

# Admin | Front Desk - Page Layout

In BookingCenter you have the ability to organize and customize your front desk page. The Front Desk widgets have a default set of required widgets. These are Quick Search, Pass on Log, User List, and System Messages. While in the admin area you can drag over more front desk widgets or remove non-required elements.

By controlling what information you are presented with when you login you can be more efficient by seeing the needed information at a quick glance. We encourage you to explore the different options available for front desk widgets. You also have the ability to re-sort the order of all the front desk widget. We recommend trying a few different layouts until get the one that is right for your property.



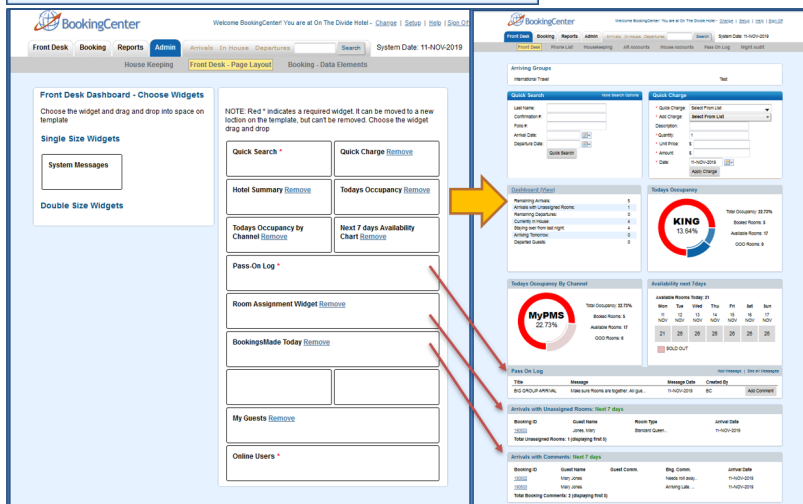
*Click image to enlarge*

Admin Tab

## To Add, Remove or Move a Dashboard Widget

Go to the **Admin Tab** and click on "Front Desk page Layout"

- The Widgets in the Left Column are available to use on your Front Desk.
  - **Single Column** Widgets are the size of one column.
  - **Double Column** Widgets span two columns.
- The widgets listed in the Right Column "Front Desk Page Layout" are the widgets displaying on your Front Desk Dashboard. The widgets are displayed in the order that they are shown on the Frontdesk.
- Then use your mouse or finger to drag and drop the widget from the left column to the right to add a widget to the dashboard
- To remove a widget from the dashboard click on the REMOVE link next to the widget title. Some widgets are required and cannot be removed
- To move a widget to a different place on the dashboard, use your mouse or finger to drag and drop the widget in the right place on the Dashboard (right column).



