Group Folio, Bulk Overrides & Rate Form Updates

This page provides an introduction to the new group folios, bulk overrides and rate edit form available in WebRezPro v10.5.28. The updated features are designed to improve functionality and usability. A description of the main changes for each feature is included below.

1. Group Folios

The new group folios feature an improved layout and tab format that is easier to navigate and is mobile friendly.

	Wedding Block	ALL	🗋 ALLO	CATION	≣ RESE	ERVATIONS	🗎 INCI	DENTALS	\$ PAYME	INTS						
Arrival	Jul 15, 2022	_														
Departure	Jul 17, 2022	SETU	P AND VIE	W ALLO	CATION											≡
Contact	Susan McMillian	Reserve	anocation -	no release	uate							Days of the		1		
Deposits	2275.00 Refund											week that		Discount	in %	
Customer ID	25157450	Check-i	n date	Check-o	ut date	# Unit	ts Unit a:	signment				effect Uni	t	Sgl	Dbl	L PPEA
Contract status Contract	signature received	Add an	availability er	itry												
Deposit r Rooming	eceived list required by: 1 May 2022	Jul 15, :	:022	Jul 17, 20	022 E D	8	King Suite	- Hotel, One Queen - I	Hotel, Two Queen	- Hotel		SMTWTFS E D KSI SMTWTFS E D 1Q	uite	0/0/0	0/0/0	0 2
Room nights in block	16	Add an	availability er	itry								SMIWIPS ED 24		0/ 0/ 0	0/ 0/ 0	0 2
No notes attached to this f	nlin															
			Ju	ul 15, 2022		1		Ju	ıl 16, 2022							
			Rate	BL	PU	Alloc cost		Rate	BL	PU	Alloc cost					
		1Q	\$200.00	2	0	\$400.00	1Q	\$200.00	2	0	\$400.00					
		2Q	\$225.00	3	0	\$675.00	2Q	\$225.00	3	0	\$675.00					
		KSuite	\$400.00	3	0	\$1200.00	KSuite	\$400.00	3	0	\$1200.00					
				0	0	\$2275.00	Total		8	0	\$2275.00					

Create reservations

Creating new bookings in a group folio is now more intuitive using the create reservations option:

- Select **create reservations** from the blue options menu in the Reservations section of the group folio.
- In the pop-up that appears, confirm the arrival/departure dates, choose the unit type you want to create bookings for (only unit types that are part of the allocation will be available for selection), and select the number of reservations you are creating. Note: this should not exceed the number of allocated rooms for the selected unit type.
- Click Apply.

Company name	Wedding Block								
rrival	Jul 15, 2022	ARRIVAL DATE	DEPARTURE DATE	UNIT TYPE	NUMBER OF RESERVATIONS				
eparture	Jul 17, 2022	Filiay - Jul 13, 2022	Sunuay - Sui 17, 2022	Please make a selection *	· ·				≡
ontact	Susan McMillian			Please make a selection					
eposits	2275.00 Refund			KSuite - King Suite - Hotel	Apply Cancel	Unit # & type	Status 🗢	Paid	Owing
ustomer ID	25157450			1Q - One Queen - Hotel		- Wedding Block	New	0.00	842.60
	2010/400	31315577	Tim Porter ECPS	2Q - Two Queen - Hotel	Not assigned 1Q	- Wedding Block	New	0.00	414.20
De De	Intract signature received	31315587	Paul Mansfield E C P S	Jul 15 - 17, 2022	Not assigned 2Q	- Wedding Block	New	0.00	467.76
Ro	oming list required by: 1 May 2022	3						0.00	1724.56
oom nights in bloc	k 16								
eservations picked	Jup 3								
ghts picked up	6								
a notae attached to	this folio								

A 'reservation summary' pop-up form will open. Input the guest name and select the number of adults/children for each new booking. You can assign a room number or leave it unassigned. You can also add admin comments and/or housekeeping notes to the booking. Note: This is a new feature that was not available on the group edit page in the previous version.

