

## A quick glance at the new Stay Controls Screen

Restrictions (Closed To Arrival, Closed To Departure, MLOS's, etc.) are now moving to one page "Stay Controls". Your daily inventory "Room Inventory" will remain in the same location and will function the same as always.

### Quick View - Displays the next 30 days

Simply click on any of the Display Controls buttons to the right of each level. Once clicked the next 30 days will display all restrictions for that level. Once the calendar loads you can set/remove a restriction directly on the calendar and click Save Changes in the top right.

The screenshot shows the "Stay Controls" interface. At the top right is a green "SAVE CHANGES" button. Below it are search filters: "Start Date" with a calendar icon, "Number Of Days" with a dropdown arrow, "Room Type" with "-- Select -" and a dropdown arrow, and "Rate Type" with "-- Select -" and a dropdown arrow. To the right of these filters is an orange "SEARCH" button. Below the filters are several checkboxes: "Availability", "No Arrival", "No Departure", "Min Stay Arrival", "Max Stay Arrival", "Min Stay Through", and "Max Stay Through". Two red arrows point down from the "SEARCH" button and the "Max Stay Through" checkbox area towards the control buttons. The main section contains four expandable levels, each with a dropdown arrow on the left and two orange buttons on the right:

- Hotel Level**: "DISPLAY HOTEL CONTROLS" and "SET HOTEL RESTRICTION"
- Room Level**: "DISPLAY ROOM CONTROLS" and "SET ROOM RESTRICTION"
- Rate Level**: "DISPLAY RATE CONTROLS" and "SET RATE RESTRICTION"
- Product Level**: "DISPLAY PRODUCT" and "SET PRODUCT RESTRICTION"

Want to set stay controls for a date range, simply click on the "Display Hotel Controls, Display Room Controls, Display Rate Controls and/or Display Product Controls" buttons located on the right hand side. A pop up will appear allowing you to set stay controls for that specific level.

New ability to search your existing Stay Controls/Restrictions located at the top of the screen.

## Specific View – Displays specific dates/rooms/rates/stay controls entered in the Search Criteria

Simply enter in your desired search criteria and click SEARCH.

- In order for Room Level Controls to display in your results at least 1 room type must be selected from the dropdown
- In order for Rate Level Controls to display in your results at least 1 room type must be selected from the dropdown
- In order for Product Level Controls to display in your results at least 1 room types AND 1 rate plan must be selected from each dropdown

The screenshot displays the 'Stay Controls' interface. At the top right, there is a green 'SAVE CHANGES' button. Below it, the search criteria section includes: 'Start Date' with a calendar icon, 'Number Of Days' with a dropdown arrow, 'Room Type' with a dropdown arrow and '- Select -' text, and 'Rate Type' with a dropdown arrow and '- Select -' text. A red arrow points to the 'Start Date' field. To the right of these fields is an orange 'SEARCH' button, with another red arrow pointing to it. Below the search criteria are several checkboxes: 'Availability', 'No Arrival', 'No Departure', 'Min Stay Arrival', 'Max Stay Arrival', 'Min Stay Through', and 'Max Stay Through'. The bottom section of the interface is divided into four levels: 'Hotel Level', 'Room Level', 'Rate Level', and 'Product Level'. Each level has two orange buttons: 'DISPLAY [LEVEL] CONTROLS' and 'SET [LEVEL] RESTRICTION'.

We've added new Levels to set your Stay Controls/Restrictions. 4 Levels which include Hotel, Room, Rate and Product.

**Hotel Level** – setting any stay control/restriction on this level will apply to all rooms and all rates. In the event you need to close out the property for a date or date range this is the most efficient time saving way.

*Example: You need to close the property for next Friday.*

*Navigate to the Stay Controls screen > click on Display Hotel Controls > check the box for the corresponding day you would like to close (the box will turn red) > click Save in the top right*

The screenshot shows the 'Stay Controls' interface. At the top right, there is a green 'SAVE CHANGES' button. Below it, there are filters for 'Start Date', 'Number Of Days', 'Room Type', and 'Rate Type', each with a dropdown menu. A 'SEARCH' button is located to the right of these filters. Below the filters, there are several checkboxes: 'Availability', 'No Arrival', 'No Departure', 'Min Stay Arrival', 'Max Stay Arrival', 'Min Stay Through', and 'Max Stay Through'. The main section is titled 'Hotel Level' and contains a calendar grid for 'JUN - JUL 2022'. The calendar grid shows dates from Friday, June 10 to Saturday, June 18, and then continues to Saturday, June 25. The date Friday, June 17, is highlighted in red. Below the calendar grid, there are several rows of checkboxes and input fields for 'No Arrival', 'No Departure', 'Min. Stay Arrival', 'Max Stay Arrival', 'Min. Stay Through', and 'Max Stay Through'. A red arrow points to the 'DISPLAY HOTEL CONTROLS' button, and another red arrow points to the 'SET HOTEL RESTRICTION' button.

**Room Level** – setting any stay control/restriction on this level will apply to only the room types you have selected in the dropdown. This level would be used if you needed to close a select number of room types and leave additional room types open/bookable.

