

# Configuring the Booking System

This section instructs you on how to personalize and setup the BookingCenter System to meet the needs of your property. Keep in mind, that you do not need to enter information for those parameters that do not apply to your property.

- Choose Parameters from the BookingCenter menu or ? + U to display the Parameters window.



- Click on the Booking System drop down list to access any areas that deal with the booking system. Clicking on the Booking System, Inventory or Conferences drop down lists on the Parameters window allows you to access and configure all areas of the Booking System.



## Configure Booking System

- Setting up Seasons
- Setting up Rates
- Setting up Room Types
- Setting up Rooms
- Setting up Owners
- Setting up Letters
- Setting up Mailing List Items
- Setting Up Sources
- Setting up Guest Types
- Setting up Receipt Types
- Setting Up Agents