PMS Shortcut Keys

The following are Shortcut Keys to various areas with the PMS.

F1 Property Dashboard	F2 New Reservation	F3 Reservation Search	F4 Change Stay	F5 Check-In ARRIVALS	F6 Check-Out DEPARTURES IN-HOUSE	F7 Guest Profile	F8 City Ledger	F9 House Keeping	F10	F11 Room Assignments	F12 Inventory Calendar

F1 - Property Dashboard

F2 - New Reservation

F3 - Advanced Reservation Search

F4 - Change Stay

F5 - Check-In (only available from Arrivals View Screen)

F6 - Check-Out (only available from the In House & Departures View Screens)

F7 - Guest Profile Module

F8 - City Ledger Module

F9 - Housekeeping Module

F11 - Room Assignment Calendar

F12 - Inventory Calendar

Ctrl + S - Advanced Reservation Search