

Front Desk

The Front Desk is the default view and will appear each time you log-in to MyPMS or when you click on the Front Desk TAB .

The Front Desk provides you with a Snapshot of activity, pass-on messages and the ability to perform a quick guest search, add a charge to a guest account and display of Guest Status details, such as Arrivals, Departures and In-house.

See details of each function in the following sections.

Front DeskBookingReportsArrivalsIn HouseDeparturesSearchSystem Date: 24-NOV-2013

Front DeskPhone ListHousekeepingAR AccountsHouse AccountsPass On LogNight Audit

Quick SearchMore Search Options

Last Name:

Confirmation #:

Folio #:

Arrival Date:

Departure Date:

Quick Search

Quick Charge

* Quick Charge: Select From List

* Add Charge: Select From List

Description:

* Quantity: 1

* Unit Price: \$

* Amount: \$

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

[Message Archive](#)

Online Users

Login Name	Full Name	Login Time
BC	BookingCenter	22-FEB-2014 09:41:55

Front Desk Tab