

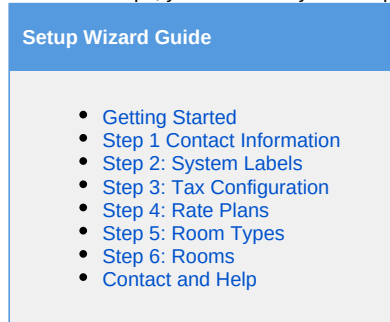
Setup Wizard | Step 2 System Labels

In Step two, you will customize the system labels to fit your property. These can be customized with the terminology you use to describe the accommodations, taxes and guests for your property. For example, you may want your rooms called 'Cottages' or your primary tax called "Occupancy tax".

Once the system labels are setup, they are used throughout the system and visible to your customers when making an online booking. Be sure to use capitals and to spell out tax information. Use terms that will be familiar to guests if you change the Room Type and Room Labels. For example, Villa, Cabin, Cabana, Suite. The terminology you enter here will be

Feel free to use the default labels provided if you do not need customization for a specific label. These labels can also be edited at any time in MyPMS.

In the next steps, you will create your rate plans, Room Types and allocate rooms and will see the system labels that you have created here.



Complete Step 2: System Labels

The Labels you see here are the system default labels. The most important labels to customize are your tax labels. Feel free to use the default labels provided if you do not need the customization for a specific term.

Enter any custom labels you would like to use or just keep the default labels provided and then click Save.

When you have finished, go to the next step, Tax Configuration.

- **Room Type:** This describes the type of accommodation 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 Type(s):** This applies to any plural use of the Room Type term. It is typically the same as the term entered for Room Type.
- **Room:** Refers to the individual room identification. I.e., Cabana, Villa, Cabin, Cottage. Note: Once the system labels are setup, then Room Bookings will display as 'Cottage Bookings' instead of 'Room Bookings' and so forth.
- **Room (s):** This applies to any plural use of the Room Type term. It is typically the same as the term entered for Room Type.
- **Adults:** Refers to how the Guest is labelled when making a booking. You may want to change Adults to Guests.
- **Children:** Refers to how a child is labelled when making a booking. You may want to change Children to "Under 12", etc.
- **Infants:** Refers to how an infant is labelled when making a booking. You could change change Infant to "pets" to charge a pet fee.
- **Primary Tax:** This is the primary tax is automatically calculated and added to Room Rent. Common tax names are "Occupancy Tax", "Hotel Tax", "Accommodation Tax", etc.
- **Secondary Tax:** The secondary tax (if needed) is automatically calculated and added to Room Rent. Common tax names are "City Tax", "Room Tax", " Bed Tax", etc.

Note: Additional Taxes can be added in MyPMS.


BookingCenter | SETUP WIZARD

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Step 2: System Labels

System Labels are the terms used to describe your Rooms, Guests and Taxes in the system and to guests when making an online booking. The labels entered here will be used throughout the system.

This feature allows you to customize the system with the terminology used by your property. For example, you may want your rooms called 'Cottages' or your primary tax called 'Occupancy tax'.

Feel free to use the default labels provided if you do not need this customization.

* Required

- * Room Type
- * Room Types (Plural)
- * Room
- * Rooms (Plural)
- * Primary Tax
- * Secondary Tax
- * Adults
- * Children
- * Infants

Setup Wizard Steps

- [Contact Information](#) ☒
- [System Labels](#) ☒
- [Tax Configuration](#) ☒
- [Rates](#) ☐
- [Room Types](#) ☐
- [Rooms](#) ☐
- [Ready to use MyPMS!](#) ☒

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- [Setup Wizard Guide](#)
- [Submit a Ticket](#)
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How is this used in MyPMS?

Example of Tax System Label on Folio. The "Occupancy" tax label appears on the folio, guest receipts, booking confirmation, etc.

43504 - Williams Kim

# Guests: 1/0/0	Booking for: 09-JUL-2015-10-JUL-2015	Room Type: 2 Single Beds	Room: 200	Status: Complete
Projected Inc: \$101.15	Projected Inc + Charges \$101.15	Projected Bal: \$0.00	Folio Bal: \$0.00	

Booking Data

Folio

Edit

Room Assignment

Guest History

Letters

Log

Choose Folio: Primary Folio: \$0.00 | [Add New Folio](#) | [Folio Setup](#)

NEW

VIEW

PRINT

DELETE

REVIEW

☐	Date	Site Date	User	Type	Description	Qty	Charges	Payments		
☐	21-JUL-2015	09-JUL-2015	BC	Room Rent	Room Rent 200	1	\$85.00			
☐	21-JUL-2015	09-JUL-2015	BC	Room Rent	Room Rent 200—Occupancy Tax	1	\$16.15			
☐	21-JUL-2015	10-JUL-2015	BC	Cash	Cash	1		\$101.15		

Transfer checked items to:

Selected From List

Total:

\$101.15

\$101.15

Balance:

\$0.00

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