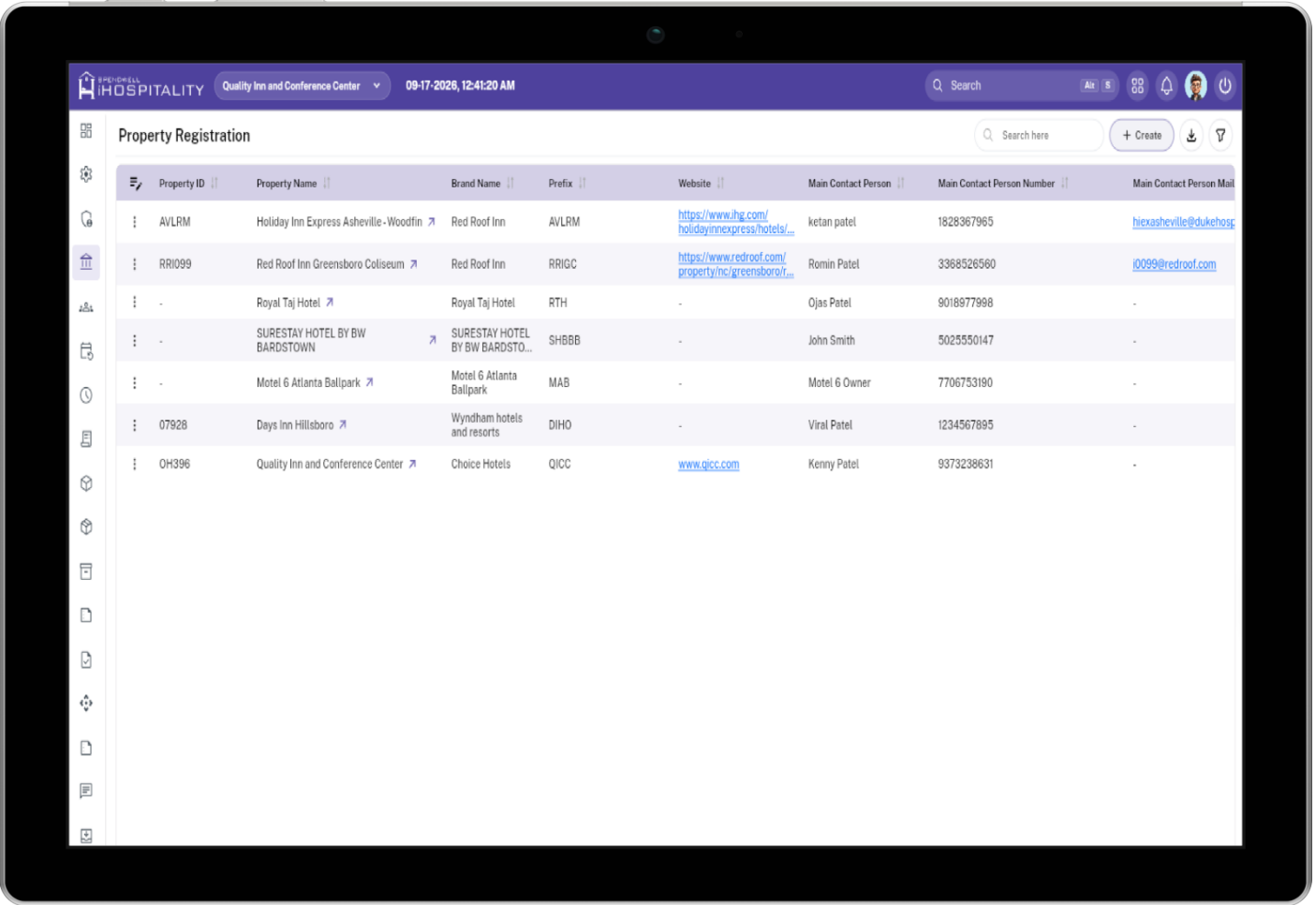


Property Registration

The Property Registration page stores complete **property information**, including **property details, contacts, business details, branding, PMS connection, and images**. It is used to link properties with employees, reservations, rooms, tasks, inventory, housekeeping, reports, and other property-based operations.



Basic Details

Field	Required	Description
Property Code	Yes	System-generated property series code. It is read-only and populated automatically when the property is added.
Company	Yes	Company that owns the property. Select the correct company before entering the remaining details.

