

MyPMS Front Desk TABS

There are three main areas in the Front desk to handle daily operations, manage bookings, create reports: Front Desk, Bookings and Reports.

- Each Tab has a Drop Down Menu when you hover on it and the same menu in the grey bar below. When navigating to a new page, save your information or you may lose any unsaved data you have entered on the current screen.
- Each section can be opened in a new browser tab by right-clicking and then choosing "open in new tab".

Getting Started with MyPMS

Click to learn more about each section. Click image to see an enlarged view.

FRONT DESK TAB

BOOKINGS TAB

REPORTS TAB