

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.

To set a Guest Request to COMPLETED, follow the steps below.

MyGuest

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.

Guest Requests

+ Add Request As Staff Member

Open Completed Cancelled

Per page: 10

ID	Guest	Room	Category	Status	Assigned	Time	In-Room Dining Discount	Rewards
119	Jeff Tweddale	123	House Keeping Request - Maintenance	New	Not assigned	47 seconds ago	<input type="checkbox"/>	<input type="checkbox"/>
117	Jesse	123	House Keeping Request - Maintenance	New	Not assigned	2 days ago	<input type="checkbox"/>	<input type="checkbox"/>
116	Simone Test	200	Front Desk Request - Wake Up Call	New	Not assigned	2 days ago	<input type="checkbox"/>	<input type="checkbox"/>
115	Simone Test	100	House Keeping Request - Turndown	New	Not assigned	2 days ago	<input type="checkbox"/>	<input type="checkbox"/>
114	Jeff Tweddale	123	Front Desk Request - Wake Up Call	New	Not assigned	2 days ago	<input type="checkbox"/>	<input type="checkbox"/>
113	Jesse	333	House Keeping Request - Turndown	Processing	Jeff Tweddale	2 days ago	<input type="checkbox"/>	<input type="checkbox"/>

Click image to enlarge

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

