

Logging In to RedX

- 1) Open internet browser using: http://passport.luxehotels.net/support/RedX_login.asp
- 2) Enter User ID and Password and Click Login

Review Stay Restrictions, Inventory & Rates

[Manage](#) → [Availability](#) → [Express View](#)

- 1) Select **Start Date** and **View (7, 14, 31)** to review
- 2) Select the specific **Channel & Rooms** and **Rates** to review
- 3) Click **Generate View** button
- 4) Scroll down to review details





Search Reservations to Review


[Manage](#) → [Reservations](#) → [Search Reservations](#)

- 1) Select one method for searching from the dropdown box displayed
- 2) Enter the appropriate search criteria
- 3) Click on the Search button to the right of the criteria entered
- 4) Your search results will be displayed at the bottom of the screen

Create New Rate Seasons






[Manage](#) --> [Availability](#) --> [Rate Seasons](#)

- 1) From  **Rate Selection** click the rate Category name or click  next to the rate category name & click on rate plan name to add new season
- 2) Click  **Add Season** from the top gray tool bar
- 3) Enter **Season Name**, **Start Date**, **End Date**, and **Base Price**
- 4) Click **Save** from the top gray tool bar
- 5) Click **Edit Offsets** button if the rate is different for **Day of Week**, **Occupancy** or **Length of Stay**
- 6) Click  **Save** from the top gray tool bar


Click on  **Help** from the main page for details of each Offset type.

Review or Update Existing Rate Seasons

[Manage](#) --> [Availability](#) --> [Rate Seasons](#)



- 1) From  **Rate Selection** click the rate Category name or click on  next to the rate category name and click on the rate plan name to add new season
- 2) Click on **Edit** button next to the season to update
- 3) Change Season Name, Start Date, End Date and Base Price where applicable
- 4) Review existing Offsets: Top gray bar  **View All Offsets** – when finished reviewing click  **Close**
- 5) Click  **Save** from the top gray tool bar

If you need to Edit Offsets:

- 1) Click **Edit Offsets** button next to Base Prices
- Click  **Save** from the top gray tool bar

Yield Rates: Update Rates by Period of Dates

[Manage](#) → [Availability](#) → [Rate Override](#)

- 1) Click  **Set Rate Overrides** from the top gray bar – pop up window will appear
- 2) Select **Start Date** and **End Date** for the period to update
- 3) Select the days of the week your changes should apply to
- 4) Select the **Rooms** and **Rates** to modify*
- 5) Enter the new rate in the **Override Price** field
- 6) Click  **Save** from the top left corner

*Do NOT select *all* rooms at once unless you intend to sell all room types for the same price. Each room type must be changed and saved individually.

Yield Rates: Update Rate by Day


[Manage](#) → [Availability](#) → [Rate Override](#)

- 1) Select **Start Date** and **View** (7,14,31) of the period to update
- 2) Check the **Display Base Rate**
- 3) Select the rooms and rate to modify
- 4) Click on the **View Rate Overrides** button
- 5) Room/Rate chart will display
- 6) Enter applicable rates by day and room in each box

Select  **Save** from the top left corner




Control Room Allocation – Day by Day

[Manage](#) → [Availability](#) → [Room Inventory](#)

- 1) Select **Start Date** of the period to update
- 2) Select number of days to **View** (7,14, or 31)
- 3) Click **View Room Inventory** button
- 4) Input room allocations per day and per room type
- 5) Click  **Save** from the top left corner





Control Room Allocation – Day Range


[Manage](#) → [Availability](#) → [Room Inventory](#)

- 1) Select  **Set Room Inventory** button from the top gray bar – pop-up window will appear
- 2) **Quick Select** the date range or select **Start Date** and **End Date**
- 3) Enter the amount of available rooms in **Inventory Quantity** field
- 4) Select all or select specific room types after expanding  **Rooms**
- 5) Click  **Save** from the top left corner

Close or Restrict Rate Plan(s)





[Manage](#) --> [Availability](#) --> [Stay Restrictions](#)


- 1) Click  **Rate** from the top gray bar – a pop-up window will appear
- 2) Select **Start Date** and **End Date**
- 3) Scroll down to  **Select Rates** and click on all rates or specific rate to restrict
- 4) Scroll down to  **Assign Stay Controls** and select **Closed:** from the drop down option
- 5) Click  **Save** from the top left corner

You may also select different Stay Controls in step 4. Click on  **Help** from the main page for details.

Close Availability or Restrict Room Type(s)

[Manage](#) --> [Availability](#) --> [Stay Restrictions](#)

- 1) Click  **Room** from the top gray bar – a pop-up window will appear
- 2) Select **Start Date** and **End Date**
- 3) Scroll down to  **Selected Room(s)** and click on all rooms or specific room types to restrict
- 4) Scroll down to  **Assign Stay Controls** and select **Closed:** from the drop down option
- 5) Click  **Save** from the top left corner

You may also select different Stay Controls in step 4. Click on  **Help** from the main page for details.