

Guide to Premier Cottages Upgraded Availability System.

Premier Cottages Upgraded Availability System is scheduled to go-live 15th January.

A visitor selecting the site's 'Availability' option will be asked to select a region, enter an arrival date, number of nights required and minimum number of guests.

Search results returned will display availability for 2 days before the date entered and for 2 days after date entered. This is so that if a Saturday date is entered any availability for the preceding Friday will be displayed (to cater for Friday or Saturday changeovers).

Cottages sleeping fewer than the minimum number of guests entered will not be displayed, nor will cottages sleeping more than 6 guests than the number entered.

Cottages available will be displayed within arrival date order.

Visitors will be able to refine their search criteria by requesting availability for cottages with specific features.

Results displayed will link to your property's page on the Premier Cottages website and the availability for all your cottages (based on the arrival date selected) will be displayed in a table above your cottage descriptions.

Clicking on the 'Request' link will display an email **Booking Request Form** that when completed and submitted will be automatically emailed to you, and a copy sent to the email address of the potential client who has submitted the request.

During the past year the majority of visitors to the Premier Cottages website used the availability search before viewing and selecting properties. More and more of all our potential clients want to be able to find "available" cottages quickly and efficiently. This means that properties that don't maintain up to date availability are less likely to be considered.

Premier Cottages appreciate that the need to maintain up to date availability is now an additional task, but in today's highly competitive market, it is now an essential task.

In conjunction with a number of Owners, Premier Cottages believes that its upgraded availability system has been designed to make the task of maintaining up to date availability is a simple as we can make it.

As you will appreciate, it is essential that you keep your availability up to date as potential guests will be very frustrated if they find availability but when they try to book they're told your availability is out of date. The search results displayed on your property page will also display the date your availability was last updated.

Before proceeding please read the following pages which detail how to create and maintain your availability.

You should also print this file and have to hand as a guide to help you in the task of creating and maintaining your availability.

At first sight it may look complicated, but the system has been tested by a selection of Owners and all have said that it is a quick, efficient and effective method of maintaining availability.

Automatic Updating by Back Office Systems.

Soon after the system goes live, Owners using *Rezstream* or *Cottage Manager* booking systems will be able to have these systems automatically update their availability on a daily basis. Premier Cottages are also talking with other booking software providers (*Five Star, Scottish Web Design etc*) to extend the number of systems that may be used to automatically update a property's availability. Details of how this option will work will be distributed as soon as they are available.

Availability Search Option for your own website.

Another option that will become available soon after launch of the new system is the option to incorporate the search function into your own website.

To use this function all you will need to do is to add a link to your website which when selected will display a window for visitors to enter an arrival date to have returned a table displaying just your property's availability.

Clicking on the 'Request' option will then either display the 'Booking Request Form' or link them to your own booking request page.

Please bear in mind that this option will appear even if you enter just one available date. So if you choose to use this option on your own website you should create and maintain availability for **all** of your cottages. If you don't, a visitor who uses the availability search option will not see any availability you may have.

Details of how you can implement this option will be sent to you as soon as they are available.

If you log-in to the Owners section and select to 'Manage Availability' before 5th January, you will need to click on 'Click here to edit the upgraded availability system' to access the new system and see the screen below.

If you log-in after 5th January and select 'Manage Availability' you will see the screen below.

Manage Availability Home Page:

Manage Availability Screen - Create availability and view 'Availability Reports'

You are currently logged in under [Your property name]

You can now add or edit availability for the following cottages:

Madog	Edit Availability Listings	View Availability Report	Download Input Worksheet (Excel)	Download Input Worksheet Instructions
Myrddin	Edit Availability Listings	View Availability Report	Download Input Worksheet (Excel)	Download Input Worksheet Instructions
Taliesin	Edit Availability Listings	View Availability Report	Download Input Worksheet (Excel)	Download Input Worksheet Instructions
Glyndwr	Edit Availability Listings	View Availability Report	Download Input Worksheet (Excel)	Download Input Worksheet Instructions

Search Availability - Enter date to view availability listings that will be displayed for date entered.

Day	Month	Year	Nights	No. of Guests
5	January	2007	7	2

Search Results Table - Availability listings that will be displayed for date entered entered above.

