

# Print Registration Card

To Print a Registration Letter for a Guest.

1. Open the [Booking Details](#) of the Guest and click on the [Letters Tab](#).
2. 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](#)

Front Desk

Booking

Reports

Arrivals

In House

Departures

Search

System Date: 08-JAN-2015

Booking by Inquiry

Booking by Availability

Tape Chart

Group Booking Wizard

Search Bookings

Group

Bookings

Load Last Booking

18501 - Leaf Green

# Guests:1/0/0	Booking for:09-JAN-2015-13-JAN-2015	Room Type:Large Room with 1 King Bed	Room:107	Status:Confirmed
Projected Inc:\$448.00	Projected Inc + Charges:\$448.00	Projected Bal:\$448.00	Folio Bal:\$0.00	

Booking Data

Folio

Edit

Room Assignment

Guest History

Letters

Log

Select Letter: REGISTER-Registration Card

Send Email

Generate Print Document

Check In

Check Out

Cancel Booking

Clone Booking

Day	Date	Room Type	Room	Rate Plan	Rate
FRIDAY	09-JAN-2015	Large Room with 1 King Bed	107	KING rate	\$100.00
SATURDAY	10-JAN-2015	Large Room with 1 King Bed	107	KING rate	\$100.00
SUNDAY	11-JAN-2015	Large Room with 1 King Bed	107	KING rate	\$100.00
MONDAY	12-JAN-2015	Large Room with 1 King Bed	107	KING rate	\$100.00
Total:					\$400.00