 Hoteliers.com GDS Connector

Hotel Setup Checklist

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| INTRODUCTION |  |  |
| We opened an account for your hotel. You are now able to complete your data online (including rates, availability, etc.). This checklist assists you in completing your hotel data online and thereby ensure that your "online brochure" is complete and generates the maximum amount of bookings.  Important: please contact us when you have completed updating your hotel online based on this checklist. We will than double-check your data for compatibility with the different Airline- and Internet Reservation Systems. Once this is completed, we will load your data in the respective GDS Reservation Systems - and you can receive your first bookings.  **Questions?** If you have questions or if you need further information, please contact by phone +31 (0) 20 531 3333, via [support@hoteliers.com](mailto:support@hoteliers.com) or in a reply to your existing ticket – we are happy to assist. | | |

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| LOGIN |  |  |
| To access your hotel data in the GDS Connector, please login to <http://gds.hoteliers.com>.  You are now in the hotel administration where you can complete and update your hotel data. On the left side you can find the main menu which will lead you to the different pages to update.  **Important:** **before you go to any other page, don’t forget to save any changes your made – otherwhise your entries will be lost.** | | |

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| HOTEL |  |  |
| Choose in the main menu the range “Hotel“ and complete the under menus :  - "Addresses", here, you complete your address information;  - "Images", here, you upload your hotel photos;  - "Amenities", here, you define the hotel amenities;  - "Description", here, you formulate your different hotel descriptions;  - "Payment", here, you enter your different payment methods;  - "Rest/Meeting", here, you define your restaurant and your meeting facilities;  - "Location", here, you give information about the location and the access to the hotel; | | |
| ROOMS |  |  |
| Choose “rooms“ in the main menu and define the equipment and the description per room type. | | |
| RATES |  |  |
| Choose in the main menu the range “rates“ and enter the rates per room type and rate level. | | |
| AVAILABILITIES |  |  |
| Choose “availabilities“ in the main menu and enter the availabilities per room type and rate level. | | |