

# Create Default eSign Letter

## Create Default "eSign Letter":

The first step to the Digital Signing Process is to create the Signature Letter that the Guest will digitally sign and submit. The merge fields to be used for this Letter are "Signature" and "Initials" under "Digital Signing".

After this letter is created, it must be selected under Default Letters, "eSign Letter" for the Signature Letter to open automatically for the Guest. You can create numerous Letters that contain "Signature" and "Initials" features to be sent manually.

### Esign - Digital Signing

## Step 1: To Create Default "eSign Letter" follow these steps

Go to **SETUP | PARAMETERS | LETTERS** and either create a new Letter or edit an existing Letter by clicking on the Letter ID. This letter will become your default eSign Letter.

There are two Digital Signing merge fields, "Signature" and "Initials", that you can insert into your Letters depending on your needs. Both will display a digital signature box which must be signed before the Guest can submit the Letter.

**NOTE:** These fields will not work when inserted into an HTML table in the Letter. Please insert the fields at the end and outside of all tables

1. Signature: Displays a larger field and requires a full signature from the Guest.
2. Initials: Displays a smaller field and requires only initials from Guest.

To insert either or both of these merge fields into your Letter:

- Place your cursor in the the body of the Letter where you want the digital signature box to display.
- Go to the BookingCenter Globe Icon and the "Digital Signing" Section. Select the merge field and it will be inserted into your Letter *where the cursor is*.
- Click Update to save changes.

## Step 2 Select Default Letter: eSign Letter

After you have created or edited an existing letter and inserted the merge fields you need, then go to **SETUP | PARAMETERS | LETTERS** and the Default Letter area to select the Letter as the Default under "Digital Signature Request". This Letter will display to the Guest when the Esign - Digital Signature link sent to the guest is clicked.

## Examples

### Insert Merge Fields

Click on BookingCenter icon and select the merge field.

The screenshot shows the 'Letter Editor' interface. On the left, a sidebar lists various merge field categories: 'Today's Date', 'Hotel Details', 'Booking Details', 'Guest Details', 'Financials', 'Financials: (Projections)', 'Financials: (Taxes)', 'Travel Agent', 'Marketing And Policies', and 'Digital Signing'. The 'Digital Signing' category is expanded, showing 'Signature', 'Initials', and 'Digital Signing Letter (URL)'. Two orange arrows point to the 'Signature' and 'Initials' fields. The main editor area shows a letter template with a note: 'Note: changes to the information that is between the double percent sign (%%) will result in inaccurate information.' The letter content includes a header with 'Type: Individual', 'Letter ID: GUESTREG', 'Name: Guest Registration - Esign', and 'Notes: Registration Letter with Digital Signature'. The body of the letter contains a table with columns for 'Type', 'Letter ID', 'Name', 'Notes', and 'Sort'.


### Merge Fields inserted in Letter

This is what the merge field will look like :

The screenshot shows the 'Letter Editor' interface with the 'Digital Signing' section expanded. The 'Signature' and 'Initials' merge fields are highlighted with orange boxes. The letter content includes a header with 'Type: Individual', 'Letter ID: GUESTREG', 'Name: Guest Registration - Esign', and 'Notes: Registration Letter with Digital Signature'. The body of the letter contains a table with columns for 'Type', 'Letter ID', 'Name', 'Notes', and 'Sort'. The 'Signature' field is inserted into the letter content, and the 'Initials' field is also inserted. The letter content includes a table with columns for 'Type', 'Letter ID', 'Name', 'Notes', and 'Sort'.

## Select Default Letter: "eSign Letter"

After you have created or edited an existing letter and inserted the merge fields you need, then go to the Default Letter area and select this Letter as the default under "Digital Signature Request".

MyPMS Setup Area

Front Desk

Bookings

Rates

Relationships

Owners

Parameters

Settings

PMS

Features/Images

SourcesGuest TypesReceipt TypesInventory GroupsInventory ItemsAirportsLettersAuto LettersCountries

Default Letters

Front Desk RegistrationREGISTER - Registration CardSelf Check-inSELFSTART - Check-in Now. Login to MyBooki

Website Booking ConfirmationBookingCenter Default Confirmation LetterMyBooking/Self Check-in ConfirmationSELFCHECK - Checked-in - Room Entry Info

POS LetterPOS - POS TEST LETTERDigital Signature RequestGUESTREG - Guest Registration - Esign

Booking Letters

Find records where IDhasSort by IDupDisplay 200RecordsFetch

ID	Description	Notes	Type	Sort
SELFSTART	Check-in Now. Login to MyBooki	Send on Arrival Date - Login to Self Check-in - No Esign Link	Individual	0
SCHEDCHECK	Start Self Check-in. Esign	Send more than 24 hours prior to Arrival Date - Digital Signature	Individual	0
GUESTREG	Guest Registration - Esign	Registration Letter with Digital Signature	Individual	1
SELFCHECK	Checked-in - Room Entry Info	Room Entry Information	Individual	1
BECONF	Reservation Confirmation	EMAIL Color Background - Intro Text	Individual	2
CONFIRMRES	Reservation Confirmation	Simple - No Payment Details	Individual	2
RESCON	Confirmation Letter Company	Includes Company Name in message and booking details	Individual	2
RESCON4	Guest Confirmation Sample 4	BANNER Image	Individual	2
RESCON2	Guest Confirmation Sample 2	Two column with Logo	Individual	2
CONRESRATE	Reservation Confirmation Rate	Simple - with Full Daily Rate Grid	Individual	2
RESCON5	Confirmation Letter Simple	Basic with Logo	Individual	2

Unknown macro: 'page-turner'