

Walk-in Bookings

If you have a walk-in guest and need to create a booking. Choose one of the methods available in MyPMS to create a new booking. [Create A New Booking](#)

We recommend using the [Booking By Inquiry](#) option as it will default to today's date when opened. The next best option would be to go to the [Tap e Chart - New Booking](#) and choose a room to create the booking.

When creating the booking, choose "Walk-in" from the Source drop down when making the booking in order to keep track of the walk in bookings.

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