MyPMS Booking Engine Release September 25, 2018

This latest release introduces updates to MyPMS Marketing and Policies on Booking Engine and in Letters

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NEW! Privacy Policy Message: This new policy field allows you to display your Privacy Policy on the Booking Engine Payment page. It is also available as a merge field in all Letters. To learn how to add your new Privacy Policy, see Marketing And Policies

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Booking Engine Policies

There are <u>three Policy fields</u> that are used on the Booking Engine Payment Page. Two of these fields also appear in the BookingCenter Default Confirmation Letter (if selected). For detailed instructions on how to use these policies and to see where these policies appear on the Booking Engine and Default Confirmation Letter, see Booking Engine | Policies

- **Deposit and Confirmation Policy Message** – Displays on the Payment Page in text above the check box with I have read and accept the Terms, Cancellation, and Privacy Policy and on the Default Confirmation Letter sent to Guests.
- **Cancellation Policy Message**- Displays on the Payment Page in "Popout Window" when the sentence I have read and accept the Terms, Cancellation, and Privacy Policy and on the Default Confirmation Letter sent to Guests.
- **Privacy Policy** - ONLY Displays on the Payment Page in "Popout Window" when the sentence I have read and accept the Terms, Cancellation, and Privacy Policy. To learn how to add your new Privacy Policy,

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New Merge Fields for Letters

There are three Policy fields that can be used in your Letters. Please take a moment to review your policies and be sure that the correct policy merge fields are inserted in your Letters. Learn how to customize your Booking Engine Policies

- **Deposit and Confirmation Policy**: Displays Deposit and Confirmation Policy.
- **Cancellation Policy**: Displays Cancellation Policy
  Privacy Policy: This new policy field allows you to display your Privacy Policy on the Booking Engine Payment page. It is also available as a merge field in all Letters.

Learn how to customize Letters using Merge Fields