

TISCOVER Extranet User Guide For Self Catering Providers

Pricing and Availability Guide

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About Extranet

The Extranet application is a powerful, web-based tool, which enables you to manage and update the information about your property, which is displayed on www.visitscotland.com.

This information about your property falls into two categories, Content & Images and Pricing & Availability. This user guide deals only with the Pricing & Availability element. There is a separate Content and Images Guide.

About Pricing

Basic Pricing on your www.visitscotland.com entry, is based on seasonal pricing:

- **Seasonal Pricing:** Prices can vary across different date ranges, but must still be per unit per day (PUPD). You will also be able to add minimum night stays and day of arrival restrictions.
- There is an additional Guide for setting up Advanced Short Break and Weekly Pricing.

In addition to the Basic Pricing above, this guide covers how to setup:

- **Short Break Supplements:** You will be able to add a percentage or fixed amount of money to the daily rate across shorter lengths of stay. These will apply across all date ranges for the full year.
- **Long Stay Discounts:** You will be able to discount a percentage or fixed amount of money from the total cost of stay. These will apply across all dates ranges for the full year.
- **Late Availability Pricing:** You will be able to discount your usual daily rate and let the booking engine know automatically when your prices should drop.

Availability of your unit

The availability of your self-catering unit can be displayed on the www.visitscotland.com website as either Indicated or Allocated.

Indicated Availability

If you setup the unit as Indicated availability then you will receive a telephone call from either the service centre in Livingston, a tourist information centre or visitor direct to check availability prior to a booking being processed.

Allocated Availability

If you setup the unit as Allocated availability this will be shown as bookable via the www.visitscotland.com website and customers can book online without first checking availability.

If you only enter your business content and images data then your property will be searchable via the Visitor Guide section of the www.visitscotland.com website. If you wish to have your property return in date searches in the Travel Shop section of the www.visitscotland.com website then you should ensure you enter both pricing and availability of your unit.

The VisitScotland.com sales channels are :

The Website - www.visitscotland.com

The National Service Centre – in Livingston

The VisitScotland network of Tourist Information Centres

Careful management of this section will maximise your opportunities for receiving bookings from VisitScotland.com, the following pages will go into this in more detail.

Using the Guide

This guide contains help sheets relating to:

How to setup Date Ranges

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

You can setup seasons for as far in advance as you wish.

How to setup a unit

This help sheet is designed to be used infrequently; the first occasion would be when you first check your information is correct. It would only be used again if the details for a specific unit changed.

How to setup basic prices

This help sheet is designed to be used when you have setup your prices. It would then be useful if you wish to adjust your standard price for a particular season.