GROU	P FOLIO 345216					x				= Opti	ons
											l
	Company name Wedding Block	RESERVATION SUMMA	RY								
	Arrival Jul 15, 2022	ROOM TYPE	RATE	CHECK-IN	CHECK-OUT						
	Departure Jul 17, 2022	King Suite - Hotel	Wedding Block	Jul 15, 2022	Jul 17, 2022					=	
	Contact Susan McMillian	RESERVATION 1					linit # & type	Status 🖨	Paid	Owing	
	Deposits 2275.00 Refund						e - Wedding Block	New	0.00	842.60	
	Customer ID 25157450	FIRST NAME	LAST NAME) - Wedding Block	New	0.00	414.20	
	Contract status Contract signature received	George	Inompson) - Wedding Block	New	0.00	467.76	
	Deposit received Rooming list required by: 1 May 2022	ADULTS *	CHILDREN (13 - 17)	CHILDREN (LESS THAN 13)	UNIT ASSIGNMENT				0.00	1724.56	
	Poom nights in block 16	2	U .	U .		Ŧ					
	Percentrations nicked up 2	ADMIN COMMENTS									
	Nichte sicked us	Early check-in									
	Nights picked up 0					11.					
	No notes attached to this folio	HOUSEKEEPING NOTES									
		Add wedding package to ro	om prior to arrival								
						11.					
		RESERVATION 2									
		FIRST NAME	LAST NAME								C.
		Brenda	Mason								
		ADULTS *	CHILDREN (13 - 17)	CHILDREN (LESS THAN 13)	UNIT ASSIGNMENT						
		2 -	1 -	0 -		<u>^</u>					
		ADMIN COMMENTS									
Powe	red by WebRezPro 🗧 📭 in 💓									ID: 1655 V: 10 5	20

• Click Apply to create the reservations and add them to the group folio.

Bring in external reservations

Adding existing reservations to a group folio is now much easier using the **bring in external reservations** option that allows you to search for reservations by date and/or guest name.

- Select **bring in external reservations** from the blue options menu in the Reservations section of the group folio.
- In the pop-up that appears, select the dates to be searched and/or the name of the guest.
- Click Apply.

ROUP FOLIO 345216									
					x				
Company name	Wedding Block				_				
Arrival	Jul 15, 2022	START SEARCH	END SEARCH Sunday - Jul 17, 2022	FIRST NAME	LAST NAME				
Departure	Jul 17, 2022		cultury cultify, coll						Ξ
Contact	Susan McMillian					linit # 8 tuno	Ctotus A	Daid	Owing
Deposits	2275.00 Refund				Apply Close	ledding Block	Now	0.00	842.60
Customer ID	25157450	31315577	Tim Porter ECPS	Jul 15 - 17, 2022	Not assigned 1Q - W	ledding Block	New	0.00	414.20
Contract status	Contract signature received	31315587	Paul Mansfield E C P S	Jul 15 - 17, 2022	Not assigned 2Q - W	edding Block	New	0.00	467.76
	Deposit received Rooming list required by: 1 May 2022	31315649	George Thompson E C P S	S Jul 15 - 17, 2022	Not assigned KSuite - W	edding Block	New	0.00	842.60
Room nights in	block 16	31315650	Brenda Mason ECPS	Jul 15 - 17, 2022	Not assigned KSuite - W	edding Block	New	0.00	842.60
Reservations p	icked up 5	5						0.00	3409.76
Nights picked L	un 10								
	•								
No notes attach	ed to this folio								

• Select the applicable reservation(s) from the search results, and click Apply to add the reservation to the group folio.

