

# MyPMS Training Guide

Use our Quick Start Training Guide to get started with the most commonly used functions in daily operations. For in depth information and a step-by-by step guide of the MyPMS system, go to [MyPMS User Manual](#).

We offer a variety of video tutorials on the most commonly used front desk functions. See <https://www.youtube.com/BookingCenter>.

To get started, watch the **MyPMS Front Desk Training Videos**, recommended for all first time users.

**MyPMS Front Desk Training Video (Part 1)**

**MyPMS Front Desk Training Video (Part 2)**

## Getting Started

- [Support Resources](#)
- [System Setup](#)
- [Customize MyPMS](#)
- [Property Profile Website and GDS](#)
- [User Roles and Functions](#)
- [MyPMS Front Desk TABS](#)
- [Page Header](#)

## System Overview

- [Using MyPMS in Web Browsers](#)
- [Multilingual MyPMS](#)
- [Multilingual Booking Engine](#)

## Tools and Navigation

### Bookings

- [Create A New Booking](#)
- [Locate A Booking](#)
- [Confirm Booking](#)
- [Modify Bookings](#)
- [Cancel Booking](#)
- [Room Assignments](#)
- [Using Booking and Guest Comments](#)
- [Print Registration Card](#)
- [Letters eSign](#)
- [Email or Print Confirmation Letter](#)
  - [Multi Lingual Confirmation Letters](#)
- [Cancel a booking after its been checked in](#)
- [Add or Remove Days from Booking](#)
- [Change Room Type and Room - Edit Tab](#)
- [Modify Rates - Get New Rates](#)
- [Add Additional Guests](#)
- [Change Arrival and Departure Dates](#)
- [Change Date Range of Booking](#)

### Manage Group Bookings

### Arrivals and Departures

- [Check-in a Guest](#)
- [Check out a Guest](#)
- [Prepare for Arrivals](#)
- [Print All Registration Cards For My Arrivals](#)
- [Registration Cards](#)
- [Same Day Checkouts](#)
- [Walk-in Bookings](#)

**Managing the Folio**

**Tape Chart Management**

**Manage Availability**

**Manage Rates**

**Understanding Reports**

**Understanding the Night Audit**

- Night Audit
- Night Audit Procedures