

# 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. A search bar and a 'Search' button are also present. The system date is displayed as 24-NOV-2013. Below the navigation bar, there are several sections: 'Quick Search' with fields for Last Name, Confirmation #, Folio #, Arrival Date, and Departure Date; 'Quick Charge' with dropdown menus for Quick Charge and Add Charge, and input fields for Description, Quantity, Unit Price, and Amount; 'Hotel Summary' with a table showing Remaining Arrivals, Remaining Departures, Currently In House, Staying over from last night, Arriving Tomorrow, and Departed Guests; 'System Messages' with a link to Message Archive; and 'Online Users' with a table showing Login Name, Full Name, and Login Time.

Quick Search	More Search Options
Last Name:	<input type="text"/>
Confirmation #:	<input type="text"/>
Folio #:	<input type="text"/>
Arrival Date:	<input type="text"/>
Departure Date:	<input type="text"/>
<input type="button" value="Quick Search"/>	

Quick Charge
* Quick Charge: <input type="text" value="Select From List"/>
* Add Charge: <input type="text" value="Select From List"/>
Description: <input type="text"/>
* Quantity: <input type="text" value="1"/>
* Unit Price: \$ <input type="text"/>
* Amount: \$ <input type="text"/>
<input type="button" value="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
<a href="#">Message Archive</a>

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

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