

Setup Wizard | Step 1 Contact Information

In Step one, enter the contact information for your property.

Contact information appears on Guest Correspondence, Receipts, Statements and online through your website and OTA connections like Expedia and Booking.com.

You will also receive booking inquires, reservations, notifications and send confirmations using this information so remember to use your main reservation phone number, contact, email and property address.

The contact information entered here can be later edited later in the property details of MyPMS.

Setup Wizard Guide

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Complete Step 1: Contact Information

Enter the information as completely as possible and then click Save. When you have finished, go to the next step, Custom Labels

The property name, address, contact and email will appear as your contact information anywhere your property is distributed online. It will also appear on all correspondence, reservations, booking confirmation and Account Statements.

- *** Property Name:** Enter the name of your Property as it should be seen by customers, The name entered here is displayed on correspondence, reservations, booking confirmation and account statements.
- *** Contact/Manager:** Enter the name of the onsite contact. The contact name appears to guests so it is important to enter a name that can take guest inquires. This could also be Manager, front desk, etc.
- *** Email:** Enter the main email address that will receive reservations, booking confirmations, guest booking notifications, etc.
- **Phone:** Enter your main telephone number for reservations. Number of your property's on-site phone. Do not include the international long distance code, instead enter +
- **Website:** Enter the website address for your property. I.e. www.bookingcenter.com
- **Address:** Enter the address of the physical site of your property. Not the mailing address, if different.
- **City:** Enter your city name
- **State:** Enter your State abbreviation, I.e. CA
- *** Country:** Enter Country, I.e. United States, Mexico, Canada
- **Zip/Postal code:** Enter your zip or postal code

The screenshot shows the 'Setup Wizard' interface for 'On The Divide Hotel'. The main form area is titled 'Step 1: Contact Information' and contains the following fields: Property Name (On The Divide Hotel), Contact/Manager (Erica Johnson), Email (erica@bookingcenter.com), Phone (masked as ###-###-####), Website, Address (2304 Snow Street), City (Nederland), State (CO), Country (United States), and Zip/Postcode (80820). There are 'Save' and 'Save & Continue' buttons at the bottom. To the right, a 'Setup Wizard Steps' sidebar shows a progress list: Contact Information (checked), System Labels (checked), Tax Configuration (checked), Rates (unchecked), Room Types (unchecked), Rooms (unchecked), and Ready to use MyPMS! (checked). Below this is a 'Need Help?' section with links for Setup Wizard Guide, Submit a Ticket, and Contact Us.

Click image to enlarge



How is this used in MyPMS?
Example of Folio Receipt

