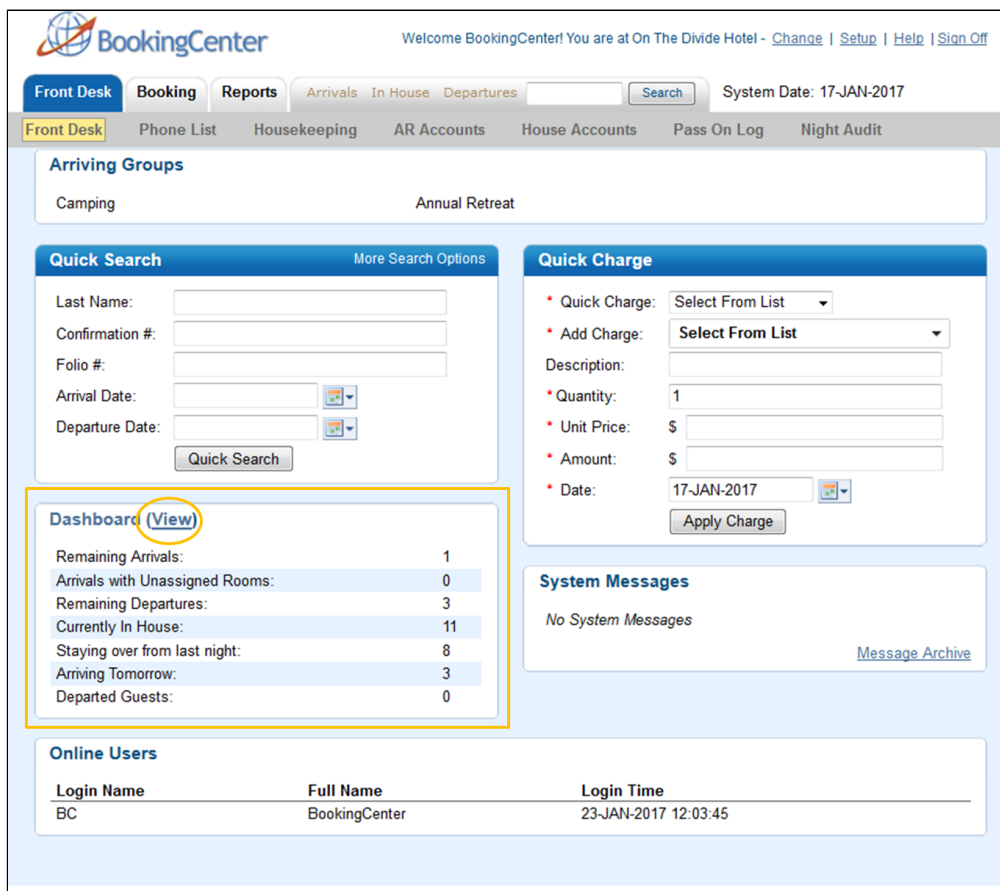


Front Desk Dashboard

The Front Desk Dashboard displays a "Daily Snapshot" of key data such as, occupancy and availability. It is located on the Front Desk of MyPMS and can be accessed by clicking "View" next to Dashboard.



BookingCenter

Welcome BookingCenter! You are at On The Divide Hotel - [Change](#) | [Setup](#) | [Help](#) | [Sign Off](#)

Front Desk | **Booking** | **Reports** | Arrivals | In House | Departures | | | System Date: 17-JAN-2017

Front Desk | Phone List | Housekeeping | AR Accounts | House Accounts | Pass On Log | Night Audit

Arriving Groups

Camping | Annual Retreat

Quick Search

More Search Options

Last Name:

Confirmation #:

Folio #:

Arrival Date:

Departure Date:

Quick Charge

* Quick Charge:

* Add Charge:

Description:

* Quantity:

* Unit Price: \$

* Amount: \$

* Date:

Dashboard (View)

Remaining Arrivals:	1
Arrivals with Unassigned Rooms:	0
Remaining Departures:	3
Currently In House:	11
Staying over from last night:	8
Arriving Tomorrow:	3
Departed Guests:	0

System Messages

No System Messages

[Message Archive](#)

Online Users

Login Name	Full Name	Login Time
BC	BookingCenter	23-JAN-2017 12:03:45

Front Desk Dashboard

All of the data displayed on the Dashboard is same as as the located in Reports, on the Tape Chart, etc. and can be looked at in further detail in any of these areas.

For example, if you see 4 bookings made today, you could also go to the [BOOKINGS TAB](#) and then [SEARCH BOOKINGS](#) and entered today's date in "Created on" or go to [REPORTS](#) and run a [Bookings Production Report](#). Or, to see your Availability, go to the [Tape Chart](#).

Dashboard Overview

- [Quick List](#) Displays a "Quick List" totals of daily arrivals, departures and in-house guests on "Today's Date."
- [Availability](#) Displays Availability for Today and for the "Next 7 Days" from Today's date.
- [Bookings](#) Displays a section displaying the total number of "BOOKINGS MADE TODAY" by Source on the graph. This includes all bookings made at the Front Desk, Website and Online Channels.
- [Occupancy](#): Displays a "Daily Snapshot" of a summary of Occupancy data and graph displaying Occupancy by Room Type.
- [Arrivals](#) Displays a section with a list of Unassigned Rooms and Booking Comments for all bookings arriving in the "Next 7 Days". Note, only the **first 5 bookings** arriving are shown. As you make assignments of Rooms, this list will update.

DASHBOARD

Tuesday
17-JAN-2017IN HOUSE
11REM. DEPARTURES
3REM. ARRIVALS
0DEPARTURES
0STAYOVERS
8Arriving Groups
1

AVAILABILITY

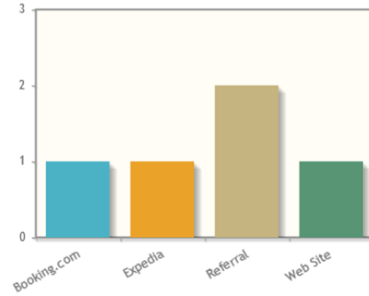
Available Rooms Today: 5

Availability next 7 days:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
16-JAN-17	17-JAN-17	18-JAN-17	19-JAN-17	20-JAN-17	21-JAN-17	22-JAN-17
5	8	8	9	12	11	11

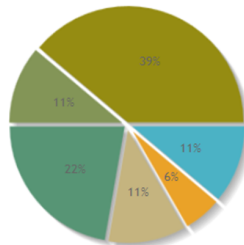
SOLD OUT

BOOKINGS MADE TODAY: 5



OCCUPANCY

KING
KINGPATIO
QUEEN
SINGLE
SUITE
AVAILABLE



TODAY: 61%

OCCUPIED ROOMS: 11

OOO ROOMS: 0

Arrivals with Unassigned Rooms: Next 7 days

Booking ID	Guest Name	Room Type	Arrival Date
88511	Jones, Mary	KING...	18-JAN-2017
88523	Lenny, Ben	SUITE - 2 Bedro...	19-JAN-2017
88522	Trent, Taylor	2 Single Beds...	21-JAN-2017

Arrivals with Booking Comments: Next 7 days

Booking ID	Guest Name	Guest Comm.	Bkg. Comm.
88511	Mary Jones		Needs rollaway ...