

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.

GROUP FOLIO 345216 Options

Company name Wedding Block

Arrival Jul 15, 2022

Departure Jul 17, 2022

Contact Susan McMillian

Deposits 2275.00 [Refund](#)

Customer ID 25157450

Contract status Contract signature received
Deposit received
Rooming list required by: 1 May 2022

Room nights in block 16

No notes attached to this folio

ALL ALLOCATION RESERVATIONS INCIDENTALS PAYMENTS

SETUP AND VIEW ALLOCATION ☰

Reserved allocation - no release date

Check-in date	Check-out date	# Units	Unit assignment	Days of the week that pricing is in effect	Unit	Discount in %		
						Sgi	Dbl	Tax
Add an availability entry								
Jul 15, 2022	Jul 17, 2022 E D	8	King Suite - Hotel, One Queen - Hotel, Two Queen - Hotel	SMTWTFS E D	KSuite	0/ 0/ 0	0/ 0/ 0	0 2
Add an availability entry								
Add an availability entry								

Jul 15, 2022				
	Rate	BL	PU	Alloc cost
1Q	\$200.00	2	0	\$400.00
2Q	\$225.00	3	0	\$675.00
KSuite	\$400.00	3	0	\$1200.00
Total		8	0	\$2275.00

Jul 16, 2022				
	Rate	BL	PU	Alloc cost
1Q	\$200.00	2	0	\$400.00
2Q	\$225.00	3	0	\$675.00
KSuite	\$400.00	3	0	\$1200.00
Total		8	0	\$2275.00

