



HotelSpecials.nl



HOTELAanbiedingen.nl
Even weg, zo geregeld!



HotelSpecials.be

**HOTEL BOOKER EXTRANET
MANUAL**

Hotel Booker Extranet Manual

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Logging in

The Hotelspecials Extranet is found under URL: login.hotelspecials.nl. The following page will then open.

We recommend that you use Mozilla Firefox for our Extranet. Other browsers, such as Windows Explorer, will also work, but Firefox provides the best quality and speed.

Extranet Login



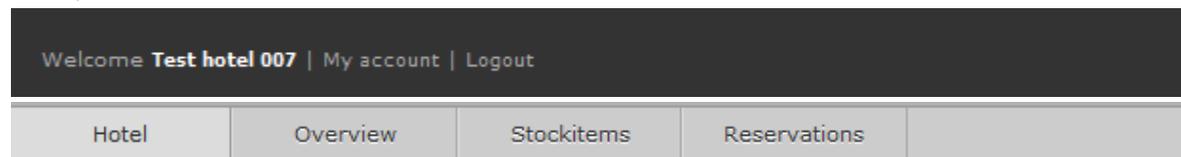
The login form consists of three input fields. The first is a text box labeled 'username'. The second is a text box labeled 'password'. Below these two fields is a button labeled 'Login'.

To log in, enter your username and password (these are case-sensitive) and click on Login.

Navigation

The Extranet is divided into 4 areas:

- 1) Hotel
- 2) Overview
- 3) Stockitems
- 4) Reservations



Hotel

Welcome **Test hotel 007** | My account | Logout

Hotel	Overview	Stockitems	Reservations			
HotelInformation	Media	Location	Facilities	Restaurant	Rooms general	Extra's & Fee's

All the general information on your hotel is shown here, from address and contact details to the presence of restaurants and other facilities, as well as any supplements for extras that can be added to the reservation by the customer.

Hotel Information

This shows all the general information on your hotel. You should ensure that we always hold the most up-to-date information on your hotel for those fields which you are able to change.

Only the Hotel name and address information cannot be amended by the hotel. Therefore, you should contact your Account Manager for any changes here.

Elements that are included in this overview are:

- General information
- Invoice details
- Number of rooms in your hotel
- Details of the reservations department
- Tourist tax; whether this is included in the hotel prices or should be calculated as an extra
- Children; whether children can be booked into this hotel
- Arrival: Standard check-in and check-out times
- Opening times of the reception desk
- Parking information
- Pets information
- Information on the smoking policy of the hotel
- Accessibility of the hotel for disabled guests
- Presence of lifts in your hotel

General information

Name	Test hotel 007
Short name	Test 007
Address	Loosrechtredreef 3
Postal code	1108 AX
City	Amsterdam
Province	Noord-Holland
Country	Nederland

Label	Link
HotelSpecials.nl	http://www.hotelspecials.nl/hotels/test_hotel_007.html
HotelSpecials.be	http://www.hotelspecials.be/hotels/test_hotel_007.html
HotelAanbiedingen.nl	http://www.hotelaanbiedingen.nl/hotels/test_hotel_007.html

Phone number	<input type="text" value="123456789"/>	(Example: 0031235346806)
Fax	<input type="text" value="023 5346806"/>	(Example: 0031235346806)
Email	<input type="text" value="testinfo@hotelspecials.nl"/>	
Website	<input type="text"/>	
Stars	<input type="text" value="0"/>	

Saving

Any changes you make will only be saved when you click on "Save". If you leave this page without clicking on "Save", your changes will not take effect and everything will remain as it was.

Media

As hotel it's your responsibility to ensure that we have the most up-to-date and complete selection of images of your hotel.

Adding pictures

Click on "Add pictures"

Media

Add pictures

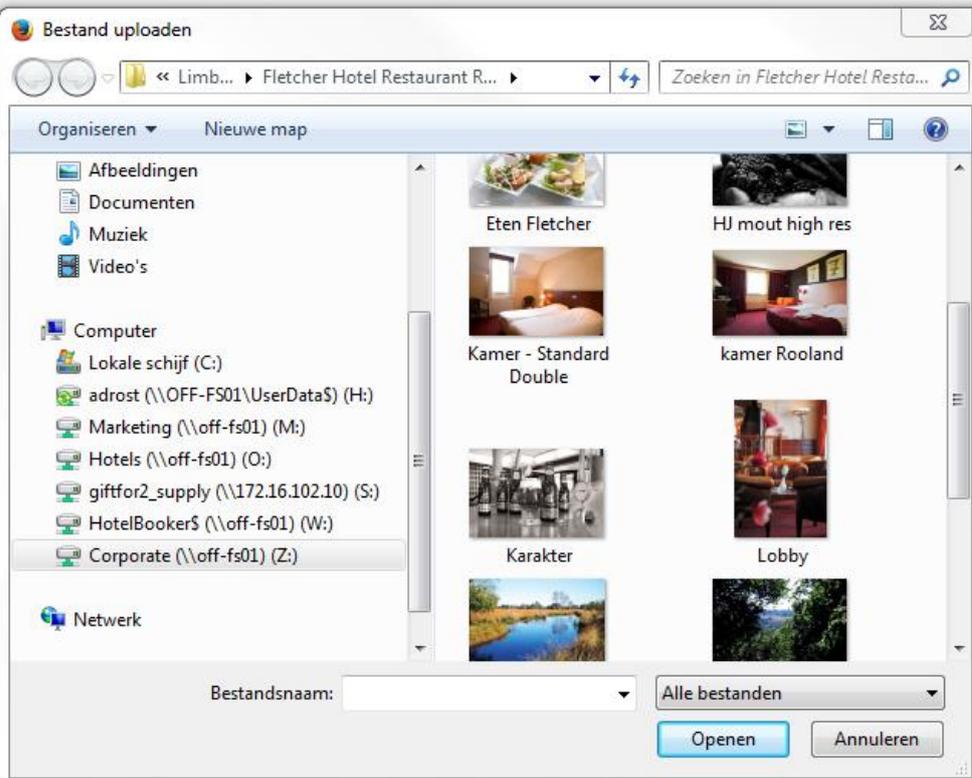
Now you can either drag the required picture to the blue area of select the picture from your files by clicking on "select".