IP FOLIO 345216		_						
					x			
Company name	Wedding Block							
Arrival	Jul 15, 2022	RESERVATIONS TO BE A 31315668 Jimmy Pa	DDED ulson Jul 15 - 17. 2022					
Departure	Jul 17, 2022	🗆 31315659 James Sm	ithfield Jul 15 - 21, 2022					
Contact	Susan McMillian				Unit # 0 tons	Claime &	Date	Omina
Deposits	2275.00 Refund				Apply Close to Wodding Block	Status -	Paid	Owing
Customer ID	25157450	31315577	Tim Porter ECPS	Jul 15 - 17, 2022	Not assigned 10 - Wedding Block	New	0.00	414.20
Contract status	Contract signature received	31315587	Paul Mansfield E C P S	Jul 15 - 17, 2022	Not assigned 2Q - Wedding Block	New	0.00	467.76
	Deposit received Rooming list required by: 1 May 2022.	31315649	George Thompson E C P S	Jul 15 - 17, 2022	Not assigned KSuite - Wedding Block	New	0.00	842.60
Room nights in l	block 16	31315650	Brenda Mason ECPS	Jul 15 - 17, 2022	Not assigned KSuite - Wedding Block	New	0.00	842.60
Reservations pic	cked up 5	5					0.00	3409.76
Nights picked u	p 10							
No notes attache	ed to this folio							

Group check-in/out

The new group check-in/out option allows you to update reservation status, assign/change room numbers, and modify the arrival/departure dates of one or more reservations in a group.

- Select **group check-in/out** from the blue options menu in the Reservations section of the group folio.
- A pop-up window will appear, displaying all reservations booked in the group folio. Select the reservation(s) you want to update and use the unit assignment and/or status dropdown menus to apply changes to each selected reservation.

						_
IP FOLIO 345216						=
		X				
Company name	Wedding Block					
Arrival	Jul 15, 2022	RESERVATIONS TO CHECK IN/OUT				
Departure	Jul 17, 2022					≡
Contact	Susan McMillian					
Deposits	2275.00 Refund	은 PAUL MANSFIELD 31315587 JUL 15 - 17, 2022 🗹	Unit # & type	Status 🗢	Paid	Owing
Customer ID	25157450	UNIT ASSIGNMENT STATUS	Wedding Block	New	0.00	842.60
Contract status Contra	act signature received	203 - Confirmed -	Wedding Block	New	0.00	414.20
Depos	sit received		Wedding Block	New	0.00	8/12 60
Room	ing list required by: 1 May 2022	BRENDA MASUN 31315050 JUL 15 - 17, 2022	Wedding Block	New	0.00	842.00
Room nights in block	16	UNIT ASSIGNMENT STATUS	Wedding Diook	New	0.00	3409.76
Reservations picked up	5	- New -			0.00	0105.70
Nights picked up	10	은 TIM PORTER 31315577 JUL 15 - 17, 2022 🗆				
No notes attached to thi	s folio	INIT ASSIGNMENT STATUS				
		 New 				
		음 GEORGE THOMPSON 31315649 JUL 15 - 17, 2022 □				
		UNIT ASSIGNMENT STATUS				
		v New v				
		음 HANK WALKER 31315568 JUL 15 - 17, 2022 🗆				
		UNIT ASSIGNMENT STATUS				
		- New -				
		Apply Cancel				
		(the second se				

• The group command option allows you to choose an operation (status change or arrival/departure date change) to apply to all selected reservations at once. When the group command option is used, all bookings will be automatically selected. You can manually deselect any bookings you do not want to apply the change to.

GROUP FOLIO 345216						\equiv Option
		X				
Company name	Wedding Block					
Arrival	Jul 15, 2022	RESERVATIONS TO CHECK IN/OUT			_	
Departure	Jul 17, 2022					=
Contact	Susan McMillian		linit # 8 tuno	Ctatue A	Daid	Owing
Deposits	2275.00 Refund		te - Wedding Block	New	0.00	842.60
Customer ID	25157450		Q - Wedding Block	New	0.00	414.20
Contract status Contract	t signature received	- 17, 2022 🗹 Change status to 'New'	Q - Wedding Block	New	0.00	467.76
. Deposit r Rooming	received g list required by: 1 May 2022	Change status to 'Confirmed'	te - Wedding Block	New	0.00	842.60
Room nights in block	16	Change status to 'Checked in'	te - Wedding Block	New	0.00	842.60
Reservations picked up	5	Change status to 'Checked out' 17, 2022 Z			0.00	3409.76
Nights picked up	10 olio	Change srival and/or departure date				
		UNIT ASSIGNMENT STATUS New - A GEORGE THOMPSON 31315649 JUL 15 - 17, 2022				
		UNIT ASSIGNMENT STATUS New				
		음 HANK WALKER 31315568 JUL 15 - 17, 2022 🗹				
		UNIT ASSIGNMENT STATUS Vew V				
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• Click Apply to update the selected reservations.