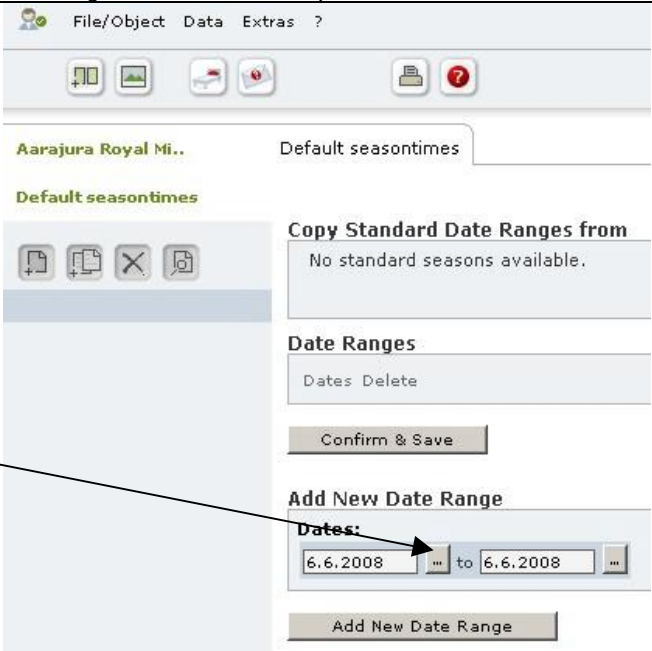
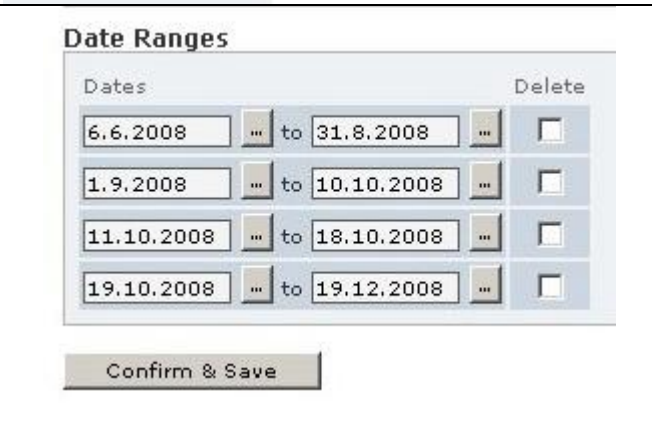
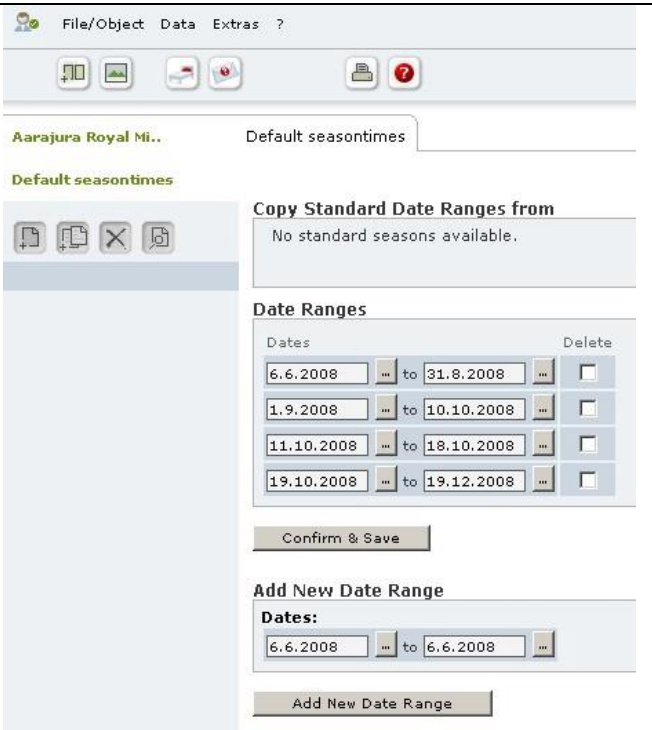
How to update availability

This help sheet is used on a regular basis to allow you to inform us of the ever-changing availability of your 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 where the customer will stay.



The guide displays the help sheets in the order of frequency that they should be used.

