rooms/units. Each of these package rates can be applied to the Standard Date ranges that you have setup. Therefore you do not need to setup each package in every season, for example; if you only want to offer short breaks in the quieter months and weekly lets arriving Saturday – Saturday during the summer then this pricing setup will allow you to do this.

By managing this information you will be able to take full control of how your rooms/units are promoted through the VisitScotland.com sales channels:

- [www.visitscotland.com](http://www.visitscotland.com)
- National Contact Centre
- Tourist Information Centres

## Using the Guide

To setup your rooms/units and pricing on advanced pricing you should first setup your Standard Dates Ranges, then setup the Service Information followed by the individual Package Information. Lastly you will setup the availability of the packages.

This guide contains help sheets relating to:

### **How to setup Standard Date Ranges:**

This help sheet is designed to be used on an annual basis at the stage where you wish to add your date ranges for the following year. This should be done before you expect to receive bookings/enquiries for the duration in question.

You can setup date ranges for as far in advance as you wish.

### **How to setup the service data**

This help sheet is designed to be used once to setup the service data for the room/unit.

### **How to setup a package**

This help sheet is designed to be used to setup the individual package information. In this section you will setup the price, terms and conditions i.e. minimum stay and arrival & departure conditions and any last minute pricing for the individual packages.

### **How to update availability**

This help sheet is used on a regular basis to allow you to inform us of the ever-changing availability of your rooms/units. You can add availability for as far in advance as you wish and we particularly require availability or non-availability to be shown for peak times. This can often be well in advance of the actual period when the customer will be staying.

This guide contains the help sheets in the order of frequency that they should be used.

## How to setup Date Ranges

1 Before you set up pricing for your property you must first set up some "Standard Date Ranges" these are separate "Date Ranges" that you can apply specific pricing to.

The amount of Standard Date Ranges that you create will depend on your business and you have complete flexibility over this, for example.

**1. Option 1 - Annual Range -** Covering the establishment opening period

- 1<sup>st</sup> April – 31<sup>st</sup> October

This model should be used when the rate for the room(s)/unit(s) is fixed throughout the opening period.

**2. Option 2 - A Few Date Ranges –** Covering different times of the year or actual seasons

- 1<sup>st</sup> January – 30<sup>th</sup> April
- 1<sup>st</sup> May – 31<sup>st</sup> August
- 1<sup>st</sup> September – 31<sup>st</sup> October
- 1<sup>st</sup> November – 31<sup>st</sup> December

This model is most useful when you have higher prices during peak periods and lower prices at quieter times of the year.

**3. Option 3 - Multiple Date Ranges –** Covering specific dates throughout the year where you expect to be able to charge a premium or offer significant discounts.

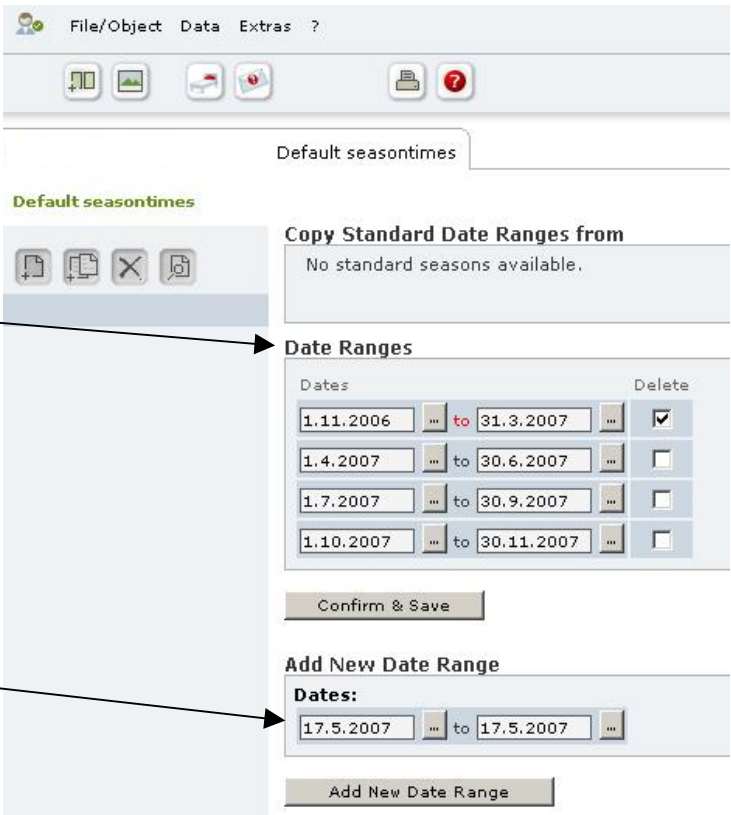
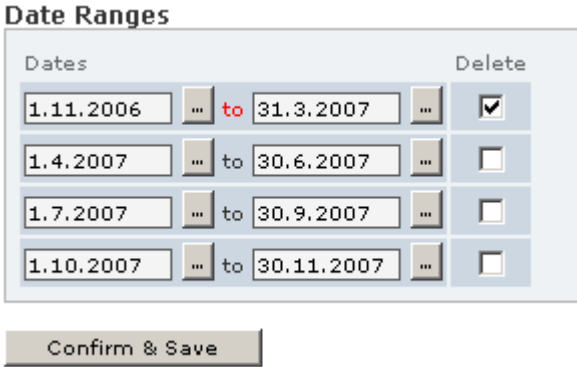
- 1<sup>st</sup> January – 1<sup>st</sup> April (spring)
- 2<sup>nd</sup> April – 10<sup>th</sup> April (easter)
- 11<sup>th</sup> April – 30<sup>th</sup> June (early summer)
- 1<sup>st</sup> July – 31<sup>st</sup> August (high summer)
- 1<sup>st</sup> September – 10<sup>th</sup> October (autumn)
- 11<sup>th</sup> October – 18<sup>th</sup> October (half term)
- 19<sup>th</sup> October – 23<sup>rd</sup> December (winter)
- 24<sup>th</sup> December - 26<sup>th</sup> December (xmas)
- 27<sup>th</sup> December – 29<sup>th</sup> December (twixmas)
- 30<sup>th</sup> December – 1<sup>st</sup> January (hogmanay)