Field	Required	Description
Brand	Yes	Property brand. The active brand list also supplies the brand logo and stores it with the selected property.
Property ID	No	Optional business or external identifier for the property. It must be unique within the company when provided.
Property Name	Yes	Display and business name of the property. It must be unique within the company.
Prefix	Yes	Property prefix used by downstream property-related numbering or identification. It must be unique within the company.
Property Phone Number	Yes	Main phone number for the property. Enter a valid 10-digit number.
Property Email Address	Yes	Main email address for the property. Enter a valid email address.
Property Website	No	Optional property website. Enter a complete, valid website address.
Main Contact Person	Yes	Name of the primary contact person for the property.
Main Person Designation	Yes	Designation selected for the primary contact. Only active designations are available.
Main Contact Person Number	Yes	Phone number of the primary contact. Enter a valid 10-digit number.
Main Contact Person Email	No	Optional email address of the primary contact.
Logo	No	Optional property logo uploaded through the file picker. Supported image extensions are configured by the application.
PMS Connect	Yes	PMS connection used by the property. Select the active connection that matches the property's operational system.
Audit Time	No	Optional time used for the property's audit scheduling configuration.
Property Image	No	Optional collection of property images. Multiple image files are accepted.

Basic Details

Property Code *

PROP-0004

Brand *

Red Roof Inn

Property Name *

Enter property name

Property Phone Number *

Enter property phone number

Property Website

Enter property website

Main Person Designation *

Accountant

Main Contact Person Email

Enter main contact person email

PMS Connect *

Sabre

Property Image

Company *

Lakeside Hotel Group

Property ID

Enter property id

Prefix *

Enter prefix

Property Email Address *

Enter property email address

Main Contact Person *

Enter main contact person

Main Contact Person Number *

Enter main contact person number

Logo ⓘ

No File Chosen

Audit Time

Select audit time (hh:mm a)

Key Usage for Basic Details

- **Property Code** is created automatically. Employees do not need to enter or change it.
- **Company** determines where the property belongs. Administrators should check this before saving.
- **Property Name**, **Property ID**, and **Prefix** identify the property in lists, searches, reports, and related setup screens. Use consistent naming so employees can find the correct property.
- **PMS Connect** determines how the property works with its connected PMS. Select the correct connection before saving.
- **Main Contact Person** details should be kept current because they are used when the property needs to be contacted.

Business Details

Field text	Required	Description
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Business Structure Type	No	Optional legal or organizational structure.
Business Register Name	No	Optional registered business name.
Register State	No	Optional state where the business is registered.
Federal EIN Number	No	Optional federal employer identification number. Enter numbers only, without decimals, and use no more than 10 characters.

Business Details

Business Structure Type

Select business structure type

Business Register Name

Enter business register name

Register State

Select register state

Federal EIN Number

Enter federal ein number

Important Checks Before Saving

Complete every required field before saving. The application checks duplicate values and displays a message when a value is already used by another property in the same company.

Field	Requirement
Property Name	Required and unique within the company
Prefix	Required and unique within the company
Property ID	Optional, but must be unique within the company when entered
Federal EIN Number	Optional, but must be unique within the company when entered

If a duplicate message appears, search the property list first and correct the value or edit the existing property instead of creating a duplicate.

How Administrators Use Property Registration

1. Open the Property Registration page and select **Add**.

2. Complete **Basic Details**, using a clear property name and the correct company, brand, contact information, and PMS connection.
3. Complete **Business Details** when the property's legal or registration information is available.
4. Review the details, especially Property Name, Property ID, Prefix, PMS Connect, and contact information.
5. Save the property. The Property Code is created automatically.
6. Configure the property's location, timing, charges, taxes, rooms, and policies from the related property configuration pages.
7. Assign the property to the employees who need to work with it.
8. Edit the property when contact details, branding, PMS connection, or business information changes. Avoid creating a second property for the same location.

How Employees Use a Property

Employees normally do not create properties. An administrator assigns one or more properties to their employee profile.

- Select the assigned property when opening a property-based task or screen.
- Check the property name before adding reservations, tasks, room information, inventory, housekeeping work, reports, or other transactions.
- Use only the properties available in the employee's assignment list.
- Contact an administrator when the required property is missing, has the wrong name, or shows as Inactive.
- Employees should not change the Property Name, Prefix, PMS Connect, or status unless they have administrator permission.

The selected property connects daily work across reservations, rooms, employees, tasks, inventory, housekeeping, reports, integrations, and other operational areas. Using the wrong property can place work, reports, or configuration under the wrong location.

Active and Inactive Properties

The Add form does not contain a status field. New properties are Active by default. Administrators manage status from the Property list through the Status switch.

What the status means

- **Active:** the property can be selected and used by workflows that require an available property.
- **Inactive:** the property remains stored for history and existing references, but should not be offered for new operational work.

