

Setup Area

To Access the Setup Section, click the Setup link in the upper right hand corner of the MyPMS screen. This link is only visible to users with Manager level access rights and takes you directly into the setup area without need for a separate login or opening another browser window.

When you access the setup area the default display page is a four week view of the properties Rate Grid (see Rate Grid section below). This allows a Manager quick access to the entire properties Rate values for the next four weeks. To return to the MyPMS system at any time click the 'Front Desk' tab.

Note: The Setup Area is only accessible to Users with Sr. Night Auditor and Manager Roles assigned. If you do not see the Setup link in the upper right corner of the screen, then your User Role does not allow permission to access it. See [User Roles and Functions](#)

Setup Area

Click on images to enlarge.

Front Desk with Setup in top right corner.

The screenshot shows the BookingCenter Front Desk interface. At the top, there's a navigation bar with tabs: Front Desk, Booking, Reports, Arrivals, In House, Departures, and a Search button. The System Date is 28-AUG-2014. Below the navigation bar, there's a 'Quick Search' section with fields for Last Name, Confirmation #, Folio #, Arrival Date, and Departure Date. To the right is a 'Quick Charge' section with dropdowns for Quick Charge and Add Charge, and input fields for Description, Quantity, Unit Price, Amount, and Date. Below these are 'Hotel Summary' statistics and 'Online Users' table.

Quick Search	More Search Options
Last Name:	
Confirmation #:	
Folio #:	
Arrival Date:	Calendar
Departure Date:	Calendar
Quick Search	

Quick Charge
* Quick Charge: Select From List
* Add Charge: Select From List
Description:
* Quantity: 1
* Unit Price: \$
* Amount: \$
* Date: 28-AUG-2014
Apply Charge

Hotel Summary	
Remaining Arrivals:	0
Remaining Departures:	0
Currently In House:	3
Staying over from last night:	1
Arriving Tomorrow:	0
Departed Guests:	1

Online Users		
Login Name	Full Name	Login Time
BC	BookingCenter	14-SEP-2014 12:00:26

Setup default display page,

The screenshot shows the BookingCenter MyPMS Setup page. The 'Rates' tab is selected. The 'Rate Grid' section displays a table of rates for the week starting 28-AUG-2014. The table has columns for Rate, Description, Default, and dates for Sep 14 Sun, Sep 15 Mon, Sep 21 Sun, and Sep 22 Mon.

Rate	Description	Default	Sep 14 Sun	Sep 15 Mon	Sep 21 Sun	Sep 22 Mon
AAA	AAA rate	75.00	75.00	75.00	75.00	75.00
CONF	CONF rate	50.00	50.00	50.00	50.00	50.00
KING	KING rate	100.00	100.00	100.00	100.00	100.00
QUEEN	QUEEN rate	75.00	75.00	75.00	75.00	75.00
SUITE	SUITE rate	300.00	300.00	300.00	300.00	300.00