This approach is most useful if your property is in an area with high demand at particular times of the year, as you can specify restrictions on certain dates. For example in the Hogmanay date range above, you would be able to specify a 2 night minimum stay for all bookings made in that date range and also increase the rate.

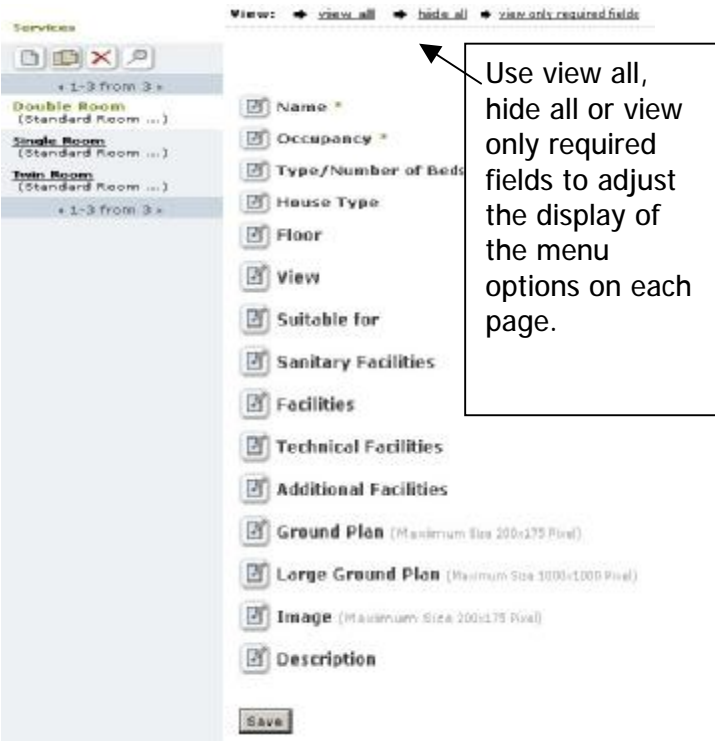
Work out the dates for your Date Ranges before you enter them into Extranet. If your prices vary to the above please call the Tourism Services Team to discuss setting up your seasons.

Date Ranges cannot start in the past, and cannot overlap, therefore when one ends the next will start from the following day. Please ensure there are no dates gaps in the ranges you have planned.

To contact the Tourism Services team tel: 0845 6023779 or email: [updates@visitscotland.com](mailto:updates@visitscotland.com)

