Add Group Letters

The "Default Letters" section displays at the top of the Letters section and is used to send a Default Letter with specific functions in MyPMS such as the Website Booking Engine. When a Default Letter is set

Default Letters

- Front Desk Registration
- Website Booking Confirmation
- POS Letter

- EsignLetter
- Self Check-in
- MyBooking/Self Check-in Confirmation

Any of the Letter Templates can be further customized with text and images and Merge fields To see examples of how Merge Fields are used in Letters, To see how we use the merge fields in these Letters.see Merge Field Examples

To learn more about creating Letters, see Letters

Remember, any of these Letters can be *automatically* sent to guests before or after arrival by using Auto Letters

Letters Setup

Parameters Tab

BookingCenter offers a selection of pre-designed Letter Templates which can be used "as-is" or further customized to fit your needs. These templates are available to you at any time and can be easily imported to your in MyPMS.

Default Letters: Select a custom letters for each of the functions listed.

Please let us know if you would like to use any of the Letter Templates by submitting a support ticket, with the name of the Letter, at https://support .bookingcenter.com/

To see our selection of Letter Templates and a "real-time" example of how they look in Email and Print in MyPMS, follow these steps.

Go to **https://mypms.bookingcenter.com/** and login with:

- USER ID: **letter**
- PASSWORD: **letter**

After you login

1. Go to the Arrivals and/or In House tabs (at top of the screen) and open any Booking.
2. Go to the Letters Tab in the Booking.
3. In the "Select Letter" drop-down list choose a Letter and click Email and/or Print Letter.
4. If you see a Letter Template you would like to use, copy the name of the Letter and include it in the support ticket.

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