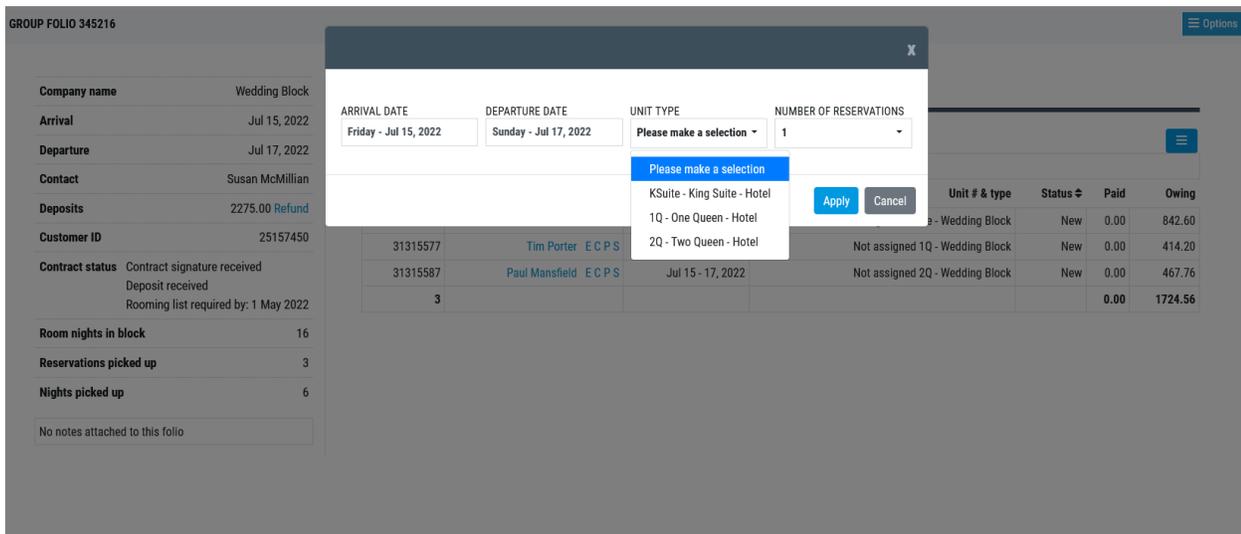
RESERVATIONS ☰

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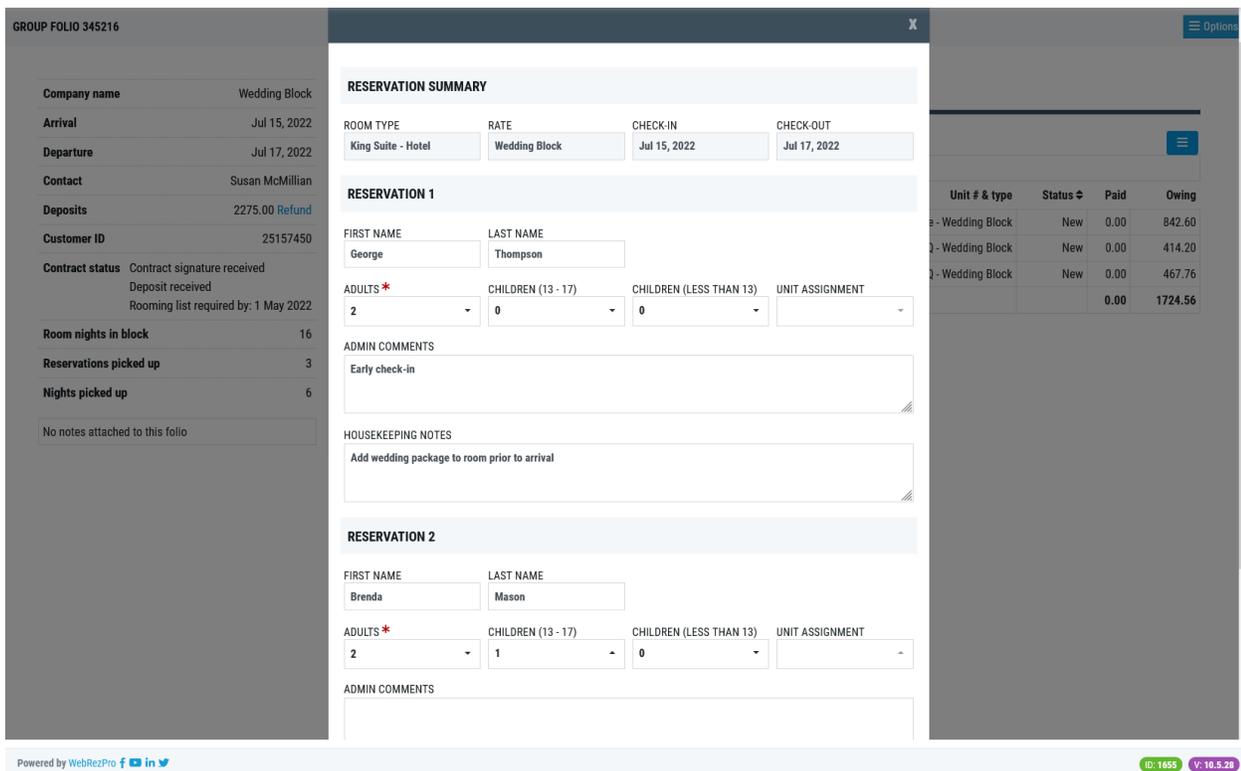
Create reservations

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.



- 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.



- 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.

GROUP FOLIO 345216

Company name: Wedding Block
 Arrival: Jul 15, 2022
 Departure: Jul 17, 2022
 Contact: Susan McMillian
 Deposits: 2275.00 Refund
 Customer ID: 25157450
 Contract status: Contract signature received
 Deposit received
 Rooming list required by: 1 May 2022
 Room nights in block: 16
 Reservations picked up: 5
 Nights picked up: 10
 No notes attached to this folio

Unit # & type	Status	Paid	Owing
1Q - Wedding Block	New	0.00	414.20
2Q - Wedding Block	New	0.00	467.76
KSuite - Wedding Block	New	0.00	842.60
KSuite - Wedding Block	New	0.00	842.60
5		0.00	3409.76

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

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 Contact: Susan McMillian
 Deposits: 2275.00 Refund
 Customer ID: 25157450
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 Deposit received
 Rooming list required by: 1 May 2022
 Room nights in block: 16
 Reservations picked up: 5
 Nights picked up: 10
 No notes attached to this folio

RESERVATIONS TO BE ADDED

- 31315668 Jimmy Paulson Jul 15 - 17, 2022
- 31315659 James Smithfield Jul 15 - 21, 2022

Unit # & type	Status	Paid	Owing
1Q - Wedding Block	New	0.00	414.20
2Q - Wedding Block	New	0.00	467.76
KSuite - Wedding Block	New	0.00	842.60
KSuite - Wedding Block	New	0.00	842.60
5		0.00	3409.76

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.