For more detailed instructions on using the new group folios, please see the <u>Event Group Folios</u> page in WebRezPro's online user manual.

2. Bulk Overrides

The new bulk overrides feature replaces "quick overrides" and offers enhanced functionality as well as the new form style.

BULK OVERIDES				
ACTIVE DATES				
START DATE	END DATE	DAYS OF WEEK		
		Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Satı 👻		
APPLICABLE RATE TYPES				Check all
AAA Discount	Military Discount	Package Rate	Rack Rate	
Standard Montly Rate	Stay 3 get 50% Off Special	Summer Package	Weekly Rate	
OVERRIDE OF HONS				
OPEN/CLOSE RATES	MIN LENGTH OF STAY (LOS)	MAX LENGTH OF STAY (LOS)	CLOSE TO ARRIVAL (CTA)	
Do nothing -	Do nothing -	Do nothing -	Do nothing	•
CLOSE TO DEPARTURE (CTD)				
Do nothing -				
OVERRIDE PRICE	DO NOT ALLOW PRICE OF ROOM TO BE BELOW			
Do nothing -	50% of original price -			
✓ Submit				
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Unit types are no longer shown by default; after selecting the applicable rate(s), the unit type(s) attached to the selected rate(s) will be displayed for selection.

ULK OVERIDES				
ACTIVE DATES				
START DATE Monday - Apr 11, 2022	END DATE Friday - Apr 15, 2022	DAYS OF WEEK Sunday, Monday, Tuesday, Wednesday, Thursd	lay, Friday, Sat -	
APPLICABLE RATE TYPES				Check all
AAA Discount	Military Discount	Package Rate	Rack Rate	
Standard Montly Rate	Stay 3 get 50% Off Special	Summer Package	Weekly Rate	
APPLICABLE ROOM TYPES				Check all
KSuite - King Suite - Hotel	1Q - One Queen - Hotel	2Q - Two Queen - Hotel	LSUITE - Loft Suite - Vacation Rental	
OVERRIDE OPTIONS				
OPEN/CLOSE RATES	MIN LENGTH OF STAY (LOS)	MAX LENGTH OF STAY (LOS)	CLOSE TO ARRIVAL (CTA)	
Do nothing	- Do nothing	- Do nothing	- Do nothing	•
CLOSE TO DEPARTURE (CTD)				
Do nothing	-			
OVERRIDE PRICE	DO NOT ALLOW PRICE OF ROOM TO BE BELOW			
Do nothing	- 50% of original price	-		
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Bulk overrides include the option to input a price adjustment as an increase or decrease by a dollar amount. A price floor can also be defined, allowing you to set a percentage of the original room price that the override price cannot go below.

OPEN/CLOSE F	RATES		MIN LENGTH OF STAY (LOS)		MAX LENGTH OF STAY (LOS)	
Do nothing		•	Do nothing		Do nothing	•
CLOSE TO ARR	IVAL (CTA)		CLOSE TO DEPARTURE (CTD)			
Do nothing			Do nothing	•		
OVERRIDE PRIC	CE		DO NOT ALLOW PRICE OF ROO	IM TO BE BELOW		
Rate Adjustm	ent (+/-)		50% of original price	-		
PRICE OVER	RIDES (+/-)					
Room type	Add or subtract (+/-)	Price adjust (\$)				
Queen Suite	Subtract -	20	~			
King Suite	Subtract -	20	~			
Family Suites	Subtract -	20	~			

Bulk overrides make it simple to remove a price override. Select the dates, rates and unit types for which the price override will be removed, then set the **override price** drop-down menu to *remove current price override, revert to default*.

