

Table of Contents

1 Agency & Multiple Property Setup.....	1
1.1 Contents.....	1
1.2 Multiple properties in one account.....	1
1.3 Manage all properties centrally from one master account.....	1
1.4 Properties need their own log-ins to manage accounts.....	1
1.5 Set up and install multiple property booking page.....	1
1.6 Groups / Display in the Control Panel.....	2
1.7 Copy settings from one property to another.....	2
1.8 Manage Prices.....	2
1.9 Commission.....	2
2 Category:Multiple Properties.....	3
2.1 Concept.....	3
2.2 Pictures.....	3
2.3 Agency content.....	3
2.4 Property content.....	3
2.5 Search criteria.....	3
2.6 Colors and fonts.....	4
2.7 Booking Widgets.....	4
2.8 Video.....	4
3 Category:Room Linking and Dependencies.....	5
3.1 Rooms can be linked for the following functions:.....	5
3.2 Assigning Bookings.....	5
3.3 Assigning Booking Copies.....	5
3.4 Multiple Properties.....	5
4 Title:Accessing Properties from multiple Accounts.....	6
4.1 Using Property - Account Linking.....	6

1 Agency & Multiple Property Setup

This page explains how to set up an account with multiple properties.

1.1 Contents

- 1 Multiple properties in one account
- 2 Manage all properties centrally from one master account
 - ◆ 2.1 Add and set up properties
 - ◆ 2.2 If required create sub accounts for your properties
- 3 Properties need their own log-ins to manage accounts
 - ◆ 3.1 Create sub accounts
 - ◆ 3.2 Create and and set up properties
- 4 Set up and install multiple property booking page
 - ◆ 4.1 Generate booking widgets or an embedded booking page
- 5 Groups / Display in the Control Panel
- 6 Copy settings from one property to another
- 7 Manage Prices
- 8 Commission

1.2 Multiple properties in one account

A user account can contain one or multiple properties. Each property has its own settings for:

- Booking page
- Booking rules
- Booking questions
- Upsell items
- Deposit collection rules and payment gateways
- Confirmation messages
- Auto Actions and Auto Action Emails
- Yield Optimizer Rules

If the channel manager is used each property will have its own mapping.

Other user accounts can be set up to access these properties with either read only or full write access.

In which order you set up an agency account depends on how the properties are set up and managed.

1.3 Manage all properties centrally from one master account

1.3.1 Add and set up properties

Add new properties with the ADD NEW PROPERTY button in SETTINGS->PROPERTIES or make a copy of an existing similar property and edit it to suit. If you make a copy all of the rooms and rates will also be copied. To set up the individual properties follow the instructions in the [Setup Guide](#). If your properties are similar it is best to set up one property entirely and then copy it and make the required changes to the copy.

Alternatively data can be uploaded via the [API](#) (api.beds.com). For more informaton about the API have a look [here](#).

Emails to guests will be as set in the Email settings of the master account. [Click here for more information](#). If a property needs to use its own Email account for sending you will need to create a sub account for this property so you can set up individual outgoing Email.

Tip  Where you see this icon you can click and then copy the value of this setting to other rooms or properties.

1.3.2 If required create sub accounts for your properties

You can create sub accounts if properties need their own log-in. Sub accounts can be created via the SUBACCOUNT menu on the top right.

Each sub account has a unique username and password. Sub accounts can be given restricted or full access to other accounts or individual properties. [Click here for more information on sub accounts](#).

1.4 Properties need their own log-ins to manage accounts

1.4.1 Create sub accounts

Sub accounts can be created via the SUBACCOUNT menu on the top right. Each sub account has a unique username and password. Sub accounts can be given restricted or full access to other accounts or individual properties. [Click here for more information on sub accounts](#).

Each sub account can use a different Email address to send messages to guests. [Click here for more information](#).

1.4.2 Create and and set up properties

Log into each sub account and set up properties and rooms following these instructions in the [Setup Guide](#).

1.5 Set up and install multiple property booking page

A Booking page containing all properties is created automatically. It will show your properties with a link to the property booking page where guests can make their booking.

