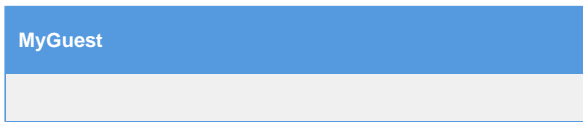


# MyGuest | Management

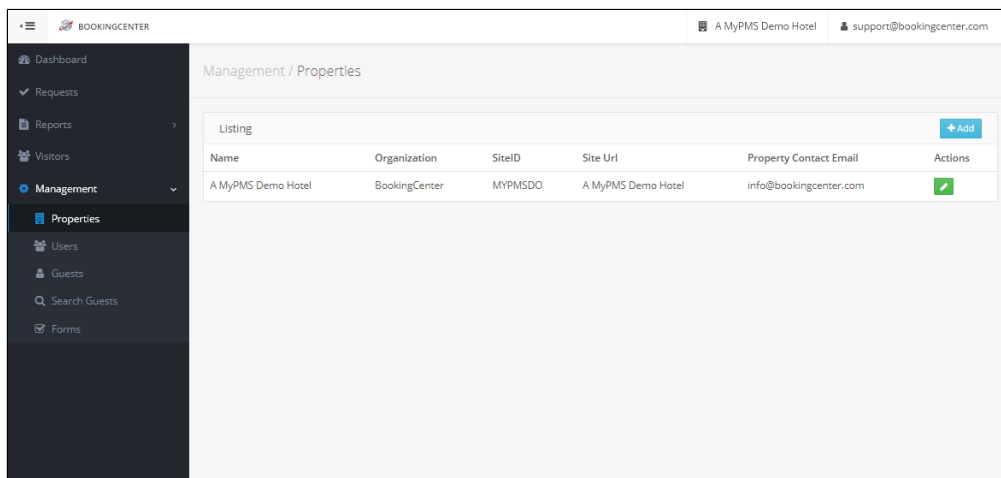
The Management Section is available to Users with "Manager" level access. The Management section allows Managers to manage and edit Users, Guest Records and Forms.

The Management Section contains the following sections.

- **Properties:** Displays a list of the properties associated with your login. If you only have one property, then only one will display.
- **Users:** Displays a list of Users with email address, role and edit function. You can also add users here.
- **Guests:** Displays a list of Guest Records with details and number of requests.
- **Search Guests:** Search by guest name, email or phone.
- **Forms:** Displays a list of forms used for Requests on your MyGuest site.

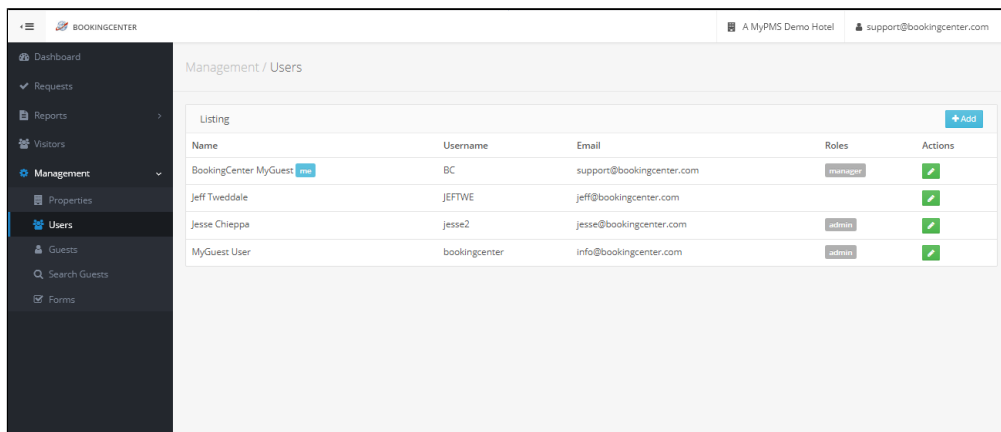


**Properties:** Displays a list of the properties associated with your login. If you only have one property, then only one will display.



*Click image to enlarge*

**Users:** Displays a list of Users with email address, role and edit function. Users must be added via the MyPMS Users area and assigned Users to MyGuest: Yes in order to login.



**Guests:** Displays a list of Guest Records with details and number of requests.

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Management / Guests

Name	Email	Phone	Requests	
Joe Banks	jchieppa@gmail.com	7075551414	8	
John	jeff@bookingcenter.com	0	18	
John Doe	john@doe.com		14	
Jesse Chieppa	jesse@chieppa.com	1	2	
Sam Smith	test@bookingcenter.com	12345678901	1	
Jeff Tweddale	Sales@bookingcenter.com	0	4	
Sally Stewart	sally.stewart@gmail.com		1	
Melissa Talsky	mtalskyislander@hotmail.com	310-503-6525	1	
John Doe	john@example.com	22	2	
Erica Johnson	erica@onthedivide.com	222-222-2222	4	
Dave Martin	dave@bookingcenter.com	1	2	
Erica Johnson	erica@bookingcenter.com	333-333-3333	1	
Jason tmms	jason@jasontmms.com	902	35	

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Management / Guests / Search

Search Guests

Erica Johnson

Cancel

**Search Guests:** Search by guest name, email or phone. The "Search Guest Results" will display the following information. For details, see [MyGuest | SEARCH Guests](#)

- **Name:** Name of Guest
- **Email:** Guest email associated with Guest Request. If the Guest used different email addresses under the same Name, all records will display here
- **Phone:** Phone number of Guest if entered. Click "Edit Guest" to enter a phone number.
- **Requests:** Displays the number of Requests submitted by the Guest. Click on the number displayed to see the details of each Request.
- **Edit Guest:** Click this icon to edit the Guest Details.

**Forms:** Displays a list of forms used for Requests on your MyGuest site.

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<ul style="list-style-type: none"> <li>Dashboard</li> <li>Requests</li> <li>Reports</li> <li>Visitors</li> <li>Management               <ul style="list-style-type: none"> <li>Properties</li> <li>Users</li> <li>Guests</li> <li>Search Guests</li> <li>Forms</li> </ul> </li> </ul>			
Management / Forms			
Listing			<a href="#">+ Add</a>
Name	Category	Property	Actions
Request Items	House Keeping Request - Items	Crowne Plaza	
Turndown	House Keeping Request - Turndown	Crowne Plaza	
Wake Up Call	Front Desk Request - Wake Up Call	A MyPMS Demo Hotel	
Wake-up Call	Front Desk Request - Wake Up Call	Hotel Ballard	
Request a Towncar	Transportation Request - Valet	Hotel Ballard	
Spa Menu	Spa Request - Treatment	A MyPMS Demo Hotel	
Request a Taxi	Transportation Request - Taxi	Hotel Ballard	
Taxi request	Transportation Request - Taxi	A MyPMS Demo Hotel	
Maintenance	House Keeping Request - Maintenance	A MyPMS Demo Hotel	
Maintenance	House Keeping Request - Maintenance	Steves Test Property	
Wake up Call	Front Desk Request - Wake Up Call	Steves Test Property	
Survey - Steve's test	Front Desk Request - Feedback	Steves Test Property	
Request Items Steve's test	House Keeping Request - Items	Steves Test Property	