


Front Desk Tab

The Front Desk Tab is the default screen when you login to MyPMS. It gives you a snapshot of guest status, quick functions and quick links to access guest information.

The Tabs or sections located in the Front Desk give you full control of daily operations and guest management, House Accounts, AR Accounts and Bookings.

The main functions in the Front DeskTab are:

- [Front Desk](#)
- [Phone List](#)
- [Housekeeping](#)
- [AR Accounts](#)
- [House Accounts](#)
- [Pass On Log](#)
- [Night Audit](#)

 **BookingCenter**

Welcome BookingCenter! You are at On The Divide - [Change](#) | [Setup](#) | [Help](#) | [Sign Off](#)

Front Desk | **Booking** | **Reports** | Arrivals | In House | Departures

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 Charge

* Quick Charge:
* Add Charge:
Description:
* Quantity:
* Unit Price: \$
* Amount: \$

Hotel Summary

Remaining Arrivals: 0
Remaining Departures: 0
Currently In House: 0
Staying over from last night: 0
Arriving Tomorrow: 0
Departed Guests: 0

System Messages

No System Messages
[Message Archive](#)

Online Users

Login Name	Full Name	Login Time
BC	BookingCenter	03-MAR-2014 09:54:12

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