

Registration Cards

One of the more powerful aspects of MyPMS letters module is that the user may define as many types of registration cards as you like and you may define the paper type, paper size and any other functions that MS Word or similar programs support.

Experiment with this a little, before settling on a single format, for instance, Hotel La Rose in Santa Rosa, California uses printed cards with their colors and logos on them and the letter that prints out merely fills in the fields.

Registration cards are setup as a Letter in **SETUP | PARAMETERS| LETTERS**. See [Add or Edit Letters](#)

There are two ways to print registration cards.

1. In [Letters Tab](#) of the Booking See [Print Registration Card](#)
2. Or, from the **REPORTS | DAILY REPORTS | PRINT ALL REG CARDS**. [Print All Registration Cards For My Arrivals](#)

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](#)