<p>2 To enter the Date Ranges go to:</p> <p><b>Data</b>  <b>Standard Products</b>  <b>Standard Date Ranges</b></p> <p>Your screen will display the image opposite</p> <p>Existing Date Ranges will be displayed beneath the heading Date Ranges.</p> <p><i>To Delete a Range</i> – place a tick in the delete column next to the applicable date range, then click Confirm and Save. The range will be removed.</p> <p>To create a new date range; select the dates applicable to the period using the calendar icon.</p> <p>You can also type the dates in the appropriate boxes, but they must follow the date format dd.mm.yyyy</p> <p>Once you have chosen the dates click on <i>Add New Date Range</i></p>	 <p>The screenshot shows the 'Default seasontimes' page. At the top, there is a navigation bar with 'File/Object Data Extras ?'. Below it are several icons. The main content area is titled 'Default seasontimes' and contains a 'Copy Standard Date Ranges from' section with the message 'No standard seasons available.' Below this is a 'Date Ranges' section with a table of date ranges and a 'Delete' column. The table has four rows of date ranges: 1.11.2006 to 31.3.2007, 1.4.2007 to 30.6.2007, 1.7.2007 to 30.9.2007, and 1.10.2007 to 30.11.2007. The first row has a checked box in the 'Delete' column. Below the table is a 'Confirm &amp; Save' button. Below that is an 'Add New Date Range' section with a 'Dates:' label and a single date range input field showing 17.5.2007 to 17.5.2007. Below this is an 'Add New Date Range' button.</p>
<p>3 This adds this period into the Date Ranges section.</p> <p>Repeat this for each season you wish to create</p> <p>Ensure all your date ranges are entered and that there are no gaps in the date ranges.</p> <p>Click <i>Confirm &amp; Save</i> before leaving this screen to save the information.</p>	 <p>The screenshot shows the 'Date Ranges' section. It features a table with four rows of date ranges: 1.11.2006 to 31.3.2007, 1.4.2007 to 30.6.2007, 1.7.2007 to 30.9.2007, and 1.10.2007 to 30.11.2007. The first row has a checked box in the 'Delete' column. Below the table is a 'Confirm &amp; Save' button.</p>

TISCOVER Extranet User Guide for Advanced Pricing  
**How to Setup a Room or Unit (Service Data)**

<p>1 To Add/Update Service details</p> <p><b>Go to:</b> Data Standard Products Services</p> <p>Select the service type you wish to update.</p> <p>This option will now be highlighted in green and the details will be displayed in the main section of the screen. This will open on the <i>Master Data</i> Tab.</p> <p>Complete the Master Data tab and ignore the Availabilities tab.</p> <p>Ensure you enter the Name, Occupancy, Type &amp; No. of Beds, all the relevant facilities items, Image and Description.</p> <p>Click Save at the foot of the page to save your changes.</p>	
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<p>2 <b>Master Data Form</b></p> <p>Items shaded in the table below denote the fields that you should complete. The other fields are optional and you may complete them if you wish. Complete as much information as possible.</p>	<table border="1" style="width: 100%; border-collapse: collapse; background-color: #e0f7fa;"> <tr> <td style="width: 30%; padding: 5px;">Name</td> <td style="padding: 5px;">Specify the Package name – this will display on the website. Include Ensuite if the room has ensuite facilities e.g. Double room ensuite</td> </tr> <tr> <td style="padding: 5px;">Occupancy</td> <td style="padding: 5px;">Enter the occupancy of the room. Please give this careful thought. Entering the occupancy will determine if you offer the room for single occupancy. Setting the standard occupancy to 2 will ensure the room type is classified as a double room. If you set the occupancy for the room as follows: Standard 2 Minimum 1 Maximum 3 This means that this double room can also be sold for single occupancy, or as a triple room.</td> </tr> <tr> <td style="padding: 5px;">Type/Number of Beds</td> <td style="padding: 5px;">Specify the number of beds within the room. This data will display on the booking centre and the website and will assist customers and booking staff to ensure the room type bed requirements are suitable.</td> </tr> </table>	Name	Specify the Package name – this will display on the website. Include Ensuite if the room has ensuite facilities e.g. Double room ensuite	Occupancy	Enter the occupancy of the room. Please give this careful thought. Entering the occupancy will determine if you offer the room for single occupancy. Setting the standard occupancy to 2 will ensure the room type is classified as a double room. If you set the occupancy for the room as follows: Standard 2 Minimum 1 Maximum 3 This means that this double room can also be sold for single occupancy, or as a triple room.	Type/Number of Beds	Specify the number of beds within the room. This data will display on the booking centre and the website and will assist customers and booking staff to ensure the room type bed requirements are suitable.
Name	Specify the Package name – this will display on the website. Include Ensuite if the room has ensuite facilities e.g. Double room ensuite						
Occupancy	Enter the occupancy of the room. Please give this careful thought. Entering the occupancy will determine if you offer the room for single occupancy. Setting the standard occupancy to 2 will ensure the room type is classified as a double room. If you set the occupancy for the room as follows: Standard 2 Minimum 1 Maximum 3 This means that this double room can also be sold for single occupancy, or as a triple room.						
Type/Number of Beds	Specify the number of beds within the room. This data will display on the booking centre and the website and will assist customers and booking staff to ensure the room type bed requirements are suitable.						

