

# Bookings

## Create, modify or manage Bookings

MyPMS gives you a variety of options for creating, modifying and managing bookings.

Create a new booking for individuals or groups, manage bookings and availability and easily create lists of bookings based specific search criteria. The Booking by Inquiry is the default screen when you click on the Booking Tab and is one method for creating a new booking. There are two other methods available depending on how you want to select the room from availability.

The main functions in the Booking Tab are:

- **New Bookings:** Booking by Inquiry, Booking by Availability and Tape Chart
- **New Group Booking:** Group Booking Wizard
- **Locate Group Booking:** Group Bookings
- **Manage Availability:** Tape Chart
- **Create booking information list:** Search Bookings



To Please find detailed instructions and examples on the most commonly used functions.

## Arrivals and Departures

### New Booking

### Booking Data