

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:** A form with fields for Last Name, Confirmation #, Folio #, Arrival Date, and Departure Date. A "Quick Search" button is located below the fields.
- Quick Charge:** A form with fields for Quick Charge, Add Charge, Description, Quantity, Unit Price, and Amount. An "Apply Charge" button is located below the fields.
- Hotel Summary:** A table showing various statistics:

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

- System Messages:** A section with the text "No System Messages" and a link to "Message Archive".
- Online Users:** A table showing the current user's login information:

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

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