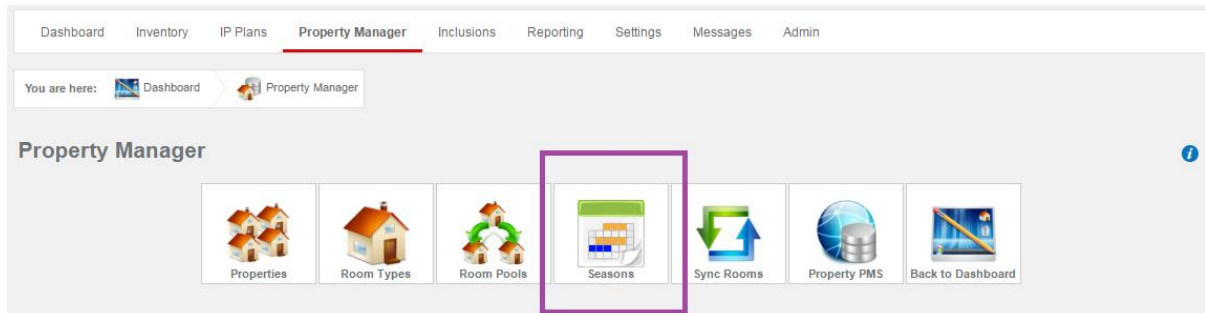


## SEASONS

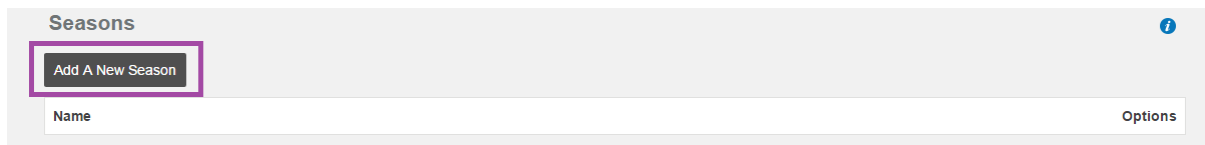
If you have specific date ranges or seasons throughout the year, such as low/mid/high season, then HiSITE Seasons will save you time and effort when updating your rates. Instead of entering each date range into the control panel in order to update the rates and essentially entering the same rate multiple times, you will simply select your seasons instead of date ranges.

Managing your Seasons

- To set this up in your HiSITE, go to the Property Manager tab and select the 'Seasons' icon.



- Click on 'Add a New Season'



- Enter a Season Name (e.g. Low season) and select the first date range the season needs to be applied to. Then Click 'Add Range'.

**NB. You will only add date ranges to the Season that have the same rates.**

- Future date ranges for this particular Season can now be added.

Season Date Range(s)			
From	To	Days Duration	Options
1/08/2016	17/09/2016	48	-
16/10/2016	19/11/2016	35	-
29/01/2017	28/02/2017	31	-

- Once all required dates have been added to the range click on 'Save'. The season will be displayed as below. **NB: Be mindful to 'Save' the Season as all date ranges will be removed if you move to another section of HiSITE before saving.**
- Click on 'Add a New Season' to enter the Mid/ Shoulder and Peak/High Season date ranges as well as any other seasons you may have e.g. School holidays. There is no limit to the number of Seasons and dates ranges you can add.

Seasons	
<input type="button" value="Add A New Season"/>	
Name	Options
Low Season • 11/07/2016 - 15/09/2016 : 67 days • 2/10/2016 - 30/11/2016 : 60 days	<input type="button" value="Settings"/>

- If you mistakenly try and add a date that is already included in another Season, a message will appear in red to advise you of the situation.

Season Edit	
Name <input type="text" value="Peak Season"/>	
Add Date Range The range overlaps an existing range in season: Low Season <input type="text" value="16 Sep 2016"/> <input type="text" value="08 Oct 2016"/> <input type="button" value="Add Range"/>	
Season Date Range(s) There are no date ranges defined, add a range above.	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

- Below is an example of what your seasons might look like once they are setup. Please note that the Seasons are listed in the order they were added.

**Seasons**

[Add A New Season](#)

Name	Options
<b>Low Season</b> <ul style="list-style-type: none"> <li>11/07/2016 - 15/09/2016 : 67 days</li> <li>2/10/2016 - 30/11/2016 : 60 days</li> </ul>	⚙️
<b>Peak Season</b> <ul style="list-style-type: none"> <li>16/09/2016 - 1/10/2016 : 16 days</li> <li>16/12/2016 - 7/01/2017 : 23 days</li> </ul>	⚙️
<b>Mid Season</b> <ul style="list-style-type: none"> <li>1/12/2016 - 15/12/2016 : 15 days</li> <li>8/01/2017 - 21/01/2017 : 14 days</li> </ul>	⚙️

### Applying your Seasons to the Inventory Grid

- Find the first date that this season will apply to and change the rate to what it should be. Click on 'Save Changes' to lock in the change.

