

Print All Registration Cards For My Arrivals

The **Print Reg Cards** function creates a printable document with ALL of the Registration Cards for Guests Arriving on a particular Date. The "Order by" function gives you the ability to sort the Registration Cards by Last Name or Room.

The Registration Card itself is created and edited in [Letters](#) and must be set as the Default Letter in order to attach to the Print Reg Cards link in Daily Reports.

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](#)

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To use this feature, you will first need to designate which Letter you will use as your Registration Card.

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

Front Desk Bookings Rates Relationships Owners Parameters Settings PMS Features/Images

Sources Guest Types Receipt Types Inventory Groups Inventory Items Airports **Letters** Auto Letters Countries

Find records where ID has Sort by Sort up Display 200 Records

Default Letter: Registration Card

- Choose a Letter
- Bookings for 2014
- Invoice
- Group Quote
- Guest Receipt
- Registration Card**
- Reservation Confirmation
- Individual 3
- Group 99
- Group 99
- Individual 99
- Individual 99

ID	Description	Notes
RESCON	Reservation Confirmation	
REGISTER	Registration Card	
REC	Guest Receipt	
INVOICE	Invoice	
GROUPQUOTE	Group Quote	
BOOKING	Bookings for 2014	

7 records found

Add