Getting Started with MyPMS

Now that MyPMS has been set up with the basic property, room, rate and tax information, there are several more areas to customize like, Marketing Policies, Sources and Images, etc. This section shows the areas that can be customized in MyPMS.

Be sure that your rates and availability are up-to-date and that the system is fully customized to fit your property.

Please use the links provided for step-by-step instructions.to further customize and set up MyPMS. If you need help or have any questions, contact us.

Getting Started with MyPMS

Please completed these steps if you have not done so already

- **Enter Property Information:** Enter your guarantee requirements, deposit and cancellation policies, payment receipts, guest types, marketing messages, booking sources, images and more. For details, see Customize MyPMS
- **Manage Rates**:To enter seasonal rates, special rates for holidays or special events, Closed to Arrival and Min LOS, go to Manage Rates
- **Update Availability:** To update availability in MyPMS, enter all of your future bookings and Out of Order Rooms. See Create a booking and Marking a Room OOO
- **Add Additional Users:** Each user is given login credentials and assigned a "Role" which grants access to certain Reports, Night Audit and the Setup Area. See Add Users

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The following sections can be further customized to your property. Some are optional, but can be useful on Reports and Guest Marketing. We have provided default information as part of your set up, but you can easily add and edit. For example, Sources on guest bookings can be used to track occupancy, revenue, etc. by Source. Entering relevant terms to your property will give you more valuable data so please customize your system as much as possible.
These sections should be completed by every property

System Setup

- Customize System Labels
- Complete Tax Configuration
- Rate Plans
- Room Types
- Rooms

Setup Users

- Users
- Add New Users
- User Roles and Functions

Property Profile

- Marketing and Policies
- Room Type Images
- PMS Settings
- General Settings

Payment Types and Charge Items

- Receipt Types
- Inventory Items

Guest Information (Optional)

- Sources
- Guest Types

Travel Agent Information (Optional)

- Setup up Travel Agents
- Travel Agent Commissions

Direct Bill and AR Accounts (Optional)

- Add Companies

Custom Letters (Optional)

- Confirmation
- Registration
- Receipt Letters

ONLY For properties selling online through website, GDS or OTA's.

Property Profile Website and GDS

- Amenities
- Attractions
- Room Type Amenities
- images
- Room Type Images
- Booking Engine Settings
- Marketing and Policies

Allocate Rooms for Online Distribution

- Agent Relationships
- Room Type and Rate Plan Allocations
- Add Room Type Allocation

Extend the power of your system with with Add-on Modules to grow your business.

- MyCard PCI Compliant Payment Gateway
- Point of Sale
- Call Accounting
- Guest Services Interface
- Yield Management
- Owner Management Module
- Marketing Services
- Trip Advisor