**Inventory Grid**

Grid Options  
 Channel: MASTER From: 06 (Wed) Jul 2016 Range: 3 weeks  
 Show:  Availability  Rates  Min Stay  Stop Sell  Base Rate  IP [Update Selection](#)

MASTER GRID (changes to the master grid will be pushed to ALL other channels)

Room	Rate Package(s)	Jul 2016 Wed 06	Jul 2016 Thu 07	Jul 2016 Fri 08	Jul 2016 Sat 09	Jul 2016 Sun 10	Jul 2016 Mon 11	Jul 2016 Tue 12	Jul 2016 Wed 13	Jul 2016 Thu 14	Jul 2016 Fri 15	Jul 2016 Sat 16	Jul 2016 Sun 17	Jul 2016 Mon 18	Jul 2016 Tue 19	Jul 2016 Wed 20	Jul 2016 Thu 21	Jul 2016 Fri 22	Jul 2016 Sat 23	Jul 2016 Sun 24	Jul 2016 Mon 25
1 Bedroom	Qty	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
1 Bedroom 1 Nt	\$	200	200	200	200	200	150	200	200	200	200	200	200	200	200	200	200	200	200	200	200
1 Bedroom 3 Nt	\$	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200
1 Bedroom 5 Nt	\$	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200
1 Bedroom 7 Nt	\$	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200

[Save Changes](#) [Cancel](#)

- Click on the little red "Control Panel" triangle in the corner of the box where the rate was changed.

MASTER GRID (changes to the master grid will be pushed to ALL other channels)

Room	Rate Package(s)	Jul 2016 Wed 06	Jul 2016 Thu 07	Jul 2016 Fri 08	Jul 2016 Sat 09	Jul 2016 Sun 10	Jul 2016 Mon 11	Jul 2016 Tue 12	Jul 2016 Wed 13	Jul 2016 Thu 14	Jul 2016 Fri 15	Jul 2016 Sat 16	Jul 2016 Sun 17	Jul 2016 Mon 18	Jul 2016 Tue 19	Jul 2016 Wed 20	Jul 2016 Thu 21	Jul 2016 Fri 22	Jul 2016 Sat 23	Jul 2016 Sun 24	Jul 2016 Mon 25
1 Bedroom	Qty	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
1 Bedroom 1 Nt	\$	200	200	200	200	200	150	200	200	200	200	200	200	200	200	200	200	200	200	200	200
1 Bedroom 3 Nt	\$	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200

[Save Changes](#) [Cancel](#)

- Inside the Control Panel - Select 'Rate' as the data you would like to copy and click on the little down arrow by Type: Select the appropriate Season for this date range and click on 'Apply Changes'
- The rates will be applied to all dates included in the selected Season.

**Control Panel**

**Control Panel** IP Plans

Room Type: 1 Bedroom 1 Nt  
Date: 11/07/2016  
Channel: MASTER

Select the data you would like to copy:

Inventory Part	Use?	Value
Allocation	<input type="checkbox"/>	1
Rate	<input type="checkbox"/>	\$150
Stop Sell	<input type="checkbox"/>	No
Minimum Stay	<input type="checkbox"/>	1

Select the Room Types you want this update applied to:

- All
- 1 Bedroom 1 Nt
- 1 Bedroom 3 Nt
- 1 Bedroom 5 Nt
- 1 Bedroom 7 Nt
- 2 Bedroom 1 Nt
- 2 Bedroom 3 Nt
- 2 Bedroom 5 Nt
- 2 Bedroom 7 Nt

Select the date range/Season you would like to copy across:

Type:

Season:

- Low Season
- Peak Season 15/09/2016 - 30/11/2016
- Mid Season

Select the days of the week to copy to:

All  Mon  Tue  Wed  Thu  Fri  Sat  Sun

**Apply Changes** **Cancel**

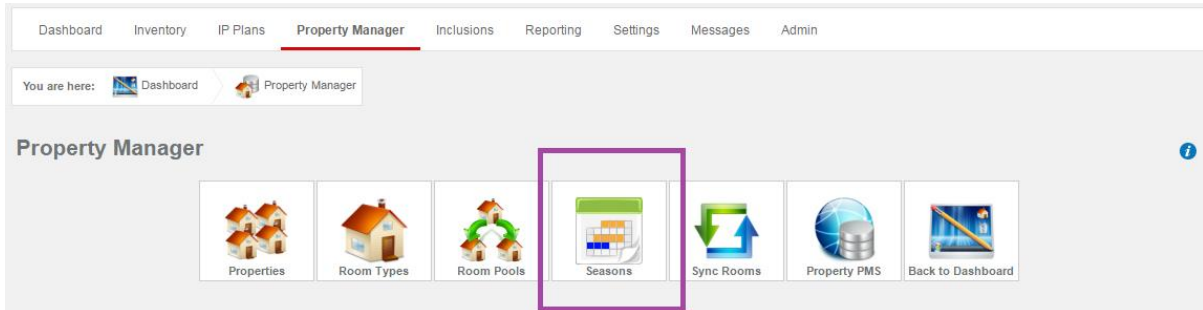
- Repeat this process for all Room Types & Seasons you have added.