How to setup Travel Seasons

1	<p>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.</p> <p>The number of Standard Date Ranges that you create will depend on your business and you have complete flexibility over this, for example.</p> <ol style="list-style-type: none"> 1. Option 1 - Annual Season - Covering the establishment opening period <ul style="list-style-type: none"> ○ 1st April – 31st October <p>This model should be used when the rate for the unit is fixed throughout the opening period.</p> <ol style="list-style-type: none"> 2. Option 2 - A Few Seasons – Covering different times of the year or actual seasons <ul style="list-style-type: none"> ○ 1st January – 30th April ○ 1st May – 31st August ○ 1st September – 31st October ○ 1st November – 31st December <p>This model is most useful when you have higher prices during peak periods and lower prices at quieter times of the year.</p> <ol style="list-style-type: none"> 3. Option 3 - Multiple Seasons – Covering specific dates throughout the year where you expect to be able to charge a premium or offer discounts. <ul style="list-style-type: none"> ○ 1st January – 1st April (spring) ○ 2nd April – 10th April (easter) ○ 11th April – 30th June (early summer) ○ 1st July – 31st August (high summer) ○ 1st September – 10th October (autumn) ○ 11th October – 18th October (half term) ○ 19th October – 23rd December (winter) ○ 24th December - 26th December (xmas) ○ 27th December – 29th December (twixmas) ○ 30th December – 1st January (hogmanay) <p>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.</p> <p>Work out the dates you wish your different prices to run before you enter them into Extranet. If your pricing varies to the above please call our Tourism Services Team to discuss setting up your seasons.</p> <p>Date ranges cannot start in the past, and cannot overlap, therefore when one range ends the next will start from the following day. Please ensure there are no date gaps in the date ranges you have planned.</p>
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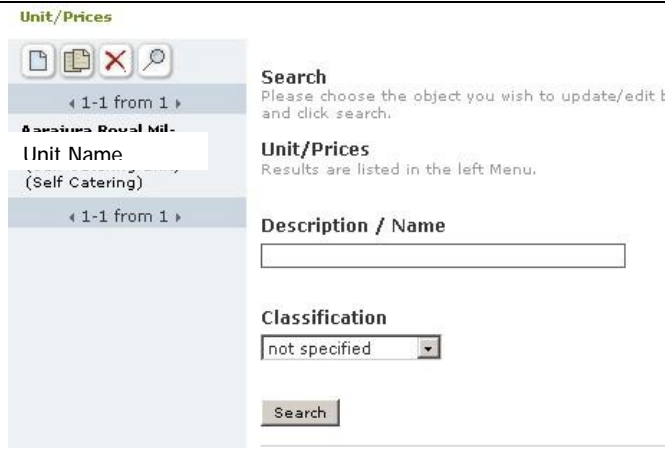
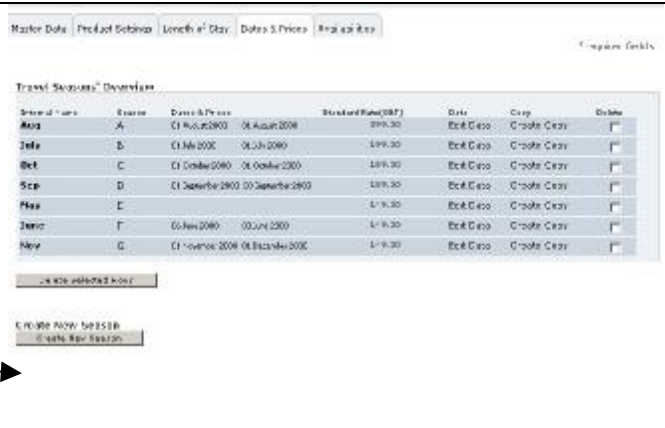

<p>2</p> <p>To enter the Standard Date Ranges go to:</p> <p>Data Standard Products Standard Date Ranges</p> <p>Your screen will display the image opposite.</p> <p>To create a new date range select the dates applicable to the timeframe using the calendar icon.</p> <p>You can also type the dates in the appropriate boxes, but they must follow the date format dd.mm.yyyy</p> <p>Once you have chosen the dates click on Add new date range.</p>	
<p>4</p> <p>This adds this timeframe into the Date Ranges section.</p> <p>Repeat this for each date range 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>5</p> <p>When you first access the date ranges section if there are date ranges already in existence you can amend the dates that are setup or delete them if they are out of date.</p> <p>There is a delete box beside each date range. Place a tick in the boxes for the ones you wish to delete.</p> <p>Click Confirm & Save to process the deletion.</p> <p>After this the only season date ranges showing will be the ones you setup yourself. The screen may look something like the one shown opposite.</p> <p>Click Confirm and Save before leaving this screen to save the information.</p>	

