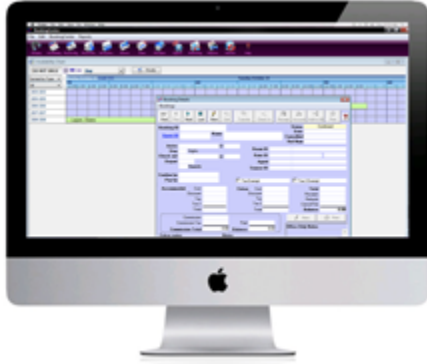


Desktop PMS Online Documentation



Welcome to the Online Documentation home for Desktop PMS, our premier desktop property management system for Mac and Windows. Here you will find information on how to setup, configure, manage and optimize your BookingCenter Desktop PMS system as well as Release Notes and a complete User Manual.

Begin with the [Desktop PMS Introduction](#) and, for properties just getting started, continue to the [Installation and Setup](#) Section. Current users will find useful topics in the [Using the Software](#) section with frequently used functions.

For a complete step-by-step guide of the Desktop PMS, go to [Desktop PMS User Manual](#). To see details and instructions on our selection of Interfaces and Modules, go to [Interfaces and Modules](#).

Introduction

- [Commands and Conventions](#)
 - [Command Terminology](#)
 - [Keyboard Conventions](#)
 - [Screen Report](#)
 - [Working with Lists](#)
 - [Time Entry](#)

INSTALLATION AND SETUP

- [Installation & Setup Checklist](#)
- [Installation](#)
- [Launching the BookingCenter Software](#)
- [Creating Your Own Datafile](#)
- [Entering Your Company Information](#)
- [Registering Your BookingCenter Software](#)
- [Entering Registration Codes](#)
- [System Configuration](#)
- [Parameters](#)
- [Configuring the Booking System](#)
- [Configuring the Inventory System](#)
- [Other Functions](#)
- [Internet](#)
- [Importing Guests \(Desktop\)](#)

Using the Software

- [Using the Daily Room Management Chart](#)
- [Ordering Inventory](#)
- [Setting the chart view date](#)
- [Taking a Room](#)
- [Viewing a booking's details](#)
- [Working with Guests](#)
- [Making Booking Enquiries](#)
- [Working with Room Bookings](#)
- [Working with Group Bookings](#)
- [Working with Accounts](#)
- [Working with Agents](#)
- [Working with Guest Marketing](#)
- [Ordering Your Guest](#)

Reports

- [Agents Report](#)
- [Audit Trail Reporting](#)
- [Commissions Report](#)
- [Conference Report](#)

- Custom Reports
- Fault Report
- Financial Summary
- Follow Up Bookings
- Group Bookings _This report generates and groups data as you select on all your Group Bookings.
- Guest Reporting
- Items Report
- Receipts Report
- Report
- Report0
- Report1
- Room Bookings
- Sales Report