

Desktop PMS User Manual



About this manual

The MyPMS User's Manual begins with an overview of the key features of MyPMS, and the basic steps to getting your property setup on the system. It then presents a step-by-step guide to the MyPMS Tabs and the Setup Area.

For a full list of the pages in this Manual - [Table of Contents for Desktop PMS User's Manual](#)

More resources



Need help? [Submit a ticket](#)



Visit the [Knowledge Base](#) for a list of further resources.



Visit [YouTube](#) Channel for Step-by-step video tutorials

Online Support

Visit the [Online](#) Support Center to Submit a ticket or for information on how to administer and configure your MyPMS system.

- [INTRODUCTION](#)
 - [Commands and Conventions](#)

- INSTALLATION AND SETUP
 - Installation & Setup Checklist
 - Installation
 - Launching the Booking Center Software
 - Creating Your Own Datafile
 - Entering Your Company Information
 - Registering Your Booking Center Software
 - Entering Registration Codes
 - System Configuration
 - Parameters
 - Configuring the Booking System
 - Configuring the Inventory System
 - Other Functions
 - Internet
 - Importing Guests (Desktop)

- USING THE SOFTWARE
 - Using the Daily Room Management Chart
 - Ordering Inventory
 - Setting the chart view date
 - Taking a Room
 - Viewing a booking's details0
 - Working with Guests
 - Making Booking Enquiries
 - Working with Room Bookings
 - Working with Group Bookings
 - Working with Accounts
 - Working with Agents
 - Working with Guest Marketing
 - Ordering Your Guest

- **REPORTS**
 - Agents Report
 - Audit Trail Reporting
 - Commissions Report
 - Conference Report
 - Custom Reports
 - Fault Report
 - Financial Summary
 - Follow Up Bookings
 - Group Bookings _This report generates and groups data as you select on all your Group Bookings.
 - Guest Reporting
 - Items Report
 - Receipts Report
 - Report
 - Report0
 - Report1
 - Room Bookings
 - Sales Report