

To connect your Seekom/iBex channel manager to Bookeasy please follow the below steps

Step 1 - Bookeasy Member Console setup

1. The property will have to form a relationship with Bookeasy and obtain login credentials, with Bookeasy properties will need to join with their closest destination using Bookeasy. A list of Bookeasy clients can be found http://bookeasy.com/partners/our-bookeasy-clients

Once Setup you will need to obtain the following information

- a. Username
- b. Password
- c. Channel Property Id

Step 2 – Setup your Rooms and Rates in Bookeasy.

The property and room details have to be created and set up in Bookeasy extranet before the connection in iBex can be done.

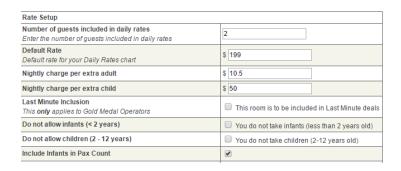
Simply login to Bookeasy with your login details and go to Setup > Rooms and Rates and click add a new room



Simply fill out the required fields A default rate (Rack rate) is required to be set when creating a new room in Bookeasy.

The set default rate will then be used for created room's min stay 1 night as the default rate Rooms in Bookeasy have to be set up to match against iBex's such as number of pax, room type and unit allocation.

Bookeasy displays base rates for rooms any guest over and above this value will be charged using either the charge per extra adult / child values



You can enter a Default Rate in Bookeasy, the value will then be used as a default daily rate in Bookeasy if you have not set the daily rate for the room/rate, please see the below screenshot.

LIST OF ROOMS AND RATES



You can then create you minimum night stays in Bookeasy by using the add rate option EDIT DAILY RATES



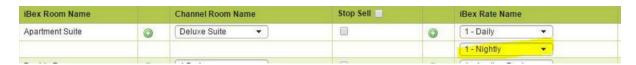
Once the rooms and rates details in the Bookeasy extranet have been set up, mapping in iBex can be done.

Step 3 – Mapping to iBex

Room and rate mappings are straight forward, Bookeasy interface is defaulted to have a default setting of Specific Minstays.

Bookeasy only support multiple min stay rate. When mapping more than one min stay rates in iBex, you can either map the same rate type with different min stay or different rate type (Please ensure the number of pax matches against Bookeasy's) with different min stay.

Note: you cannot map a different rate type with the same min stay, otherwise the rates will be overwritten by each other. Please see the screenshot below, "1 - Daily" rate value will be overwritten by the "1 - Nightly" rate value.



Bookeasy only support extra cost per adult / child on room level, which means ONLY one extra cost per adult / child per each room type. So please ensure you set it correctly and consistently in iBex per room before connecting to Bookeasy.

After connecting the property to Bookeasy account, push a full resync to Bookeasy.

Bookings can only be booked/made through Bookeasy's partners encompassing Tourism Destinations and their Visitor Information Centres, National Parks, Specialised Tourism Services and Tourism Operators.