Upload image

Back to overview

Uploaded pictures will be activated by your account manager after verification.

Drag files to this area or select



The screenshot shows a file selection dialog box titled "Bestand uploaden" (Upload file) with a search bar and a list of files. The files are displayed in a grid view and include:

- Eten Fletcher
- HJ mout high res
- Kamer - Standard Double
- kamer Rooland
- Karakter
- Lobby

At the bottom of the dialog, there is a "Bestandsnaam:" field, a dropdown menu set to "Alle bestanden", and "Openen" and "Annuleren" buttons.

Add a title and select a category from the drop down menu.

Tick the box in order to accept the general conditions and click on "Upload" in order to upload your images 1 by 1.

Filename: Kamer - Standard Double.jpg File size: 68.43 KB

Hotel / Pakket
Test hotel 007

Titel
Standard Room

Category
--
Facilities
Front
Main
Other
Reception/ Lobby
Restaurant
Room
Ski area
Surrounding

I accept the general conditions regarding images and confirm that the pictures are free of copyright

Upload

The below messages confirm that you've successfully uploaded your picture.

Uploaded pictures will be activated by your account manager after verification.

Your account manager will receive an automated notification of your activity. Once your account manager has approved the picture, it will become available in the media overview in the Extranet as well as on the Hotel Booker websites.

Removing pictures

Click on the picture you would like to remove.

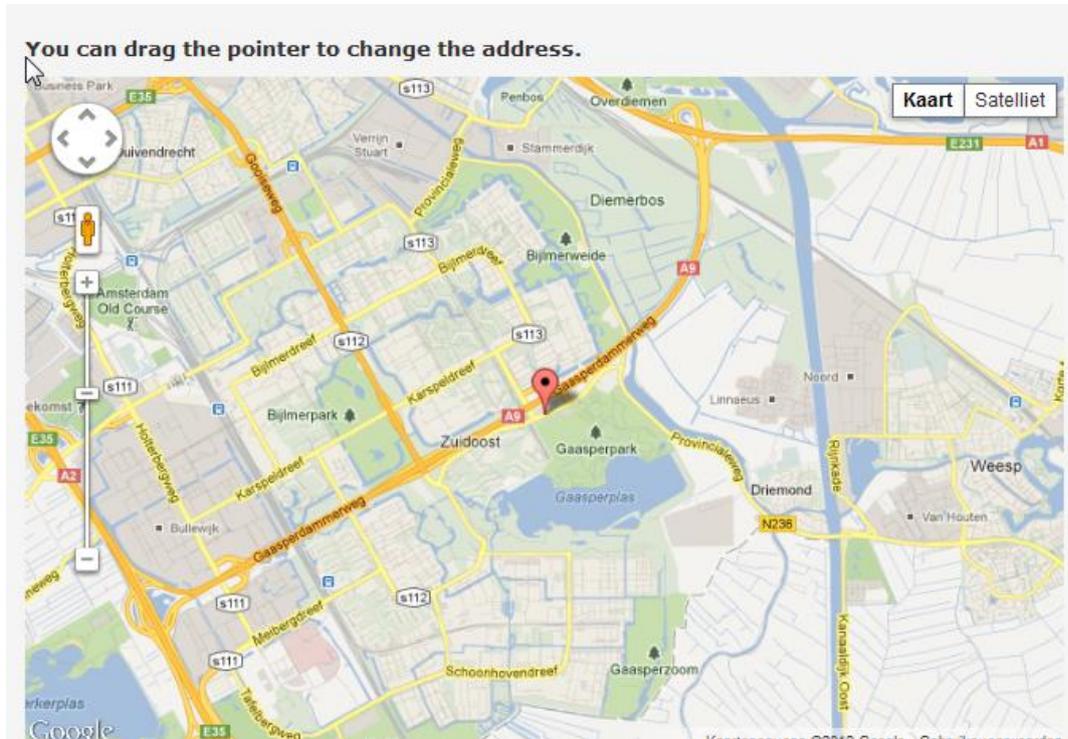
Click on the button:

Sent request to remove

Your account manager will receive an automated notification of your request. Once your account manager has accepted your request, the picture will be removed from the media overview in the Extranet as well as the Hotel Booker websites.

Location

The exact location of your hotel is indicated on the map by the red pointer . You can change the indication of your hotel's location by picking up the red pointer with your mouse and dragging it to the correct location and dropping it there.



How far is the city centre located from the hotel?

How far is the city centre located from the hotel?

N.a.

Distance in km

Distance in km: Please enter a maximum of 2 digits after the point (decimals)

How far is the hotel located from the nearest?

How far is the hotel located from the nearest ...?