ULK OVERIDES ACTIVE DATES				
START DATE	END DATE	DAYS OF WEEK		
Monday - Apr 11, 2022	Friday - Apr 15, 2022	Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Sat		
APPLICABLE RATE TYPES				Check al
AAA Discount	Military Discount	Package Rate	Rack Rate	
Standard Montly Rate	Stay 3 get 50% Off Special	Summer Package	Weekly Rate	
APPLICABLE ROOM TYPES				Check a
Kouita King Cuita Hatal		20 Ture Oursen, Hatel	LOUITE Left Quite Meastion Dental	
Koute - King Suite - Hotel	TQ - One Queen - Hoter	2Q - Two Queen - Hoter	LSOITE - LOIT Suite - Vacation Rental	
OVERRIDE OPTIONS				
OPEN/CLOSE BATES	MIN LENGTH OF STAY (LOS)	MAX ENGTH OF STAY (LOS)	CLOSE TO ARRIVAL (CTA)	
Do nothing -	Do nothing	Do nothing	Do nothing	-
		-		
CLOSE TO DEPARTURE (CTD)				
Do nothing				
OVERRIDE PRICE	DO NOT ALLOW PRICE OF ROOM TO BE BELOW			
Remove current price override, revert to default	50% of original price 👻			
✓ Submit				
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Remove current price override, revert to default	SD% of original price •			ID: 1655

Upon submitting the override, a preview of the update will appear, allowing you to check for accuracy before applying the override. A confirmation page is also displayed after applying an override, displaying the changes that have been made.

BULK OVERIDES	1				
APPLICABLE ROOM TYPES		UPDATE PREVIEW			Check all
Tent - Tent Site - Camparound		Unit types to update	e	Adjustment	ZTEST UNIT
		2 Bedroom Townho	use - Vacation Rental	-75	
2Q - Two Queen - Hotel		3 Bedroom Townho	use - Vacation Rental	-100	3BDTH - 3 Bedroom Townhouse - Vacation Rental
		King Suite - Hotel		-20	
DLSUITE - Deluxe Loft Suite - Vacation Re	ental	One Queen - Hotel		-20	
		Rates to update			
OVERRIDE OPTIONS		Rack Rate			
OPEN/CLOSE RATES					CLOSE TO ARRIVAL (CTA)
Do nothing	•	Price type	Rate Adjustment (+/-)		Do nothing 👻
CLOSE TO DEPARTURE (CTD)		Start date	Jun 7, 2022		
Do nothing	•	End date	Jun 10, 2022		
		Days of week	Sun, Mon, Tue, Wed, Thu, Fri, Sat		
Rate Adjustment (+/-)		Open/close status	Do nothing		
		Min LOS override	Do nothing		
PRICE OVERRIDES (+/-)		Max LOS override	Do nothing		
Room type Ad	id or subtract (+/-)	Close to arrival	Do nothing		
King Suite - Hotel	Subtract -	Close to departure	Do nothing		
One Queen - Hotel S	Subtract -			Apply	
2 Bedroom Townhouse - Vacation Rental	Subtract +	/5	•		
3 Bedroom Townhouse - Vacation Rental	Subtract +	100	~		
✓ Submit					

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THE FOLLOWING OVERRIDE IS NOW IN PLACE:

Unit types updated	
2 Bedroom Townho	use - Vacation Rental
3 Bedroom Townho	use - Vacation Rental
King Suite - Hotel	
One Queen - Hotel	
Rates updated	
Rack Rate	
Price type	Rate Adjustment (+/-)
Start date	Jun 7, 2022
End date	Jun 10, 2022
Days of week	Sun, Mon, Tue, Wed, Thu, Fri, Sat
Open/close status	Do nothing
Min LOS override	Do nothing
Max LOS override	Do nothing
Close to arrival	Do nothing
Close to departure	Do nothing

The bulk overrides feature also includes a changelog, which shows all changes made on the date selected on the navigation calendar. The bulk overrides changelog is accessed from the main menu: **BACK OFFICE** >> **Reports** >> **Bulk overrides changelog**.

