

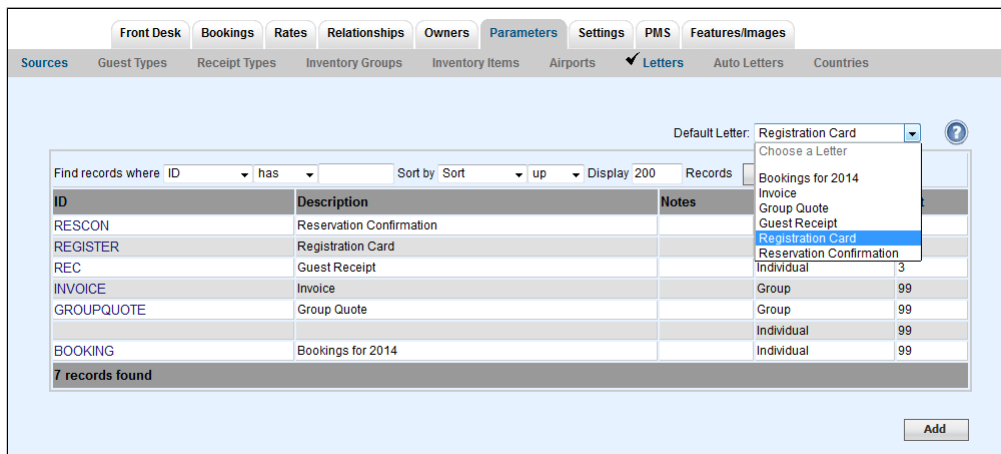
# Print All Reg Cards

The **Print All Reg Cards** function creates a printable document with ALL of the Registration Cards for Guests Arriving on a chosen Date. The "Order by" function gives you the ability to sort the Registration Cards by Last Name or Room. To print a Registration Card for one Guest Booking, see [Print Registration Card](#)

The Registration Card itself is created and edited in [Letters](#) and must be chosen as the "**Default Letter**" in order to print to the "Print All Reg Cards" function in Daily Reports.

To designate which Letter you will use as your Registration Card.

- Go to **Setup | Parameters | Letters**.
- Create or edit the Letter you would like to use as your registration card. See [Letters: Add Letters in MyPMS](#)
- Then choose the letter you for the Registration Card by selecting it in the drop-down menu, in "**Default Letter**" at the top right of the List.



*Click image to enlarge*

## To Print ALL Registration Cards for a selected date:

Go to **REPORTS** Tab and choose the Print Reg Cards under the Daily Reports list .

- Go to **REPORTS**. Under **DAILY REPORTS** and click on the **Print Reg Cards** Report.
- **Date:** Choose the Date of the Arrivals for which you would like to print the registration cards.
- **Order by:** Choose how you would like the registration cards sorted, by Last Name or Room.
- Click **Generate Report**.

A new window will open with all of the Registration Cards listed.

Click Print Page and all Registrations cards for the selected date will Print.

**NOTE:** We have seen situations where the formatting of the Letter, when saved to a .PDF as occurs from this 'Print All Registration Cards' feature, overlaps to a second page, resulting in 2 pages for each Registration Letter. If this is happening to you, simply go into the Letters area ( **Setup | Parameters | Letters** ) and edit the Letter to reduce the text's font or amount of text to 'shrink' it to fit one page and try again. After a few back and forth's, it will come out as desired. See [Customize Letters](#)

Daily Reports

- [Arrivals Report](#)
- [Batch Settlements](#)
- [Booking Comments Report](#)
- [Bookings with Unassigned Rooms](#)
- [Cancellation Report](#)
- [Departures Reports](#)
- [High Balance](#)
- [In-House Guest Ledger](#)
- [In-House](#)
- [Item Analysis](#)
- [Items Included Report](#)
- [Print All Reg Cards](#)