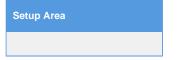
Setup Area

To Access the Setup Section, click the Setup link in the upper right hand corner of the MyPMS screen. This link is only visible to users with Manager level access rights and takes you directly into the setup area without need for a separate login or opening another browser window.

When you access the setup area the default display page is a four week view of the properties Rate Grid (see Rate Grid section below). This allows a Manager quick access to the entire properties Rate values for the next four weeks. To return to the MyPMS system at any time click the 'Front Desk tab.

Note: The Setup Area is only accessible to Users with Sr. Night Auditor and Manager Roles assigned. If you do not see the Setup link in the upper right corner of the screen, then your User Role does not allow permission to access it. See User Roles and Functions



Click on images to enlarge.

Front Desk with Setup in top right corner.							Setup default display page					
							Æ	ookingCe	enter	MyPMS Setu		
							Front Desk	Bookings	Rates Relationship	s Param	eters S	
BookingCent	er	Welcome Bo	ookingCenter! You are	at On The Divide -	Setup Help Sign Off	✓ Rate Grid	Manage Rate	es Default	Rates Packages	Room T	lypes	
				arch System Date: 28	410 2014							
t Desk Phone List	Housekeeping AR Acco	ounts Ho	ouse Accounts	Pass On Log Night	Audit			Davia		. To dayle D	D-4-	
Quick Search	More Search (Ontions	Quick Charge				Chow Ed	Begin ended Details	with the week containing	ig Todays L	Jate	
guick Search	more Search v	Options	Quick Charge				(e.g. Min Len		Length of Stay, child/in	ant pricing,	Refre	
Last Name:			* Quick Charge:	Select From List 👻			etc)					
Confirmation #:			* Add Charge:	Select From List	-					Sep 14	Sep 15	
Folio #:			Description:				Rate	Descriptio	n Default	Sun	Mon	
				4			AAA	AAA rate	75.00	75.00	75	
rrival Date:			* Quantity:	1				CONF rate	50.00	50.00		
Departure Date:	-		* Unit Price:	S				KING rate	100.00	100.00		
Quick S	earch		* Amount:	S				QUEEN rate	75.00	75.00		
			* Date:	28-AUG-2014			SUITE	SUITE rate	300.00	300.00	300	
Hotel Summary				Apply Charge						Sep 21	Sep 22	
loter Summary				Apply Charge			Rate	Descriptio	n Default	Sun	Mon	
Remaining Arrivals:		0					AAA	AAA rate	75.00	75.00	75	
Remaining Departures:		0	System Messa	ages				CONF rate	50.00	50.00		
Currently In House:		3	No System Mess	2005			KING	KING rate	100.00	100.00	100	
Staying over from last night		1	NO System Mess	ayes				QUEEN rate	75.00	75.00		
Arriving Tomorrow:		0			Message Archive		SUITE	SUITE rate	300.00	300.00	300	
Departed Guests:		1										
Online Users												
Login Name	Full Name		Login Time									
BC	BookingCenter		14-SEP-2014	12:00:26								