

Document templates

[Summary](#)
[Benefits](#)
[Configuration](#)

Summary

The templates section allows you to create new documents quickly and easily.

The templates are composed of two key parts: the text entered manually by the agency and the automatic fields that collect information from the database. The extracted automatic data can be identified by the following fields: #example#

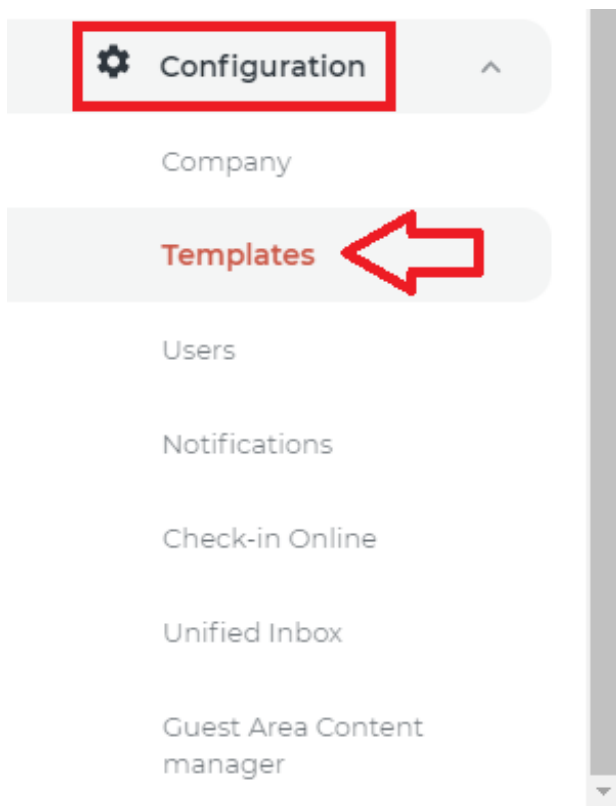
Benefits

Using templates, will save you time and reduce the workload as documents and emails will be generated by the existing template structure.

Configuration

Access

To access the templates, enter the 'Configuration' option.



In this section

Related content

Content by label

There is no content with the specified labels

How it works

The system comes with more than 20 preconfigured templates that you can manually customise and adapt to suit the specific needs of your agency.

There are several categories available: Reservations, Owners, Invoices, Extra Services Invoice /Receipts and Web Bookings. Within each category, you have a selection of templates to choose from.

You can also create a new template from scratch. We do, however, recommend that you use the preconfigured templates as a base structure as it requires a certain level of complexity. You can then edit or customise the document to your liking.

The template editor works in a similar way to most text editors. You will be able to customise the style by inserting new text fields, pasting texts, inserting your company logo, adding an image from a link and inserting tables.

Templates for Web Bookings

The templates under the category **Web Bookings** are predefined in the system and are automatically sent to the guest when they make a web booking. There are different templates according to the methods of payment chosen by the guest. They cannot be deleted or pause their sending.

These templates can be modified to reduce or change the content but it is not possible to add fields outside of those assigned in this category.

The groups which are compatible are: Web client, web Payment method, Web properties, Web bookings, Others.

Languages

The great advantage of the template system is that, depending on the language of the customer or property owner, the system will automatically select the template in the appropriate language.

If you want to learn more about the templates, we recommend that you read our FAQ:

- [How to duplicate a template?](#)
- [How to create a new template?](#)
- [How to edit an existing template?](#)
- [How to insert a table within a template?](#)