<input checked="" type="checkbox"/> Trainstation	Name: Amsterdam Central Station	Distance in km: 0.7
<input type="checkbox"/> Bus stop	Name: Tempelierstraat	Distance in km: 0.01
<input type="checkbox"/> Tram stop	Name:	Distance in km:
<input type="checkbox"/> Subway / Metro stop	Name:	Distance in km:
<input type="checkbox"/> Airport	Name:	Distance in km:

The white fields are free-text fields. Pay attention to spelling when completing these fields.

Distance in km: Please enter a maximum of 2 digits after the point (decimals).

Do not forget to click on the box (circled in red above) to make this information available on the website.

Does the hotel offer a shuttle service?

Does the hotel offer a shuttle service?

Yes

<input type="checkbox"/> Station	Surcharge: € 0.00
<input type="checkbox"/> Beach	Surcharge: € 0.00
<input type="checkbox"/> City centre	Surcharge: € 0.00
<input type="checkbox"/> Airport	Surcharge: € 0.00

If you select the option "Yes" here, you should tick which shuttle service you provide. The supplement you enter is per person per single journey.

Saving

Any changes you make will only be saved when you click on "Save". If you leave this page without clicking on "Save", your changes will not take effect and everything will remain as it was.

Facilities

General facilities

Here, tick only those facilities that are available or present at hotel level. Elements that only apply to a certain type of room should not be ticked here.

Air conditioning should therefore only be ticked if this is present throughout the hotel.

The facilities Terrace, Photocopy Centre, Fireplace, Garden and Terrace should be generally

accessible areas that are present in the hotel. No supplements for the use of these areas should be applicable.

General

- | | |
|--|--|
| <input type="checkbox"/> Air conditioning | <input type="checkbox"/> Laundry/Valet service |
| <input type="checkbox"/> Baggage hold | <input type="checkbox"/> Lounges/bars |
| <input type="checkbox"/> Bar | <input type="checkbox"/> Outdoor pool |
| <input type="checkbox"/> Conference facilities | <input type="checkbox"/> Photocopy center |
| <input type="checkbox"/> Desk with electrical outlet | <input type="checkbox"/> Restaurant |
| <input type="checkbox"/> Door man | <input type="checkbox"/> Room service |
| <input type="checkbox"/> Elevators | <input type="checkbox"/> Seating area |
| <input type="checkbox"/> Fireplace | <input type="checkbox"/> Terrace |
| <input type="checkbox"/> Garden | <input type="checkbox"/> Vending machines |
| <input type="checkbox"/> Gift shop | <input type="checkbox"/> Video tapes |
| <input type="checkbox"/> Indoor pool | <input type="checkbox"/> Wheel chair access |

Other facilities

You can indicate the other facilities offered by your hotel in the following 3 categories:

- Baby sitting or child minding services
- Sport & games
- Service in the hotel
- Wellness facilities

N.B.: When entering these facilities, be sure to activate the tick in order to show the facility on the website. And

please indicate whether the supplement is per person or per facility. If the facility is

freely available to your guests, please leave the price set at €0.00.

Baby sitting or child minding services		
<input type="checkbox"/> Highchair	€ 0.00	Per facility
<input checked="" type="checkbox"/> Baby sitting	€ 0.00	Per facility
<input type="checkbox"/> Children's play area	€ 0.00	Per facility

Saving

Any changes you make will only be saved when you click on "Save". If you leave this page without clicking on "Save", your changes will not take effect and everything will remain as it was.

Restaurant

Show here all the information concerning your restaurant, such as:

Between what times is breakfast served?

Does the hotel supply lunch packs? A supplement per lunch pack can be entered here.

Between what times is lunch served?

What are the opening times of the restaurant for dinner?

Is a children's menu available?

Does the restaurant cater for dietary requirements? Please tick here the dietary requirements that you cater for.

Does the hotel cater for special diet requests?

Yes

Allowed:

Free of gluten

Vegetarian

Kosher

Halal

Diabetes

Low salt content

Saving

Any changes you make will only be saved when you click on "Save". If you leave this page without clicking on "Save", your changes will not take effect and everything will remain as it was.

Rooms general

You should supply here information that applies to all the rooms that you sell via Hotel Booker.

- Guests can specify a preference for location / view of the room?

Guests can specify a preference for location / view of the room?

Yes

Are the guests allowed to give a preference about how it is situated?

Terrace/Balcony

Surcharge: € 0.00

Per baby

No street side/quietly situated

Surcharge: € 0.00

Per baby

Near elevator

Surcharge: € 0.00

Per baby

Upper/Lower floor

Surcharge: € 0.00

Per baby

Guests can book a preferred view?

Seeview

Surcharge: € 0.00

View on forrest/lake/dunes/park/etc.

Surcharge: € 0.00

- Per baby
- Per baby per nacht
- Per pakket
- Per persoon
- Per persoon en baby
- Per persoon en baby per nacht
- Per persoon per nacht
- Per huisdier
- Per huisdier per nacht
- Per stuk
- Per stuk per nacht
- per reservering
- Per kamer
- Per kamer per nacht

- Does the hotel offer extra services for allergic people?
- Is it possible to book a room with a bedtype preference?

- Is it possible to place a baby cot in the room?
- Is it possible to place an extra bed for a third person in the room?
- Do the rooms feature double beds or twin beds?
 - ⇒ If you cannot give an unambiguous answer, select the option “Both single and double” and for the question: When making a reservation, is it possible to state a preference for single or double beds?, select the option “Yes”.
- Is it possible to book a room with a bedtype preference?
- Is it possible to place a baby cot in the room?
 - ⇒ For the option “Yes, a baby cot of the hotel is available at a surcharge” a supplement per cot can be entered.

