

**You will learn:**

- *How to create a room type base*

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## 1. Creating a room type base

Room types include rooms of the same parameters (i.e. number of people, price, inventory). It makes it easier to manage an accommodation base of your property.

Such function greatly facilitates the work of larger properties where rooms share a certain standard (i.e. single, double, twin).

Creating room types is also required in case of synchronization with online booking portals (i.e. Booking.com).

To create a room type, please follow these instructions:

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

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

KWHotel Pro (0.47.131) - [Room base]

File Tools View Help

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Dashboard Calendar Services Campground Logbook Meals Accounting Reports Statistics Rooms Rate plans Online bookings (2) SPA Change user

**Rooms** 1 Room groups Room inventory

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"/>

Export to \*.CSV (for Excel) Show deleted 2 + Add Edit Remove

User: admin | My Dream Hotel | Reminders | KWHotel API | Refresh | Confirmation Log | Online backup performed automatically on the server 5,39 0,33 | KWNNews

**Step 3.** Insert a room type name (i.e. Double).

**Step 4.** Pick a room type from the list (i.e. "Double").

**Step 5.** Insert the number of single (SB), double (DB) and extra beds (EB).

You may also type the number of bedrooms - in the future, this field will be used in the KWHotel Booking Engine.

ATTENTION! Double bed is treated as two people.

**Step 6.** Insert a description of room type. You may skip this step if every room has a different location and features.

In such case you may set it up directly when configuring an individual room.

**Step 7.** 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** - base price for a room.

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

Every person above this value will be charged by the adult price.

**Adult price** - allows you to insert a price 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.

## Creating a room type base

At this point your basic room type configuration is finished. You may save changes **(8)**. Below you will find description of other tabs, available in a room type creation window.

Room rate and payment type			
Base room group: - Not assigned -			
Base price	200.00	Adult price	200.00
Number of persons included in base price	1	Adult price	150.00
Adult price	200.00	Adult price	100.00

### \*\*\*\*\* Advanced \*\*\*\*\*

**Room inventory** - allows to select room inventory.

It can also be modified and added directly when creating an individual room.

**Do not show in KWHotel Booking Engine** - when selected, the given room type will not be displayed in the KWHotel Booking Engine.

**Include the room group in the reports** - when selected, the given room type will be included in the reports generated in KWHotel.

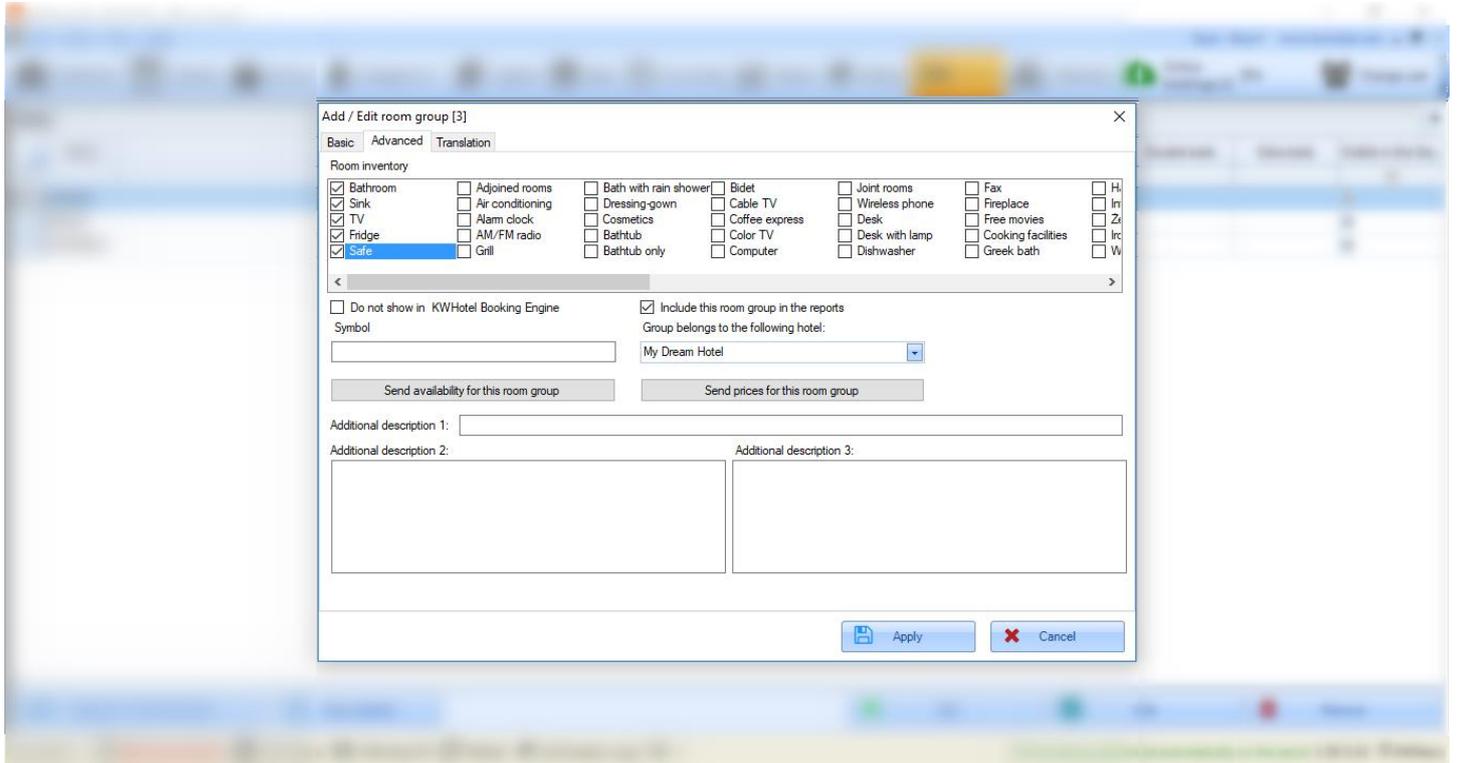
**Symbol** - this parameter is used in the KWHotel Booking Engine.

