

How to Enter Accommodation Occupancy Data

After logging into www.ntads.co.uk you should see the screen below.

Click on the blue 'Occupancy' button next to the website listing of the business you are reporting figures for.

Manage my adverts... Click the tabs below to find your adverts.

Website Listings

[Holiday Guide](#)

Business	Service	Status	Actions
			Edit Occupancy Availability noticeboard Add event

- Noticed a problem, or is an advert missing? Please contact us.

You can then see the reporting screen. Here you click the green 'Add' button to add your occupancy figures.

Occupancy							
2015	2014	2013	2012				
January 2015				No records	No data	£0	Add
February 2015				No records	No data	£0	Add
March 2015				No records	No data	£0	Add
April 2015				No records	No data	£0	Add
May 2015				No records	No data	£0	Add
June 2015				No records	No data	£0	Add
July 2015				No records	No data	£0	Add
August 2015				No records	No data	£0	Add

When you click 'Add' the screen below will appear. Please check we have the correct number of rooms/units and prices for your business at this point. If not, you can edit them by clicking the 'Adjust Rooms/Units' button. It then asks how you would like to report your data – daily, weekly or monthly. This is not how often we expect you to report figures, it just gives you a varied level of detail – most people input one monthly figure.

Add new month

May 2013

Please confirm the following details are correct before proceeding.

Name	Type	Qty	Guide	Price type
Single en-suite room	Single ensuite room	4	60.00	B&B per person per night
Double en-suite room	Double ensuite room	50	45.00	B&B per person per night
Twin en-suite room	Twin ensuite room	19	40.00	B&B per person per night
Disabled Double en-suite	Double ensuite room	2	40.00	B&B per person per night
Superior Double en-suite	Double ensuite room	2	40.00	B&B per person per night

[Adjust rooms/units](#)

If the details above are correct, how would you like to report this month?

Once you have chosen how you would like to report, it will progress to the screen below, where you click the green 'Add Stats' button.

Add new month

January 2015

The new monthly record has been created.

No records No data £0

You will then see the following screen. The 'Rooms out of' total is the total number of rooms or units you have, multiplied by the number of days in the month. This figure can be changed to reflect if your business wasn't open all month e.g if you have one room but you were closed for 7 days in January, this figure should be changed to 'Rooms out of' 24. You can then enter your occupancy figure into the 'Rooms occupied' section. The revenue box is entirely optional.

Update stats

Update stats

January 2015

Data [Graph](#)

Please enter the number of Rooms occupied

Date	Rooms occupied	Rooms out of	Revenue	Revenue Estimated?	No visitors / closed
January 2015	<input type="text"/>	<input type="text"/>	£ <input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Please leave the No data/closed button ticked if you were closed for the whole month. If you have a self catering property, please consider it as one cottage (regardless of number of bedrooms) so the maximum 'Rooms out of' would be 31 (days it was occupied). Then click save and you are done.

The same rules apply if you are reporting weekly or daily – you will just be breaking the data down into more detail.

The system will then automatically calculate your occupancy percentage, which we use together with other business' data to get a figure for Northumberland as a whole.