

# Installation & Setup Checklist

Follow the steps outlined in the Setup Checklist shown below in order to correctly install the software, configure your own data file, and personalize the software. Your data file holds all of the information unique to your property as well as the configurations and settings that you will select.

## Installation

- ☐ [Installing BookingCenter](#)

## Initial Setup

- ☐ [Launching BookingCenter](#)
- ☐ [Create a New Datafile](#)
- ☐ [Entering your Company Information](#)
- ☐ [Registering Your Software](#)
- ☐ [System Configuration](#)

## Set Up Your Parameters

- ☐ [Deposit & Cancellation Policies](#)
- ☐ [Access Levels](#)
- ☐ [Personnel](#)
- ☐ [Printers](#)
- ☐ [Accounting & Tax](#)
- ☐ [Automated Backup](#)

## Set Up the Booking System

- ☐ [Seasons](#)
- ☐ [Rates](#)
- ☐ [Room Types](#)
- ☐ [Rooms](#)
- ☐ [Owners](#)
- ☐ [Letters](#)
- ☐ [Mailing List Items](#)
- ☐ [Sources](#)
- ☐ [Guest Types](#)
- ☐ [Receipt Types](#)
- ☐ [Agents](#)

## Set Up the Inventory System

- ☐ [Setup Inventory Item Groups](#)
- ☐ [Setup Inventory Items](#)
- ☐ [Setup Registers](#)

## Set Up the Internet

- ☐ [Internet Configuration](#)
- ☐ [Messages](#)
- ☐



Marketing



System Graphics



Book Now! Buttons