

# Entering your System Labels

The Labels you initially see in the window are the system defaults. The terminology you enter here will be used throughout the program and online. For example, if you type 'Cottage' for the Rooms system label then theBookings button on the Home window will read 'Cottage Bookings' instead of 'Room Bookings' and so forth. This allows you to tailor the system to the terminology used by your establishment. Please take note that the system label defaults are used throughout this manual.

1. Choose Parameters from the BookingCenter menu or ? + U to display the Parameters window.
2. Click on the System Configuration button to display the System Configuration window.
3. Click on the Labels button to display the System Labels window.



The screenshot shows a window titled "System Labels" with a toolbar containing an "Edit" button and a help icon. Below the toolbar is a table with two columns: "Singular" and "Plural". The table contains the following rows:

	Singular	Plural
Personnel	Person	Personnel
Owners	Owner	Owners
Room Types	Room Type	Room Types
Rooms	Room	Rooms
Guests	Guest	Guests
Companies	Company	Companies
Agents	Agent	Agents
Conferences	Tour	Tours
Conference Types	Conf Type	Conf Types
Roles	Role	Roles
Tax	state tax	state tax
Service Charge	local tax	local tax
Adults	Adults	(Service Only)
Children	Children	(Service Only)
Infants	Pets	(Service Only)
Business ID Abbreviation	FEIN	

4. Click on the Edit button.
5. Enter the following system labels
  - a. **Personnel** Enter the singular and plural for this system label. (e.g. Person/Personnel)
  - b. **Types** Enter the singular and plural for this system label. (e.g. Cottage Type/Cottage Types)
  - c. **Rooms** Enter the singular and plural for this system label.
  - d. **Guests** Enter the singular and plural for this system label.
  - e. **Companies** Enter the singular and plural for this system label.
  - f. **Agents** Enter the singular and plural for this system label.
  - g. **Conferences** Enter the singular and plural for this system label.
  - h. **Conference Types** Enter the singular and plural for this system label.
  - i. **Roles** Enter the singular and plural for this system label.
  - j. **Tax** Enter the singular and plural labels (i.e. Room Tax).
  - k. **Service Charge** Enter the singular and plural labels (i.e. Sales Tax).
  - l. **Adults/Children/Infants** Enter the singular and plural labels.
  - m. **Business ID Abbreviation** Enter how you want to label tax numbers (i.e. FEIN).
6. Click OK or [Enter] to save these system labels.
7. Close the System labels window to return to the System Configuration window.