## **Page Header**

## Page Header - Front Desk

Each time you log in to MyPMS, the page view will open to the Front Desk and display consistent system information and navigational menus in the Page Header.

This information remains in the header when you navigate to different Tabs and sections of Front Desk. The only this changes is when you enter the Setup Area (see below).

Clicking the Front Desk Tab will always bring you back to the Front Desk.

**Getting Started with MyPMS** 

Top of Header - System and Property Information

BookingCenter			Welcome BookingCenter! You are at A MyPMS Demo   <u>Setup</u>   <u>Help</u>   <u>Sign</u>							
Front Desk	Booking R	Reports	Arrivals	In House	Departi	ires S	earch	System	Date: 22-JUN-2014	Ļ
Front Desk	Phone List	House	keeping	AR Acc	ounts	House Accounts	Pass (	On Log	Night Audit	

- Your logo (if uploaded) See Images
- The name of the hotel currently being managed.
- ٠ Setup Link (See the Setup Area for an explanation of this.)
- Help (Link to Knowledge Base)
- "Sign Off" This will log out the current user and return to the "Log-in" page. The System Date (see the Night Audit section for an explanation of this). •
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Navigational Menu - MyPMS Front Desk functions

- MyPMS Tabs (Front Desk, Booking and Reports)
- Arrivals, In House and Departures
- ٠ The Active Search field.

## Page Header - Setup Area

If you choose to go to the Setup Area the Page Header will change to a new view as shown below. The Navigational Menu will always be visible while clicking on different Tabs and functions in the Setup Area. Clicking on the Front Desk Tab will always take you back to the Front Desk Area.

Front Desk Bookings Rates Relationships Owners Parameters Settings PMS Features/Images		В	ooking(	Center		MyPM	MyPMS Setup Area MYPMSDO				
✓ Rate Grid Manage Rates Default Rates Packages Room Types Rooms Yield Management Yield Grid		Front Desk	Bookings	Rates	Relationships	Owners	Parameters	Settings	PMS	Features/Images	
	✓ Rate Grid	Manage Rate	s Defau	It Rates	Packages	Room Typ	es Rooms	Yield M	anagem	ent Yield Grid	