Your Ultimate CRS Implementations Checklist

You've done your research, gotten recommendations from peers, and are excited about the amazing upgrades (and revenue) you'll soon be enjoying with your new system. Now it's time to cross those t's and dot those i's. So get going! And remember, SHR is always here for you if you get stuck.

CRS PREP

- ☐ User list sent to Implementations (IMPL) Manager
- ☐ CRS descriptions
- ☐ Rate code descriptions
- ☐ Rate code images
- ☐ Taxes set up
- ☐ Property & room images, both high and low resolution
- ☐ Room types: codes and descriptions

- ☐ Description translation (if applicable)
- ☐ Policies: cancel/guarantee added
- ☐ Credit card types selected
- ☐ Servicing airports added

*Forever should only apply to love and family, not **your CRS implementation**.*

— **Sally Ramos**
VP of Implementations
and Consortia Services, SHR

IBE PREP

- ☐ Provide the website link that you would like the booking engine to mirror
- ☐ Provide any applicable images or logos for branding
- ☐ Provide all web tracking that will be added
- ☐ If you have a payment gateway, have you provided all of the necessary documentation to the IMPL Manager?
- ☐ Review the branding section to ensure all settings are "on" that you would like to utilize
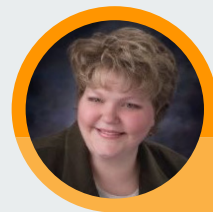
You need commitment for your IBE to work well. Everyone in implementations at SHR was there on the ground with us, not just guiding us.

— **Becky Rogers**
VP of Operations,
IDM Hospitality Management

PMS PREP

☐ Verify your PMS LIVE date!

☐ Send CRS URL endpoints to the IMPL Manager (if applicable)

☐ Rate codes built

☐ Room types built

☐ Credit cards configured

☐ Created policies and sent codes to the CRS

☐ Mapping codes sent to the IMPL Manager

There are certain
CRS/PMS restrictions
that simply do not work.
Make sure your provider
emphasizes exactly what kinds
of restrictions they do support.

— **Kaitlyn Donovan**
Implementations Manager,
SHR