

# Front Desk

The Front Desk is the default view and will appear each time you log-in to MyPMS or when you click on the Front Desk TAB .

The Front Desk provides you with a Snapshot of activity, pass-on messages and the ability to perform a quick guest search, add a charge to a guest account and display of Guest Status details, such as Arrivals, Departures and In-house.

See details of each function in the following sections.

Front Desk

Booking

Reports

Arrivals

In House

Departures

Search

System Date: 24-NOV-2013

Front Desk

Phone List

Housekeeping

AR Accounts

House Accounts

Pass On Log

Night Audit

Quick Search

More Search Options

Last Name:

Confirmation #:

Folio #:

Arrival Date:

Departure Date:

Quick Search

Hotel Summary

Remaining Arrivals:

Remaining Departures:

Currently In House:

Staying over from last night:

Arriving Tomorrow:

Departed Guests:

0

0

0

0

0

0

Quick Charge

\* Quick Charge:

\* Add Charge:

Description:

\* Quantity:

\* Unit Price:

\* Amount:

Apply Charge

System Messages

No System Messages

Message Archive

Online Users

Login Name	Full Name	Login Time
BC	BookingCenter	22-FEB-2014 09:41:55

Front Desk Tab