How to setup a Unit

<p>1</p>	<p>To Add/Update Unit details go to: Data</p> <p style="text-align: center;">Standard Products Units / Prices</p> <p>Click on the name of the unit type you wish to add/update details for.</p> <p>This unit will now be highlighted in green and the unit details section will be displayed in the main section of the screen. This will open on the Master Data Tab.</p> <p>To enter a standard unit product complete Master Data and Product Settings ONLY.</p>																																								
<p>2</p>	<p>Master Data Form</p> <p>N.B. 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. However, the more fields that are completed the better the overview of your unit.</p>																																								
<p>3</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #e0f7fa;">Name*</td> <td>Specify the unit name – this will display on the website.</td> </tr> <tr> <td>Name</td> <td>Enter contact name details –this will display on the website.</td> </tr> <tr> <td style="background-color: #e0f7fa;">Property Address*</td> <td>Enter the address and telephone contact details. These details will show on the website within the room/unit details.</td> </tr> <tr> <td>Email/Fax</td> <td>Enter the email/fax details linked to the property address, as above these will show on the website.</td> </tr> <tr> <td>Name</td> <td rowspan="3">If applicable enter the name, address and email/fax details for the key holder of the property. These details will show on the website within the room/unit details.</td> </tr> <tr> <td>Key Handout Address</td> </tr> <tr> <td>Email/Fax</td> </tr> <tr> <td>Size</td> <td>Enter the size of the unit/property in m2</td> </tr> <tr> <td style="background-color: #e0f7fa;">Occupancy*</td> <td>Enter the Standard, Minimum and Maximum occupancy for the unit/property.</td> </tr> <tr> <td style="background-color: #e0f7fa;">Room Breakdown</td> <td>Enter all the types of rooms in the unit/property. This will include living and bedroom details.</td> </tr> <tr> <td style="background-color: #e0f7fa;">Type/Number of Beds</td> <td>Enter the number of beds in the unit/property.</td> </tr> <tr> <td>House Type</td> <td rowspan="3">It is not necessary to complete these sections. However, the more details you enter the better the overview of the unit/property for the customer.</td> </tr> <tr> <td>Floor</td> </tr> <tr> <td>View</td> </tr> <tr> <td>Suitable For</td> <td>This is specific to this unit, complete if appropriate.</td> </tr> <tr> <td>Sanitary Facilities</td> <td rowspan="4">These sections are all made up of check boxes. Tick the facilities appropriate to the unit. Whilst it is not necessary to complete these, this information will be useful to the customer.</td> </tr> <tr> <td>Facilities</td> </tr> <tr> <td>Technical Facilities</td> </tr> <tr> <td>Additional Facilities</td> </tr> <tr> <td>Ground Plan</td> <td 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>Large Ground Plan</td> </tr> <tr> <td>Image</td> <td>Add the image in the same way as described above</td> </tr> <tr> <td>Description</td> <td>Add a description for the unit. Use this to highlight specific benefits of this unit type.</td> </tr> <tr> <td colspan="2" style="text-align: center;">Click on Save</td> </tr> </table>	Name*	Specify the unit name – this will display on the website.	Name	Enter contact name details –this will display on the website.	Property Address*	Enter the address and telephone contact details. These details will show on the website within the room/unit details.	Email/Fax	Enter the email/fax details linked to the property address, as above these will show on the website.	Name	If applicable enter the name, address and email/fax details for the key holder of the property. These details will show on the website within the room/unit details.	Key Handout Address	Email/Fax	Size	Enter the size of the unit/property in m2	Occupancy*	Enter the Standard, Minimum and Maximum occupancy for the unit/property.	Room Breakdown	Enter all the types of rooms in the unit/property. This will include living and bedroom details.	Type/Number of Beds	Enter the number of beds in the unit/property.	House Type	It is not necessary to complete these sections. However, the more details you enter the better the overview of the unit/property for the customer.	Floor	View	Suitable For	This is specific to this unit, complete if appropriate.	Sanitary Facilities	These sections are all made up of check boxes. Tick the facilities appropriate to the unit. Whilst it is not necessary to complete these, this information will be useful to the customer.	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 image in the same way as described above	Description	Add a description for the unit. Use this to highlight specific benefits of this unit type.	Click on Save	
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6	<p>Your unit details will now be complete.</p>	<p>Enter your pricing and availability to ensure the units are offered for sale on our website and through the Service Centre and Tourist Information Centre network.</p>																						

How to Setup Pricing

<p>1</p>	<p><u>To Add Prices your units</u></p> <p>(This section assumes you have created your date ranges first – see page 4) go to: Data / Standard Products / Units / Prices</p> <p>Click on the name of the unit you wish to apply the price to.</p> <p>Then select the Dates & Prices Tab.</p>	
<p>2</p>	<p><u>Dates & Prices</u></p> <p>This screen will display any existing date ranges previously created.</p> <p>You can delete out of date season/prices by placing a tick in the Delete box at the end of the row and selecting the button Delete Selected Row.</p> <p>To Enter a new Price click Create New Season →</p>	
<p>3</p>	<p><u>Entering a Price</u></p> <p>You will now see a new screen with four links at the top.</p> <p>Dates To assign the travel season, you must first give it an internal name (max. 8 characters) to make it easy to remember. e.g. High, Winter, etc. or if you are using weekly season time frames then week 1, week 2 etc...</p> <p>Once you have named the season, tick the boxes against the dates that this price would apply to.</p> <p>N.B. You can select more than one date range e.g. if High applies to Summer, Christmas and New Year select all 3.</p> <p>Click Add dates & prices to Service, the screen will refresh.</p> <p>Check the dates you have chosen are correct. If they are, click Confirm & Save</p> <p>Then click the Basic Price tab at the top of the screen.</p>	

4 **Basic Price**

The example used here is on a basis of per unit per night.