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 Customer ID: 25157450
 Contract status: Contract signature received, Deposit received, Rooming list required by: 1 May 2022
 Room nights in block: 16
 Reservations picked up: 5
 Nights picked up: 10
 No notes attached to this folio

RESERVATIONS TO CHECK IN/OUT

GROUP COMMAND

PAUL MANSFIELD 31315587 JUL 15 - 17, 2022

UNIT ASSIGNMENT: 203 STATUS: Confirmed

BRENDA MASON 31315650 JUL 15 - 17, 2022

UNIT ASSIGNMENT: STATUS: New

TIM PORTER 31315577 JUL 15 - 17, 2022

UNIT ASSIGNMENT: STATUS: New

GEORGE THOMPSON 31315649 JUL 15 - 17, 2022

UNIT ASSIGNMENT: STATUS: New

HANK WALKER 31315568 JUL 15 - 17, 2022

UNIT ASSIGNMENT: STATUS: New

Apply Cancel

Unit # & type	Status	Paid	Owing
te - Wedding Block	New	0.00	842.60
Q - Wedding Block	New	0.00	414.20
Q - Wedding Block	New	0.00	467.76
te - Wedding Block	New	0.00	842.60
te - Wedding Block	New	0.00	842.60
		0.00	3409.76

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- 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

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 Departure: Jul 17, 2022
 Contact: Susan McMillian
 Deposits: 2275.00 Refund
 Customer ID: 25157450
 Contract status: Contract signature received, Deposit received, Rooming list required by: 1 May 2022
 Room nights in block: 16
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 No notes attached to this folio

RESERVATIONS TO CHECK IN/OUT

GROUP COMMAND

OPERATION: -

PAUL MANSFIELD 31315587 JUL 15 - 17, 2022

Change status to 'New'
 Change status to 'Confirmed'
 Change status to 'Checked in'
 Change status to 'Checked out'
 Change status to 'Cancelled'
 Change arrival and/or departure date

UNIT ASSIGNMENT: STATUS: New

TIM PORTER 31315577 JUL 15 - 17, 2022

UNIT ASSIGNMENT: STATUS: New

GEORGE THOMPSON 31315649 JUL 15 - 17, 2022

UNIT ASSIGNMENT: STATUS: New

HANK WALKER 31315568 JUL 15 - 17, 2022

UNIT ASSIGNMENT: STATUS: New

Unit # & type	Status	Paid	Owing
te - Wedding Block	New	0.00	842.60
Q - Wedding Block	New	0.00	414.20
Q - Wedding Block	New	0.00	467.76
te - Wedding Block	New	0.00	842.60
te - Wedding Block	New	0.00	842.60
		0.00	3409.76

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- Click Apply to update the selected reservations.

For more detailed instructions on using the new group folios, please see the [Event Group Folios](#) 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 OVERRIDES

ACTIVE DATES

START DATE END DATE DAYS OF WEEK

APPLICABLE RATE TYPES [Check all](#)

AAA Discount Military Discount Package Rate Rack Rate

Standard Monthly Rate Stay 3 get 50% Off Special Summer Package Weekly Rate

OVERRIDE OPTIONS

OPEN/CLOSE RATES MIN LENGTH OF STAY (LOS) MAX LENGTH OF STAY (LOS) CLOSE TO ARRIVAL (CTA)

CLOSE TO DEPARTURE (CTD)

OVERRIDE PRICE DO NOT ALLOW PRICE OF ROOM TO BE BELOW

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.

BULK OVERRIDES

ACTIVE DATES

START DATE: Monday - Apr 11, 2022
END DATE: Friday - Apr 15, 2022
DAYS OF WEEK: Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Sat

APPLICABLE RATE TYPES

[Check all](#)

AAA Discount Military Discount Package Rate Rack Rate
 Standard Monthly 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: Do nothing
MIN LENGTH OF STAY (LOS): Do nothing
MAX LENGTH OF STAY (LOS): Do nothing
CLOSE TO ARRIVAL (CTA): Do nothing
CLOSE TO DEPARTURE (CTD): Do nothing
OVERRIDE PRICE: Do nothing
DO NOT ALLOW PRICE OF ROOM TO BE BELOW: 50% of original price

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.

OVERRIDE OPTIONS

OPEN/CLOSE RATES: Do nothing
MIN LENGTH OF STAY (LOS): Do nothing
MAX LENGTH OF STAY (LOS): Do nothing
CLOSE TO ARRIVAL (CTA): Do nothing
CLOSE TO DEPARTURE (CTD): Do nothing

OVERRIDE PRICE: Rate Adjustment (+/-)
DO NOT ALLOW PRICE OF ROOM TO BE BELOW: 50% of original price

PRICE OVERRIDES (+/-)

Room type	Add or subtract (+/-)	Price adjust (\$)
Queen Suite	Subtract	20 ✓
King Suite	Subtract	20 ✓
Family Suites	Subtract	20 ✓

Submit

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*.

