

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](#)

The screenshot shows the BookingCenter Front Desk Tab interface. At the top, there's a header with the BookingCenter logo and a welcome message: "Welcome BookingCenter! You are at On The Divide - [Change](#) | [Setup](#) | [Help](#) | [Sign Off](#)". Below the header is a navigation bar with tabs: Front Desk (selected), Booking, Reports, Arrivals, In House, and Departures. A "Search" button is next to the tabs. To the right of the navigation bar, it says "System Date: 24-NOV-2013".

The main content area is divided into several sections:

- Quick Search:** Contains fields for Last Name, Confirmation #, Folio #, Arrival Date, and Departure Date. There is a "Quick Search" button and a link to "More Search Options".
- Quick Charge:** Contains fields for Quick Charge (Select From List), Add Charge (Select From List), Description, Quantity (1), Unit Price (\$), and Amount (\$). There is an "Apply Charge" button.
- Hotel Summary:** A table showing various statistics:

Remaining Arrivals:	0
Remaining Departures:	0
Currently In House:	0
Staying over from last night:	0
Arriving Tomorrow:	0
Departed Guests:	0
- System Messages:** Displays "No System Messages" and a link to "Message Archive".
- Online Users:** A table showing the current user:

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

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