Price:
Please set the daily price of your unit. This will require you to divide your usual weekly rate by 7.

Specify your price for this unit type relative to the Board, Occupancy and the Season. Whatever price is entered in this box will apply to the **WHOLE** of the season.

Rates:
If you do not change the price of the unit even if the occupancy varies, then repeat the basic price in each of the "Number of Occupants" sections.

If you charge a different nightly rate based on the occupancy then enter each price in this section.

Discounts/Supplements per day
If you charge a different amount based on the day of the week enter the supplement or discount here. Discounts are entered as negative amounts.

Click Save and your prices will update.

The properties of the price (per person per night or per unit 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 – Units/Prices – Master Data and Product Settings section for this unit type.

[Dates](#) | [Basic Price](#) | [Terms & Conditions](#) | [Last Minute](#)

Dates & Prices: (Season H)

Price *

Standard Price GBP (Self Catering)
(Price per unit (room, apartment etc.) per day)

Rates *

Number Of Occupants	Price per Room/Unit
1	<input type="text" value="0.00"/>
2	<input type="text" value="0.00"/>
3	<input type="text" value="0.00"/>
4	<input type="text" value="0.00"/>
5	<input type="text" value="0.00"/>
6	<input type="text" value="0.00"/>
7	<input type="text" value="0.00"/>
8	<input type="text" value="0.00"/>

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"/>

If you do not wish to set minimum length stays or Last minute discounted prices then this is all you need to complete for each season of the year.

To continue with another season click on the Dates & Prices tab at the top of the screen and then select Create New Season. Repeat for all seasons you wish to add.

If you wish to setup minimum length stay requirements or last minute discounts please continue with this section.

5	<p><u>Terms and Conditions</u></p> <p>In this section you can set any minimum night stay conditions.</p> <p><u>Minimum/Maximum Night Stay</u></p> <p>If you sell weekly lets, set this to 7, if you are prepared to offer Short Breaks, set this to the shortest length of stay you will offer. Enter a maximum number of nights stay if applicable.</p> <p><u>Getting there & Departure Days</u></p> <p>If you only wish Saturday to Saturday lets, please uncheck all other days and leave Saturday checked in both Getting There (Arrival) and Departure columns.</p> <p>If you are offering Short Breaks, then leave those days checked that you would accept arrivals and departure on.</p> <ul style="list-style-type: none"> • Click Save 	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: right;"> Dates Basic Price Terms & Conditions Last Minute </p> <hr style="border-top: 1px dashed black;"/> <p>Dates & Prices: (Season H)</p> <p>Terms & Conditions *</p> <p>Minimum Stay in Days: <input type="text" value="1"/> *</p> <p>Maximum Stay in Days: <input type="text" value="999"/> *</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 15%;">Getting there</th> <th style="width: 60%;">Departure</th> </tr> </thead> <tbody> <tr><td><input checked="" type="checkbox"/></td><td>Monday <input checked="" type="checkbox"/></td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Tuesday <input checked="" type="checkbox"/></td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Wednesday <input checked="" type="checkbox"/></td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Thursday <input checked="" type="checkbox"/></td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Friday <input checked="" type="checkbox"/></td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Saturday <input checked="" type="checkbox"/></td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Sunday <input checked="" type="checkbox"/></td></tr> </tbody> </table> <p style="text-align: center; margin-top: 10px;"><input type="button" value="Save"/></p> </div>	Getting there	Departure	<input checked="" type="checkbox"/>	Monday <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Tuesday <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Wednesday <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Thursday <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Friday <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Saturday <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Sunday <input checked="" type="checkbox"/>
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6

Last Minute

Last minute price

Enter the price – this must be less than or equal to the standard price.

Display from c days in advance

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.

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.

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.

Date Ranges

- Take into account Length of Stay settings for Last Minute offers

Un-tick this if you wish to remove the conditions that were entered via the Length of stay tab.

- Take into account Last Minute Booking Conditions

Un-tick this if you wish to remove the conditions entered in the Dates & Prices/Terms and Conditions link.

- Take into Account Child Discounts for Last Minute offers

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.

- Take into Account Daily Discounts and Supplements for Last Minute Offers

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.

