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 2nd (Children) and 3rd (Infants) labels are optional and don't have to be used. For Example, many properties disable the 2nd and 3rd 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 Settingsand check the box labelled "No Children Allowed" and "No Infants Allowed".

Edit

Inquiry Screen		Booking Screen	
Show Room Type Calendars	No	Dietary Information	Ask
Number of guests	Ask	Special Needs Information	Ask
Show Guest Types	No	Phone number Mandatory	No
Use Promo Codes	No	Address Mandatory	No
Results Screen		Use Sources	No
Advertise rates tax exempt	No	Source Mandatory	No
Display room capacity and number of beds	No	**Confirmation Screen**	
Number of Rooms Available	Show	Guest Must Agree to Terms	No
Display Room Type thumbnails	No	**General**	
Display Restricted Rates	No	Room Assignment	Assign
Show Rate Descriptions	No	Allow non Continuous Bookings	No
Rooms to Display	0	Do not use Multi Lingual Engine	No
SMS Options		Round Bookings to Whole Number	No
SMS Active	No	System Theme Color	
SMS Number		Maximum Book Ahead Days (not less than 365)	0
SMS Option 1	None	Email notification of web site bookings	Yes
SMS Option 2	None	Email booking confirmation to guests	Yes

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