Manage Availability Screen - Create availability and view 'Availability Reports'

You are currently logged in under [Your property name]

You can now add or edit availability for the following cottages:

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Your cottages

Click to edit cottage's availability on-line.

View Availability Report

Click to download Input Worksheet - see instructions on last page:

Manage Availability On-line:

To create or amend a cottages availability click on cottage's name.

Having selected to edit a cottage's availability your first option is to edit availability for:

Friday 7 nights,
Saturday 7 nights,
Friday 3 nights, and
Monday 4 nights.

To create availability enter an appropriate price.

To delete availability enter price as '0'.

Click here to create or update availability other than Fri for 3 or 7 nts, Sat 7 nts or Mon 4 nts.

Edit existing availability for [Cottage Name]
To create availability enter price (rounded to nearest pound). To delete availability created enter price as '0'

[To create or update availability other than for Fri for 3 or 7 nts, Sat 7 nts or Mon for 4 nts click here](#)

Friday 7 Nights		Saturday 7 Nights		Friday 3 Nights		Monday 4 Nights	
05/01/2007	0	06/01/2007	0	05/01/2007	0	08/01/2007	167
12/01/2007	0	13/01/2007	250	12/01/2007	0	15/01/2007	0
12/01/2007	250	13/01/2007	0	12/01/2007	167	15/01/2007	167
19/01/2007	250	20/01/2007	250	19/01/2007	0	22/01/2007	167
19/01/2007	0	20/01/2007	0	19/01/2007	167	22/01/2007	0
26/01/2007	0	27/01/2007	0	26/01/2007	167	29/01/2007	0
26/01/2007	250	27/01/2007	250	26/01/2007	0	29/01/2007	167
02/02/2007	0	03/02/2007	250	02/02/2007	167	05/02/2007	167
02/02/2007	250	03/02/2007	0	02/02/2007	0	05/02/2007	0
09/02/2007	300			09/02/2007	0	12/02/2007	0
09/02/2007	0			09/02/2007	200	12/02/2007	200
16/02/2007	300			16/02/2007	0	19/02/2007	200
16/02/2007	0			16/02/2007	200	19/02/2007	0
23/02/2007	250	24/02/2007	250	23/02/2007	167	26/02/2007	0
23/02/2007	0	24/02/2007	0	23/02/2007	0	26/02/2007	167
02/03/2007	0	03/03/2007	0	02/03/2007	167	05/03/2007	167

To create availability enter a price (to the nearest pound) for each date, or show zero if you don't want to show availability.

Please ensure that you do not navigate away from this page without saving your changes

If you try to close the above window without saving your changes you will be prompted with a warning message. If you updated any data click 'Cancel' and then click 'Save Changes Now' or your updates will not be saved.

Windows Internet Explorer

Are you sure you want to navigate away from this page?
Are you sure you have saved your changes?
Press OK to continue, or Cancel to stay on the current page.

**To create or update availability other than
Fri for 3 or 7 nts,
Sat 7 nts or
Mon 4 nts:**

To add availability for dates other than Fri for 3 or 7 nights, Sat 7 nts or Monday 3 nts enter date, number of nights and price

Add:

Date of Arrival **Nights** **Price**

Date of Arrival **Nts** **Price** **Edit** **Delete**

Click on calander icon and select arrival date or enter date as dd/mm/yyyy

Add:

Date of Arrival **Nights** **Price**

Date of Arrival **Nts** **Price**

December, 2006						
wk	Sun	Mon	Tue	Wed	Thu	Fri
47						1
48	3	4	5	6	7	8
49	10	11	12	13	14	15
50	17	18	19	20	21	22
51	24	25	26	27	28	29
52	31					

Select date

To add availability for dates other than Fri for 3 or 7 nights, Sat 7 nts or Monday 3 nts enter date, number of nights and price

Add:

Date of Arrival **Nights** **Price**

Date of Arrival **Nts** **Price** **Edit** **Delete**

Availability created for other than Fri for 3 or 7 nts, Sat 7 nts or Mon 4 nts will be displayed here with the option to delete when booked.

