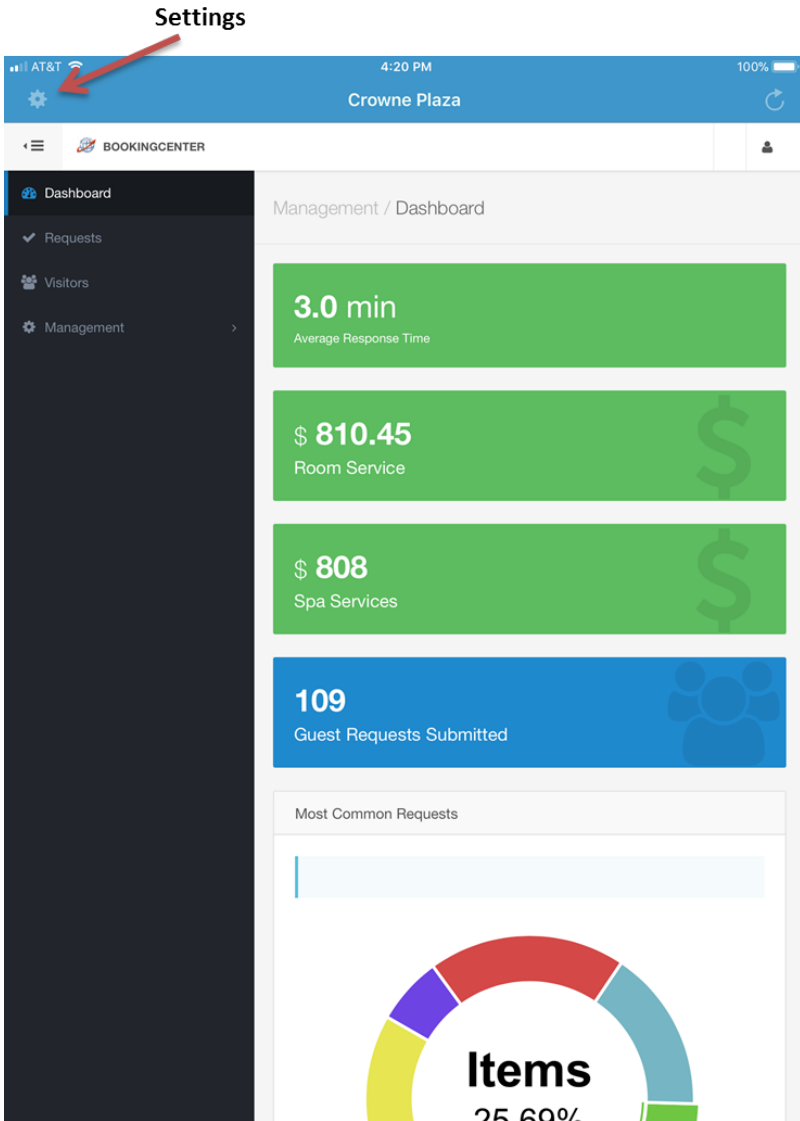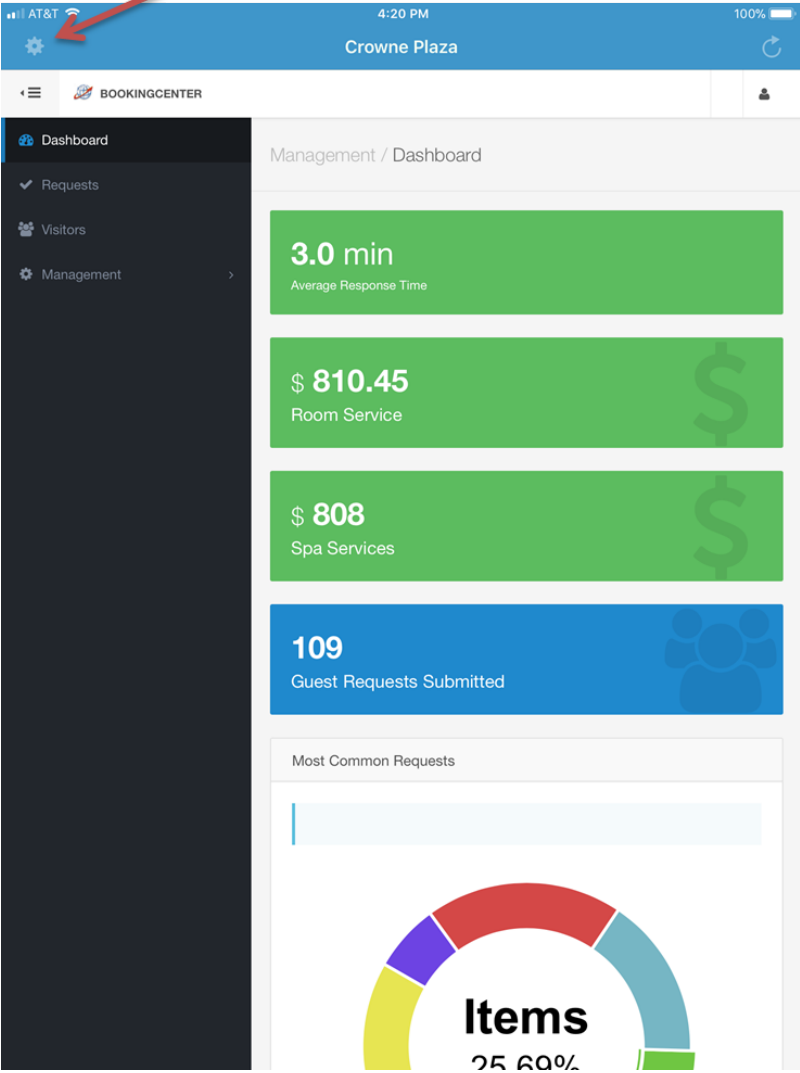# MyGuest | Check Settings

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

Click on the Settings Icon in the top left corner. This will open the list of available Requests

Click image to enlarge

Turn on your selected Department Settings, by clicki department. It will turn green when it is turned on. TI when new Request are entered in that specific Depa

You MUST click the DONE button (top right) to SAVE

Click image to enla

Unknown macro: 'page-turner'