

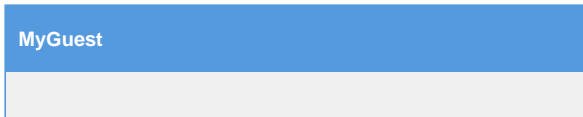
# MyGuest | SEARCH Guests

The Management Section is available to Users with "Manager" level access.

The "Search Guests" feature gives managers the ability to search for guests by name, email or phone #. Once the Guest record(s) are located, the Guest Details can be edited and the number of requests submitted by the guest will be displayed.

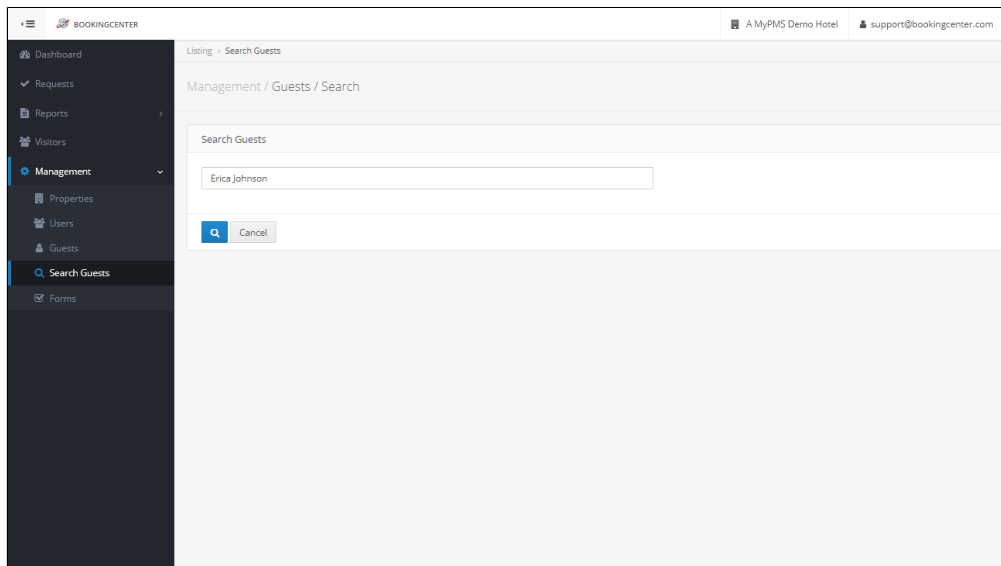
## Search for a Guest by the following information:

- **Name:** Use the first, last or full name of Guest.
- **Email:** Guest email associated with Guest Request. If the Guest used different email addresses under the same Name, search by Guest Name.
- **Phone:** Phone number of Guest if entered. Click "Edit Guest" to enter a phone number.



## To search for a Guest Record, follow these steps:

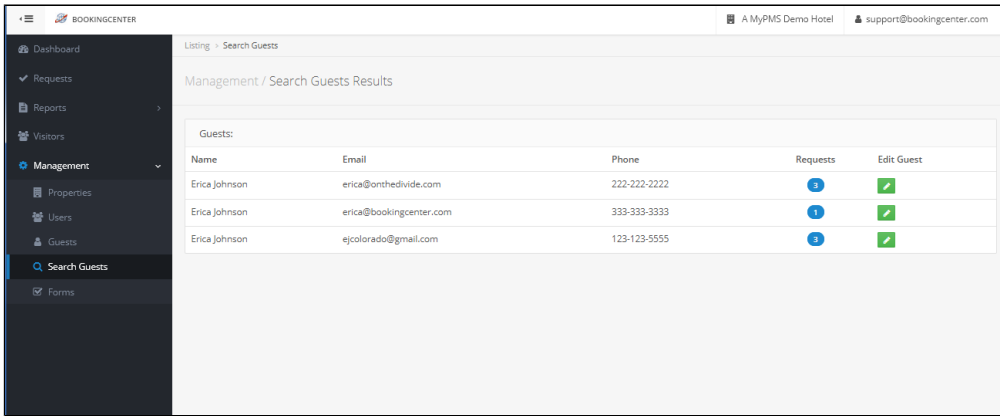
- Click on "**Management**" in the left Menu Bar. Then "**Search Guests**"
- Then, enter a guest name, email or phone number.



