

# Front Desk

The Front Desk is the default view and will appear each time you log-in to MyPMS or when you click on the Front Desk TAB .

The Front Desk provides you with a Snapshot of activity, pass-on messages and the ability to perform a quick guest search, add a charge to a guest account and display of Guest Status details, such as Arrivals, Departures and In-house.

See details of each function in the following sections.

Front Desk
Booking
Reports
Arrivals
In House
DeparturesSearch

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 Search

Quick Charge

\* Quick Charge:

\* Add Charge:

Description:

\* Quantity:

\* Unit Price: \$

\* Amount: \$

Apply Charge

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 Archiv](#)

Online Users

Login Name	Full Name	Login Time
BC	BookingCenter	22-FEB-2014 09:41:55

<b>Front Desk Tab</b>