



## Short Term Lets – ASSC Extranet Instructions

\*If you have **multiple properties** listed on one webpage, please write the name of your property, licence number and EPC rating at the bottom of your listing/page description. If you are exempt from requiring an STLL, for example if you have a liquor licence or caravan licence, please add that information at the bottom of the page instead\*

1. Log into your property Extranet as usual.
2. You will see a new tab on the left-hand side entitled: Short Term Lets. Click into here to bring up this screen:

Product Details > Short Term Lets

Descriptions >

Media >

Classifications >

Openings >

Units >

Availability Settings >

Channels >

Links >

CRM >

**Short Term Lets >**

More >

Type of licence Select

Expiry Date

Licence number

EPC rating Select

Maximum number of guests

3. Select your type of licence from the drop-down menu:

Type of licence Select

Expiry Date

Licence number

Select

Full (first licence)

Provisional

Full (renewed licence)

Temporary

4. Enter your expiration date – you can use the calendar icon to select the appropriate year.
5. Add in your licence number
6. Select your EPC rating from the drop-down menu:

EPC rating

Maximum number of guests

Select

Select

N/A

A

B

C

D

E

F

G

7. Add in your Maximum number of Guests.
8. Press SAVE.

**OR**

9. The Maximum number of guests needs to be entered in the Short Term Lets tab, and the Units Tab.

10. In the Units tab, navigate to Rooms.

11. Here you will see the maximum occupancy field for completion.

< Back

Units

**Rooms**

Availability Type >

## Rooms

No Units

General pricing details  
Text limit 2000 characters, 2000 characters left

en

Minimum occupancy  Set to 0 (calculated)

Maximum occupancy  Set to 0 (calculated)

12. SAVE.