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.

- Print All Reg Cards - To print all registration cards for arrivals on a given date
- Print Arrivals Report - Print a complete report of your Arrivals on a given date.
- Print Booking Comments Report - Print report of any special requests or important information
- Item Analysis Report - Print a report of any extras ordered by guests for a particular day. This will only correspond to arrivals if the item is a charge dated or post dated to the day of arrival. See Advanced Charges to Folio

In this Section

- Check-in a Guest
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- Registration Cards
- Same Day Checkouts
- Walk-in Bookings