Manage Availability Screen - Create availability and view 'Availability Reports'

You are currently logged in under Ennys

You can now add or edit availability for the following cottages:

- Madog** [Edit Availability Listings](#) [View Availability Report](#) [Download Input Worksheet \(Excel\)](#) [Download Input Worksheet Instructions](#)
- Myrddin** [Edit Availability Listings](#) [View Availability Report](#) [Download Input Worksheet \(Excel\)](#) [Download Input Worksheet Instructions](#)
- Taliesin** [Edit Availability Listings](#) [View Availability Report](#) [Download Input Worksheet \(Excel\)](#) [Download Input Worksheet Instructions](#)
- Glyndwr** [Edit Availability Listings](#) [View Availability Report](#) [Download Input Worksheet \(Excel\)](#) [Download Input Worksheet Instructions](#)

View Availability Report

Day	Date	Price	Nights
Friday	05/01/2007	250	7
Friday	05/01/2007	167	3
Saturday	06/01/2007	250	7
Monday	08/01/2007	167	4
Friday	12/01/2007	167	3
Friday	12/01/2007	250	7
Saturday	13/01/2007	250	7
Monday	15/01/2007	167	4
Friday	19/01/2007	250	7
Friday	19/01/2007	167	3
Saturday	20/01/2007	250	7
Monday	22/01/2007	167	4
Friday	26/01/2007	167	3
Friday	26/01/2007	250	7
Saturday	27/01/2007	250	7
Monday	29/01/2007	167	4
Friday	02/02/2007	167	3
Friday	02/02/2007	250	7
Saturday	03/02/2007	250	7
Monday	05/02/2007	167	4

Availability report will list dates, prices & no of nights for ALL entries created.

Search Availability - Enter date to view availability listings that will be displayed for date entered.

Day: 5, Month: January, Year: 2007, Nights: 7, No. of Guests: 2

Check Availability Now

Search Results Table - Availability listings displayed above.

Enter arrival date, nights & minimum number of guests to view what availability will be displayed for your cottage(s) based on search criteria entered.

Date	Nts	Price	Guests	Cottage Name	> Property
05/01/2007	7	658	9	Tithe Barn	Hidelow House Cottages
05/01/2007	7	560	8	Curlew	Eaton Manor
05/01/2007	7	560	8	Curlew	Eaton Manor
05/01/2007	7	375	8	Glyndwr	Fron Fawr
05/01/2007	7	275	5	Talesin	Fron Fawr
05/01/2007	7	250	5	Madog	Fron Fawr
05/01/2007	7	225	5	Myrddin	Fron Fawr
06/01/2007	7	393	5	Hidelow Lodge	Hidelow House Cottages
06/01/2007	7	345	4	Drying House	Hidelow House Cottages
06/01/2007	7	375	8	Glyndwr	Fron Fawr
06/01/2007	7	275	5	Talesin	Fron Fawr
06/01/2007	7	250	5	Madog	Fron Fawr
06/01/2007	7	225	5	Myrddin	Fron Fawr

Sample Availability Results returned based on user's search criteria.

Availability Guide					
Based on your search: Friday, January 05, 2007					
Arrival	Cottage Name	Nts	Price	gif	Booking Request
5 Jan	Hop Pocket	3	£241.00	2	Request
5 Jan	Drying House	3	£241.00	4	Request
5 Jan	Tithe Barn	7	£658.00	9	Request
5 Jan	Tithe Barn	3	£493.00	9	Request
5 Jan	Hopbine	3	£193.00	2	Request
5 Jan	St Katherines	7	£345.00	2	Request
5 Jan	St Katherines	3	£241.00	2	Request

See Cottage Description(s) Below

Sample Table displayed on property's own website.

Most visitors are expected to click through to your own website before submitting a booking request from your own website. However, if the 'Request' option is selected they will be presented with a 'Booking Request' Form to complete and submit - see next page.

Email Booking Request Screen:

Other than fields 'No of Children', 'No of Cots' and 'Remarks' are mandatory fields.

