

# Customize MyPMS

MyPMS can be customized to meet your property needs, track Guest history, provide valuable marketing information and complete reports. The more complete the information is entered, the better the customized product will function for your needs. For example, Sources or Guest Types. When you start using MyPMS, you will see default entries in many of the sections. These can be used as is or customized to your property.

Although customizing these functions is not necessary for your MyPMS to function, we recommend that you customize the system to get the most out of Reporting and Marketing needs.

If you are taking online bookings through your website or GDS/OTA, then some of these settings become more important to customize and complete as they will be visible to your Guests when booking. see the next section, [Property Profile Website and GDS](#).

## Getting Started with MyPMS

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The following is a list of all of the areas that can be customized in th MyPMS system.

### Property Profile

- [Marketing And Policies](#)
- [Room Type Images](#)
- [PMS Settings](#)
- [General Settings](#)

### Payment Types and Charge Items

- [Receipt Types](#)
- [Inventory Items](#)

### Guest Information

- [Sources](#)
- [Guest Types](#)

### Add Travel Agents Information

- [Add Travel Agents Information](#)

### Companies for Direct Bill


- [Add Companies](#)

### Custom Letters

- [Confirmation](#)
- [Registration](#)
- [Receipt Letters](#)

### Customize Tape Chart

- [Date Bar Repeat](#)
- [Default # of days](#)
- [Display Order of Rooms](#)
- [Flag A Booking](#)
- [Group Booking Icons](#)
- [Room Amenity Icons](#)
- [Room Details](#)



Front Desk

Booking

Reports

Arrivals

In House

Departures

Search

System Date: 24-NOV-2013

Front Desk

Phone List

Housekeeping

AR Accounts

House Accounts

Pass On Log

Night Audit

Quick Search

More Search Options

Last Name:

Confirmation #:

Folio #:

Arrival Date:

Departure Date:

Quick Search

Quick Charge

\* Quick Charge:

Select From List

\* Add Charge:

Select From List

Description:

\* Quantity:

1

\* Unit Price:

\$

\* Amount:

\$

Apply Charge

Hotel Summary

Remaining Arrivals:

0

Remaining Departures:

0

Currently In House:

0

Staying over from last night:

0

Arriving Tomorrow:

0

Departed Guests:

0

System Messages

No System Messages

[Message Archive](#)

Online Users

Login Name	Full Name	Login Time
BC	BookingCenter	22-FEB-2014 09:41:55

IF you are selling rooms online (website and/or GDS), continue to the next section. [Property Profile Website and GDS](#)