


Entering My Quotes & Enquiries Information

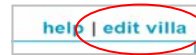
1) In order to make changes to the 'Quotes and Enquiries' page you will need to be logged into the website with your Villa People Owners Account.

2) In the 'My Account' menu box enter your email address where it says 'email' and your password in the box below. Once entered please press 'login'.



3) Select the property you are editing from the 'Villa Owners Menu'

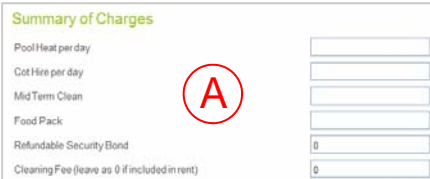
4) Select 'edit villa' option to the right of the tabs.



5) Select the 'Quotes and Enquiries' tab and enter the details of your villa in the appropriate areas of the screen.

A) Summary of Charges:

These are optional charges that may or may not apply to your property. If you leave a field blank it will not appear. By adding in a rate the option will appear on the quotes page.



B) Long Stay Discount:

If you do not offer long stay discount please leave as '0'. If you do offer a long stay discount enter the number of days after which the discount is given and enter the % of discount the guest will receive.



For example: If you want guests who stay for 3 weeks or more to receive a 5% discount enter 21 and 5 for the days and percentage respectively.

C) Last Minute Discount:

If you do not offer last minute / late deal discount please leave as '0'. If you do offer a last minute / late deal discount enter the number of days the arrival date needs to be within to qualify for the discount and enter the % of discount the guest will receive.



For example: If you want guests who arrive within 4 weeks to receive a 10% discount enter 28 and 10 for the days and percentage respectively.

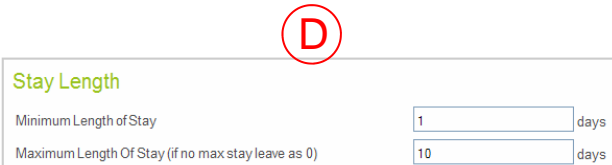
Please Note:

Both Long Stay and Last Minute Discounts only apply to the rental charges and not the optional extras or security bonds. If you select both discounts the renter may be eligible for both.

Using the 2 examples above, a guest who books a villa for 3 weeks and is due to arrive in the next 28 days would receive a discount of 15% off the total rental price..

D) Stay Length:

You can choose both the minimum and maximum number of days stay you length for your property.



E) Short Stay Cleaning Charge:

This is an optional additional cleaning charge for stays less than a certain number of days.



For example: If you want to charge £50 for stays of 5 days or less enter 6 and 50 for the number of days and price respectively.

F) Deposit & Payment Charges:

You must decide how many days within which you require full payment to be made. Outside this number of days you need to select the deposit amount you require. The deposit you require can be set as a fixed amount per week (or part week) or as a percentage of the booking.

To receive the full balance for all reservations enter '9999' in the 'Full Payment Required Within' field and leave the next field empty.

Example 1: If you require a deposit of £100 per week or part week and the final balance to be payable 10 weeks prior to arrival you need to enter 70 (10 weeks = 70 days) and 100 (deposit required per week) respectively

Example 2: If you take a reservation which is not for another 12 months and you require the full balance enter 9999 days and it will not matter what is selected in the deposit amount field

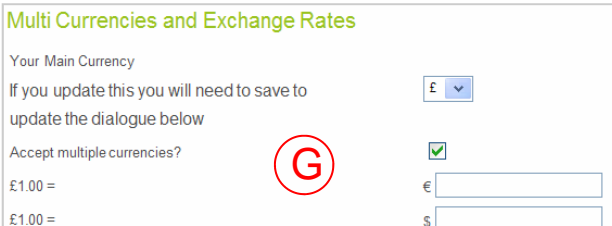
Example 3: If you take 20% deposit and the full balance 3 months before arrival enter 90 (Days) and 20 (percent).



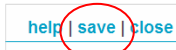
E) Multi Currencies & Exchange Rates:

You will have the option to offer quotes in up to 3 different currencies. These currencies are: £Sterling, \$US Dollar's and €Euros'. One currency will become your default currency and the additional currencies will be calculated using an exchange rate of your choice.

i) Select 'your main currency'. All the rates entered within the 'quotes & enquiries' section will automatically adopt this currency. .



ii) If you change 'your main currency' you must save the change and then re-edit the section by selecting 'edit villa' before you can continue.




iii) Please choose whether or not you wish to accept multiple currencies by ticking the 'Accept multiple currencies' box.

iv) If you decide not to accept multiple currencies you can proceed to the next area: H) Daily Rental Charges.

v) If you decide to accept multiple currencies two further boxes will appear (if they don't appear after ticking the box select 'save' and then 'edit villa' as in part ii).

vi) Please enter the corresponding exchange rate for each of the remaining 2 currencies.

vii) If you do not wish to accept both additional currencies you can enter '0' into the exchange rate box of the currency you do not wish to accept.

For example: if you choose £UK as your default currency and wish to quote in €Euros' with an exchange rate of £1 = €1.5 but you do not wish to quote in \$US Dollar's , you would select '£' as your main currency, tick the multiple currencies box, and enter 1.5 in the € exchange rate box and 0 in the \$ exchange rate box..

H) Daily Rental Charges:

The rental charges are very easy to update. If you have different rates throughout the year you can add them into the daily rental charges section.

Daily Rental Charges

Amount Per Night H

Start by pressing 'add date'

Add the 'Amount Per Night' for today's date then enter the 'Until Date'. The 'Until Date' is when the rate is due to either change or expire. By pressing the 'add date' button again you can select the new rate that will be applied following the previous 'Until Date'. For each 'Amount Per Night' you enter you will need to enter a corresponding 'Until Date'. A simple example of this can be seen below:

Example Rate Structure -

1st October 2006 - 31st December 2006: £75 per night
 1st January 2007 - 31st May 2007: £100 per night
 1st June 2007 - 31st December 2007: £85 per night

Would be shown as:

Amount Per Night	Until Date
£ <input style="width: 100%;" type="text" value="75"/>	<input style="width: 100%;" type="text" value="31/12/2006"/>
£ <input style="width: 100%;" type="text" value="100"/>	<input style="width: 100%;" type="text" value="30/05/2007"/>
£ <input style="width: 100%;" type="text" value="85"/>	<input style="width: 100%;" type="text" value="21/12/2007"/>
<input type="button" value="add date"/>	

You may have as many rate changes as you like. We do suggest that you set your rates out for a minimum of 18 months. Quotes can only be generated up to the last 'Until Date' entered.

If you have any difficulties with adjusting your current rate structure please contact us for assistance.

6) Once you have made your changes do not forget to save your changes / additions.

[help](#) | save | [close](#)