Email Booking Request	
To property name:	Higher Wiscombe Contact Tel: 012345 678990
Contact name(s):	Lorna or Alistair Handyside
Email address:	alistair@higherwiscombe.com
Enter your name:	<input type="text"/>
Enter your email address:	<input type="text"/>
Enter your email address <u>again</u> :	<input type="text"/>
Enter your telephone no:	<input type="text"/>
Preferred method of contact:	E-mail: <input type="checkbox"/> Tel: <input type="checkbox"/>
Cottage name:	The Flint Barn
Arrival date:	Friday, January 05, 2007
Number of nights:	3
Departure date:	Monday, January 08, 2007
No of Adults:	<input type="text" value="0"/>
No of Children:	<input type="text" value="0"/>
No of Cots:	<input type="text" value="0"/>
Remarks:	<input type="text"/>
Information supplied by you may be used by Premier Cottages (but will not be shared with, or supplied to, any other company other than the business to which this email is being submitted) for other mailings and direct marketing puposes unless you stat no.	
Yes <input type="checkbox"/> No <input type="checkbox"/>	Your email Booking Request will be sent to the property requested and you should be contacted shortly. A copy of your email Booking Request will also be sent to your email address for your records
<input type="button" value="Send E-mail"/>	<input type="button" value="Close Window"/>

Sample Text of email you will receive:

A new booking request has been generated through the premier cottages website as follows:

Customer Name: John Smith

Customer Email: johnsmith@btinternet.com

Customer Telephone: 012345 6789067

Preferred Method of Contact: Email

John Smith would like to stay in [cottage name], arriving on 05/01/2007 for 3 nights, departing on 08/01/2007.

Number of Adults: 3

Number of Children: 0

Number of Cots: 0

Comments:

Submitted at 12/19/2006 10:34:43 AM

The above email will be sent to you with enquirers email address shown as 'Sender'

Initial Availability Data Input. This option is only available for initial availability input. If you use this option once you have submitted your availability you will be required to make any changes on-line.

Rather than entering your initial availability on-line, Premier Cottages have created Excel Spreadsheets which you can complete and return to create a year's availability for each of your cottages. By using the spreadsheets provided you can more easily enter data using Excel's functionalities such as Copy and Paste and Formulas etc.

Alongside each cottage name you will see the option '[Download Input Worksheet \(Excel\)](#)'. Click on this option and save each to your hard-drive **WITHOUT** changing the file name. As you do this make a note of the file name and use the appropriate file for each cottage to create a year's availability.

To use this option you do have to know how to use an Excel Spreadsheet. As you will appreciate, Premier Cottages is unable to provide help or tuition on how to use any Excel functionality. To download a spreadsheet for each of your cottages log-in to the Users Section and click on 'Manage Availability.'

When you have completed your spreadsheets (see instructions below) email them to availability@premiercottages.com attached to an email with your property name and contact details.

To create availability for a Cottage:

Enter your Property Name and a Cottage Name.

Property Name:

Cottage Name:

Enter Property Name & Cottage Name

If price = '£0' then cottage will not be shown as available.
Enter price to create availability.

Weekly				Short Breaks			
Friday 7 nights		Saturday 7 nights		Friday 3 nights		Monday 4 nights	
05-Jan	£0	06-Jan	£0	05-Jan	£0	08-Jan	£0
12-Jan	£0	13-Jan	£0	12-Jan	£0	15-Jan	£0
19-Jan	£0	20-Jan	£0	19-Jan	£0	22-Jan	£0
26-Jan	£0	27-Jan	£0	26-Jan	£0	29-Jan	£0
02-Feb	£0			02-Feb	£0	05-Feb	£0
09-Feb					£0	12-Feb	£0

To create availability enter a price (to the nearest pound) for each date, or show zero if you don't want to show availability.

The only cells you can enter data into are:

Property Name,
Cottage Name, and
All Price fields.

However, you can use Excel's full functionality to enter prices: Copy and Paste, Formulas, etc.

If you have two cottages or more cottages with the same price structure you can enter the prices for one cottage and then copy paste prices between appropriate spreadsheets.

The spreadsheets can only be used to create availability for:

Friday and/or Saturday arrivals for 7 nights,
Friday arrivals for 3 nights, and
Monday arrivals for 4 nights.

You will be able to create availability for other arrival dates and/or number of nights on-line after your initial data has been received and uploaded.

Note:
This option can only be used once to create the initial availability for your cottage(s).
Once used, updates must be entered via the on-line update option.
Data sent by means of this option will be uploaded within 2/3 working days.