

# Boost Checklist

List of items to check in Boost at least a couple times a week.



## Overview

Boost receives all of the updates that are made in your PMS, but sometimes there may be some action required on your part to make sure the updates are applied properly to each OTA. Below we have included our **Boost Checklist** which includes a list of items to check on in Boost at least a couple times a week.

**Example:** When you add new Fees and Taxes in your PMS, or change the name of a Fee or Tax, they will need to be configured in Boost.

## Review Bookings Report

We recommend this to be checked daily for failed bookings. If you're not seeing the PMS confirmation in Boost, then it was a Booking Failure. [Booking Failure Notifications](#)

PMS Confirmation	Channel Confirmation	Booking Date	Channel
16981518	3710469580	3/2/2023	Booking.com
	2778144357	2/28/2023	Booking.com

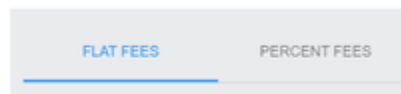
## Review Fees

Are there any fees that need to be mapped? [Fee Mapping \(Boost New UI\)](#)

### Notes:

If you change the name of a fee in your PMS, it will come into Boost as a new fee.

Make sure to check both **Flat Fees** and **Percent Fees**.



## Review Taxes

Are there any new taxes that need to be configured? [Tax Mapping \(Boost New UI\)](#)

### Note:

If you change the name of a tax in your PMS, it will come into Boost as a new tax.

## Review listings for each channel

Look for and review/fix validation errors on every channel. [Listing Validations \(Boost New UI\)](#)

Look for new listings that need to be published. [Publish & Unpublish Listings \(Boost New UI\)](#)

## Related Articles

[View Listings Page \(Boost New UI\)](#)

[Editing Listings \(Boost New UI\)](#)

[Listing Validations \(Boost New UI\)](#)

[Fee Mapping \(Boost New UI\)](#)