To customise your multiple property booking page go to SETTINGS-> BOOKING PAGE-> MULTIPLE PROPERTIES -> PAGE DESIGN.

If you want to generate the code for an embedded Iframe for multiple properties go to SETTINGS-> BOOKING PAGE-> EMBEDDED IFRAME and set "Property" = "All"

If you want to allow guests to search by certain criteria:

- First create the search criteria in SETTINGS -> BOOKING PAGE ->MULTIPLE PROPERTIES->SEARCH CRITERIA.
- Then go to SETTINGS -> BOOKING PAGE ->MULTIPLE PROPERTIES->PROPERTY SETTINGS and assign the applicable criteria to each property.

1.5.1 Generate booking widgets or an embedded booking page

Once you have set and assigned your search criteria you can

- go to SETTINGS-> BOOKING PAGE-> BOOKING WIDGETS to generate a widget. Set "Property" = "All" and design your widget, ensuring that you change "Search Filter" to show the search criteria either "collaped" or "open" in your booking widget. Generate the code for the widget and paste it into the source code (Set the Wordpress editor to "Text") where you want to display the widget.
- go to SETTINGS-> BOOKING PAGE-> BOOKING WIDGETS->EMBEDDED IFRAME to generate the code for your embedded lframe. Set "Property" = "All". Generate the code and paste it into the source code where you want to display the booking page.

If you use Wordpress please also use the Wordpress help page.

1.6 Groups / Display in the Control Panel

You can create groups of properties by giving them the same keyword in SETTINGS-> BOOKING PAGE > PROPERTIES > MULTIPLE PROPERTIES-> PROPERTY SETTINGS "Group Keywords"

A group option will appear in the property selector on the calendar page and open all properties in the group.

1.7 Copy settings from one property to another

Tip *Where you see this  icon you can click and then copy the value of this setting to other rooms or properties.*

There is also a "Clone" function in SUB ACCOUNTS a "Clone" function which allows to copy selected settings from one property to another.

Click on SUB ACCOUNTS (top right menu) then on "Manage Account" then on "Clone Property Settings."

1.8 Manage Prices

If you are using rates you can set up one set of rates and apply it with or without an offset (price adjustment) to other properties. The function is available in the "Rooms" tab of the rate.

1.9 Commission

If you want need to calculate commissions you can set up a "Custom Report" and use the "Room Templates" which you can set up in SETTINGS-PROPERTIES-ROOMS-SETUP with math variables.

Keywords: subaccount, sub account, agency, multihotel, multi hotel, multi-hotel, multi property

2 Category:Multiple Properties

This page is about the menu SETTINGS->BOOKING PAGE->MULTIPLE PROPERTIES

2.1 Concept

The multi-property booking page displays all properties of the account. It links to the property booking page (SETTINGS->BOOKING PAGE) where the actual booking is made.

The design of the responsive booking page version is modular allowing you to fully control the layout.

The responsive booking page consists of sections. For each section you can choose from a set of modules which can be added and removed. They have advanced settings so you can tailor the display exactly to your needs. For most modules content needs to be added so they can display. Available modules for the multi-property booking page are:

- Picture slider or gallery for agency and property
- Features for property
- Availability calendar (one or multiple month) for property
- Descriptions for agency and property
- Policies for property

2.2 Pictures

To upload pictures and assign them to modules go to SETTINGS->BOOKING PAGE->PICTURES. Assign them to the multi-property to use them in agency modules, property, room or offer.

2.3 Agency content

- To add descriptions above and below the property listing go to SETTINGS->BOOKING PAGE->MULTIPLE PROPERTIES->CONTENT and enter your descriptions. If you are using the responsive version go to SETTINGS->BOOKING PAGE->MULTIPLE PROPERTIES->LAYOUT "Property Header and Footer" to activate the descriptive module.
- To add an agency picture slider (responsive version only) go to SETTINGS->BOOKING PAGE->PICTURES. Upload your pictures and activate them as "Multiple Property Picture". Then go to SETTINGS->BOOKING PAGE->MULTIPLE PROPERTIES->LAYOUT "Property Header and Footer" to activate the slider.

