



Tiscover Academy



Quick Guide to Price and Inventory Management

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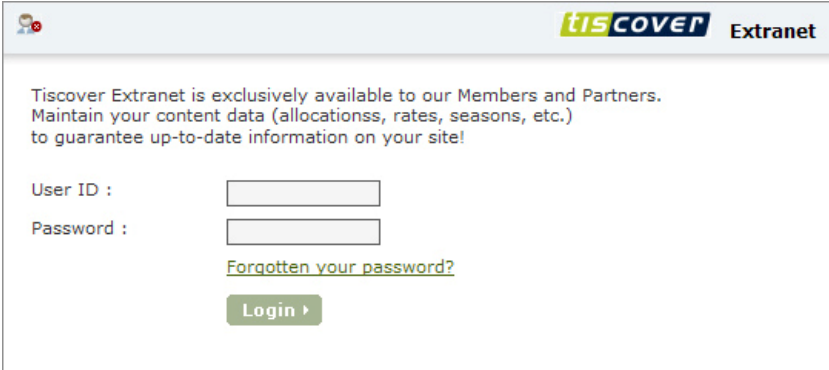
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Access to Tiscover Extranet (Login)

Click on the **Extranet** link on the bottom of the Tiscover website to get to Tiscover Extranet.

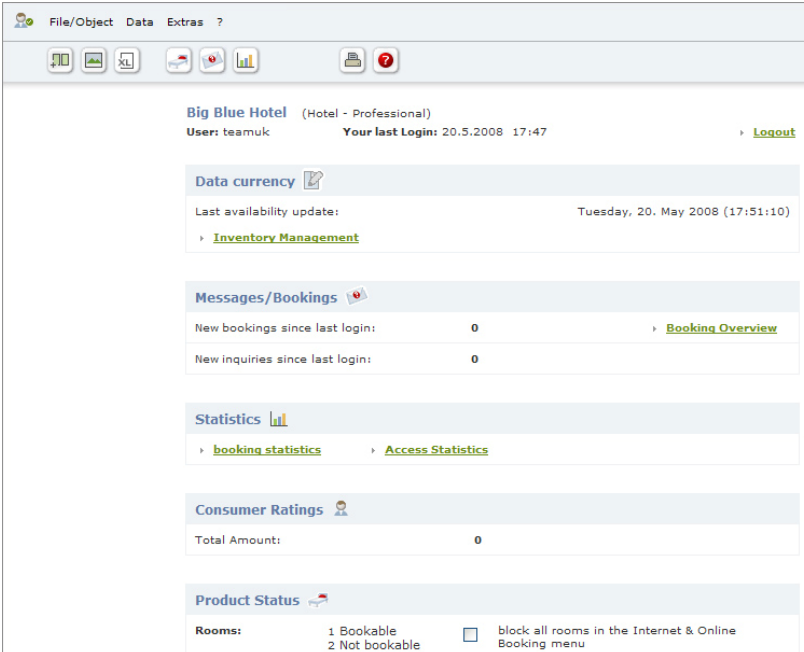


Only authorised users can access Tiscover Extranet. You will be prompted to enter your user name and password and click on the **Login** button.



The screenshot shows the Tiscover Extranet login page. At the top right is the Tiscover logo and the word 'Extranet'. The main text reads: 'Tiscover Extranet is exclusively available to our Members and Partners. Maintain your content data (allocations, rates, seasons, etc.) to guarantee up-to-date information on your site!'. Below this are two input fields: 'User ID :' and 'Password :'. A link for 'Forgotten your password?' is positioned below the password field. At the bottom is a green 'Login >' button.

When username and password have been verified, you will access Tiscover Extranet.



The screenshot shows the Tiscover Extranet dashboard for 'Big Blue Hotel (Hotel - Professional)'. The user is 'teamuk' and their last login was on 20.5.2008 at 17:47. There is a 'Logout' link. The dashboard is divided into several sections: 'Data currency' (last availability update: Tuesday, 20. May 2008 (17:51:10) with an 'Inventory Management' link), 'Messages/Bookings' (New bookings since last login: 0, New inquiries since last login: 0, with a 'Booking Overview' link), 'Statistics' (with links for 'booking statistics' and 'Access Statistics'), 'Consumer Ratings' (Total Amount: 0), and 'Product Status' (Rooms: 1 Bookable, 2 Not bookable, with a checkbox to 'block all rooms in the Internet & Online Booking menu').

