



Checklist for the Set-up Wizard

Well prepared for ready-to-use hotel management!

To make using the set-up wizard even quicker, you can make some preparations and get all the necessary information ready.

My Property

In order to generate confirmations, invoices, etc. we need:

- Your address and contact details
- Details of the managing director/proprietor of your business (e.g. for the legal information on your invoice)
- Your contact (appears as the signatory on guest documents)
- All particulars concerning the registrar of companies, district court, VAT ID and tax number
- Your bank details

Taxes

Keep the statutory national VAT rates that apply to your services ready at hand.

Categories

If you want to divide your rooms (or rental accommodation) into categories, think about a sensible division beforehand (e.g. single room/double room, standard/suite or even garages or bicycles).

Rooms/Objects

Do you have the list of all rooms (or rental accommodation) ready at hand? For this, please note the maximum occupancy in each case, i.e. what is the maximum number of persons (adults and children) the room can accommodate. Please bear in mind that this information restricts potential reservations to this number of people.

Articles

What other articles do you offer your guests? You should keep a list of all articles that your guests can purchase apart from the rooms (drinks, newspapers, toothpaste, ...). If necessary, you can also itemize the relevant prices here.

Prices

Think about appropriate prices for all potential bookings in advance.