Self Setup | Update Availability

Before you start actively taking and managing bookings or selling rooms online through your website, it is important to make sure that your availability is up-to-date.

To update availability in MyPMS, enter all of your future Guest bookings, Group Bookings and Out of Order Rooms.

Once all of your availability is updated and correct, you can then start taking new bookings.

To get started watch the short Introduction video and follow the step-by-step instructions below.

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

Watch this short introduction to Updating Availability in MyPMS, then follow the step-by-step instructions below.

To update availability, complete the following steps:

- Enter ALL of your future bookings.
    - To do this, you must create new bookings with the room type and room assigned. See Create A New Booking
- Mark any rooms out of order (if necessary)
    - Marking rooms Out of Order (OOO) is done on the Tape Chart. See Marking a Room "Out of Order"
- Enter all future Group Bookings.(if you have any)
    - If you have any Group Bookings, then create new Group Bookings in the Group Booking Wizard. See Group Booking Wizard

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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.