**NB: Please be mindful when using the Season option located in the "Type:" field, if a particular season that has been created is not selected, this "Season:" field will automatically remain as the first of all seasons that were created - now referred to as the default season.**

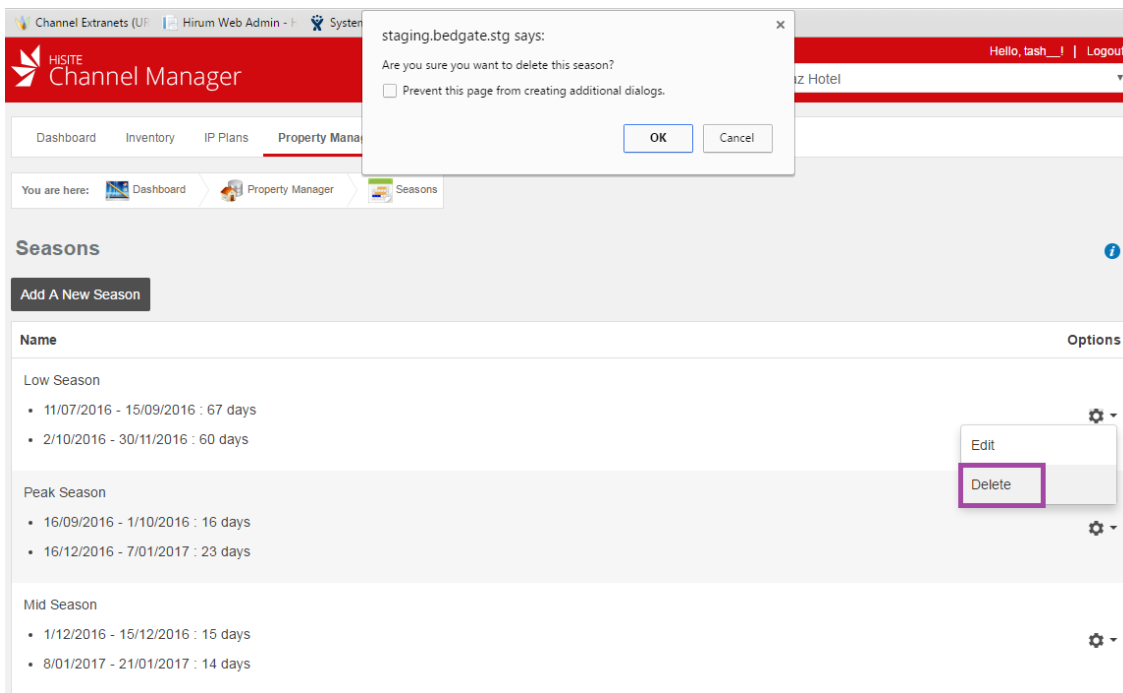
## Amending and Deleting Seasons

### TO DELETE A WHOLE SEASON

- Go to Property Manager and select the 'Seasons' icon to display the Seasons already setup.



- Click on the little cog wheel across on the right hand side and select 'Delete' to completely remove the Season. A pop-up message will appear 'Are you sure you want to delete this season'. Click on OK to delete and Cancel if this was selected in error.



### TO DELETE A DATE RANGE WITHIN A SEASON




- Click on the little cog wheel across on the right hand side and select 'Edit' then click on the remove icon associated with the date range you want deleted.

## TO AMEND

- Click on the little cog wheel across on the right hand side and select 'Edit' to amend.

**Seasons**

Add A New Season

Name	Options
<b>Low Season</b> <ul style="list-style-type: none"><li>• 11/07/2016 - 15/09/2016 : 67 days</li><li>• 2/10/2016 - 30/11/2016 : 60 days</li></ul>	 Edit Delete
<b>Peak Season</b> <ul style="list-style-type: none"><li>• 16/09/2016 - 1/10/2016 : 16 days</li><li>• 16/12/2016 - 7/01/2017 : 23 days</li></ul>	
<b>Mid Season</b> <ul style="list-style-type: none"><li>• 1/12/2016 - 15/12/2016 : 15 days</li><li>• 8/01/2017 - 21/01/2017 : 14 days</li></ul>	

- To change a date range, the original one will need to be removed and a new one created using the correct date range.
- New date ranges can be added to the selected season and date ranges can also be removed by clicking on the remove icon.

**Season Edit**

Name

Low Season

Add Date Range

From - To Add Range

Season Date Range(s)

From	To	Days Duration	Options
1/08/2016	17/09/2016	48	Remove
1/10/2016	19/11/2016	50	Remove

Update Cancel