MyGuest | Complete Requests

When a Guest Request has been fulfilled, you can set the request to COMPLETED.

This will move the request into the COMPLETED tab of the Requests List.



When a **Guest Request** has been fulfilled, you can set the request to COMPLETED. First, open the Guest Request by going to Requests in the left menu bar. Then open the Guest Request Details.

					4:24 PM					100% 📃
*					Crowne Plaza					
							Crown	e Plaza	占 bookingd	enter Admin
🚳 Dashboard	Re	aues	its							
✓ Requests										
嶜 Visitors	Guest Requests + Add						dd Request As Staff Member			
Management >		Ор	en Co	ompleted	Cancelled					
							Per page	: 10 V		
		م ID	¢ Guest	¢ Room	≎ Category	≎ Status	¢ Assigned	¢ Time	In-Room Dining Discount	≑ Rewards
BLUE = New Request Click to open Request Details)	119	Jeff Tweddale	123	House Keeping Request - Maintenance	New	Not assigned	47 seconds ago		
	Ľ	117	Jesse	123	House Keeping Request - Maintenance	New	Not assigned	2 days ago		
		116	Simone Test	200	Front Desk Request - Wake Up Call	New	Not assigned	2 days ago		
		115	Simone Test	100	House Keeping Request - Turndown	New	Not assigned	2 days ago		
		114	Jeff Tweddale	123	Front Desk Request - Wake Up Call	New	Not assigned	2 days ago		
		113	Jesse	333	House Keeping Request	Processing	Jeff	2 days		

Then, go to the "Set Request Status" drop down menu and select COMPLETED and click SAVE.

GUEST ANYWHERE					🛔 john 🛛 Admin		
Dashboard Dashboar	Listing > Details						
✓ Requests	Requests / Details						
Servisitors							
✿ Management →	148 House Keeping Request - Items 2 minutes ago						
	Duffield / 5022 Guest Name / ROOM		N/A Rewards Number				
	Request entered by: Requested directly by guest Staff member assigned: Not assigned						
	Housekeeping Item Toothpaste, Tooth brush						
	Type comments for guest email here						
When a Guest Request has been completed, open the details screen and select "Completed".	Set request status Completed	Assign reque Not Assign	est (optional) Save				
	New Assigned Processing Completed Cancelled Unoccupied		Comments	For Guest Email	Staff Only Notes (Not for guest)		

Click image to enlarge

Once the Guest Request has been set to status COMPLETED, it will appear in the Completed Tab in the Requests list.

Guest	Requests	1	The Requ in the Co	uest will appear mpleted Tab.		+ Add Request As Staff Member				
Ор	en Co	ompleted	Cancelled							
					Per page	10 🔻				
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ID	Guest	Room	Category	Status	Assigned	Time	Discount	Rewards		
119	Jeff Tweddale	123	House Keeping Reques	st Completed	John Duffield	27 minutes ago				

Click image to enlarge

📜 Unknown macro: 'page-turner'