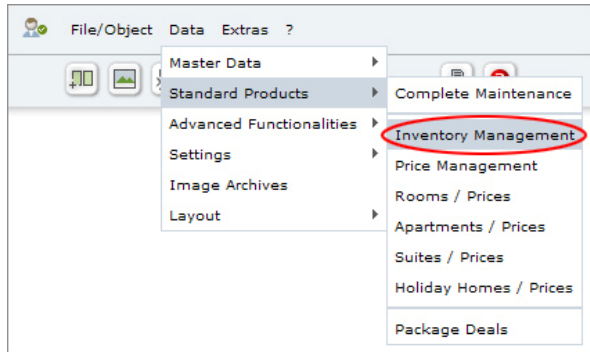
Please note: If you can't remember your password, click on the link **Forgotten your password?** You will then be able to require new login details.

Inventory Management

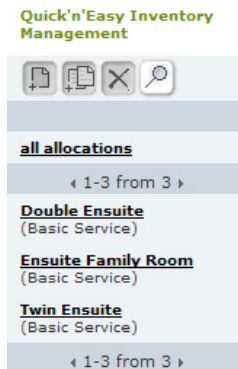
⇒ Overview

The **Inventory Management** section allows you to easily update the availability of your products (rooms, apartments, holiday homes, suites).

Go to **Data > Standard Products > Inventory Management**.

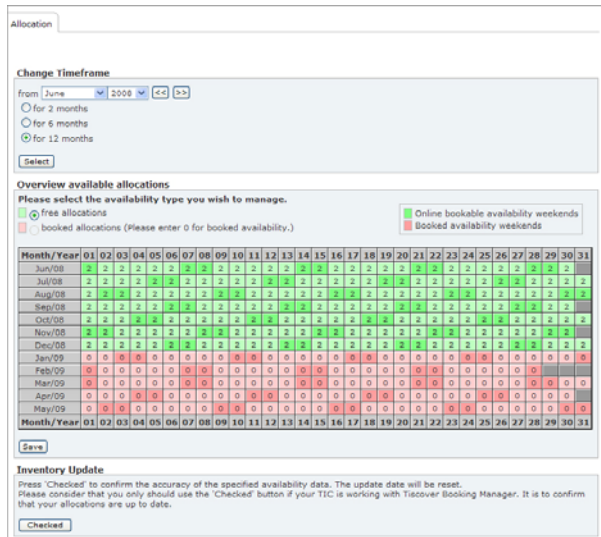


Products/standard products are listed on the left-hand side.

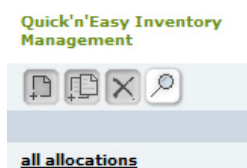


If you click on a product or standard product, you will be provided with an annual overview of allocated availability.

Please note: The number of available rooms is indicated for each day. Days without availability are highlighted in red, while days with availability are highlighted in green.



To see an overview of the availability of all products, click on all allocations on the left-hand side.



⇒ Updating Availability

Having selected a product on the left-hand side, you can update its availability:

- Option 1

You can directly click on the date and enter the availability.

Mon/JJ	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15
Oct/08	2	2	2	2	4	2	2	2	2	2	2	2	2	2	2
Nov/08	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2

Use the tab key to jump from field to field.

- Option 2

If you wish to apply the same availability to several days, select the days while holding the left mouse button down. When you let go of the mouse button, a window will pop up.

Mon/JJ	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15
Oct/08	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Nov/08	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Dec/08	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Jan/09	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Feb/09	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Mar/09	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Apr/09	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2

Amount of availability for the marked date range

Enter the amount of availability for the marked date range and click **Submit**.

Please note: An entry is based on the following criteria:

- The FROM date is the day of arrival.
- The TO date is the day of departure (as this day includes the following night, availability ends one day before departure).

The following section is important if the tourist board uses the Tiscover Booking Manager. Click **Checked** to confirm that availability was updated.

Inventory Update

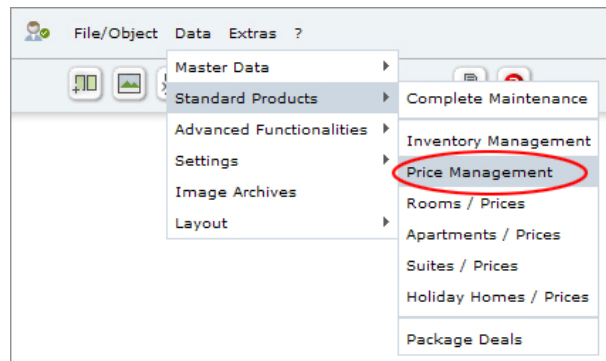
Press 'Checked' to confirm the accuracy of the specified availability data. The update date will be reset.
Please consider that you only should use the 'Checked' button if your TIC is working with Tiscover Booking Manager. It is to confirm that your allocations are up to date.