3	<p><b>Master Data contd.....</b></p> <table border="1"> <tr> <td data-bbox="143 201 566 241">House Type</td> <td data-bbox="566 201 1492 241" rowspan="3">It's not necessary to complete these sections. You would only complete them if it were important for the visitor to know where the room is located. E.g. Ground Floor rooms.</td> </tr> <tr> <td data-bbox="143 241 566 282">Floor</td> </tr> <tr> <td data-bbox="143 282 566 322">View</td> </tr> <tr> <td data-bbox="143 322 566 362">Suitable For</td> <td data-bbox="566 322 1492 362">This is specific to this room type, complete if appropriate.</td> </tr> <tr> <td data-bbox="143 362 566 403">Sanitary Facilities</td> <td data-bbox="566 362 1492 506" rowspan="4">These sections are all made up of check boxes. Tick the facilities appropriate to the room type/unit type.</td> </tr> <tr> <td data-bbox="143 403 566 443">Facilities</td> </tr> <tr> <td data-bbox="143 443 566 483">Technical Facilities</td> </tr> <tr> <td data-bbox="143 483 566 524">Additional Facilities</td> </tr> <tr> <td data-bbox="143 524 566 564">Ground Plan</td> <td data-bbox="566 524 1492 582" rowspan="2">If applicable. Add the image/plan in the same way as described in the full user guide for adding images.</td> </tr> <tr> <td data-bbox="143 564 566 604">Large Ground Plan</td> </tr> <tr> <td data-bbox="143 604 566 645">Image</td> <td data-bbox="566 604 1492 645">Add the room image in the same way as described above</td> </tr> <tr> <td data-bbox="143 645 566 685">Description</td> <td data-bbox="566 645 1492 685">Add a description for the room/unit type. Use this to highlight specific benefits of this product.</td> </tr> </table>	House Type	It's not necessary to complete these sections. You would only complete them if it were important for the visitor to know where the room is located. E.g. Ground Floor rooms.	Floor	View	Suitable For	This is specific to this room type, complete if appropriate.	Sanitary Facilities	These sections are all made up of check boxes. Tick the facilities appropriate to the room type/unit type.	Facilities	Technical Facilities	Additional Facilities	Ground Plan	If applicable. Add the image/plan in the same way as described in the full user guide for adding images.	Large Ground Plan	Image	Add the room image in the same way as described above	Description	Add a description for the room/unit type. Use this to highlight specific benefits of this product.
House Type	It's not necessary to complete these sections. You would only complete them if it were important for the visitor to know where the room is located. E.g. Ground Floor rooms.																		
Floor																			
View																			
Suitable For	This is specific to this room type, complete if appropriate.																		
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Additional Facilities																			
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Large Ground Plan																			
Image	Add the room image in the same way as described above																		
Description	Add a description for the room/unit type. Use this to highlight specific benefits of this product.																		
4	Click Save																		

## How to Setup a Package

1 To setup an individual package go to:

Data

Standard Products  
Rooms/Prices (serviced)

Or

Units/Prices (self-catering)

In this section you may have EXISTING room types/unit types setup. These existing products can form the basis for your package options. E.G. if you have a double room setup and you are going to be setting up Double B&B and Double Room Only – Ensure the Double room is amended to accurately reflect ONE of the setups you require. Then use the copy option to copy the setup.



(Or add new packages using the new icon)

Now edit the COPY and rename it, and amend any of the settings required so that it reflects the other package you require. This is much quicker than setting up packages from scratch.

The important factor when setting up each package is that you setup the correct:

- Service link (Services\* item)
- Product Name
- Type of board
- Basic price calculation

Each package can have different service data.

See the next page for the settings you need to enter in the Service Data and Dates & Prices tabs.

**N.B.** Using the copy option will copy ALL settings that have been entered in each of the four tabs above, Service Data, Length of Stay, Dates&Prices and Associated Objects. Please ignore Length of Stay and Associated Objects.

If you wish to use Length of Stay please contact the Tourism Services Team to discuss using this on the Advanced Pricing Setup.

5	<b>Service Data Tab</b>	
	Product name*	Enter the name of the package ie. Double bed and breakfast
	Room	Specify the type of room. This will show on the website together with the name of the room.
	Number of Specific Rooms	This is how many of this type of room there are in your establishment.
	Bookability	If this field is ticked it means this type of room is not available to book online. You should do this while you are setting up the room. Once you have finished amending the details you can remove this tick.
	Services*	This is where you link the package to its' parent object (Service). The drop down on this menu item will offer a list of all the service types available.
	Occupancy*	Enter the minimum, maximum and standard occupancy for this package.
	Type of Board*	Choose the type of board you offer for this package. You can only pick 1 type of board.
	Basic Price Calculation*	For this package select whether the price is based on per person or per unit, per night.
	Child Discounts Apply	Leave blank for now – details on how you offer child discounts is covered in the occupancy Supplements and discounts section of the user guide.
	Maximum number of adults	If your room can take up to 3 people, but the third bed is a Z-bed and unsuitable for an adult the maximum number of adults is 2.
	Product Availability	Leave Blank
	Individual Description of Product	Enter the description for this package.
Additional text on booking confirmation	This text only shows up on the booking confirmations relating to this package. It can be used to outline any additional charges.	
<b>Click Save</b>		
6	Your package details will now be complete.	Enter your pricing and availability to ensure the package is offered for sale on our website and through the Contact Centre and Tourist Information Centre network.

