

Settings Tab

The Settings section contains the settings for your overall system, the booking engine, property contact details, tax configuration, deposit and cancellation policies, marketing messages and deposit guarantee settings and Partner Marketing.

Go to **SETUP | SETTINGS** to access and manage this information.

For details and step-by-step instructions, click on each section.

MyPMS Setup Area

Front Desk

Bookings

Rates

Relationships

Owners

Parameters

Settings

PMS

Features/Images

✓ General Settings

Booking Engine Settings

Marketing And Policies

Network Partner Marketing

Tax Configuration

Site Details

Default Language			
Default Language	English, US		
Measurement System	Statute		
Credit Card Policy			
Credit Card Retention Days	90		
Children and Infants			
Adults age (years old)	12		
Children Allowed	Yes		
Infants Allowed	Yes		
Rollaways			
Rollaway Beds	2		
Rollaway Charge	20		
Date and Time			
Date Format	D-M-Y	Check In Time	15:00
Local Time Zone	Mountain Standard Time (-7,America/Denver)	Check Out Time	11:00
Weekend nights			
Friday	No		
Saturday	No		
Sunday	No		
The minimum stay for weekly pricing is: (6 or 7 Nights) 7			
Restrictions			
Child Rate Restrictions	Yes		
Self Checkin			
Self Checkin	Yes		
eSign			
E Sign	Required MyBookings no Letter(s)		
Communications			
Send Email Time	13:00		
Send SMS Time	13:00		
Houskeeping			
Cleaning Interval	0		
Geography			
Latitude	40.015		
Longitude	-105.2705		
Neighborhood			

Edit

Settings Tab

- [General Settings](#)
- [Marketing And Policies](#)
- [Cancellation Policies](#)
- [Network Partner Marketing](#)
- [Tax Configuration](#)
- [Site Details](#)
- [Booking Engine Settings](#)
- [Custom System Labeling](#)
- [Add Additional Taxes](#)
- [General Ledger](#)