Is it possible to place a baby cot in the room?

No

No
Yes, guests are allowed to bring their own baby cot
Yes, a baby cot of the hotel is available at a surcharge of?

- Is it possible to place an extra bed for a third person in the room?

Saving

Any changes you make will only be saved when you click on “Save”. If you leave this page without clicking on “Save”, your changes will not take effect and everything will remain as it was.

Extras & Fee's

Free extras when booking

You can indicate with a tick here which provisions you make available to your guests free of charge.

Optional extra and Lazy Sunday

You can select extra provisions here that the guest can add to his reservation against payment.

When you move the mouse over the name of the extra, you will see what your guest will see online if they wish to add this element to their reservation.

Fietsarrangement

Rozenblaadjes op kamer/bed

Bos bloemen op de kamer

Rozenblaadjes op kamer/bed

Stap je hotelkamer binnen en je wordt verrast met een bed dat bedekt is met rozenblaadjes.

N.B.: Don't forget to add the tick to activate the extra on the website. And please indicate whether the supplement is calculated per person, per item, per... etc.

Optional extra

<input type="checkbox"/> 3-gangen welkomstdiner	€ 0.00	<input type="text" value=""/>
<input type="checkbox"/> High Tea	€ 0.00	<input type="text" value=""/>
<input type="checkbox"/> 4-gangendiner inclusief wijnarrangement	€ 0.00	<input type="text" value=""/>
<input type="checkbox"/> Fietsarrangement	€ 0.00	<input type="text" value=""/>

Per persoon
Per persoon per nacht
Per stuk
Per stuk per nacht
Per reservering
Per kamer
Per kamer per nacht

Saving

Any changes you make will only be saved when you click on “Save”. If you leave this page without clicking on “Save”, your changes will not take effect and everything will remain as it was.

Overview

Welcome **Test hotel 007** | My account | Logout

Hotel Overview Stockitems Reservations

Under this tab, you can manage the prices and availability of your hotel per package. We work with 3 general colours in this overview:

Red = the package is closed for this date (not available for sale)

Orange = the package has 0 rooms in allotment for this date (and is therefore not available for sale)

White = the package is available for sale for this date

Room	September					
	tu 25	we 26	th 27	fr 28	sa 29	su 30
Standaard Tweepersoon	100	100	100	100	100	100

Period

You can indicate here which period you wish to view. A specific month or a specifically-chosen "Selected period".

Period

Adjusted period

Adjusted period

05-03-2014 23-03-2014

Adjusted period

- Adjusted period
- March 2014
- April 2014
- May 2014
- June 2014
- July 2014
- August 2014

Navigation

With the grey bar at the top of this overview you can scrole from left to right through your screen, should it not be possible to show the selected period in 1 screen.

Price & Availability overview

Hide Dynamic Packages Prio

Status of all accommodations

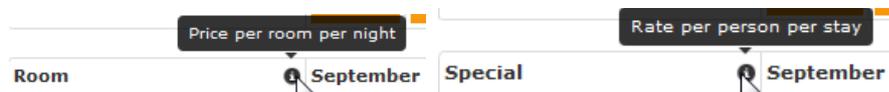
This toolbar allows you to close your hotel availability completely for a particular date. We recommend that you only use this function in emergencies, and manage the status per package in all other cases.

A red block in this toolbar means that your hotel is closed for Hotel Booker reservations; a white block means that your hotel is open for reservations, at hotel level. (If this field is white but you have not loaded any prices or allotment on any of your packages for that date, reservations will not be possible via Hotel Booker.)

	October										
	mo 01	tu 02	we 03	th 04	fr 05	sa 06	su 07	mo 08	tu 09	we 10	th 11
Status entire hotel											

Package names

A list of all the packages that have been loaded for your hotel is shown on the left-hand side. The packages are divided by: Temporary deals, HotelAanbiedingen, Rooms, Specials, Arrangement. Next to heading you'll find a . When you hover with your mouse over this icon, it will tell you if the rates you see for the packages in the group are per room per night or per person per stay.



The packages indicated in grey are those that have been loaded dynamically.

Where the name of a package is shown in red letters, this means that the relevant package is currently not active (live) on the Hotel Booker website and therefore cannot be reserved.

When you have selected price as primary information and you offer different rates for 1 night stays versus 2 or more night stays, the line with the later rates will be indicated with **2<n**.

Standaard Tweepersoon

- HotDeal
- Super HotDeal
- VIP Upgrade
- VIP Upgrade
- VIP Upgrade

	vr 28	za 29
Standaard Tweepersoon	120	100
2>n	115	90

Hiding dynamic packages

By placing a tick in this box, all the dynamic packages in the list will be hidden from view. If the box is not ticked, you will see your hotel's complete product range with Hotel Booker in this list.

 Hide dynamic packages

Amending the primary information display



Using the drop-down menu on the right-hand side, you can determine which primary information you wish to see in the overview. If you select Price, when you move the mouse over the price field, a balloon will appear showing the allotment for that day for that package. If you select Allotment, the balloon will show the price for the specific date and the package.

we 26	th 27	fr 28	we 26	th 27	fr 28
100	100	100	5	5	33
12 Allotment: 5 20			Price 1n: € 80 8		
90	90	90	5	33	

Price changes in the overview

If the overview is arranged by price, you can amend the price of a package easily. Click on the price field that you wish to change. The following screen will open:

Standaard 2 persoonskamer | th 13-03-2014 ✕

Period

From Till

	Mo	Tu	We	Th	Fr	Sa	Su
Price 1 Night (€)	<input type="text"/>	<input type="text"/>	<input type="text"/>	80.00	<input style="border: 2px solid #00aaff;" type="text"/>	<input type="text"/>	<input type="text"/>

[Edit more data](#)

If you only want to change the date, enter the new price and click on Save. The following text bar appears, briefly, to confirm that your price has been saved.

