



Manage Locally. Distribute Globally. *Simplify Both.*

MyPMS Implementation and Data Integration

1. End User Agreement, MyPMS P.A.F. (Property Account Form), and MyPMS Sign Up Worksheet are signed and delivered to BookingCenter. They can be faxed (+1-718-228-5959) or emailed (sales@BookingCenter.com) to BookingCenter.
2. Payment in full is received and processed by BookingCenter.
3. A BookingCenter Account Manager contacts you to gain required information and delivers forms requesting 'more information', if needed.
4. To get Data imported from a prior system, visit the following areas for sample files and an overview for transferring this data:
 - a. Guest Data: <https://support.bookingcenter.com/index.php?/Knowledgebase/Article/View/426>
 - b. Rooms: <https://support.bookingcenter.com/index.php?/Knowledgebase/Article/View/430>
 - c. Room Types: <https://support.bookingcenter.com/index.php?/Knowledgebase/Article/View/431>
 - d. Rates: <https://support.bookingcenter.com/index.php?/Knowledgebase/Article/View/433>
 - e. Owners: <https://support.bookingcenter.com/index.php?/Knowledgebase/Article/View/432>
 - f. Companies and/or Gift Certificates: <https://support.bookingcenter.com/index.php?/Knowledgebase/Article/View/434>
 - g. Inventory: <https://support.bookingcenter.com/index.php?/Knowledgebase/Article/View/455>
 - h. Booking: <https://support.bookingcenter.com/index.php?/Knowledgebase/Article/View/427>

We have a series of HelpDesk articles about migrating from other systems, under the heading "**Migration from Other PMS Systems**" at:

<https://support.bookingcenter.com/index.php?/Knowledgebase/List/Index/88/> that may be beneficial for you to read.

5. Your staff is scheduled for mutually agreeable training session(s).
6. On the go-live date, BookingCenter coordinates the following:
 - a. Have the system ready for use at the property.
 - b. Turn on MyCard and any interfaces (if purchased).

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- c. Turn on the CRS – this may require the help of your web administrator. This may occur at a later date. GDS representation will take 2-6 weeks to 'go live'.
7. Property will be directly charged for all monthly expenses.
8. Payment must be received in full prior to the go-live date.