## AVAILABLE DASHBOARD WIDGETS

### Single Column Widgets - Display on Front Desk

Single Column Widgets - Display on Front Desk																							
<b>Quick Search</b> <div> <div>Quick Search</div> <div>More Search Options</div> <div> Last Name: <input type="text"/>  Confirmation #: <input type="text"/>  Folio #: <input type="text"/>  Arrival Date: <input type="text"/> <input type="button" value="Calendar"/>  Departure Date: <input type="text"/> <input type="button" value="Calendar"/>  <div>Quick Search</div> </div> </div>	<b>Quick Charge</b> <div> <div>Quick Charge</div> <div> <div>Quick Charge: <input type="text"/></div> <div>Add Charge: <input type="text"/></div> <div>Description: <input type="text"/></div> <div>Quantity: <input type="text"/></div> <div>Unit Price: <input type="text"/></div> <div>Amount: <input type="text"/></div> <div>Date: <input type="text"/> <input type="button" value="Calendar"/></div> <div>Apply Charge</div> </div> </div>	<b>Hotel Summary</b> <div> <div>Dashboard (View)</div> <div> <div>Remaining Arrivals: 5</div> <div>Arrivals with Unassigned Rooms: 1</div> <div>Remaining Departures: 0</div> <div>Currently In House: 4</div> <div>Staying over from last night: 4</div> <div>Arriving Tomorrow: 0</div> <div>Departed Guests: 0</div> </div> </div>																					
<b>Today's Occupancy</b> <div> <div>Today's Occupancy</div> <div> <div> <div>KING</div> <div>13.64%</div> </div> <div> Total Occupancy: 22.73%  Booked Rooms: 5  Available Rooms: 17  OOO Rooms: 0 </div> </div> </div>	<b>Today's Occupancy By Channel</b> <div> <div>Today's Occupancy By Channel</div> <div> <div> <div>MyPMS</div> <div>22.73%</div> </div> <div> Total Occupancy: 22.73%  Booked Rooms: 5  Available Rooms: 17  OOO Rooms: 0 </div> </div> </div>	<b>Availability Next 7 Days</b> <div> <div>Availability next 7days</div> <div> <div>Available Rooms Today: 21</div> <table border="1"> <thead> <tr> <th>Mon</th> <th>Tue</th> <th>Wed</th> <th>Thu</th> <th>Fri</th> <th>Sat</th> <th>Sun</th> </tr> </thead> <tbody> <tr> <td>11 NOV</td> <td>12 NOV</td> <td>13 NOV</td> <td>14 NOV</td> <td>15 NOV</td> <td>16 NOV</td> <td>17 NOV</td> </tr> <tr> <td>21</td> <td>26</td> <td>26</td> <td>26</td> <td>26</td> <td>26</td> <td>26</td> </tr> </tbody> </table> <div>SOLD OUT</div> </div> </div>	Mon	Tue	Wed	Thu	Fri	Sat	Sun	11 NOV	12 NOV	13 NOV	14 NOV	15 NOV	16 NOV	17 NOV	21	26	26	26	26	26	26
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21	26	26	26	26	26	26																	

### Double Column Widgets - Display on Front Desk

## Bookings with Unassigned Rooms

### Arrivals with Unassigned Rooms: Next 7 days

Booking ID	Guest Name	Room Type	Arrival Date
<a href="#">190503</a>	Jones, Mary	Standard Queen...	11-NOV-2019
Total Unassigned Rooms: 1 (displaying first 5)			

Any Booking with an arrival date of 'today' through the next 7 days, **without** a Room Assignment, will display and allow for easier 'Room Assignment'.

## Arrivals with Comments

### Arrivals with Comments: Next 7 days

Booking ID	Guest Name	Guest Comm.	Bkg. Comm.	Arrival Date
<a href="#">190502</a>	Mary Jones		Needs roll away...	11-NOV-2019
<a href="#">190503</a>	Mary Jones		Arriving Late. ...	11-NOV-2019
Total Booking Comments: 2 (displaying first 5)				

Any Booking with an arrival date of 'today' through the next 7 days, with **any text** in the Booking Comment field, will display and allow for easier 'Room Assignment'.

## Pass on Log

### Pass On Log

[Add Message](#) | [See all Messages](#)

Title	Message	Message Date	Created By
BIG GROUP ARRIVAL	Make sure Rooms are together. All gue...	11-NOV-2019	BC

[Add Comment](#)

## MyGuest Widget

### Guest Requests

ID	Booking	Room	Guest	Request	Length Open
<a href="#">710</a>	<a href="#">189502</a>	101	Johnson Erica	Self Checkin	2 weeks

All OPEN [MyGuest](#) requests that are assigned to a Booking with an arrival date today **or** status: Active (ie, in-house) will appear. If you are assigning Booking numbers to your Request tickets, then this 'widget' will bring to the foreground any Requests when they are needed for your staff - the day they are arriving or in-house. Simply clicking the Booking ID or the Request ID will open the specific detail.

## Online Users

### Online Users

Login Name	Full Name	Login Time
BC	BookingCenter	13-NOV-2019 10:17:38

## System Messages