QUICK OVERRIDES M	ADE ON NOV 3, 2021	
MADE BY SUSA	N SMITH, 05:57 PM:	
Unit types undeted		
One Queen Hetel		
Two Queen - Hotel	a Queen - Hotel	
The queen Troter		
Rates updated		
Rack Rate		
Price type	Rate Adjustment (+/-)	
Start date	Mar 14, 2022	
End date	Apr 1, 2022	
Days of week	Sun, Mon, Tue, Wed, Thu, Fri, Sat	
Open/close status	Do nothing	
Min LOS override	Do nothing	
Max LOS override	Do nothing	
Close to arrival	Do nothing	
Close to departure	Do nothing	
MADE BY SUSA	N SMITH 05:56 PM-	
MADE DI GOGA		
Unit types updated	I	
King Suite - Hotel		
One Queen - Hotel		
Two Queen - Hotel		
Rates undated		
Rack Rate		
Powered by WebPezPro	f Din W	
r oncicu by neorezpic		

For more detailed instructions on how to use the bulk overrides feature, please see the <u>Bulk Overrides</u> page in WebRezPro's online user manual.

3. Rate/Package Edit Form

The rate/package edit form has been updated to the new form style and offers improved flow.

In the Rate Style section of the form, you can now offer discounted nights up to 28 nights.

OFFER DISCOUNTED NIGHTS?				
Yes	•			
DISCOUNT TYPE		SELECT WHICH NIGHTS TO DISCOUNT >> ()		
% discount (room only)	*:	Night 7, Night 14, Night 21, Night 28		
DISCOUNT		Night 11	*	LOS REQUIRED BEFORE DISCOUNTS APPLY
		Night 12		N/A ~
		Night 13		
OVERRIDES		Night 14	~	
SELECT CANCELLATION POLICY		Night 15		DEFAULT MARKET CODE
No Selection (use default)	•	Night 16		No Selection (use default)
DEFAULT SOURCE CODE		Night 17	- 1	
No Selection (use default)	•	Night 19		
STOP SELL WHEN RACK RATE CLOSED »		Night 20		STOP SELL AFTER? >> ① CLEAR
No		Night 21	~	
	CLEAR	Night 22		
		Night 23		
		Night 24		
MISCELLANEOUS		Night 25 Night 26		
PRIORITY ASSIGNMENT		Night 27		
6	.	Night 28	× -	

Sunnress rate name on receints

Rates that do not have active availability/pricing can now be set to inactive. The status option will only appear on the rate edit form if the rate does not have active availability/pricing. Note: all pricing must have a check-out date in the past.

TANDARD/PACKAGE RATE SETUP		
NAME	ABBREVIATION	STATUS
Weekly Rate	Week	Inactive
RATE DESCRIPTION	DESCRIPTION ON HOUSEKEEPING REPORT	RATE DESCRIPTION FOR RECEIPTS
	Only clean on day of checkout.	
	li.	li li
AVAILABILITY		
AVAILABLE TO RESERVATION CLERKS?	AVAILABLE ONLINE?	WHEN MIN REQUIREMENTS NOT MET » ()
Yes	Yes, this rate is available online	 Display rate but force booking to meet all require

Rates set to inactive appear at the bottom of the list of rates with a strike through them. You cannot view/edit the pricing for inactive rates without first editing the rate and changing the status back to active.

Name	Туре	Use rack rstr.	On web	GDS	One way?	Priority	Pricing
Best Available Rate (RACK) E D	Rack Rate	No	Yes	No	N/A	6	View/Edit pricing
Monthly Per Night E D	Std	Yes	Yes	No	N/A	0	View/Edit pricing
Monthly Rate (Monthly) E D	Std	Yes	Yes	No	N/A	0	View/Edit pricing
Romance Package (Romance) E D	Std	No	Yes	No	N/A	18	View/Edit pricing
Ski Package (SKI) <mark>E D</mark>	Std	Yes	Yes	No	N/A	0	View/Edit pricing
28D+ Tax Exempt Rate ED	Std	Yes	Yes	No	N/A	0	Setup pricing
Cooking Class E D	Std	Yes	Yes	No	N/A	0	Setup pricing
Corp Rate A E D	Corp	Yes	Yes	No	N/A	0	Setup pricing
Weekly Rate (Week) E-D	Std	Yes	Yes	No	N/A	17	Inactive

For more detailed instructions on how to use the rate/package edit form, please see the <u>Standard/Package Rates</u> page in WebRezPro's online user manual.