**Group belongs to the following hotel** - if you have multiple hotels on a single database, you can decide which property will the given room type belong to.

**Send availability for this room group** - if you have an active synchronization with OTA, clicking this button lets you manually send availability for the given room type.

**Send prices for this room group** - if you have an active synchronization with OTA, clicking this button lets you manually send prices for the given room type and a rate plan of your choice.

**Additional description 1, additional description 2, additional description 3** - these descriptions are used as parameters in notifications sent from the KWHotel Booking Engine.



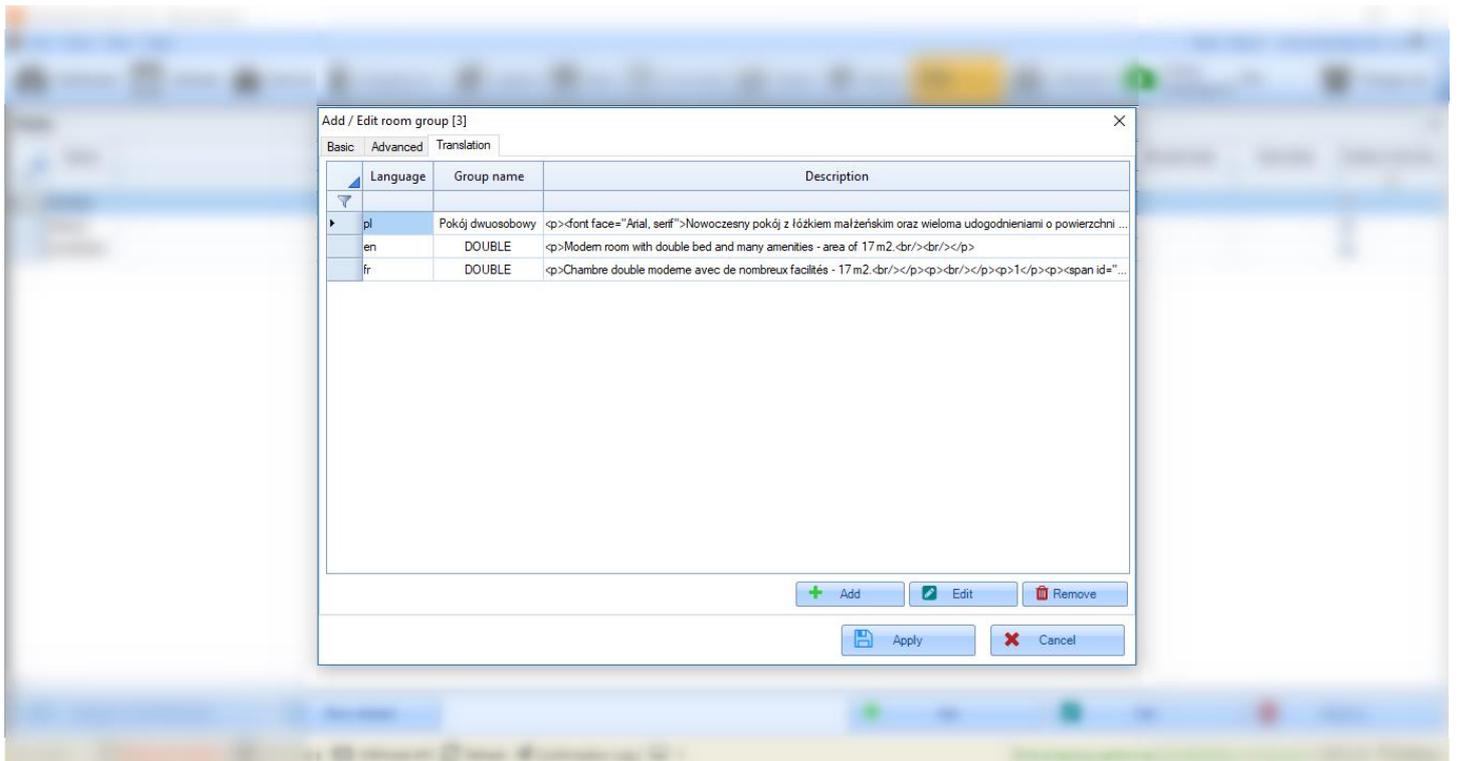
**\*\*\*\*\* Translation \*\*\*\*\***

Lets you include translations to other languages for the given room type. Function used in the KWHotel Booking Engine.

Just press the "Add" button and fill in the "Language" and "Group name" fields.

The remaining fields are meant for the more advanced users who possess a basic knowledge of HTML.

This lets you further enhance the description of your room type in the online reservation system.



**Do you have any questions?  
Feel free to contact us!**

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