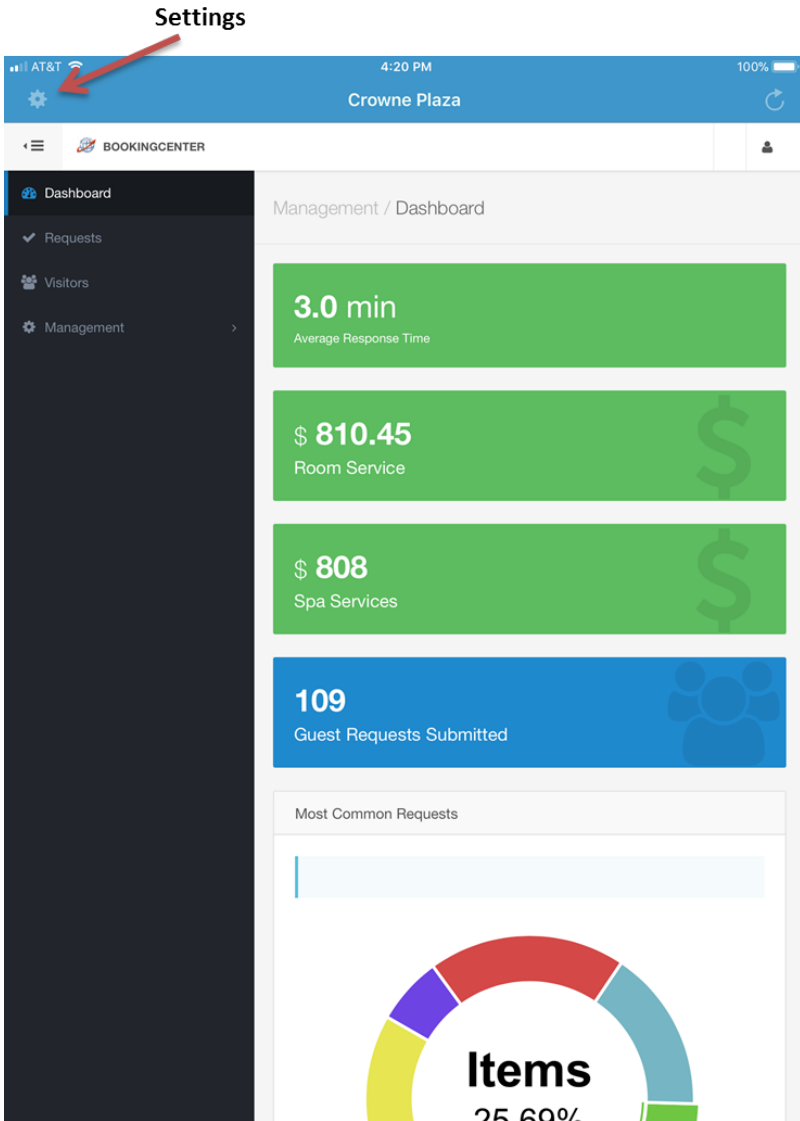
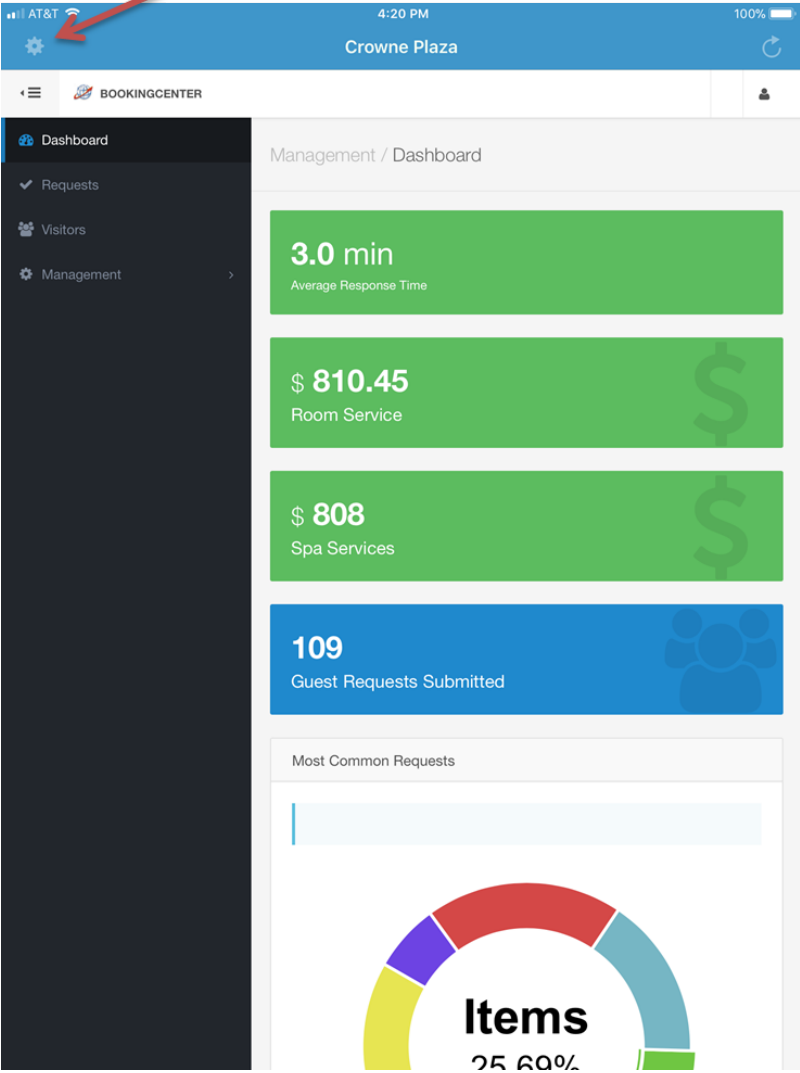


# MyGuest | Check Settings

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>The screenshot shows the MyGuest app interface. At the top, there's a status bar with 'AT&amp;T', signal strength, LTE, 4:20 PM, and 100% battery. Below that is a header bar with 'Crowne Plaza' and a refresh icon. A red arrow points to a gear icon (settings) in the top left corner. The main content area has a left sidebar with 'Dashboard', 'Requests', 'Visitors', and 'Management'. The 'Management' section is selected, showing 'Management / Dashboard'. It displays three green boxes: '3.0 min Average Response Time', '\$ 810.45 Room Service', and '\$ 808 Spa Services'. Below these is a blue box showing '109 Guest Requests Submitted'. At the bottom, there's a section for 'Most Common Requests' with a donut chart showing 'Items' at 25.60%.</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, you will receive notifications.</p> <p>You MUST click the DONE button (top right) to SAVE your changes.</p>  <p>The screenshot shows the 'Settings' screen in the MyGuest app. The status bar at the top shows 'AT&amp;T', signal strength, LTE, 5:18 AM, and 100% battery. The header bar is blue with the word 'Settings'. Below the header is a list of department settings, each with a toggle switch. The settings are: Escalated Requests, Items, Turndown, Maintenance, Treatment, Taxi, Valet, In-room Dining, Restaurant Booking, Need Us Now, Wake Up Call, and Feedback. The 'Escalated Requests' section is expanded, showing a list of request types: HOUSE KEEPING REQUEST, SPA REQUEST, TRANSPORTATION REQUEST, DINING REQUEST, and FRONT DESK REQUEST.</p> <p>Click image to enlarge</p>



Unknown macro: 'page-turner'