Save successful

You can now close the screen by clicking on “Close”.

In the screen in which you amend the price, you have the possibility, in addition to amending it for 1 date, to apply the same price change to a longer period, as long as you wish to change the price in the same manner for every corresponding weekday within that period.

Example: In the example below we are changing the price to €50 per night for every Tuesday in the month of October and to €55 per night for every Thursday. Nothing changes for the other days of the week.

Standaard 2 persoonskamer | th 13-03-2014 ✕

Period

From Till

	Mo	Tu	We	Th	Fr	Sa	Su
Price 1 Night (€)	<input type="text"/>	50.00	<input type="text"/>	55.00	<input style="border: 2px solid #00aaff;" type="text"/>	<input type="text"/>	<input type="text"/>

[Edit more data](#)

Using the ‘Edit more info’ button in the screen, you have the possibility, in addition to amending the price, to also amend the allotment and the status of the package. The same method is used for these fields.

Allotment changes in the overview

If the overview is arranged by allotment, you can easily amend the allotment of a package. Click on the allotment field that you wish to amend. The following screen will open:

Standaard 2 persoonskamer | fr 14-03-2014×

Period

From Till

	Mo	Tu	We	Th	Fr	Sa	Su
Allotment	<input type="text"/>	<input type="text"/>	<input type="text"/>	5	<input style="border: 2px solid blue;" type="text"/>	<input type="text"/>	<input type="text"/>

[Edit more data](#)

If you only wish to change the date, enter the new allotment here and click on Save.

The following title bar will appear, briefly, to confirm that your allotment has been saved.

Save successful

You can then close the screen by clicking on “Close”.

In the screen in which you amend the allotment, you have the possibility, in addition to amending it for 1 date, to apply the same allotment change to a longer period, as long as you wish to change the allotment in the same manner for every corresponding weekday within that period.

Example: In the example we are changing the allotment to 5 rooms for every Tuesday in the month of October and to 7 rooms for every Thursday. Nothing changes for the other days of the week.

Standaard 2 persoonskamer | fr 14-03-2014×

Period

From Till

	Mo	Tu	We	Th	Fr	Sa	Su
Allotment	<input type="text"/>	5	<input type="text"/>	7	<input style="border: 2px solid blue;" type="text"/>	<input type="text"/>	<input type="text"/>

[Edit more data](#)

Using the ‘Edit more info’ button in the screen, you have the possibility, in addition to amending the allotment, to also amend the price and the status of the package. The same method is used for these fields.

The package overview

Besides the general overview, which always shows the price, the allotment or the arrival and departure options, you can also see in 1 overview all the elements of a specific package. This overview opens up when you click on the name of a package in the general overview.

Room	Standard name (On Website)	Standard 2 personroom
Standaard kamer BAR	breakfast	not included
Standard 2 personroom	Payment	at property
Standard 2 personroom	Period	Whole year
	Availability	Allotment

Period

You can select here the period you wish to view: a specific month, or any given "Selected period".

Period

Adjusted period

Adjusted period

Adjusted period

- March 2014
- April 2014
- May 2014
- June 2014

Navigation

Using the drop-down menu shown here on the left, located under the period field, you can navigate directly from a package overview for a specific package to the overview of another package.

To navigate back from a package overview to the overview of all your packages, click on the Overview tab in the navigation bar at the top.

Klassieke Tweepersoon

Kamers

- Klassieke Tweepersoonskamer
- Klassieke Tweepersoonskamer
- Vip Upgrade
- Unieke weekdeal

Specials

- VIP Upgrade
- 3=2 Special

Arrangementen

- Romantic Escape
- Romantic Escape
- VIP Special
- VIP Special

Applying changes to the package overview

In this overview you can overwrite the price and the allotment field for each day. *N.B.:* changes are saved immediately upon entry!

You can change the status (open or closed) per date in this package overview by clicking on the status box. *N.B.:* Here, too, changes are saved immediately, as soon as they are made. As an additional aid, the status box also has a colour.

Red = not available for sale

White = available for sale

Orange = available for sale, but no allotment has been entered, consequently the package will not appear online.



Edit data for a longer period

If you want to apply the same change to a longer period, you can do so by clicking on [Edit data for a longer period](#). The pop-up below will appear, in which you can set the period and changes. If you only want to change the price and not the allotment, leave the allotment field blank. Vice versa is also possible.

Standaard 2 persoonskamer ✕

Period

From Till

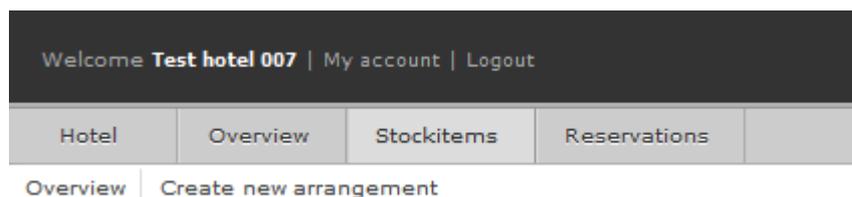
	Mo	Tu	We	Th	Fr	Sa	Su
Price 1 Night (€)	<input type="text"/>						
Allotment	<input type="text"/>						

Advanced overview

Within this overview you have the option of viewing the price, the allotment or the status only, or, by clicking on **Advanced**, you can view all restriction possibilities of the package.