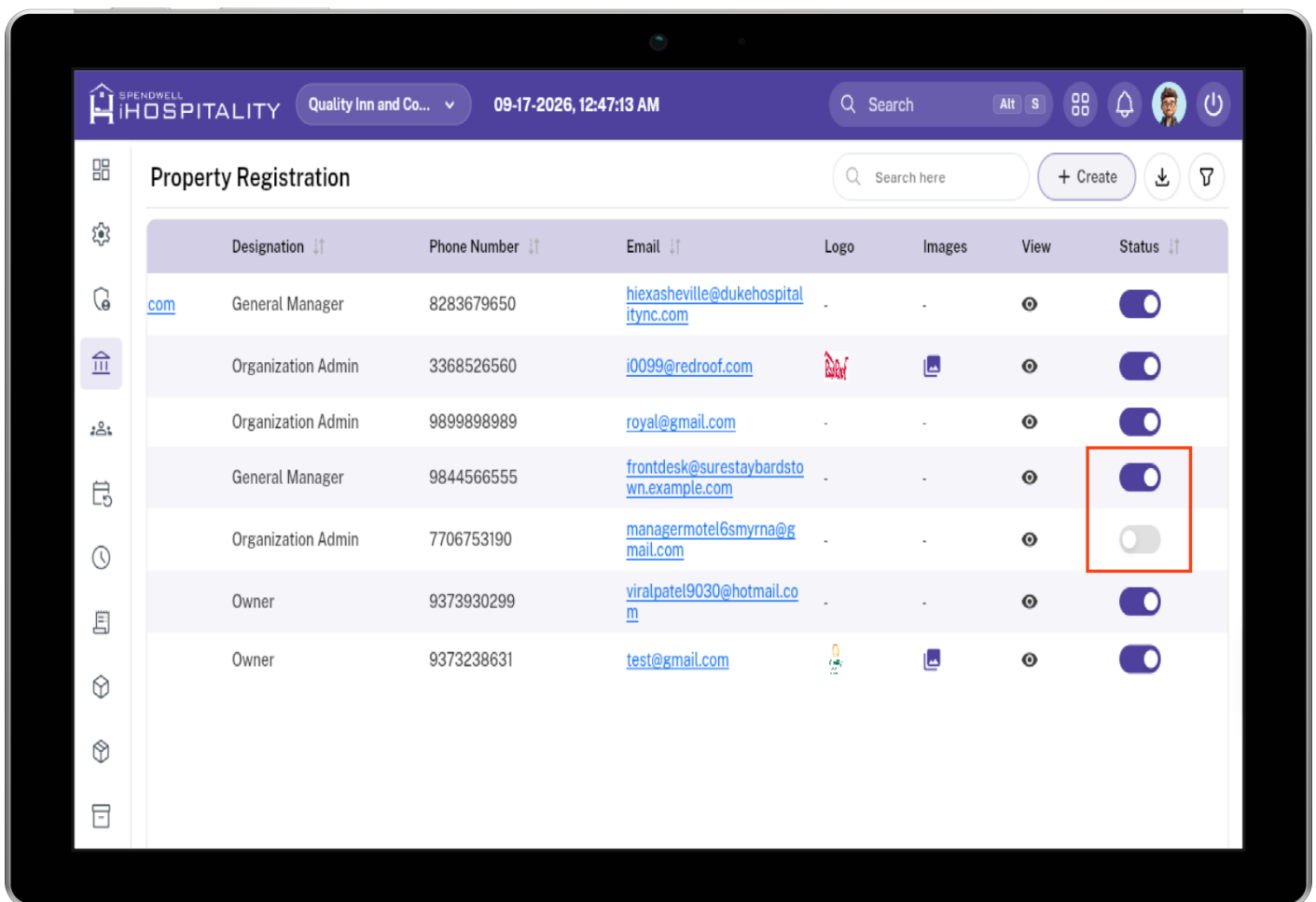
- Inactive is a soft status, not deletion. Do not remove the record merely to disable it because many modules retain references to the property.

How status is reflected in the project

The Property list displays and edits the status using the Status switch. Employees can work only with properties that are Active and assigned to them. Historical reports and administrative screens may show Inactive properties when history is required, but the status should be clearly visible.

Recommended status change flow

1. Open the Property list and find the property.
2. Switch the status to Inactive when the property should no longer receive new operational work.
3. Tell affected employees that the property is no longer available for new work.
4. Keep existing rooms, employees, reservations, reports, and history intact.
5. Switch the property back to Active only after confirming it is ready for operational use.



Related Configuration Forms

Property Registration stores the main property information. After saving, administrators can complete Location, Charge Configuration, Timing, Room Configuration, Tax, Policy, and PMS Connect setup. Employees use the completed property record in their assigned operational screens.

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