

# IO 5 – Video Guide – Transcript of the videos

## Video 1 - Introduction

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Hello!

Welcome to the first video of video-guide of ERASMUS Project FFOED, one of the intellectual outputs of the Framework for Front-Office Employees Training and Development. I am Štěpán, and I will be your host in this set of videos, where I will show you the basics of PMS operations. The project is focused on the mutual development of soft and hard skills of front office employees and other people interested in these positions. The whole description of the project and partial intellectual outputs might be found on FFOED.EU. The content is available in English, Czech and Slovak.

To strengthen your hard skills, we have teamed up with the Previo. One of the popular Property Management System suppliers. To access the system, go to [Previo.cz/en](https://previo.cz/en). In the top right corner, click “Login” and use the following login details. Don’t worry; the rest will be in English.

You can now stop the video to take notes or log in directly to the system.

The following videos will be focused on:

- overall description of the PMS interface,
- description of partial menus and the key functionality of the PMS,
- reservations and their management,
- charging and billing,
- automation of the activities.

The overview is not finite, and you will see more activities that allow you to work on the Front Office effectively. The content of the video guide is linked to the other intellectual outputs of the project, which might improve your overall competencies.

Get ready to start your Front Office career!