TISCOVER Extranet User Guide for Advanced Pricing  
**How to Set up Pricing for your Package**

1 **Adding Prices to your package**

Go to:  
**Data**

**Standard Products**  
**Rooms/Prices (serviced)**

Or

**Units/Prices (self-catering)**

Click on the name of the Package you wish to apply the Prices to:

Click on the *Dates & Prices* tab.



2 **Dates**

To setup pricing you must first select when the price you are setting up is available. (These date ranges will have been setup already in Data / Standard Products / Standard Date Ranges – see help sheet on this).

Click Create New Season

To assign Prices to a Date Range, you must first give the period an internal name (max. 8 characters).

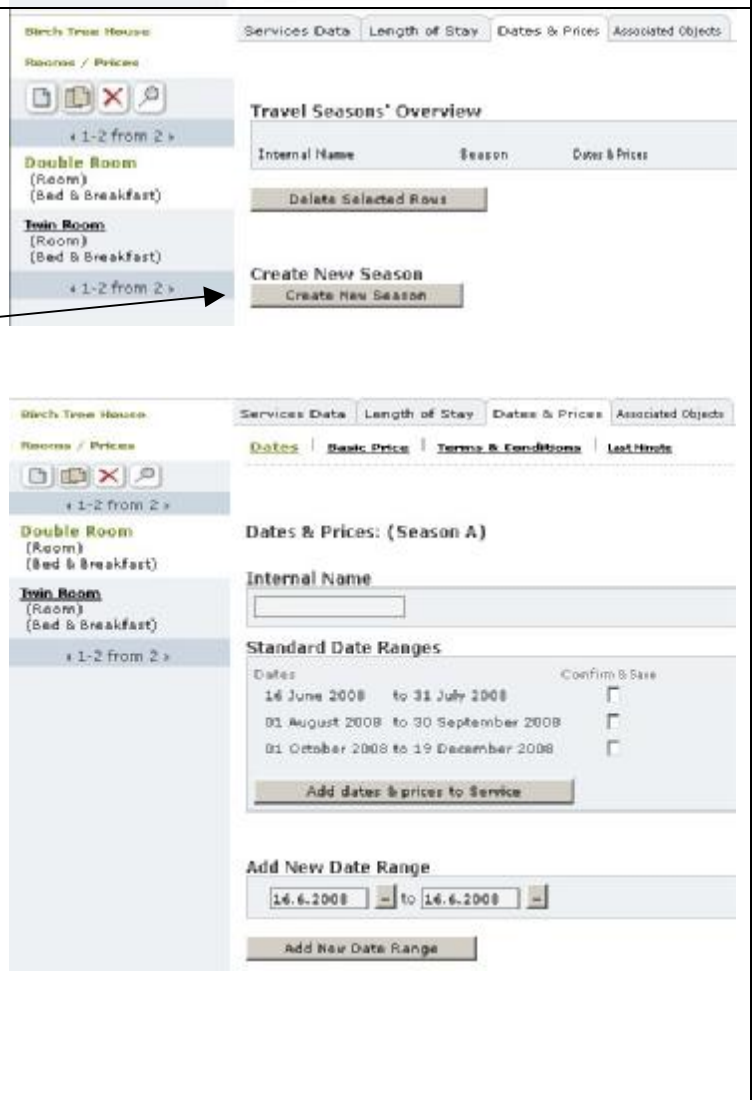
Once you have named the period, tick the boxes against the dates that this price and its settings would apply.

N.B. You can select more than one date range e.g. if High applies to Summer, Christmas and New Year select all 3.

Click *Add Dates and Prices to Service*

The screen will refresh.

Select the Basic Price link.



**3 Setting Basic Price**

The properties of the price (per person per night or per room per night and whether it includes any food elements) will have been determined by the Standard settings that you applied in the Data – Standard Products – Rooms/Prices – Master Data and Product Settings section for this room type.

**Rates:**

In this section you can also specify different rates for different Occupancy. In this example, the room has been set as standard occupancy of 2 and a minimum of 1. Therefore we need to provide a Single Occupancy rate. Enter the amount you would **add** to the Standard Price (entered above) to achieve the single occupancy price for this room type.

