

*Directions to Your Vacation Rental  
Professionally Managed by  
ABC Rentals of RMS  
930 Folly Road  
Charleston, SC  
Toll Free: 1-800-366-5152*

Write your directions in a document and save it as a .pdf.

Upload it to your Online Content file using File Manager.

Copy the url or link to the file you uploaded and save it in a data field of your RMS!

Insert the merge code for the field you saved it to in your Final Instructions Letter. That way each Unit has a unique directions document associated with it. We suggest using a custom field of the Unit Inventory File. Fields 16-20 can be long and hold enough characters for the url.

One thing to keep in mind when naming the .pdf is don't leave any spaces.

Sending directions is probably only necessary if the vacation rental is in a remote location where GPS is sketchy or maybe your guest doesn't have a GPS device. RMS does have latitude and longitude fields in each Unit File. When these are filled in a google map automatically gets created on your website if you are integrated with RMS on the web. The map will also display on listing sites.

Typically you will want any last minute necessary information in the Final Instructions letter such as the door code or lock code and the directions to the unit link which is what this pdf is. You could have any kind of links in your Final Instructions Letter. Get CREATIVE!

You will find a welcome basket on the counter with coupons and some free samples from some of the wonderful shops and restaurants nearby. Also when you leave let us know so we can schedule housekeeping services. If you have any questions about the directions give us a call. We are so happy you have chosen ABC Rentals and we look forward to providing you with a Wonderful Vacation Experience!

Thank you!

*Penelope Property Manager*