

# 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 is a navigation bar with tabs for Front Desk, Booking, Reports, Arrivals, In House, and Departures. The Front Desk tab is currently selected. Below the navigation bar, there are several sections: Quick Search, Quick Charge, Hotel Summary, System Messages, and Online Users. The Quick Search section has fields for Last Name, Confirmation #, Folio #, Arrival Date, and Departure Date. The Quick Charge section has fields for Quick Charge, Add Charge, Description, Quantity, Unit Price, and Amount. The Hotel Summary section shows statistics for Remaining Arrivals, Remaining Departures, Currently In House, Staying over from last night, Arriving Tomorrow, and Departed Guests. The System Messages section shows no messages. The Online Users section shows a table with columns for Login Name, Full Name, and Login Time.

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

System Date: 24-NOV-2013

**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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