When you click save at the foot of the page your prices will update.

This completes the pricing for one date range in one room type.

If you have multiple Date Ranges for a room type then you will need to repeat this process for all subsequent periods.

If you have multiple room types, you will need to repeat this process for all room types.

**Price:**

Specify your price for this room type relative to the Board, Occupancy and the time of year. Whatever price is entered in this box will apply to the **WHOLE** of the Date Range.

Dates & Prices: Test (Season)

**Price \***  
 Standard Price  GBP (Room only)  
 (Price per unit (room, apartment etc.) per day)

**Rates \***

Number Of Occupants	Price per Room/Unit
1	<input type="text" value="0.00"/>
2	0.0

**Discounts/Supplements per day (Discounts are written as negative numbers) \***

Percent  
 Fixed Price

Mon	Tue	Wed	Thu	Fri	Sat	Sun
<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>

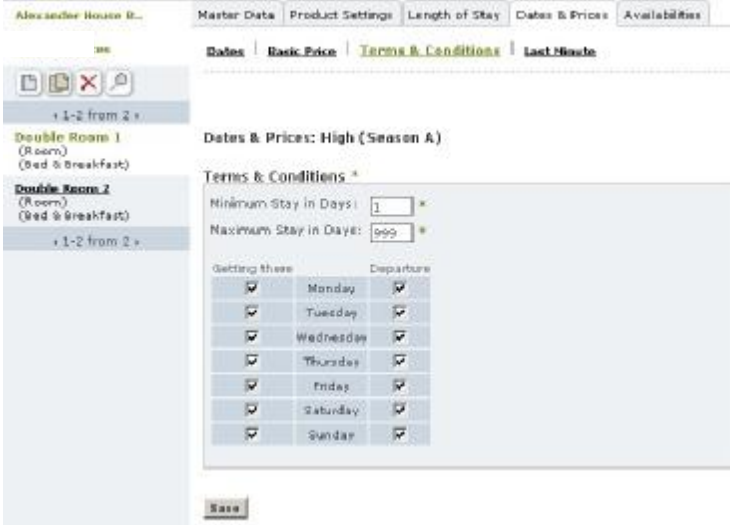

**Discounts / Supplements per day:**

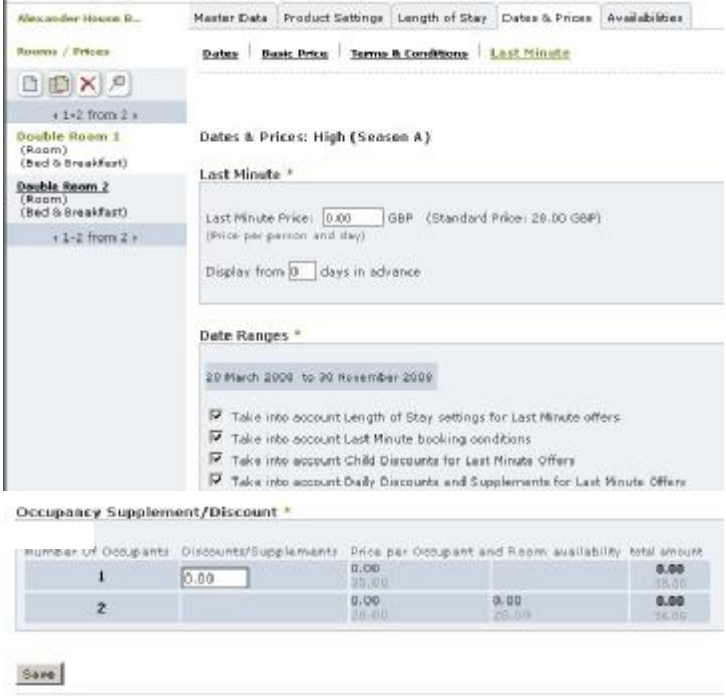

In this section you can apply specific supplements or discounts to particular days of the week. E.g., if you know you have high occupancy during the week, you could apply a supplement in all the midweek days. Also, if you know that Sundays are always quiet, you can offer a discount in the Sunday box.

Please Note: That any discounts or supplements entered in this section will **APPLY TO THE WHOLE OF THE PERIOD**. If the price is on a per person basis the discount/supplement will apply to each persons rate.