You also have the option here of applying additional restrictions for a longer period by clicking on [Change minimal, maximal stay duration](#).

Stockitems



This tab sheet gives you an overview of all the stockitems (packages) that are loaded non-dynamically for your hotel on our site. You can load your own arrangements here so that Hotel Booker will be able to offer them on its site. Finally, you can also indicate here your participation in Hotel Booker Permanent Specials.

The overview is subdivided as follows:

- Special invites;
Here you'll find a list of Specials as invitation for you to participate
- Temporary deals
Showing the details of your Daily Special if you take part in this.
- HotelAanbiedingen
Showing the details of how your hotel is sold on our site www.hotelaanbiedingen.nl (the standard last-minute €30,- per person, per night offer)
- Rooms
Showing all the room types that you offer via Hotel Booker with the relevant details per type
- Packages
Showing your hotel arrangements that you supply via Hotel Booker with the relevant details per arrangement.
- Standard & Seasonal Specials
Showing which Hotel Booker Permanent and Seasonal Specials your hotel participates in with the relevant details per special.

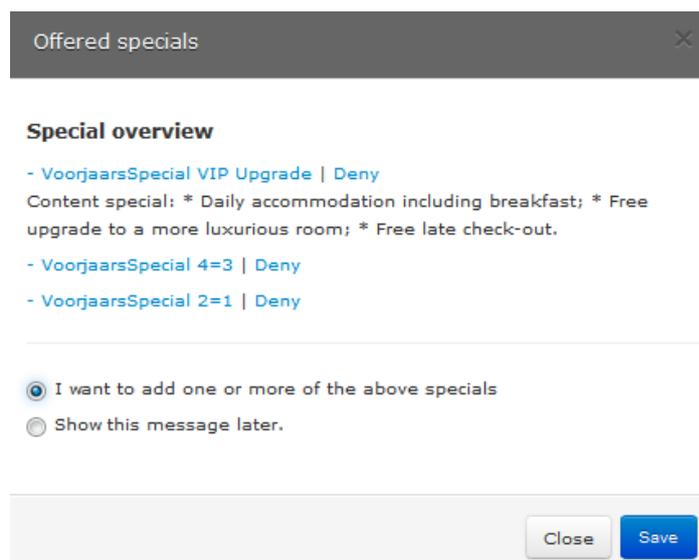
Special Invites

Periodically your account manager will invite you through the Extranet to participate with the Hotel Booker Specials. When Special invites are awaiting your reply, the following screen will pop-up once you've logged on to the Extranet. This screen provides a list of all Specials for which you're invited to participate.

By clicking on the name of the Special, the content of the Special will be shown.

By clicking on [Deny](#) behind the Special, you will advise your accountmanager that you do not want to participate.

With the radio buttons "I want ...special" and "Show this message later" followed by clicking on "Save", you can activate the Special or postpone your decision.



Special deelname activeren

Click on Participation behind the Special should you wish to participate in this Special with your hotel.

Please contact your account manager if you do not want the Special to be dynamically linked to an existing room type, but should prefer to link the Special to your Channelmanager and manage its rates and availability through there

Special invites

Special	Nights	
VoorjaarsSpecial VIP Upgrade	1 (Flex)	Participation Deny
VoorjaarsSpecial 4=3	4	Participation Deny

After you clicked on Participation the Specials Wizard will open.

Since Special have a fixed template the hotel can only enter a limited amount of hotel specific details.

Select a room

Er dient altijd een kamer geselecteerd te worden, aangezien het een Dynamisch pakket betreft:

Select a room

Select room the Special will be attached to

Room

Klik op volgende om de s

Standaard 2 persoonskamer (excl. ontbijt)

Kamer 1 (excl. ontbijt)

Kamer 2 (excl. ontbijt)

Kamer 3 (excl. ontbijt)

Kamer 4 (excl. ontbijt)

Testgeval 10-3 (incl. ontbijt)

Standaard 2 persoonskamer (excl. ontbijt)

Activate now! Next

Click “Next”

Status selection

Copy the status of the room: This ensures that the status (open/closed) of Special will automatically follow the status of the room selected in the previous step.

Don't copy the status of the room: This way the status of the Special will be unlinked from the status of the room selected in the previous step and status of the room selected will not be copied to the Special. When selecting this option the hotel can set the following restrictions:

- Stay possible on: The hotel can close the status for specific weekdays on which bookings on this Special should not be possible.
- Calendar: Specific dates can be closed for stay, which will prevent reservations from being made on these dates.

After selecting the settings for status click 'next'.

Beschikbaarheid

- Kopieer status van de kamer
 Kopieer niet de status van de kamer

Verblijf mogelijk op

- maandag
 dinsdag
 woensdag
 donderdag
 vrijdag
 zaterdag
 zondag

Klik op een datum om een dag te sluiten

maart 2014							april 2014							mei 2014							
ma	di	wo	do	vr	za	zo	ma	di	wo	do	vr	za	zo	ma	di	wo	do	vr	za	zo	
									1	2	3	4	5	6							
		5	6	7	8	9	7	8	9	10	11	12	13		5	6	7	8	9	10	11
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31		
31																					

Allotment selection

Copy allotment from the room: Deze keuze neemt het allotment van de kamer over.

