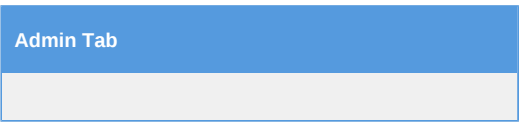


Admin Tab

The Admin Tab allows managers to customize the Housekeeping organization, the layout of the Front Desk and the data field in the New Booking Window.

These new customization features are available to Users with Manager Admin level access.

To learn how to enable these customization features for your property, see [Admin | Enable User Customization](#)



The main functions in the Admin Tab are:

- **"New Booking Window"** Custom Ordering and Labels - You can now customize which fields, in which order, and how they are Labeled in the the New Booking window. Thus, you can remove fields you don't want. Customizing these labels lets you get the booking details you need and removes the clutter of unwanted fields, making it faster and easier to make new bookings. Learn how to custom your labels at [Admin | Booking - Data Elements](#)
- **Customize the Front Desk Layout** - Customize the Front Desk of MyPMS with our new Front Desk Widgets. These widgets give you the ability to organize the Front Desk and display the booking Information and data that matters most to your property. Learn how to customize the Front Desk. [Admin | Front Desk - Page Layout](#)
- **"Housekeeping Groups"** This new Housekeeping function makes it easy to organize Rooms into Groups and customize the Housekeeping area on the Front Desk. Create Groups by building, floor, housekeeper name or any other customized name that works for your property. These customized Groups make it easy to print Maid Sheets for each Housekeeper. and will also customize the display in FRONT DESK | HOUSEKEEPING with Rooms sorted into each Group. [Admin | Housekeeping](#)