4 To Add more prices click on the Dates & Prices tab and repeat the process.

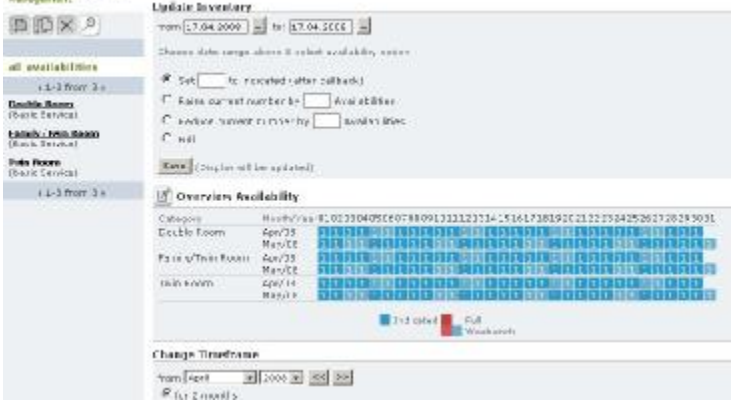
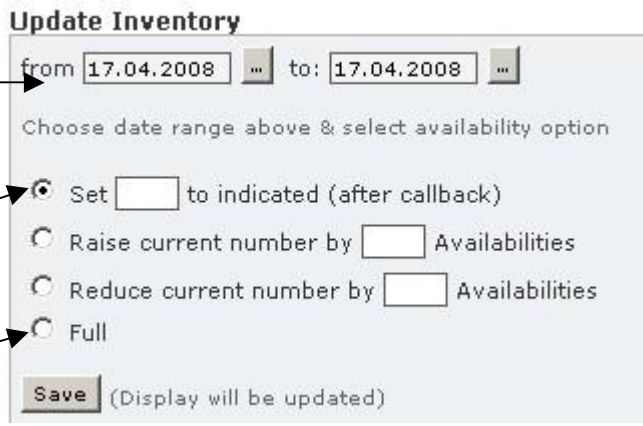

5 In the Pricing setup you can also setup minimum/maximum nights stay and Last Minute Prices. See the next sheets for information on these options.

<p>1</p>	<p><b>Minimum Stay</b></p> <p>To setup minimum stay conditions go to:</p> <p><b>Data</b></p> <p style="padding-left: 40px;"><b>Standard Products</b> <b>Rooms/Prices</b></p> <p><b>Or</b></p> <p style="padding-left: 40px;"><b>Units/Prices</b></p> <ul style="list-style-type: none"> <li>• Click on the name of the package you wish to add the minimum stay condition to</li> <li>• Click on the Dates &amp; Prices tab at the top of the page</li> <li>• For the date range in the list that you wish to add the minimum stay condition to click the Edit Data link</li> <li>• Then click the Terms and Conditions link at the top of the page</li> <li>• The screen will display as shown in the image opposite.</li> </ul>	
<p>2</p>	<p><b>Minimum/Maximum Stay</b></p> <ul style="list-style-type: none"> <li>• Enter the minimum no. of nights stay in Days e.g. 2</li> <li>• Enter the maximum no. of nights stay in days (this can be left at 999 if there is no maximum requirement)</li> </ul> <p><u>Getting there and Departure</u></p> <ul style="list-style-type: none"> <li>• Untick the days of the week that the guest cannot arrive or depart. E.g. if you only allow a minimum stay of 7 nights and the arrival and departure day must be a Saturday, then you would untick all the other days.</li> </ul> <p>Click Save</p>	
<p>3</p>	<p>Whatever settings you have entered will only apply to the date range for this season.</p> <p>N.B. If you setup a minimum stay condition, and at any time during that season you have no advance bookings, and you wish to remove the minimum stay setting you can do this permanently by adjusting the minimum stay back to 1 and clicking save. Or if you wish to adjust this temporarily you can use the last minute price function (explained next).</p>	

<p>1</p> <p><b>Last Minute Price</b></p> <p>Go to: Data</p> <p style="text-align: center;"><b>Standard Products Room/Prices</b></p> <p>Or</p> <p style="text-align: center;"><b>Units/Prices</b></p> <ul style="list-style-type: none"> <li>• In the left hand column, click on the name of the package you wish to setup the last minute price for</li> <li>• Click on the Dates &amp; Prices tab</li> <li>• Select the season price from the list, that you wish to adjust, and click on <i>Edit Data</i></li> </ul> <p>Click on the link Last Minute</p>	
<p>2</p> <p>Enter the last minute price – this must be less than or equal to the standard price.</p> <p>Display from 0 days in advance</p> <p>In this section enter the number of days prior to arrival that you wish to open up this price. E.g. if you leave this at 0 the price will only drop to the reduced value on the same day that the visitor could arrive. If you entered 5 then the system would offer the reduced price in the 5 days prior to and running up to the arrival date.</p> <p>The last minute price is a rolling function and will be offered on a continual basis at the number of days before arrival that you select.</p> <p>N.B. if you enter a last minute price the customer will be able to book that price for every night of their stay, as long as they book in the period when the reduced price is offered. Therefore a one-night or a ten-night stay could be booked at the reduced value.</p>	