Price Management

⇒ overview

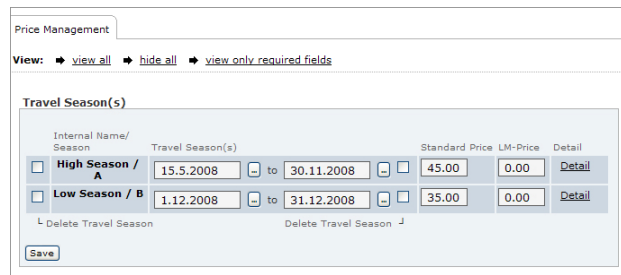
The **Price Management** gives an overview of prices and allows you to easily update prices and conditions.

Go to **Data > Standard Products > Price Management**.



Having selected a product from the left-hand side, all the seasons of this product will be listed according to price (starting with the most expensive season).

Please note: Each date range is displayed with the internal name you entered and with a letter automatically generated by the system (A = most expensive season). Additionally, all the date ranges you have applied to the season are listed here.



The **Standard Price** and the **Last-Minute Price** for standard occupancy are displayed in addition to the date ranges.

You can directly make changes to the price fields. Then click on **Save** to save your changes.



⇒ **Details (Prices and Conditions)**

Click on the **Detail** link to get to the **Basic Price** tab.

	Standard Price	LM-Price	Detail
<input type="checkbox"/>	45.00	0.00	Detail
<input type="checkbox"/>	35.00	0.00	Detail

Season ↓

This section allows you to edit prices, supplements and (child) discounts.

Remember to **save** your changes!

Price Management Basic Price Terms & Conditions Last Minute

*required fields

Travel Seasons: High Season (Season A)

Internal Name *
High Season

Price *
Standard Price 45.00 EUR (Half Board)
(Price per person and day)

Occupancy Supplement/Discount *
(Discounts are written as negative numbers)
 Percent
 Fixed Price

Number Of Occupants	Discounts/Supplements	Price per Occupant and Room Allocation			total amount
1	0.00	45.00			45.00
2	0.00	45.00	45.00		90.00
3		45.00	45.00	45.00	135.00

Discounts/Supplements per day (Discounts are written as negative numbers) *
 Percent
 Fixed Price

Mon	Tue	Wed	Thu	Fri	Sat	Sun
0.00	0.00	0.00	0.00	0.00	0.00	0.00

Discounts apply *
up to the age of Reduction in percent

3	
5	

The other tabs allow you to edit the conditions for booking and last-minute deals.

Price Management Basic Price Terms & Conditions Last Minute

⇒ New Season

- Applying standard date ranges to an existing travel season

Select the season to which you wish to add a standard date range.

Then tick the checkboxes below **Accept** and confirm your selection by clicking on **Assume Standard Seasontimes**.

Default seasontimes			
Travel Season		Add Time	
	High Season/A		
	High Season/A		
	Low Season/B		
Dates			Accept
May 15, 2008	to	August 31, 2008	<input type="checkbox"/>
September 1, 2008	to	November 30, 2008	<input checked="" type="checkbox"/>
December 1, 2008	to	December 31, 2008	<input checked="" type="checkbox"/>
<input type="button" value="Assume Standard Seasontimes"/>			

Please note: To use standard date ranges, these date ranges must be entered under **Data > Settings > Standard Travel Seasons**.

- Create new times for existing Travel Seasons

You can also directly enter a new date range for existing travel seasons. Select a season to which you wish to add a new date range. Then specify the date range and click on **Create New Timeframe**.

Create new times for existing Travel Season			
Travel Season			
	High Season/A		
	High Season/A		
	Low Season/B		
20.5.2008	to	20.5.2008	
<input type="button" value="Create New Timeframe"/>			

- Creating a new season

If you wish to create an entirely new travel season, enter an internal name and click on **Create new season**. The date range can be specified accordingly, as described above.

Create New Season	
Internal Name:	<input type="text"/>
<input type="button" value="Create New Season"/>	

Online Help

The Online Help provides you with detailed information about Tiscover Extranet. Click on the question mark ? in the Extranet menu.

