

# Arrivals and Departures

MyPMS offers a variety of functions to help manage arrivals. The following are recommended steps to take in preparing for arrivals. Choose the functions that best fits your property management needs. See the MyPMS User Manual for related functions and more in-depth information.

## In this Section:

- [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](#)

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## Managing Arrivals and Departures:

MyPMS User Manual

### Managing Arrivals

#### Prepare for Arrivals

When preparing for arrivals, MyPMS offers you the ability to print a list of arrivals, print all of the registration cards and a report of any extra items for guests. See [Prepare for Arrivals](#)

#### Guest Check-in

To check in a guest, you must first locate the guest booking and open it to the booking details. There are several ways to locate a guest and open their booking information. For details, see [Check-in a Guest](#)

#### Add Payment or Charge

- To Authorize amount at Check in see [Authorization at Check-in](#)
- If you need to add a payment to the booking see [Add Payments](#)
- To add a charge to the booking before check in, see [Add Charge](#)

#### Room Assignments

- To assign a room, go the Booking Tab or the Room Assignment Tab
- To modify a Room Type, go to the Edit Tab.

#### Print Registration Card

To print a registration card for your guest, [Print Registration Card](#)

### Managing Departures

### **Prepare for Departure**

When preparing for departures, MyPMS offers you the ability to print a [Departure Report](#), print [in house guest ledgers](#) and [print receipts](#).

### **Guest Check-out**

To check out a guest, you must first locate the guest booking and open it to the booking details. There are several ways to locate a guest and open their booking information. For details, see [Check out a Guest](#)

**Balance Folio:** Folios must be balanced in order to check out a guest. See [Balance Folio](#)

- If you need to add a payment to the booking see [Add Payments](#)
- To add a charge to the booking before check in, see [Add Charge](#)

**Print Guest Folio Receipt or Custom Letter Receipt.** To provide a receipt to the guest on check out, there are two main options: Email/Print a Guest Folio or [Email/Print a Receipt](#) created in [Custom Letters](#).