<p>3</p>	<p><b>Date Ranges</b></p> <ul style="list-style-type: none"> <li>• Take into account Length of Stay settings for Last Minute offers</li> </ul> <p>Un-tick this if you wish to remove the conditions that were entered via the Length of stay tab</p> <ul style="list-style-type: none"> <li>• Take into account Last Minute Booking Conditions</li> </ul> <p>Un-tick this if you wish to remove the conditions entered in the Dates &amp; Prices/Terms and Conditions tab.</p> <ul style="list-style-type: none"> <li>• Take into Account Child Discounts for Last Minute offers</li> </ul> <p>Un-tick this if you don't want to offer child discounts. These would have been setup in the Data / Standard Products / Rooms and Prices section, select a room type and then choose the Product Setting tab.</p> <ul style="list-style-type: none"> <li>• Take into Account Daily Discounts and Supplements for Last Minute Offers</li> </ul> <p>Un-tick this if you don't want this price to include any daily discounts or supplements that were set in the basic price link.</p>	<p><b>Date Ranges *</b></p> <p>20 March 2008 to 30 November 2008</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Take into account Length of Stay settings for Last Minute offers</li> <li><input checked="" type="checkbox"/> Take into account Last Minute booking conditions</li> <li><input checked="" type="checkbox"/> Take into account Child Discounts for Last Minute Offers</li> <li><input checked="" type="checkbox"/> Take into account Daily Discounts and Supplements for Last Minute Offers</li> </ul>												
<p>4</p>	<p>Enter here the rate based on the occupancy in the room/unit.</p> <p>Click Save</p>	<p><b>Occupancy Supplement/Discount *</b></p> <table border="1"> <thead> <tr> <th>Number Of Occupants</th> <th>Discounts/Supplements</th> <th>Price per Occupant and Room availability</th> <th>total amount</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>0.00</td> <td>0.00 20.00</td> <td>0.00 20.00</td> </tr> <tr> <td>2</td> <td></td> <td>0.00 20.00</td> <td>0.00 40.00</td> </tr> </tbody> </table> <p>Save</p>	Number Of Occupants	Discounts/Supplements	Price per Occupant and Room availability	total amount	1	0.00	0.00 20.00	0.00 20.00	2		0.00 20.00	0.00 40.00
Number Of Occupants	Discounts/Supplements	Price per Occupant and Room availability	total amount											
1	0.00	0.00 20.00	0.00 20.00											
2		0.00 20.00	0.00 40.00											

## How to Update Availability

<p>1</p>	<p><b><u>INDICATED AVAILABILITY</u></b></p> <p>This page gives details on how to update <b>only</b> Indicated availability. You will have advised VisitScotland.com that you do not wish to allocate rooms and this will determine which availability screen you see.</p> <p>To input your availability go to:  <b>Data</b>  <b>Standard Products</b>  <b>Inventory Management</b></p> <p>To update an individual room type click on the room you wish to update the availability for on the left-hand side. <b>OR</b> Click on <b><u>all Availabilities</u></b> to see an overview of the availability of all room types.</p> <p>If you select <b>All</b> any changes you enter will apply to <b>all</b> room types. If you only wish to adjust one room type then ensure you select just that room type.</p>	<p>This image shows an example of all availability.</p>  <table border="1" data-bbox="772 801 1458 882"> <tr> <td style="background-color: red; width: 20px;"></td> <td>Fully booked</td> </tr> <tr> <td style="background-color: blue; width: 20px;"></td> <td>Indicated available</td> </tr> </table>		Fully booked		Indicated available
	Fully booked					
	Indicated available					
<p>2</p>	<p><b><u>To update the Inventory (Indicated)</u></b></p> <ul style="list-style-type: none"> <li>Choose the date range that you want to update. (use the calendar icon)</li> <li>Click the radio button next to <i>Set to Indicated (after callback)</i>. Enter the number of rooms available in the text box.</li> <li>If you are full choose the "Full" row, by clicking the radio button next to Full.</li> <li>Click Save</li> </ul> <p>The screen will refresh and display your changes in blue (available) or red (full). You can update each room type separately by clicking on the specific room type at the left-hand side.</p>					
<p>3</p>	<p>The Change Timeframe section allows you to change the overview by way of altering the dates and length of time you wish to view.</p>					



Help

The Tourism Services team can be contacted for assistance between 09.00 – 17.30 Mon – Fri as follows:

Telephone	0845 602 3779
Fax	01506 832 222
Email	<a href="mailto:updates@visitscotland.com">updates@visitscotland.com</a>