*Example: You need to close the property for next Friday for two of your room types only*  
Navigate to the Stay Controls screen > click on Display Room Controls > check the box for the corresponding day you would like to close for each desired room type (the box will turn red) > click Save in the top right

*In this example below only the Single Studio and the Standard Queen room types have been closed.*

The screenshot shows the 'Stay Controls' interface for two room types: 'SINGLE STUDIO' and 'STANDARD QUEEN'. The interface includes a calendar for 'JUN - JUL 2022' and various control options. Red arrows point to the 'Room Level' dropdown and the 'Friday, Jun 17' date in the availability calendar for both room types, indicating that these days are closed. A 'SAVE' button is visible in the top right corner.

Room Type	Fr 10	Sat 11	Sun 12	Mon 13	Tue 14	Wed 15	Thu 16	Fr 17	Sat 18	Sun 19	Mon 20	Tue 21	Wed 22	Thu 23	Fr 24	Sat 25	Sun 26	Mon 27	Tue 28	Wed 29	Thu 30	Fr 1	Sat 2	Sun 3	Mon 4	Tue 5	Wed 6	Thu 7	Fr 8	Sat 9
SINGLE STUDIO	Green	Green	Green	Green	Green	Green	Green	Red	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green
Standard Queen	Green	Green	Green	Green	Green	Green	Green	Red	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green

**Rate Level** – setting any stay control/restriction on this level will apply to only the rate plans you have selected in the dropdown. This level would be used if you needed to close a select rate plan and leave additional rate plans open/bookable.

*Example: You need to close a promotional rate for the property for next Friday*

*Navigate to the Stay Controls screen > click on Display Rate Controls > check the box for the corresponding day you would like to close for each desired rate plan (the box will turn red) > click Save in the top right*

*In this example below we have closed out the Advance Purchase Rate. The Best Available Rate will remain bookable on that date.*

Stay Controls
SAVE CHANGES

^ Rate Level
DISPLAY RATE CONTROLS
SET RATE RESTRICTION

**ADVANCE PURCHASE RATE**

JUN - JUL 2022	Fri 10	Sat 11	Sun 12	Mon 13	Tue 14	Wed 15	Thu 16	Fri 17	Sat 18	Sun 19	Mon 20	Tue 21	Wed 22	Thu 23	Fri 24	Sat 25	Sun 26	Mon 27	Tue 28	Wed 29	Thu 30	Fri 1	Sat 2	Sun 3	Mon 4	Tue 5	Wed 6	Thu 7	Fri 8	Sat 9
Availability																														
No Arrival	<input type="checkbox"/>																													
No Departure	<input type="checkbox"/>																													
Min. Stay Arrival	<input type="text"/>																													
Max Stay Arrival	<input type="text"/>																													
Min. Stay Through	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
Max Stay Through	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5

**BEST AVAILABLE RATE**

JUN - JUL 2022	Fri 10	Sat 11	Sun 12	Mon 13	Tue 14	Wed 15	Thu 16	Fri 17	Sat 18	Sun 19	Mon 20	Tue 21	Wed 22	Thu 23	Fri 24	Sat 25	Sun 26	Mon 27	Tue 28	Wed 29	Thu 30	Fri 1	Sat 2	Sun 3	Mon 4	Tue 5	Wed 6	Thu 7	Fri 8	Sat 9		
Availability																																
No Arrival	<input type="checkbox"/>																															
No Departure	<input type="checkbox"/>																															
Min. Stay Arrival	<input type="text"/>																															
Max Stay Arrival	<input type="text"/>																															
Min. Stay Through	<input type="text"/>																															

**Product Level** – setting any stay control/restriction on this level will apply to only the rate plan/room type combination you have selected in the dropdown. **This level will be rarely used however in the event you find that you need to close out a room type for a specific rate plan this is the level to use.** Product Level will only apply to the specific room type and rate plan combination selected.

Example:

Property has 2 room types:

Single Studio

Standard Queen

Property has 2 activate rate plans:

Best Available

Advance Purchase Rate

*Example: You want to close out the Single Studio for next Friday but only on the Advance Purchase Rate*

*Navigate to the Stay Controls screen > click on Display Product Controls > check the box for the corresponding day you would like to close for the desired room type/rate plan combination (the box will turn red) > click Save in the top right*

*In this example below we have closed out the Single Studio - Advance Purchase Rate combination. The Single Studio would still be bookable on the Best Available Rate*

The screenshot shows the 'Stay Controls' interface with two sections. The top section is titled 'SINGLE STUDIO & ADVANCE PURCHASE RATE' and the bottom section is 'SINGLE STUDIO & BEST AVAILABLE RATE'. Both sections have a calendar for 'JUN - JUL 2022' with days of the week and dates. The 'Friday' date (17th) is highlighted in red in the top section, while all other dates are green. Below the calendar are fields for 'No Arrival', 'No Departure', 'Min. Stay Arrival', 'Max Stay Arrival', 'Min. Stay Through', and 'Max Stay Through'. A 'SAVE CHANGES' button is in the top right corner. Red arrows point to the 'Product Level' dropdown, the 'Friday' date, and the 'Save Changes' button.