Set allotment: This option will make that you need to manage the allotment of the Special manually in the Extranet. This option comes with a warning:

!!!if_you_are_using_a_channel_manager_the_allotment_will_not_be_controlled_by_the_channel_manager!!!

OK

(In this case the allotment needs to be entered on the Overview after completion of the Wizard in order to make the Special available for reservations.)

After the selecting the allotment settings, click 'next'

Rates & Surcharges

In this step certain prices and surcharges can be added tot the Special.

Surcharge amount (is not applicalbe to all Specials): This is a fixed surcharge (can also be negative) for instance for

Standaard prijs p.p.

De prijs wordt overgenomen van het kamertype, gekozen in de eerste stap.

Voer hier het gereduceerde tarief in voor het diner per persoon.

Toeslag bedrag

€ 0.00

Diner. The price of the Specials will therefore be calculated as follows: Room rate (as per the room type the Special is linked to) + Surcharge amount. As a result the price of the Special can fluctuate with the price of the room selected.

Single / Third person surcharge: If applicable, please tick the box and enter the amount. If case no amount will be entered the price will be set at €0,-.

Rates & surcharges

Single person surcharge € 0.00

Third person surcharge € 0.00

Breakfast rate: All Specials are always including breakfast. In case you link a Special to a room excluding breakfast, you can here enter breakfast supplement. The price of the Special will then be calculated by taking the rate of the room and adding the here entered breakfast supplement.

Breakfast

All specials are including breakfast

Breakfast rate

€

The breakfast price on hotel level is (copy price one time for this package)

The following options for entering a breakfast supplement are provided:

- Entering a price: This price is only valid for this special
- Copy price 1 time for this package: if on hotel level a breakfast rate is entered (Extra's & Fee's) this rate will be copied to the Special by clicking on the blue text. *Attention please*: the Breakfast rate is a obligatory field and has as default value 0.

Rates Children: In case children categories have been indicated on hotel level, you can enter here the rates that are applicable for this Special. *Attention*: apart from entering the rate, do not forget to tick the box, otherwise the supplement for adding children to the room will still not be activated.

Rates children

Caution: Children Price (in euros) applies to the entire special, including any meals, etc.

Category: 0 - 2 € 0.00

Category: 3 - 4 € 0.00

Category: 5 - 12 € 0.00

After completing all fields, click on 'complete'

Confirmation

Dit scherm bevestigt dat het pakket succesvol is aangemaakt.

VoorjaarsSpecial 4=3

!!!specials_wizard_finish!!!

If you have not copied the allotment, do not forget to enter it manually. On the overview page

[Go to stockitem overview](#)

By clicking on 'Go to stockitem overview' you will see that the Special is activated and included in the Stock items listings.

Attention please: If you selected Do not copy allotment, you'll still need to manually enter the required allotment for the Special on the Overview Page. Should you omit to do this, the Special will not become available on our websites for clients to book.

Deny

Should you not want to participate in a specific Special, you can advise your account manager by clicking on the Deny button. Once this decision has been reconfirmed by pressing "ok" the Special will disappear from the Special Invites list.

Special invites

Special	Nights	
VoorjaarsSpecial VIP Upgrade	1 (Flex)	Participation Deny
VoorjaarsSpecial 4=3	4	Participation Deny

In case a hotel is invited to participate in multiple Specials the above steps need to be taken for each Special.

Notification of changes

For the elements Temporary deals, HotelAanbiedingen, Rooms and Standard and Seasonal Specials, the hotel may only apply changes in the details that relate to the single supplement and third person supplement as well as the supplements for including children in the rooms. Changes to price and availability can be entered under the "Overview" tab sheet. For any other changes or for the addition/removal of a specific package you should contact your account manager.

Amending an arrangement

Click on the Change icon  shown after the relevant arrangement. A screen showing all the details of the arrangement will open. Enter any changes.

Name: Name of the arrangement; this should consist of a maximum of 40 characters

Description: Description of the arrangement; indicate line by line what the guest will receive when he books this arrangement. For example:

2x nights in a standard room

2x breakfast for 2 persons in our breakfast room

1 day free use of the sauna and swimming pool

1x welcome cocktail for 2 persons in our bar

Other information: This field is not mandatory and you can use it for general information, for example about the opening times of the attraction for which tickets are included in the arrangement. However, this information is not shown on the confirmation issued to the guest.

Subtitle: Select the subtitle that is most applicable. Your arrangement will be found by the consumer under this group on our site.

Number of nights: The number of nights included in this arrangement.

Choice of availability: Allotment/ Open Sell/ On request

Allotment: If you choose this option, you can indicate per date the maximum number of rooms you wish to sell for this arrangement. You can always change these numbers in the overview screen after creating a package.

Open sell: If you choose this option, you are saying that this arrangement can be booked without limit until you change the status for a specific date from open to closed.

On request: If you choose this option, the guest cannot make a reservation online, and can only make a request for a reservation. The booking will only be made following acceptance of the reservation by the hotel. *N.B.*: This option will make your arrangement much less attractive to the guest and will automatically result in fewer bookings. You should also accept or reject the request within 24 hours of receipt of the request.

Release days: If the arrangement should only be available until 3 days prior to arrival, enter 3 here.

Bookable from: If the arrangement should only be available within 3 days prior to arrival, enter 3 here.

Arrival days: Tick here the days of the week on which it is possible to arrive at your hotel on the basis of this arrangement. *N.B.*: If you create a dinner arrangement and your restaurant is closed on Sunday evenings, you should not tick Saturday and Sunday here.

