Self Setup | Start MyPMS

We hope that you have had a chance to finish updating rates and availability and customizing MyPMS to fit your property needs.

Now, you may be ready to learn more about managing rooms, bookings, guest folio payments, charges and adjusting rates.

We also offer a full range of Daily, Housekeeping, Group, Manager and Accounting Reports.

As you start using the system to manage your bookings and guests, please review the MyPMS Training Guide and refer to the MyPMS User Manual for step-by-step instructions and examples.

Self Setup	MyPMS Complete Setup
- Self Setup | MyPMS Overview   - Self Setup | Manage Rates   - Self Setup | Customize MyPMS   - Self Setup | Update Availability   - Self Setup | Start MyPMS

We recommend that you start with the following sections to learn more about Arrivals and Departures, Folio and Tape Chart Management and how to use our Reports.

- Understanding Night Audit - Detailed explanation of Night Audit with examples.
- Arrivals and Departures - Check in, check out, registration cards, folios and more.
- Tape Chart Management Manage availability, move bookings, check in guests, change tape chart display view, add room amenities, VIP flag, group booking icons and more.
- Managing the Folio Review important folio functions, give a discount refund, transfer items and more.
- Reports Learn how to use our full range of Daily, Manager and Accountant Reports.

If you plan on taking Group Bookings, please review these resources on creating, managing and adding guests to group bookings. We also offer a customized Group Booking Engine to allow guests to add bookings to the group.

- Group Booking Wizard - Create group bookings with room allocations & multiple folios.
- Group Booking Details - Add bookings, modify allocations, add payments and more.
- Group Booking Engine - Let guests add bookings to specified room allocations.

If you need help or have a question, please submit a ticket at the Online Support Center
To login for the first time, use your email address on file for the User ID AND Password.