Dates & Prices: (Season H)

Last Minute *

Last Minute Price: GBP (Standard Price: 0.00 GBP)
(Price per unit (room, apartment etc.) per day)

Display from days in advance

Date Ranges *

- Take into account Length of Stay settings for Last Minute offers
- Take into account Last Minute booking conditions
- Take into account Child Discounts for Last Minute Offers
- Take into account Daily Discounts and Supplements for Last Minute Offers

Rates *

Number Of Occupants Price per Room/Unit

1	<input type="text" value="0.00"/>
2	<input type="text" value="0.00"/>
3	<input type="text" value="0.00"/>
4	<input type="text" value="0.00"/>
5	<input type="text" value="0.00"/>
6	<input type="text" value="0.00"/>
7	<input type="text" value="0.00"/>
8	0.0

Rates

As before enter the price per night based on the occupancy for the unit.

- Click Save

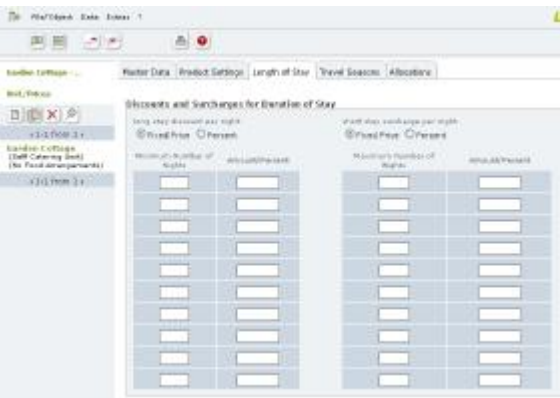
The Last Minute Price will now be active.

This completes the pricing of one season in one unit type. If you have multiple seasons for a unit type then you will need to repeat this process for all subsequent seasons.

NB. Please note when doing this that Season start dates and end dates **MUST NOT** overlap. Please ensure there are no gaps between seasons.

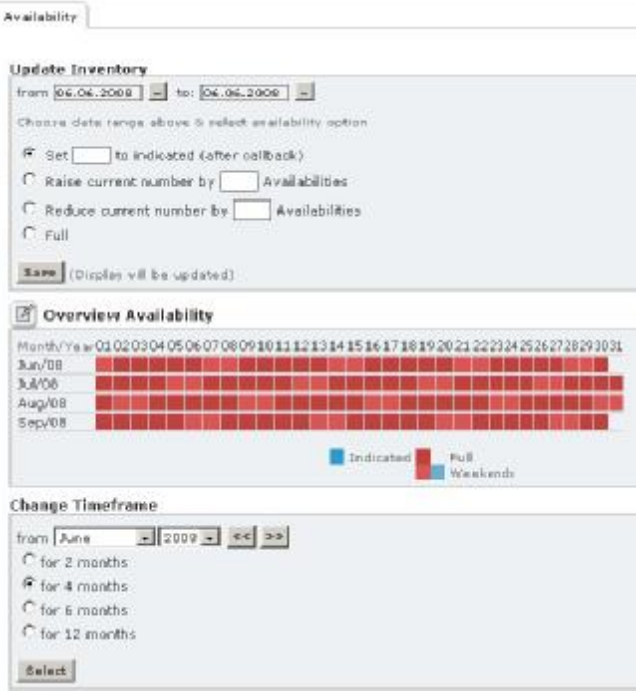

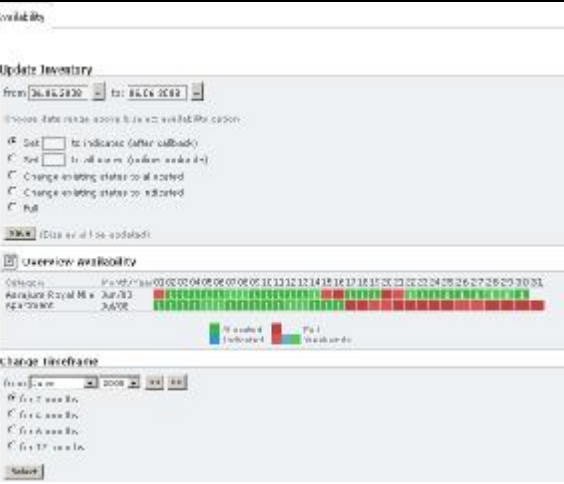
To continue with another season click on the Dates & Prices tab at the top of the screen and then select Create New Season. Repeat for all seasons you wish to add.


