

# Quick Guide

## The Ultimate Quick Guide: Choosing the Perfect PMS for Independent Hotels

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When choosing a Property Management System (PMS) for independent hotels, it's important to consider several factors. Here is a quick guide to help you make the correct choice:

## 1 Assess your needs:

- Identify your hotel's specific goals, challenges, and requirements.
- Consider the size, type, and location of your hotel, as well as the services and amenities you offer.
- Determine the number of rooms, staff, and guests you have.
- Identify your main pain points and areas for improvement.
- Define the features and functions you need from a PMS.
- Consider your budget and the time you can allocate for implementation and maintenance.

## 2 Research the market:

- Use online resources, such as reviews, blogs, forums, and webinars, to learn more about PMS options and industry trends.
- Ask for recommendations and feedback from other hoteliers, industry experts, and associations.
- Make a list of PMS providers that meet your criteria and compare their features, benefits, and prices.

## 3 Speak to a property advisor or independent consultants:

- Consult with property advisors or independent consultants who can provide a shortlist of proven PMS options based on your needs and goals.
- While this may add a cost to the process, it can save you time, effort, and cost in the long run.

#### 4 Consider the integration:

- Evaluate the compatibility and connectivity of a PMS with other systems and platforms you use for hotel operations.
- Ensure the PMS can communicate and exchange data with your booking engine, channel manager, revenue management system, CRM, POS, and other tools you use.
- Check if the PMS can connect with third-party services, such as payment gateways, loyalty programs, social media, and review sites.

#### 5 Look for key features in a PMS:

- **Room management:** Easily manage room availability, assign rooms to guests, and update room status in real-time.
- **Reservations:** Manage room reservations, guest information, and billing, integrating with various channels like your hotel website and OTAs.
- **Billing and payment:** Process payments and generate invoices, integrating with various payment gateways.
- **Reporting:** Generate reports on occupancy, revenue, and key performance indicators to track your hotel's performance and make informed decisions.
- **Integrations:** Ensure the PMS can integrate with other hotel systems like POS, Channel Manager, and CRM.

#### 6 Evaluate PMS software options:

- Request demos from PMS providers to see the software in action and understand how it works.
- Take advantage of free trials to test the software in a live environment.
- Ask for references from other hotels that have used the PMS software you are considering.
- Consider the level of customer support and training offered by the PMS provider.

Remember, it's crucial to choose a PMS that meets your specific needs and provides value rather than simply going for the lowest cost option. Take the time to evaluate different software options and select the one that aligns with your hotel's requirements and objectives.