

# Pre-Season Checklist: Winter

The snow will be flying soon, so it's time to coordinate your pre-season commerce projects. Some of these tasks require lead time for our engineering team to complete, while others can be quickly implemented by the Partner Services Team using the Setup Tool. Use this checklist to keep track of your needs and to estimate the time needed to complete them.

## YOUR TO-DO LIST

#	Check When Done	To Do	Inntopia Lead Time*
1		Add a new <b>integrated</b> customer requirement	Dependent on complexity; custom scope
2		Update, add, or remove delivery methods or locations for RTP products	20–25 business days
3		Add new product category options	20 business days, subject to approval
4		Add new attributes or attribute options to a product category	10–15 business days, subject to approval
5		Remove or add customer requirement options to an existing customer requirement	10–15 business days
6		New barcode setup	10–15 business days
7		Branding requests for sales channels	Dependent on complexity; custom scope
8		Display/Hide Dynamic Filter options	10–15 business days
9		Set up custom Itinerary Quote Email template	10–15 business days
10		Set up new OTA PMS Integration for a supplier	1–5 business days depending on interface
11		Create and activate new Siriusware-integrated supplier accounts	Setup Tool; allow time for completion of mapping spreadsheet and product setup
12		Create and activate a new one-way RTP-integrated supplier account	Setup Tool; allow time for testing reservation delivery
13		Add new <b>non-integrated</b> customer requirements	Setup Tool
14		Activate a new RMS supplier account	Setup Tool
15		Add or remove barcodes to an existing supplier setup	Setup Tool
16		Enable RTP Customer Property sets on RTP products	Setup Tool
17		Configure age ranges for your YieldView ticket display	Setup Tool
18		Request to run product check reports	On Demand
19		Request to run bundle check reports	On Demand

\* These time frames are guidelines to assist in planning engineering setup requests. Once a request is made, Partner Services will provide specific timing based on the request.