



Add TEMPORARY Property Form

Please fill out the below information to add the property as a temporary property within ProfitSword. To add a live property or change a temporary property to live, fill out the online new property form. (newhotel.actabl.com).

(1.) Company Name	
(2.) Full Hotel Name in ProfitSage	
(3.) Short Hotel Name is desired for reporting	
(4.) Expected Hotel Activation Date in ProfitSage	
(5.) Street Address	
(6.) City, State, Zip	
(7.) Hotel Phone #	
(8.) Number of Available Rooms	
(9.) Available Rooms Effective Date	
(10.) Accounting Calendar	
(11.) Currency (USD, CAD, EUR, etc)	
(12.) Copy Units and Drivers from:	
(13.) Accounting System Company Code	

Please note that ProfitSword uses the Accounting System Company Code as the Property Site ID. If no Accounting System Company Code is provided, the Site ID will default to "TEMP." A new property record will be created during a Temp-to-Live transition.

If a property transitions from Temp status to Live status using the Accounting System Company Code, the Site ID will remain the same. To change the Site ID, a new Site must be created using the new Site ID.. Site IDs cannot be reused.