

Company configuration

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The configuration of the company is the initial setup where all the basic information is established.

Summary

This configuration will allow you to enter the company data in order to start working with the Avantio software. Additionally, you can configure the booking calendar with a colour code that best corresponds with your way of working.

Benefits

Please note that all the information entered will be the data that synchronises with the portals and your website. The more information you add at this stage, the less you will have to enter manually in the future.

Configuration

In order to configure your company data correctly, you must add all the information required in each section.

Within the company configuration you can:

- Attach your company logo***
- Configure the languages of the company
- Add contact details and set email addresses to which reservations and requests are sent to

***The logo will appear in the messages that can be sent from the VRMS and in the documents that can be created.

The recommended size for the company logo is:

- max-width: 480px
- max-height: 85px
- If the logo has a larger size, the size is reduced in the templates.

As a maximum, in the message/document templates, the logo will be shown with a size of 480px wide and 85px high, that is to say, ideally, it should be smaller than these measurements.

Warning

Make sure you validate the sent e-mails so that your company is not seen as spam in the e-mail platforms and so that the clients know who is the correct sender. More information [here](#).

Languages

Please note that emails sent will always take the language of the guests if sent in **To**. However, emails sent in **Cc** or **Bcc** will take per default the language of the company.

The number of characters is limited to 100 in the field for outbound and receiving emails.

- Set the type of reservations to send the request for reviews e-mails (only incoming from Web and introduced manually)

In this section

Related content

Content by label


There is no content with the specified labels

- Fill in the text field about the General Data Protection Regulation, GDPR (this will be shown in your e-mail signature)
- Modify automatically the status of an accommodation to "clean" or "cleaning pending", depending on the check-in/out dates. The automatic changing of the cleaning status can only be done for bookings with a status that is confirmed, paid, owner, guarantee or if it has been fully invoiced.
- Activate the provider's intranet (optional)
- Change the default VAT of the company
- Customise the calendar colour and booking status to make them more visually appealing

Company configuration: Holidays for you

[EDIT](#)
[DELETE](#)


GENERAL DATA

Company Logo (optional)  [CHANGE IMAGE LOGO \(ONLY .JPG\)](#)





LANGUAGE CONFIGURATION OF THE COMPANY

Languages of the company: Spanish, English, French, Italian, German, Portuguese, English (US), Portugues (BR)

EMAILS CONFIGURATION

From Bookings (From): jalfonso@avantio.com To Reservations Email (To): jalfonso@avantio.com
From Invoicing (From): demo@avantio.com To Web Enquiry Email (To): jalfonso@avantio.com
Send review requests to:  Online bookings only GDPR:









ADDITIONAL CONFIGURATION



Automatically change the property to be cleaned:  No Provider's Intranet:  
Add prices without taxes: ☒ Tax as a default:  Intermédiaire (12%)

CONTACT DETAILS

Telephone: +1 917 410 69 50 Mobile:
Other Tel: +44 20 35 14 53 55 Other Tel 2:
Fax: Other Fax:
Sales Email: demo@avantio.com

BOOKING CALENDAR COLOR CODES [EDIT](#)

Unavailable Dates:  Requested Dates: 
Owner Blocked Dates:  Payment Pending Bookings: 
Confirmed Bookings:  Fully Paid Bookings: 
Stop Sales Dates:  Warranty: 

AUTOMATIC GENERATION OF LEDGER ACCOUNT NUMBERS  Deactivated
SCANNER SETTINGS  Deactivated

It is very important to ensure that the 'legal name' and 'invoice details' are configured correctly. If you have different legal names, the one set by default will be the first to appear in the invoicing options.