

Front Desk Tab

The Front Desk Tab is the default screen when you login to MyPMS. It gives you a snapshot of guest status, quick functions and quick links to access guest information.

The Tabs or sections located in the Front Desk give you full control of daily operations and guest management, House Accounts, AR Accounts and Bookings.

The main functions in the Front DeskTab are:

- [Front Desk](#)
- [Phone List](#)
- [Housekeeping](#)
- [AR Accounts](#)
- [House Accounts](#)
- [Pass On Log](#)
- [Night Audit](#)

The screenshot shows the BookingCenter Front Desk Tab interface. At the top, there's a header with the BookingCenter logo, a welcome message, and links for Change, Setup, Help, and Sign Off. Below the header is a navigation bar with tabs for Front Desk, Booking, Reports, Arrivals, In House, and Departures. The Front Desk tab is currently selected. Below the navigation bar, there's a sub-navigation bar with links for Front Desk, Phone List, Housekeeping, AR Accounts, House Accounts, Pass On Log, and Night Audit. The main content area is divided into several sections: Quick Search, Quick Charge, Hotel Summary, System Messages, and Online Users. The Quick Search section has fields for Last Name, Confirmation #, Folio #, Arrival Date, and Departure Date, with a Quick Search button. The Quick Charge section has fields for Quick Charge, Add Charge, Description, Quantity, Unit Price, and Amount, with an Apply Charge button. The Hotel Summary section shows a list of statistics: Remaining Arrivals (0), Remaining Departures (0), Currently In House (0), Staying over from last night (0), Arriving Tomorrow (0), and Departed Guests (0). The System Messages section shows "No System Messages" and a link to Message Archive. The Online Users section shows a table with columns for Login Name, Full Name, and Login Time, with one user listed: BC, BookingCenter, 03-MAR-2014 09:54:12.

BookingCenter

Welcome BookingCenter! You are at On The Divide - [Change](#) | [Setup](#) | [Help](#) | [Sign Off](#)

Front Desk Booking Reports Arrivals In House Departures Search System Date: 24-NOV-2013

Front Desk Phone List Housekeeping AR Accounts House Accounts Pass On Log Night Audit

Quick Search More Search Options

Last Name:

Confirmation #:

Folio #:

Arrival Date:

Departure Date:

Quick Search

Quick Charge

* Quick Charge:

* Add Charge:

Description:

* Quantity:

* 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	03-MAR-2014 09:54:12

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