

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. At the top, there's a navigation bar with tabs: Front Desk, Booking, Reports, Arrivals, In House, Departures, and a Search button. The System Date is 28-AUG-2014. Below the navigation bar, there's a 'Quick Search' section with fields for Last Name, Confirmation #, Folio #, Arrival Date, and Departure Date. To the right is a 'Quick Charge' section with dropdowns for Quick Charge and Add Charge, and input fields for Description, Quantity, Unit Price, Amount, and Date. Below these is a 'Hotel Summary' section showing statistics like Remaining Arrivals, Remaining Departures, Currently In House, Staying over from last night, Arriving Tomorrow, and Departed Guests. At the bottom is an 'Online Users' section showing a list of users with columns for Login Name, Full Name, and Login Time.

Setup default display page,

The screenshot shows the Setup default display page, which is the Rate Grid. It features a navigation bar with tabs: Front Desk, Bookings, Rates, Relationships, Parameters, and Setup. The 'Rate Grid' tab is selected. Below the navigation bar, there's a section for 'Begin with the week containing Today's Date' with a checkbox for 'Show Extended Details' and a 'Refresh' button. The main content area displays two tables of rates. The first table shows rates for the week of Sep 14 (Sun) to Sep 15 (Mon). The second table shows rates for the week of Sep 21 (Sun) to Sep 22 (Mon). Both tables have columns for Rate, Description, Default, and the specific dates.

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