

# Checklist when you are choosing your PMS

	<p><b>CLOUD BASED</b>          With a cloud based system you do not have to worry about having your own server or backup. You reach your system from anywhere in the world and can make bookings wherever you are.</p>
	<p><b>MOBILE SUPPORT</b>          With a PMS that has an app or mobile support you can easily manage your bookings on the run or from the bar.</p>
	<p><b>COMMISSION FREE</b>          If your PMS provider charges a commission, take another one. Even if the fee per booking is low it usually adds up to larger amounts every month.</p>
	<p><b>ONLINE WEB BOOKING</b>          The PMS should have an online booking widget that you can put on your website</p>
	<p><b>PAYMENT GATEWAY INTEGRATION</b>          To maximize your income and sales through your own website and minimize manual payment administration you should have a Payment Gateway or Payment Service Provider integrated directly to the online web booking and PMS. With this you can charge your customers when they book or for extras when they leave. The optimal solution is to find a system with everything integrated without any third party costs.</p>
	<p><b>CALENDAR VIEW</b>          A calendar view where you can overview and easily move, create and change bookings are a key to a hassle free workday for the receptionist.</p>
	<p><b>BILL MANAGEMENT</b>          An easy way to manage, create and print your bills is a must have feature</p>
	<p><b>CHANNEL MANAGEMENT</b>          A good PMS is always connected to a channel manager and supports two-way synchronization. If a booking is created in the PMS all the channels will be updated automatically so there will be no overbookings. If a channel receives a booking it will automatically appear in your calendar. The prices should also be synchronized from and set in the PMS.</p>
	<p><b>PRICE AND CAMPAIGN MANAGER</b>          A built in price and campaign manager is very nice to have. A seasonal campaign or maybe you need a price that is set for every Monday to Thursday. You should be able to manage pricing for your facility or for single rooms or products with a few clicks. The possibility to limit stays to a minimum of nights over weekends or only accept bookings for one week at the time can also be good features depending on what kind of hotel/hostel you are running.</p>
	<p><b>REAL-TIME STATISTICS</b>          To set the right prices and make other calculated choices for your business you need good and real time statistics over your current incoming bookings and occupancy.</p>
	<p><b>CUSTOMIZABLE REPORTS</b>          Even if a system has what you need right now when it comes to reports it is a valuable service if the PMS provider can create custom reports for your future needs.</p>
	<p><b>MULTIPLE USER ACCOUNTS</b>          If you have any staff employed, it should be possible to create an account for each staff member to be able to follow what everybody is doing and of course be able to ask the right person when questions regarding a change in a booking appears.</p>
	<p><b>CUSTOMIZABLE E-MAIL AND SMS CONFIRMATIONS</b>          Another feature that is good to have is the possibility to customize the confirmation e-mails that goes out to your guests. If the system can support SMS confirmations that is great as well due to the fact that many International users have data-roaming off when they are travelling.</p>