Rates & surcharges: Tick what is applicable. *N.B.*: the surcharge entered here is per arrangement and **not per night**.

Breakfast: Select what is applicable. The price for breakfast that you enter here is per person per night.

Rates Children: Tick what is applicable. *N.B.*: the supplement entered here is per child per arrangement, and **not per child per night**.

N.B.: Price & allotment changes for a package after a package has been created can only be applied in the "Overview" tab.

Saving

Any changes you make will only be saved when you click on "Save". If you leave this page without clicking on "Save", your changes will not take effect and everything will remain as it was.

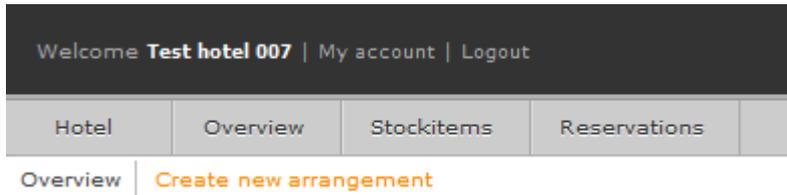
Removing an arrangement

You can remove an arrangement by clicking on the Remove icon  after the specific arrangement. A warning message appears. If you click here on "OK" the arrangement will be permanently deleted and can no longer be retrieved.

Are you sure you want to remove this package?

Creating a new arrangement

To create a new arrangement, click on “Create new arrangement” in the menu bar.



Fill in all the fields with the specifications of the arrangement that you wish to create. For more information on the meanings and operation of all the fields, see “Changing an arrangement”.

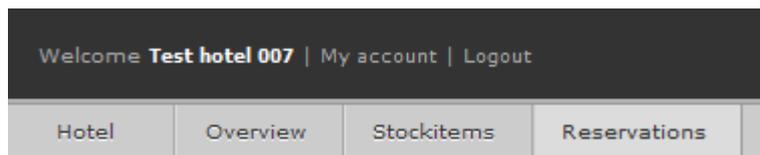
N.B.: At Prices & Supplements, under Standard Price p.p. you should enter the standard price per person for the entire duration of the arrangement and not per person per night.

For example: You create an arrangement for 3 nights, for which the price per room, per night is €50. Therefore, in total this arrangement costs €150 per room for the 3 nights. Under “Standard price p.p.” you should therefore enter €75.

Saving

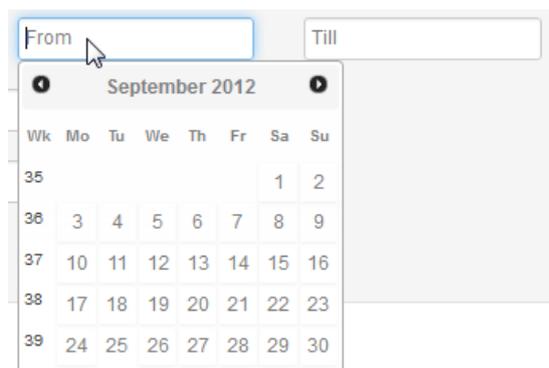
Any changes you make will only be saved when you click on “Save”. If you leave this page without clicking on “Save”, your changes will not take effect and everything will remain as it was.

Reservations



Here you can consult all the reservations that have been made for your hotel, and also reports based on dates of booking, arrival or departure.

From the drop-down menu, select the element you wish to show in a search period.



Using the calendar, select “From” and “To” to indicate the period within which you wish to search. (The calendar appears automatically when you place your cursor in the “From” or “To” field.)

You can leave “Reservation number” and “Name of guest” blank at this stage.

When you click on “View reservations”, you will see an overview of all the reservations that meet these criteria, as well as the following information about this selection:

Sum to Hotel; total value of all these reservations collectively

Room nights: total number of all these reservations collectively

Reservations: total number of reservations that occur in this selection

Via the button “Download Excel” you can export this report to Excel.

By clicking on the title fields in this screen, you can arrange the report from A-Z or Z-A.

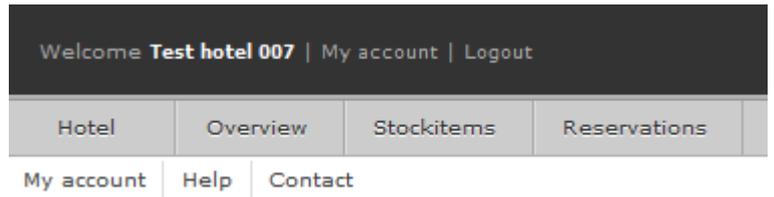
You can search a specific reservation under the reservation number field of a booking. (We are referring here to the unique reservation number assigned by Hotel Booker to every reservation.) You do not need to make a selection here from the drop-down menu “Guest arrives in”/ “Guest departs in”/ “Booking made in” or fill in any data under “From” and “To”.

Via the “Name of guest” field, you can search under the specific name of a guest. In this case you do not need to make a selection from the drop-down menu “Guest arrives in”/ “Guest departs in”/ “Booking made in” or fill in any data under “From” and “To”.

My account

Under My account you will find 3 useful tab sheets:

- My account
- Help
- Contact



Changing the language setting

When you click on [My account](#) at the top left of the screen, under the tab My Account, you can change the language in which your Extranet is displayed by selecting from the drop-down menu and clicking on Save.

Help

Here, a link enables you to automatically add the URL of the Extranet to your favourites in your browser. You will also find here the digital version of this manual.

Contact details

In [My account](#) under the Contact tab you will find the contact details of your account manager.