BULK OVERRIDES

ACTIVE DATES

START DATE: Monday - Apr 11, 2022
END DATE: Friday - Apr 15, 2022
DAYS OF WEEK: Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Sat

APPLICABLE RATE TYPES

Check all

AAA Discount Military Discount Package Rate Rack Rate
 Standard Monthly 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: Do nothing
MIN LENGTH OF STAY (LOS): Do nothing
MAX LENGTH OF STAY (LOS): Do nothing
CLOSE TO ARRIVAL (CTA): Do nothing
CLOSE TO DEPARTURE (CTD): Do nothing
OVERRIDE PRICE: Remove current price override, revert to default
DO NOT ALLOW PRICE OF ROOM TO BE BELOW: 50% of original price

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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 OVERRIDES

APPLICABLE ROOM TYPES

- Tent - Tent Site - Campground
- 2Q - Two Queen - Hotel
- DLSUITE - Deluxe Loft Suite - Vacation Rental

OVERRIDE OPTIONS

OPEN/CLOSE RATES
Do nothing

CLOSE TO DEPARTURE (CTD)
Do nothing

OVERRIDE PRICE
Rate Adjustment (+/-)

PRICE OVERRIDES (+/-)

Room type	Add or subtract (+/-)
King Suite - Hotel	Subtract
One Queen - Hotel	Subtract
2 Bedroom Townhouse - Vacation Rental	Subtract -75
3 Bedroom Townhouse - Vacation Rental	Subtract -100

UPDATE PREVIEW

Unit types to update	Adjustment
2 Bedroom Townhouse - Vacation Rental	-75
3 Bedroom Townhouse - Vacation Rental	-100
King Suite - Hotel	-20
One Queen - Hotel	-20

Rates to update

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 FOLLOWING OVERRIDE IS NOW IN PLACE:

Unit types updated	Adjustment
2 Bedroom Townhouse - Vacation Rental	-75
3 Bedroom Townhouse - Vacation Rental	-100
King Suite - Hotel	-20
One Queen - Hotel	-20

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 MADE ON NOV 3, 2021

MADE BY SUSAN SMITH, 05:57 PM:

Unit types updated	Adjustment
One Queen - Hotel	-20
Two Queen - Hotel	-20

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 SUSAN SMITH, 05:56 PM:

Unit types updated

King Suite - Hotel

One Queen - Hotel

Two Queen - Hotel

Rates updated

Rack Rate

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For more detailed instructions on how to use the bulk overrides feature, please see the [Bulk Overrides](#) 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.

STANDARD/PACKAGE RATE SETUP

OFFER DISCOUNTED NIGHTS?

Yes

DISCOUNT TYPE

% discount (room only)

SELECT WHICH NIGHTS TO DISCOUNT >> ⓘ

Night 7, Night 14, Night 21, Night 28

DISCOUNT

- Night 11
- Night 12
- Night 13
- Night 14 ✓
- Night 15
- Night 16
- Night 17
- Night 18
- Night 19
- Night 20
- Night 21 ✓
- Night 22
- Night 23
- Night 24
- Night 25
- Night 26
- Night 27
- Night 28 ✓

LOS REQUIRED BEFORE DISCOUNTS APPLY

N/A

OVERRIDES

SELECT CANCELLATION POLICY

No Selection (use default)

DEFAULT SOURCE CODE

No Selection (use default)

STOP SELL WHEN RACK RATE CLOSED >> ⓘ

No

STOP SELL PRIOR TO? >> ⓘ

CLEAR

DEFAULT MARKET CODE

No Selection (use default)

STOP SELL AFTER? >> ⓘ

CLEAR

MISCELLANEOUS

PRIORITY ASSIGNMENT

6

Suppress rate name on receipts

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.

STANDARD/PACKAGE RATE SETUP

NAME

Weekly Rate

ABBREVIATION

Week

STATUS

Inactive

RATE DESCRIPTION

DESCRIPTION ON HOUSEKEEPING REPORT

Only clean on day of checkout.

RATE DESCRIPTION FOR RECEIPTS

AVAILABILITY

AVAILABLE TO RESERVATION CLERKS?

Yes

AVAILABLE ONLINE?

Yes, this rate is available online

WHEN MIN REQUIREMENTS NOT MET >> ⓘ

Display rate but force booking to meet all requ

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.

LIST OF PACKAGE RATES

Options

Name	Type	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) E D	Std	Yes	Yes	No	N/A	0	View/Edit pricing
28D+ Tax Exempt Rate E D	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 [Standard/Package Rates](#) page in WebRezPro's online user manual.