

Checklist: Moving to the New Escapia Rates Manager

Here's everything you need to do before fully moving to the new Rates Manager. Plus, step-by-step instructions on how to officially make the switch!



Readiness Checklist

Make sure you have completed the steps below before going live on the new rates management system. If you get stuck, the [Getting Started Guide](#) is full of additional details!

- Global Rates Settings have been selected and saved
- Nightly rates are inputted for at least 365 nights (one year) for all active units
Note: *Inactive units should be left blank. Any unit and/or dates without new rates will be unbookable.*
- (If applicable) Minimum night stay and check-in/checkout day overrides have been set at the unit and/or date level
- At least (1) season exists and is set with an “**active**” status under **Units > Setup > Seasons**
Note: *Any existing season(s) that have been previously setup for your old rates will do the trick, no need to edit or create another*
- (If applicable) Coupon codes are set with an “**inactive**” status under **Units > Coupon Codes**
Note: *Coupon codes are not currently supported. Deactivating all coupon codes will ensure the correct rates are used for all quotes and bookings.*
- The Verify Pricing tool has been used to ensure new rates are being applied
- Exciting! You're now ready to go live on the modern and intuitive new rates management experience in Escapia.

Steps to Go Live

Once you've completed the checklist above, follow the steps below to push your rates live and begin exclusively using the new Rates Manager.

1. Navigate to **Reservations > Setup > Reservations**
2. Select the new “**Use 'Rates Manager' Pricing Engine**” option
3. Click “**Save**”
4. Sit back, relax, and wait just minutes before your new rates are automatically pushed live to your website and Vrbo

Note: *Other channels may take longer to begin using your new rates as they pull rates from Escapia at designated time intervals.*



Remember: Once you go live by completing the steps above, you will only use the new Rates Manager to set and manage your rates. Changes you make using the legacy rate tools, such as Pricing Plans and Rate Rules, will no longer be supported.