

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](#)

Setup Area

Click on images to enlarge.

Front Desk with Setup in top right corner.

The screenshot shows the BookingCenter Front Desk interface. The top navigation bar includes links for Front Desk, Booking, Reports, Arrivals, In House, and Departures. The Setup link is highlighted in the top right corner. The main content area is divided into several sections: Quick Search, Quick Charge, Hotel Summary, System Messages, and Online Users.

Quick Search

Last Name:
Confirmation #:
Folio #:
Arrival Date:
Departure Date:

Quick Charge

* Quick Charge: Select From List
* Add Charge: Select From List
Description:
* Quantity:
* Unit Price: \$
* Amount: \$
* Date: 28-AUG-2014

Hotel Summary

Remaining Arrivals:	0
Remaining Departures:	0
Currently In House:	3
Staying over from last night:	1
Arriving Tomorrow:	0
Departed Guests:	1

System Messages

No System Messages [Message Archive](#)

Online Users

Login Name	Full Name	Login Time
BC	BookingCenter	14-SEP-2014 12:00:26

Setup default display page,

The screenshot shows the Setup default display page, which is the Rate Grid. The page includes a header with the BookingCenter logo and MyPMS Setup link. The main content area displays a table of rates for the next four weeks.

Begin with the week containing: Today's Date

☐ Show Extended Details (e.g. Min Length of Stay, Max Length of Stay, child/infant pricing, etc)

Rate	Description	Default	Sep 14 Sun	Sep 15 Mon
AAA	AAA rate	75.00	75.00	75.00
CONF	CONF rate	50.00	50.00	50.00
KING	KING rate	100.00	100.00	100.00
QUEEN	QUEEN rate	75.00	75.00	75.00
SUITE	SUITE rate	300.00	300.00	300.00

Rate	Description	Default	Sep 21 Sun	Sep 22 Mon
AAA	AAA rate	75.00	75.00	75.00
CONF	CONF rate	50.00	50.00	50.00
KING	KING rate	100.00	100.00	100.00
QUEEN	QUEEN rate	75.00	75.00	75.00
SUITE	SUITE rate	300.00	300.00	300.00