

# To connect your Levart channel manager to Bookeasy follow the steps below:

### Step 1 - Bookeasy Member Console setup

- 1. Ensure that you are using Bookeasy Member Console as a Gold Medal Operator
- 2. Ensure that your rates are set to Daily Rates (Seasonal rates are not supported by Levart)

Step 2 - Contact the Levart Support Team by sending email to <a href="mailto:support@levart.com.au">support@levart.com.au</a> to activate the connection with Bookeasy

### Once done - you can map your Levart account with Bookeasy:

- 1. Login to their Levart Admin
- 2. Go to Channel Control
- 3. Click on Bookeasy
- 4. Click on Link Editor
- 5. Map the Bookeasy rooms/rates to the appropriate Levart Rooms/Rates
- 6. Click on Save

# How to Refresh Mapping with Bookeasy

Every time a new rate plan is created on Bookeasy or any of the existing rate plans is deleted, you will need to refresh the mapping between your channel manager and Bookeasy to reflect this change.

To refresh mapping:

- 1. Login to their Levart Admin
- 2. Go to Channel Control
- 3. Click on Bookeasy
- 4. Access the Link Editor
- 5. Click on "Reload Bookeasy Rooms"

To send a full update of all Levart inventory to Bookeasy please contact the Levart Support Team by sending email to <a href="mailto:support@levart.com.au">support@levart.com.au</a> or by calling +61-8-9382-8001



# To troubleshoot, follow these steps:

## If rates or availability are not updating

- 1. Login to their Levart Admin
- 2. Go to Channel Control
- 3. Click on Bookeasy
- 4. Access the Link Editor to check that all the rates are linked

# If incorrect rates are sent from Levart to Bookeasy

- 1. Login to their Levart Admin
- 2. Go to Channel Control
- 3. Click on Bookeasy
- 4. Access the Link Editor
- 5. Check the Rate Factor for each link, the default will be 100%

## If you are not receiving bookings

- 1. Login to their Levart Admin
- 2. Go to Channel Control
- 3. Click on Bookeasy
- 4. Access the Link Editor to check that all the rates are linked

## For any assistance along the way please contact the Levart Support Team:

email: <a href="mailto:support@levart.com.au">support@levart.com.au</a>

phone: +61-8-9382-8001