
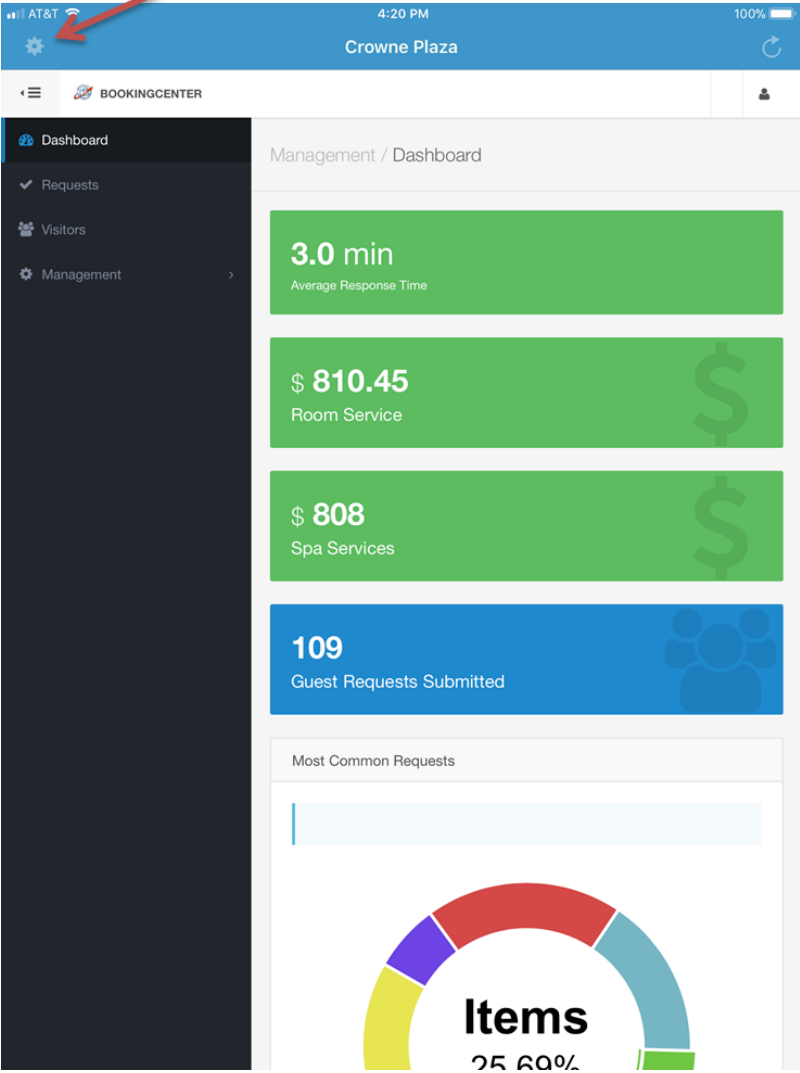
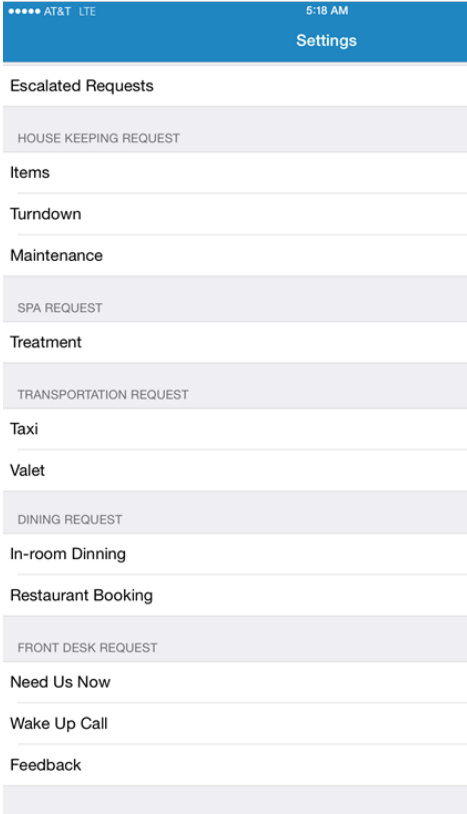


# MyGuest | Check Settings

The next step is to be sure that your Department Settings Are On (Green). This area sets the types of notifications for new requests. For example, Housekeeping.

Once you have enabled the Departments you have chosen, you are now ready to receive requests.

MyGuest

| Open Settings Icon  | Turn on Department Settings   |
|---|---|
| <p> Click on the Settings Icon in the top left corner. This will open the list of available Requests</p> <p><b>Settings</b></p>  <p>Click image to enlarge</p> | <p>Turn on your selected Department Settings, by clicking on the department. It will turn green when it is turned on. Then when new Requests are entered in that specific Department.</p> <p>You MUST click the DONE button (top right) to SAVE</p>  <p>Click image to enlarge</p> |



Unknown macro: 'page-turner'