*Click image to enlarge*

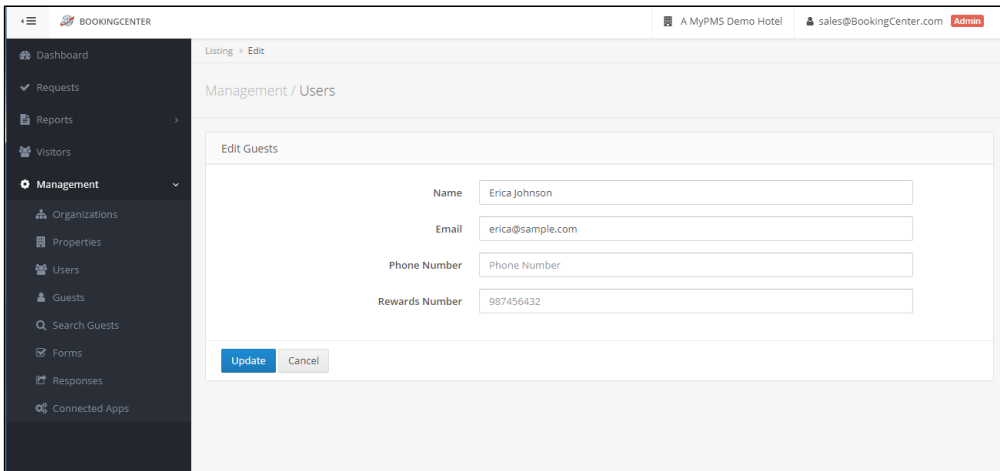
## The "Search Guest Results" will display the following information:

- **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.



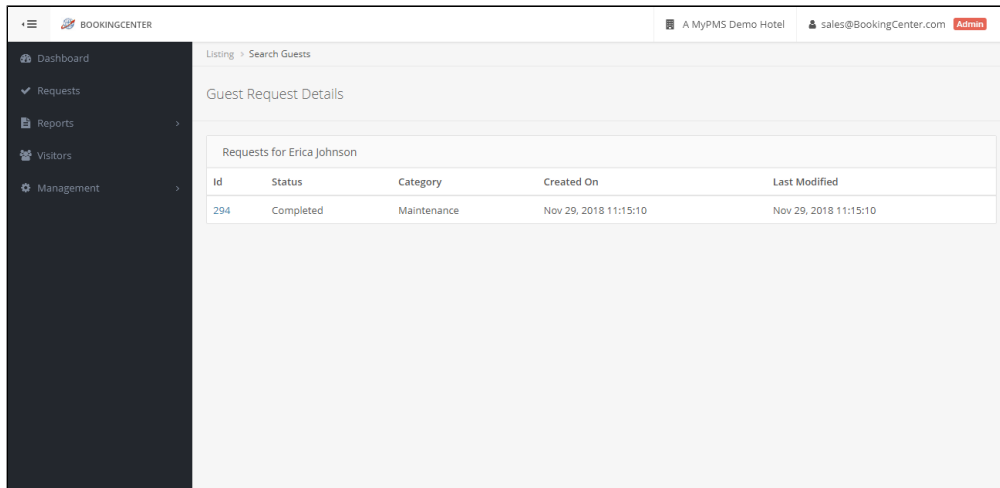
*Click image to enlarge*

**Edit Guest Details (Click on pencil icon)**



*Click image to enlarge*

**Click on the # in Request column to see list of Requests**



*Click image to enlarge*