

MyPMS Training Guide

Use our Quick Start Training Guide to get started with the most commonly used functions in daily operations. For in depth information and a step-by-step guide of the MyPMS system, go to [MyPMS User Manual](#).

We offer a variety of video tutorials on the most commonly used front desk functions. See <https://www.youtube.com/BookingCenter>.

To get started, watch the **MyPMS Front Desk Training Videos**, recommended for all first time users.

MyPMS Front Desk Training Video (Part 1)

MyPMS Front Desk Training Video (Part 2)

Getting Started

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Manage Group Bookings

Arrivals and Departures

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Managing the Folio

Tape Chart Management

Manage Availability

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Understanding Reports

Understanding the Night Audit

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