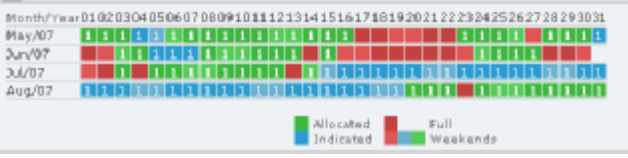
How to Setup Short Stay Surcharges and/or Long Stay Discounts

<p>1 Short Stay Surcharge/Long Stay Discounts</p> <p>The system has the ability to setup Short stay surcharges and Long stay discounts. These will apply to all seasons throughout the WHOLE year. If you wish to offer short break rates and weekly rates and not apply them all year round then please use the Advanced Pricing Guide which covers an alternative setup for this pricing structure.</p> <p>Setting Length of stay discounts will supplement or discount your standard tariffs all year round by the values you add here. You must ensure your minimum night stay setting on each season is set to the correct value.</p> <p>Go to: Data Standard Products Units/Prices</p> <ul style="list-style-type: none"> Click on the name of the unit. Click on the Length of Stay tab. <p>There are two sections to this page:</p> <p><u>Long Stay Discount section</u></p> <p>Here you can specify a discount for longer than usual stays, for example a 5% discount on 14 night stays.</p> <p>If this is setup when guests search for a 14 night stay in your property, the booking engine will automatically apply a 5% discount to the total cost of the stay.</p> <p><u>Short Stay Surcharge section</u></p> <p>Similar to the Long Stay Discount, you need to specify the Minimum Number of nights that apply for a surcharge, and also whether this is a % of the daily rate or a fixed amount of money.</p>	 <p><u>Long stay discount per night:</u></p> <ul style="list-style-type: none"> Select either the Fixed Price or Percent radio button Enter the number of nights in the nights box Enter the value of the discount per night in the Amount/Percent box. Repeat for any other durations of stay. Click Save <p><u>Short Stay Surcharge per night:</u></p> <ul style="list-style-type: none"> Select either the Fixed Price or Percent radio button Enter the number of nights in the nights box Enter the value of the surcharge per night in the Amount/Percent box. Repeat for any other durations of stay. Click Save <p>See the next page for an example of how to work out the values to enter.</p>
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2	Pricing Example	Rate	Extranet Pricing	Price per day
	Weekly rate of:	£700	Price per Unit per Day (basic price)	£100
	Minimum Night Stay	3	Set this in the "Terms & Conditions" section of the Travel Season	3
	3 Night Short Break Rate	£360	3 x daily rate of £100 = £300. Now enter 3 in the Minimum Number of Nights Set the "surcharge per night" to Fixed Price And set the surcharge to £20	Standard price of £300 plus 3 x 20 = £360
	4 Night Short Break Rate	£440	4 x daily rate of £100 = £400 Now enter 4 in the Minimum Number of Nights Set the "surcharge per night" to Fixed Price And set the surcharge to £10	Standard price of £400 plus 4 x 10 = £440
	5 Night Short Break Rate	£525	5 x daily rate of £100 = £500 Now enter 5 in the Minimum Number of Nights Set the "surcharge per night" to Fixed Price And set the surcharge to £5	Standard price of £500 plus 5 x £5 = £525
<p>Once you have added your Short Break Surcharges you need to go to the bottom of the page and click "Save".</p> <p>Please note that when you apply the Fixed Price discounts or supplements to the "Length of Stay" section it will apply these to ALL travel seasons.</p>				

How to Setup Availability

<p>1</p>	<p><u>Indicated ONLY Availability</u></p> <p>Now that all your Pricing is loaded, you need to apply some Availability to your unit.</p> <p>To input your availability go to: Data Standard Products Inventory Management</p> <p>Select the unit type from the left hand panel.</p> <p><u>Select Dates:</u> Select the start & end date for the period that you wish to update availability for. NB – This can cover multiple seasons.</p> <p><u>Add Availability:</u> In the “Set to Indicated” section, enter the number of units you wish to make available and then click Save. You will see the changes appear in the Overview.</p> <p><u>To Set the Unit to Full:</u> Again select the start & end date that the Unit is Full and click on “Full”. Click save and the overview changes to red.</p>	 <table border="1" data-bbox="845 974 1324 1064"> <tr> <td style="background-color: red; width: 20px; height: 15px;"></td> <td>Fully booked</td> </tr> <tr> <td style="background-color: blue; width: 20px; height: 15px;"></td> <td>Indicated available</td> </tr> </table>		Fully booked		Indicated available
	Fully booked					
	Indicated available					
<p>2</p>	<p>You can only update availability within the timeframe (calendar dates) that are displayed on the screen. To increase the timeframe use the Change Timeframe option.</p> <p>This allows you to change the overview and alter the start date and length of time you wish to view.</p>					
<p>3</p>	<p>If you have more than one unit you may wish to update all of the availabilities in one step. You can only do this if the number of units for the period you are updating are exactly the same for each unit type. E.g. set all units to full.</p>					
<p>4</p>	<p>To update all availabilities, go to: Data Standard Products Inventory Management</p> <p>Select All availabilities from the left hand panel.</p> <p>The right hand panel will show all unit types.</p> <p>Follow the instructions above to update the availability. Remember that the values you enter will be applied to all of the units you have listed.</p>					

