

BRITAIN
RESORTS & HOTELS

Note: Procedures are suggestions only and are not the only acceptable manner with which to satisfy policy requirements.

1. Select Rate Calculator, then Enter Dates, select Market - Group, Click Find Rates

The screenshot shows the 'Rate Calculator - Visual SMS/Host' application. The main window has a title bar with standard Windows controls. Below the title bar, there's a section for inputting travel details: 'Arrive' (03/10/2025, Monday), 'Depart' (03/14/2025, Friday), 'Ad /Ch /Ot' (1, 0, 0), 'Market' (G), and 'Sub-Market' (G02). There's also a 'Multi-Prop' dropdown set to 'B' and a '4 Night(s)' label. Below this, there's a 'Category' dropdown, 'Type' dropdown, 'Units' (1), and 'Unit' dropdown. There are also 'Requests' dropdowns. To the right, there's a 'Rate Feat' section with several dropdowns, and a 'Rate/Pkg' dropdown. Below these, there's an 'Amount' section with a 'Group' dropdown highlighted by a red box. There's also a 'Corporation' dropdown and a 'Secretary' dropdown. At the bottom of the main window, there's a 'Restrictions' section with a 'Restrictions ON' dropdown. A large yellow box in the center of the main window contains the text: 'Enter your search criteria above, then select Find Rates (or press Page Down)'. On the right side, there's a sidebar with an 'Availability Map - UNITS' section showing 'Total: Block', 'Pickup', and 'Avail' with corresponding yellow boxes. Below this is a table with columns 'Units', 'Suites', 'Type', 'Vac', 'Avl', and 'Grp'. The table has multiple rows, some of which are highlighted in yellow. At the bottom of the sidebar, there's a 'Total' label and a yellow box. The bottom of the main window has a yellow bar with three buttons: 'Clear Filters', 'Find Rates' (highlighted with a mouse cursor), and 'Close'. At the very bottom, there's a 'Comment' field with the text 'Govt rate, tax exempt' and a 'More Notes 2' button.

- March 2025

- You will see the Groups listed by Arrival. Groups that are master bill or not to be booked by the Call Center will have notations under Comment such as highlighted below. All groups are organized by Month/Year so you can search using the Month and 2 digit year in the **Search for** field. If the group rate is a corporate rate, the group name will include the word CORP.

The screenshot shows the 'Rate Calculator - Visual SMS/Host' window. At the top, there are fields for 'Arrive' (03/11/2025, Tuesday), 'Depart' (03/11/2025, Friday), 'Ad /Ch /Ot' (1, 0, 0), 'Market' (G), and 'Sub-Market'. Below this is a 'Group - By Arrival' window displaying a table of groups.

St	Type	Code	Level	Name	Arrive	Depart	Room	Action	Comment
1	G	GRPBLG	NEW	LIV Golf Blue-Mar25	03/01/2025	04/30/2025	20	/ /	
2	G	GRPGLG	NEW	LIV Golf Grand - Mar25	03/01/2025	04/30/2025	20	/ /	
3	G	GRPSD1	NEW	Space Doctrine - MAR25	03/10/2025	03/14/2025	192	02/28/2025	Govt rate, tax exempt
4	G	GRPB25	NEW	SOUTHCOM B W - MAR25	03/16/2025	03/29/2025	213	03/06/2025	
5	G	GRPCT1	NEW	Champion Tire - MAR25	03/19/2025	03/22/2025	34	02/19/2025	
6	G	GRPGTG	NEW	Titan Group Grand - Mar25	03/26/2025	04/08/2025	52	03/06/2025	
7		GRPL25	NEW	LIV Golf / CTM - MAR25	03/28/2025	04/07/2025	308	03/05/2025	
8									
9									
10									

At the bottom of the window, there are buttons for 'Clear Filters', 'Find Rates', and 'Close'. There is also a 'Search for' field with 'mar25' entered.

- Once you select the group, you will be asked to "Use Group Template settings", enter Y. Then Find Rates.
- You will then book the guest as normal making sure to select **GROUP** as the Source.