These directions will walk you through how to open/close rooms online, in the event we are in or believe we may be in an oversold situation.

Connect Inn is the channel manager we use and is owned by Inn-Soft, the same folks who built Check-Inn our PMS (property management system). If you have difficulty with any of these steps during their working hours, call the directly at: **(503) 643-8162, option 2.**

Service hours are Monday – Friday, 8:00AM – 5:00PM, our time (MST).

After hours call your manager or Lucinda directly.

Admin Login	
frontdesk	
7885	
Grid View	

1. This is the login area. You may reach it by going to:

http://live.ipms247.com/index.php/page/reservation.home

Login: frontdesk

PW – as provided by management

Our property code is: 7885

2. This is the opening screen you will see. (FYI – THIS IS ALSO WHERE YOU CAN CHECK YOUR RESERVATIONS)



3. Click on the Deals tab. You will see a drop down Menu – select 'Monthly'.

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4. Click on the Stop Cell tab

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Source	Select-			MonthSela	ect 🗸 Shov	~					

5. Click on the 'Source' selection and select OTA Common Pool.



6. Click on the 'Month' selection and select the month that contains the dates you are wanting to close.

Then click the red Show button.

The Channel Manager	or Check-Inn				হা	ay wise inns	s - Montrose 👔 Web	come frontdesk 👻	^	
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7. You will see a grid like the one below.

Inventory	Rates	Min Nights	Ste	op Se	ell	Clo	se on	Arri	val	Clo	se or	Dep	art	In	clusic	n	Futu	ire Da	ata M	anag	emer	it	Inew	vulu	ie.							
Source	OTA Com	imon Pool			\sim	N	lonth		Jun -	2017	· ~		Shov	W																		
Select Days	⊠ Mo	n ⊠Tue ⊠V	/ed 🖂	Th	u 🗹	Fri [🛛 Sat	\square	Sun							0	lear	Date	Selec	tion	C	ear	с	hang	e to	0 5	Stop	Sell () Stai	rt Sell	S	lav
	Rate Plan		1 Jun Thu	2 Jun Fri	3 Jun Sat	4 Jun Sun	5 Jun Mon	6 Jun Tue	7 Jun Wed	8 Jun Thu	9 Jun Fri	10 Jun Sat	11 Jun Sun	12 Jun Mon	13 Jun Tue	14 Jun Wed	15 Jun Thu	16 Jun Fri	17 Jun Sat	18 Jun Sun	19 Jun Mon	20 Jun Tue	21 Jun Wed	22 Jun Thu	23 Jun Fri	24 Jun Sat	25 Jun Sun	26 Jun Mon	27 Jun Tue	28 Jun Wed	29 Jun Thu	3 JI F
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	Handicap	1y																														+
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8. Click on the top column of the days you want to close out.

For example, below we have clicked on the tabs for 3 Jun and 4 June – the entire column will be highlighted in red to show which days you are closing. Confirm these dates prior to going to the next step.

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al way	Inventory Rates	Min Nights	Stop Sell	lose o	on Arriva	I Clo	ise on De	part	Inc	usion	Fu	ture D	ata Ma	anagei	nent									
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9. In the Change to area, select the round Stop Sell button, then click SAVE.

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10. You will receive a pop-up that will ask you to confirm that you are updating your stop sell status, click Yes.



11. The screen will refresh and you will be able to see the days that have been stopped. These dates will have the red x through them.

5.5				To update t	he value	s, use n	nouse	to sele	ect ther	n by c	lickin	g/drag	ging.	Once	e sele	cted, o	hange	it wit	h new	valu	е						
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12. To RE-OPEN, follow all the above steps. Highlight the closed days that you are wanting to reopen.

In the Change to area, select the round Start Sell button and then Save.

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13. You will again see a pop up – click yes.



14. The grid should now display with the red x's removed and you'll know that those dates are open again.

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			To up	odate th	e values	, use n	nouse	to se	lect t	them	by cl	lickinį	g/dra	gging	. Onc	e sele	ected	, char	nge it	with	new	alue						
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15. At this point you **MUST** ALSO close out our online booking engine. Follow number's 3&4 as noted above, then click the Source area and select the <u>www.staywisemontrose.com</u> – WEB button.

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The rest of the steps are the same as you followed when you did the Stop/Start Sell for the OTA.

This should take care of the OTA's.