

# Custom System Labeling

Custom System Labels are the terms used to describe your Room, Guest and Tax categories in your PMS. The labels entered here will be visible in your PMS system and to your customers when making an online booking, and can be edited at any time in your PMS. These labels can be edited in **SETUP | SETTINGS | BOOKING ENGINE SETTINGS**. See [Booking Engine Settings](#)

The terminology you enter here will be used throughout the program. This feature allows you to tailor the system with the terminology used by your establishment. For example, you may want your rooms called 'Cottages' or your primary tax to be called "occupancy tax". The labels entered here will be visible to your customers when making an online booking. They can be edited at any time in MyPMS.

To Edit Custom System Labels, go to [Booking Engine Settings](#) and click **Edit**.

- **Room Type:** This describes the types of rooms at your property. Often, these are left at Room Type, but you may want to change this to Suites, Units, Cabanas, etc. to fit your property needs.
- **Room:** Room refers to the individual room identification. I.e., Cabin, Villa, Unit, Suite, Cabana, etc.
- **Adults, Children and Infants:** Refers to how the Guest is labelled when making a booking. You may want to change Adults to Guests or Children to "Under 12", etc. You can also elect to change Infant to "pets" to charge a pet fee. \*
- **Primary Tax:** This is the primary tax charged to Room Rent and is automatically calculated and added to Room Rent. Common tax names are "Occupancy Tax", "Room Tax", etc.
- **Secondary Tax:** The secondary tax is the second tax automatically calculated and added to Room Rent. Common tax names are "City Tax", "Accommodation Tax", "Sales Tax", etc.

**\*NOTE:** There are 3 fields labelled – 'Adults', 'Children' and 'Infants'. **The first label (Adults) must be used, but can be renamed.** The 2<sup>nd</sup> (Children) and 3<sup>rd</sup> (Infants) labels are optional and don't have to be used. For Example, many properties disable the 2<sup>nd</sup> and 3<sup>rd</sup> label and change the first label to "Guests". If you choose to do this, then change the field for "Adults" to "Guests" and go [General Settings](#) and check the box labelled "No Children Allowed" and "No Infants Allowed".

Edit

**Inquiry Screen**

Show Room Type Calendars	No
Number of guests	Ask
Show Guest Types	No
Use Promo Codes	No

**Booking Screen**

Dietary Information	Ask
Special Needs Information	Ask
Phone number Mandatory	No
Address Mandatory	No
Use Sources	No
Source Mandatory	No

**Results Screen**

Advertise rates tax exempt	No
Display room capacity and number of beds	No
Number of Rooms Available	Show
Display Room Type thumbnails	No
Display Restricted Rates	No
Show Rate Descriptions	No
Rooms to Display	0

**Confirmation Screen**

Guest Must Agree to Terms	No
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**General**

Room Assignment	Assign
Allow non Continuous Bookings	No
Do not use Multi Lingual Engine	No
Round Bookings to Whole Number	No
System Theme Color	
Maximum Book Ahead Days (not less than 365)	0
Email notification of web site bookings	Yes
Email booking confirmation to guests	Yes

**SMS Options**

SMS Active	No
SMS Number	
SMS Option 1	None
SMS Option 2	None

Web address after booking <http://>

Online Items Header

Web Tracking Code

Web Tracking Code Last Page

**Custom System Labeling**

Room Type	Room Type	Room Types (Plural)	Room Types
Room	Room	Rooms (Plural)	Rooms
Adults	Adults	Primary Tax	Occupancy
Children	Children	Secondary Tax	Occupancy2
Infants	Infants		

Edit