Print Registration Card

To Print a Registration Letter for a Guest.

- Open the Booking Details of the Guest and click on the Letters Tab.
 Choose the Registration Letter from the drop-down menu. (See Add or Edit Letters)
- 3. Click Generate Print Document · Generate Print Document: A new browser window will open with a print button at the top. Click print to send the letter to your printer.
- 4. To verify whether a Registration Letter was printed for the guest, go to the Log Tab in the Booking Details to view activity. See Log

TOIL DESK DOL	oking	Reports	6 Arrivals	In House D	epartares			_		JAN-2015	
ooking by Inquiry	В	ooking by	Availability	Tape Char	t Group	Booking Wiz	ard	Search B	ookings	Group	
okings Load	Last	Booking									
18501 - Leaf G	reen										
# Guests:1/0/0 Bookin JAN-2/		Booking fo JAN-2015	oking for:09-JAN-2015-13- N-2015		Room Ty Bed	Room Type:Large Room with Bed		1 King	Room:107	Status:Co	nfirm
Projected Projected Inc:\$448.00			Inc + Charge	es:\$448.00	Projecte	Projected Bal:\$448.00			Folio Bal:\$0.00		
Booking Data	Folio	Edit	Room Assi	ignment Gu	est History	Letters	Log				
Select Letter: RE	GISTE	ER-Registi	ration Card	✓ Ser	id EMail	Generate Pr	int Docu	ment			
Select Letter: RE Check In Ct	GISTE	ER-Registr	ration Card ncel Booking	✓ Ser Clone Bo	od EMail	Generate Pri	int Docu	ment			
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