2.4 Property content

The layout and the used modules for the property display can be customised in SETTINGS->BOOKING PAGE->MULTIPLE PROPERTIES->LAYOUT "Multiple Property Layout" .

- To add a property picture go to SETTINGS->BOOKING PAGE->PICTURES. Upload a picture and activate it as "Property Picture".
- To add a property picture slider (responsive version only) go to SETTINGS->BOOKING PAGE->PICTURES. Upload your pictures and activate them as "Property Picture". Then go to SETTINGS->BOOKING PAGE->MULTIPLE PROPERTIES->LAYOUT "Multiple Property Layout" " Customise" to activate the slider.
- To add a property description go to SETTINGS->BOOKING PAGE->PAGE DESIGN -> CONTENT and enter your descriptive text in "Property Description - Booking Page 1" (responsive booking page version) or "Property Summary Description" (adaptive booking page version).
- To add an availability calendar (responsive version only) go to SETTINGS->BOOKING PAGE->MULTIPLE PROPERTIES->LAYOUT "Multiple Property Layout" " Customise" to activate the property calendar module. When you click on "Manage" you can set the number of calendars to display. Make sure you check the "Position" and "Desktop" settings when you add a module.
- To add an features module (responsive version only) go to SETTINGS->BOOKING PAGE->MULTIPLE PROPERTIES->LAYOUT "Multiple Property Layout" " Customise" to activate the property features module. When you click on "Manage" you can adjust the column width. Make sure you check the "Position" and "Desktop" settings when you add a module. Features can be added in SETTINGS->PROPERTIES->DESCRIPTION.

2.4.1 Property header and footer

Agency modules can optionally also display on the property booking pages. The settings are available in SETTINGS->BOOKING PAGE->MULTIPLE PROPERTIES->LAYOUT.

2.4.2 Hide one or more properties

You can hide a property from your booking page by setting "Sell Priority" = Hide in SETTINGS->BOOKING PAGE->MULTIPLE PROPERTIES->PROPERTY SETTINGS.

2.5 Search criteria

Custom search criteria can be set up in SETTINGS -> BOOKING PAGE ->MULTIPLE PROPERTIES-> SEARCH CRITERIA.

These criteria need to be assigned your properties in SETTINGS -> BOOKING PAGE ->MULTIPLE PROPERTIES-> PROPERTY SETTINGS

To always show the search criteria without opening the "Advanced Search" link go to SETTINGS->BOOKING PAGE->MULTIPLE PROPERTIES->DEVELOPERS and add

```
<script>
$( document ).ready(function() {
  $("#collapseAdvancedSearch").show();
});
</script>
```

in "Advanced HTML Settings".

2.6 Colors and fonts

To change colors and fonts go to SETTINGS->BOOKING PAGE->MULTIPLE PROPERTIES->STYLE

Current default setting are:

Setting	Value
Background Color (Body)	#f4f4f4
Content Background	#f4f4f4
Content Text	#424242
Link Color	#008acc
Border Color	#4dfdfdf
Highlight Background From	#ffffff
Highlight Background To	#ffffff
Highlight Text	#424242
Form Background	#ffffff
Form Text	#424242
Selected Dates Background	none
Selected DatesText	#222222
Available Dates Background	#f2f2f2
Available Dates Text	#424242
Request Dates Background	#dddddd
Request Dates Text	#777777
Not Available Dates Background	#f2dede
Not Available Dates Text	#a94442
Button Style	flat
Button Background	#008acc
Button Text	#ffffff
Font	Arial (Helvetica)
Font Size	14px

2.7 Booking Widgets

Booking widgets for multiple properties which open the multiple property booking widgets can be created in SETTINGS-> BOOKING PAGE-> BOOKING WIDGETS by setting set PROPERTY = ALL

If you want to allow guests to search by certain criteria:

- first create the search criteria in SETTINGS -> BOOKING PAGE ->MULTIPLE PROPERTIES->SEARCH CRITERIA
- then go to SETTINGS -> BOOKING PAGE ->MULTIPLE PROPERTIES->PROPERTY SETTINGS and assign the applicable criteria to each property

Once you have set and assigned your search criteria you can go to SETTINGS-> BOOKING PAGE-> BOOKING WIDGETS. Set PROPERTY = ALL and design your widget, ensuring that you change SEARCH LABEL to show the search criteria in your booking widget.

