

**You will learn:**

- *How to create a hostel base.*

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## 1. Creating a hostel base

Every accommodation unit in KWHotel is treated as a room. However, this does not make a hostel configuration impossible.

Instead, please use the following pattern:

- Room type must be treated as a room of a certain standard (i.e. Double)
- Room must be treated as an individual bed

Below you will find a step by step manual on how to use the above logic.

### \*\*\*\*\* Creating hostel bed groups \*\*\*\*\*

**Step 1.** Go to Rooms module > Room groups.

**Step 2.** Press the "Add" button.

Name	Description	Rooms count	Room price	Person price	Single beds	Double beds	Extra beds	Visible in the Sta...
DOUBLE		4	200	200.0000	0	1		<input checked="" type="checkbox"/>
SINGLE		4	170	200.0000	2	0		<input checked="" type="checkbox"/>
SUPERIOR		0	200	200.0000	1	1		<input checked="" type="checkbox"/>

**Step 3.** Insert a group name, i.e. "Bed in double room".

**Step 4.** Select the following room type: "Bed in dormitory".

**Step 5.** Insert a single bed.

**Step 6.** Insert prices. Below you may find an explanation of each field.

For a more advanced pricing policy, please use the rate plans module. A manual can be found [here](#).

**Base price** - this field may be ignored when configuring a price for bed.

**Number of persons included in base price** - informs how many people are included in a base price.

Since base price is not used in a hostel configuration, just leave the value of "1".

**Adult price** - allows you to insert a price for bed for adult person.

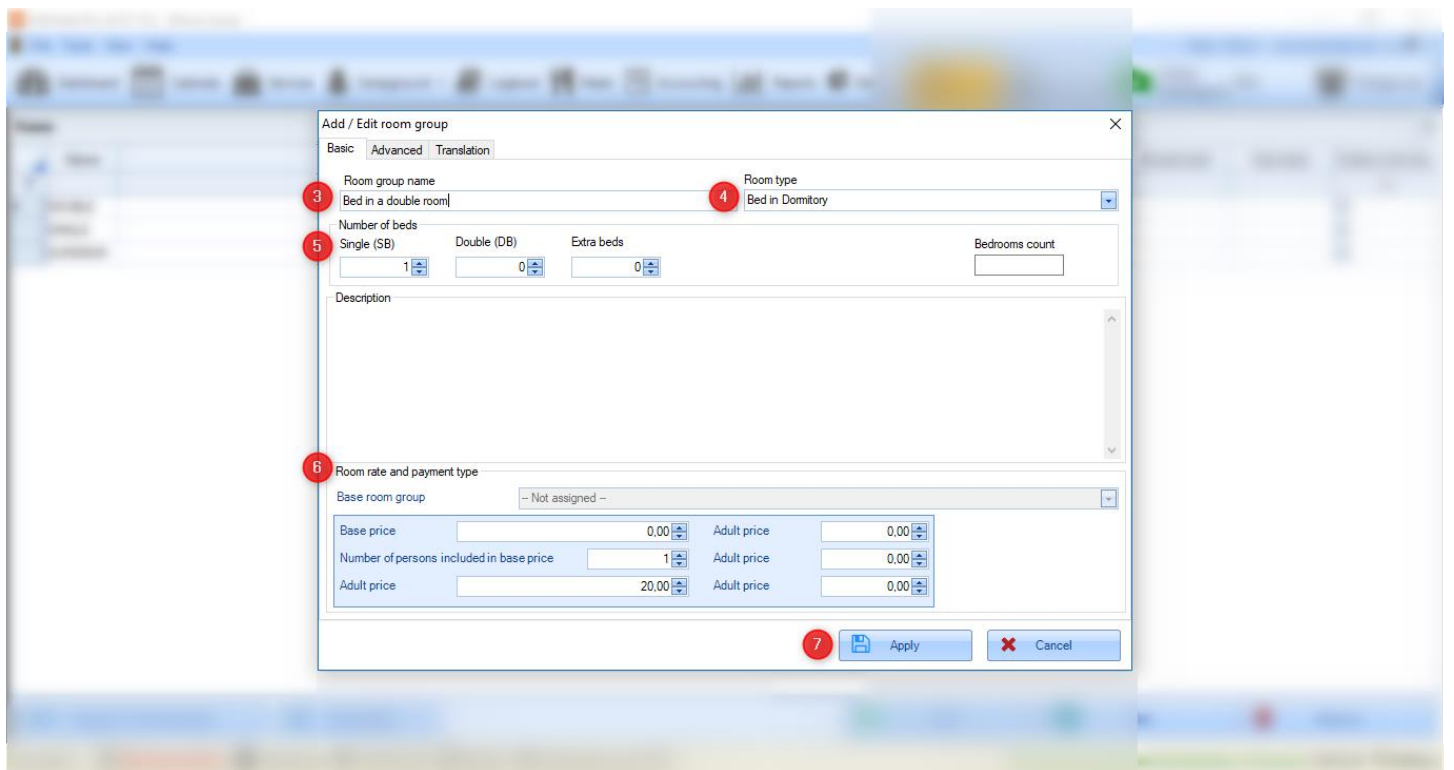
**Price for child 1** - allows to insert price for a person from the first age category.

**Price for child 2** - allows to insert price for a person from the second age category.

**Price for child 3** - allows to insert price for a person from the third age category.

ATTENTION! Names of age categories can be set in Tools > Configuration > Other.

At this point your basic bed group configuration is finished. You may save the changes **(7)**.



\*\*\*\*\* **Creating a single bed** \*\*\*\*\*

To add a bed to the newly created bed group:

**Step 1.** Go to Rooms > Rooms.

**Step 2.** Press the "Add" button.

**Step 3.** Insert a bed number in this room.

Example:

01-1 the first bed in room #1

01-2 the second bed in room #1

01-3 the third bed in room #1

01-4 the fourth bed in room #1

02-1 the first bed in room #2

02-2 the second bed in room #2

All rooms within the given room type must be created. The above numeration takes into account both bed and a room where the bed is located at.

**Step 4.** Select one of the previously created bed groups.

**Step 5.** Insert a bed description if you wish to include additional information for your receptionist.

At this point your basic configuration of a bed is finished. You may save the changes **(6)**.

The screenshot displays the KWHotel Pro (0.47.131) - [Room base] interface. The main window shows a 'Rooms' table with columns for 'Name', 'Single beds', 'Double beds', and 'Extra beds'. A dialog box titled 'Add/Edit room' is open, showing the 'Basic' tab. The dialog box contains the following fields: 'Room Number' (01-1), 'Lock ID' (empty), 'Floor' (0), 'Room group' (Bed in a double room), and 'Building ID' (empty). There is also a 'Description' field. The dialog box has 'Save' and 'Cancel' buttons at the bottom. The main window has a bottom toolbar with buttons for 'Export to \*.CSV (for Excel)', 'Show deleted', 'Add', 'Edit', and 'Remove'. The 'Add' button is highlighted with a red circle and the number 2. The status bar at the bottom shows 'User: admin | My Dream Hotel | Reminders | KWHotel API | Refresh | Confirmation Log | Online backup performed automatically on the server 5:39 0:33 | KWNNews'.