<p>1</p>	<p>Allocated And/Or Indicated Availability This page gives details on how to update both Indicated and Allocated availability. You will have advised VisitScotland.com that you may wish to allocate your units with us and this will determine which updates screen you will see. Allocated availability is only available to anyone who has agreed to the Allocation Terms and Conditions. To do this contact the Tourism Services team on updates@visitscotland.com</p>							
<p>2</p>	<p>To input your availability go to:</p> <p>Data Standard Products Inventory Management</p> <p>Click on the unit you wish to update the availability for on the left-hand side. OR Click on all Availabilities to see an overview of the availability of all unit types.</p> <p>If you select All any changes you enter will apply to all unit types.</p> <p>If you only wish to adjust one unit type then ensure you select just that unit name.</p>	<p>This image shows the display with all availabilities selected.</p>  <p>Key:</p> <table border="1" data-bbox="813 918 1380 1030"> <tr> <td style="background-color: red; width: 20px; height: 15px;"></td> <td>Fully booked</td> </tr> <tr> <td style="background-color: cyan; width: 20px; height: 15px;"></td> <td>Indicated available</td> </tr> <tr> <td style="background-color: green; width: 20px; height: 15px;"></td> <td>Allocated (online bookable)</td> </tr> </table>		Fully booked		Indicated available		Allocated (online bookable)
	Fully booked							
	Indicated available							
	Allocated (online bookable)							
<p>3</p>	<p>To Update the Inventory:</p> <ul style="list-style-type: none"> Choose the date range that you want to update. (Use the calendar icon) Select the appropriate Row: Set to indicated (after callback) or Set to allocated (online bookable) Enter the number of units available in the relevant field. If you are full select Full Click Save 	<p>Update Inventory</p> <p>from <input type="text" value="17.04.2008"/> to: <input type="text" value="17.04.2008"/></p> <p>Choose date range above & select availability option</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> Set <input type="text"/> to indicated (after callback) <input type="radio"/> Set <input type="text"/> to allocated (online bookable) <input type="radio"/> Change existing status to allocated <input type="radio"/> Change existing status to indicated <input type="radio"/> Full <p><input type="button" value="Save"/> (Display will be updated)</p>						
<p>4</p>	<p>The "overview available allocations" shows at a glance how many units are bookable online. Once a unit is booked the number will decrement automatically. Any changes you make will be reflected here.</p> <p>ITEMS IN GREEN ARE ONLINE BOOKABLE.</p>	<p>Overview Availability</p> 						
<p>5</p>	<p>You can only update availability within the timeframe (calendar dates) that are displayed on the screen. To increase the timeframe use the Change Timeframe option.</p> <p>This allows you to alter the start date and length of time you wish to view.</p>	<p>Change Timeframe</p> <p>from <input type="text" value="September"/> 2006 << >></p> <ul style="list-style-type: none"> <input checked="" type="radio"/> for 2 months <input type="radio"/> for 4 months <input type="radio"/> for 6 months <input type="radio"/> for 12 months <p><input type="button" value="Select"/></p>						

Advanced Pricing Features

The extranet has the functionality to allow pricing to be setup in a variety of ways to accommodate the businesses that we work with.

Though some of these features have been mentioned in this pricing guide there are additional features available. If you wish to setup any of the following features please contact the Tourism Services team to discuss your requirements.

Advanced Data Maintenance:

Selling one unit type on a weekly or short break setup where the short breaks are only offered for part of the year.

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	updates@visitscotland.com