NOTE: If you make changes to your search criteria you need to generate the code again and paste the new code to your website again.

2.8 Video

3 Category:Room Linking and Dependencies

This page is about the Menu `SETTINGS -> PROPERTIES -> ROOMS -> DEPENDENCIES`

3.1 Rooms can be linked for the following functions:

1. Room availability dependant on another room.
2. Include bookings from another room into this room.
3. Assign a copy of bookings in this room to another room.
4. Rates from a room can be linked with or without a price offset to other rooms.
5. A room can use the prices from another room instead of it's own.

Setting room dependencies allows you to sell one physical room under multiple layouts. Examples are:

- Selling room as two different room types i.e. double and twin.
- Offering a holiday rental as a whole house or rent individual rooms.
- Combining two rooms for example to a suite or rent them individually.
- Having a room type on on OTAs like Booking.com, Expedia and individual listings on other channels.
- Selling a room as both a dorm or a private room.
- Selling a room only if another room is not available.

Note: If you are using dependencies please test thoroughly to make sure your set up reflects your rules. If you are connecting one physical r

Note: If you are linking rooms across accounts the account sending a booking to a property in another account needs to have write access to t

3.2 Assigning Bookings

Bookings can be assigned into the original room or directly to another room.

They can also be assigned to the first available dependency room, in this case order the dependency rooms with the preferred rooms to place bookings at the top.

Another option allows bookings to be created with a copy of the booking placed in every dependency room.

3.3 Assigning Booking Copies

There are two ways to copy bookings into additional rooms.

The generally preferred way is to use the "Include bookings from" setting. This does not create a new booking, rather it creates a "shadow" copy of the booking in the additional room which maintains any modifications to the original booking.

The alternative is the "Assign a copy" setting. This creates a new booking in the room with the values from the original booking. Once created though, it is an independent booking and modifications to the original booking will not automatically apply to the copy. Modifications will need to be manually applied to all copies.

3.4 Multiple Properties

The setting `SUB ACCOUNT -> MANAGE > ACCOUNT -> MANAGE PROPERTY -> "Room Linking"` limits the visibility of inter-property and inter-account room linking for this property.

If this setting is set to `PROPERTY ONLY` then rooms in other properties will not be visible to this property.

If this setting allows linking to properties in other accounts, the rooms will be available for linking with the rights set in `SUB ACCOUNT >> MANAGE > ACCOUNT >> MANAGE PROPERTY >> "Make Property Available in Multiple Accounts"`.

The setting `SUB ACCOUNT >> MANAGE > ACCOUNT >> MANAGE PROPERTY >> "Make Property Available in Multiple Accounts"` allows defining the visibility of the property in the control panel, inventory (price and availability) and bookings independently.

4 Title: Accessing Properties from multiple Accounts

This page explains how to access properties from more than one account

4.1 Using Property - Account Linking

The Manage Property menu in the Sub Accounts menu contains a setting which allows the property to be visible in any account. Go to this menu for the property you want to share and see "Make Property Available in Multiple Accounts"

Sub Accounts

Sub accounts appear in a selector list. Choose the sub account which should have access to this property and click save. The property will be instantly visible in the other account. The property can be made available to multiple accounts.

External Accounts

The property can also be made available to accounts which are not sub accounts. In this case enter the external accounts Association Code and save. The association code for each account or sub account can be found at the SETTINGS - > ACCOUNT > LINK menu.

Removing Access

To remove access immediately, click the "Remove" button next to the account you want to remove.