

MyPMS Release - May 3, 2015

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Enhancements

- **Front desk "Pass On Log" Update:** Date Posting Entry, Add Search and Hyperlinked Results for Pass On Log Area.

MyPMS contains a very flexible tool for 'passing along' reminders to staff and guests, or setting 'reminders' for future needs.

The Pass On Log is useful for many common hospitality tasks, such as:

- a. 'Wait List' guests wishing to book a room at a future date. To do this, set the Show On date to bring the Guest details to the fore at a specific date to see if availability has opened up.
- b. Schedule Maintenance.
- c. Remind staff to sell particular rates or packages on specific dates.
- d. Alert staff to perform actions such as contact a guest, request maintenance, housekeeping, etc.

There are literally hundreds of uses for the Pass On Log to make reminding and notifying staff and guests easier.

See [Using the MyPMS Pass On Log](#) for complete details.

- **Maid Sheets:** Added arrival date and departure date columns to Maid Sheets: You will now see Arrival and Departure date of each booking on the Maid Sheet.
 - **Bookings Report:** Added new columns, "Num Bookings" and "Avg Nights" to the Bookings report.
 - **Cancelled Booking:** When a booking is cancelled, the confirmation message will now have a link added to go to Letters to print/email cancellation Letter.
 - **Search bookings:** Added Cell Phone Column to the Excel Report with "Save Results as CSV. file" option in Search Bookings Results.
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We are pleased to announce that the following software bugs were fixed in this release:

- Issue with State Field in Guest Details returning Internal Error message.
- Issue with Maid Sheets and multi-room bookings.
- Issue with AR payments: Now able to pay more than 10 invoices at one time.
- Issue with "Check Back In Button" where departure Date in Booking Header was changing.
- Issue with bookings completing in some instances when using Booking by Inquiry.