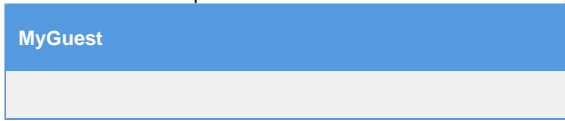


MyGuest | SEARCH Request

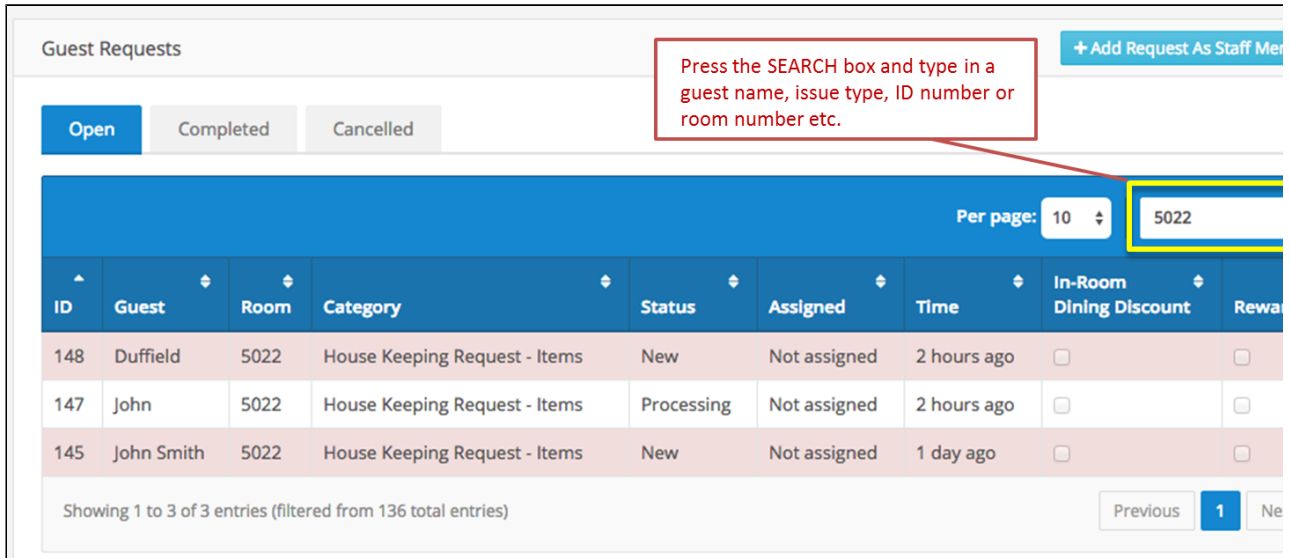
When a Guest Request has been fulfilled, you can set the request to status COMPLETED.

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



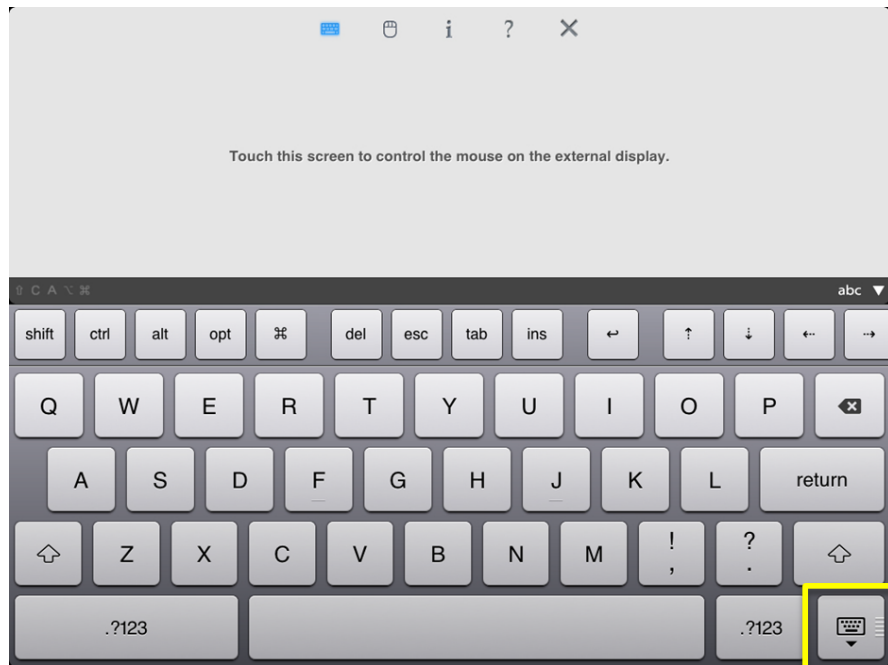
To search for a Guest Request, follow these steps:

On the Requests screen press the SEARCH box and type in a guest name, issue type, ID number or room number etc.

A screenshot of the "Guest Requests" interface. At the top, there's a header with "Guest Requests" and a button "+ Add Request As Staff Member". Below the header are three tabs: "Open", "Completed", and "Cancelled". A red callout box points to a search bar with the text "Press the SEARCH box and type in a guest name, issue type, ID number or room number etc.". The search bar contains the text "5022". Below the search bar is a table with columns: ID, Guest, Room, Category, Status, Assigned, Time, In-Room Dining Discount, and Reward. The table shows three entries. At the bottom, there's a pagination bar showing "Showing 1 to 3 of 3 entries (filtered from 136 total entries)" and buttons for "Previous", "1", and "Next".

ID	Guest	Room	Category	Status	Assigned	Time	In-Room Dining Discount	Reward
148	Duffield	5022	House Keeping Request - Items	New	Not assigned	2 hours ago	<input type="checkbox"/>	<input type="checkbox"/>
147	John	5022	House Keeping Request - Items	Processing	Not assigned	2 hours ago	<input type="checkbox"/>	<input type="checkbox"/>
145	John Smith	5022	House Keeping Request - Items	New	Not assigned	1 day ago	<input type="checkbox"/>	<input type="checkbox"/>

Note: When you are finished typing on the iPad keyboard you can press this button to hide it.

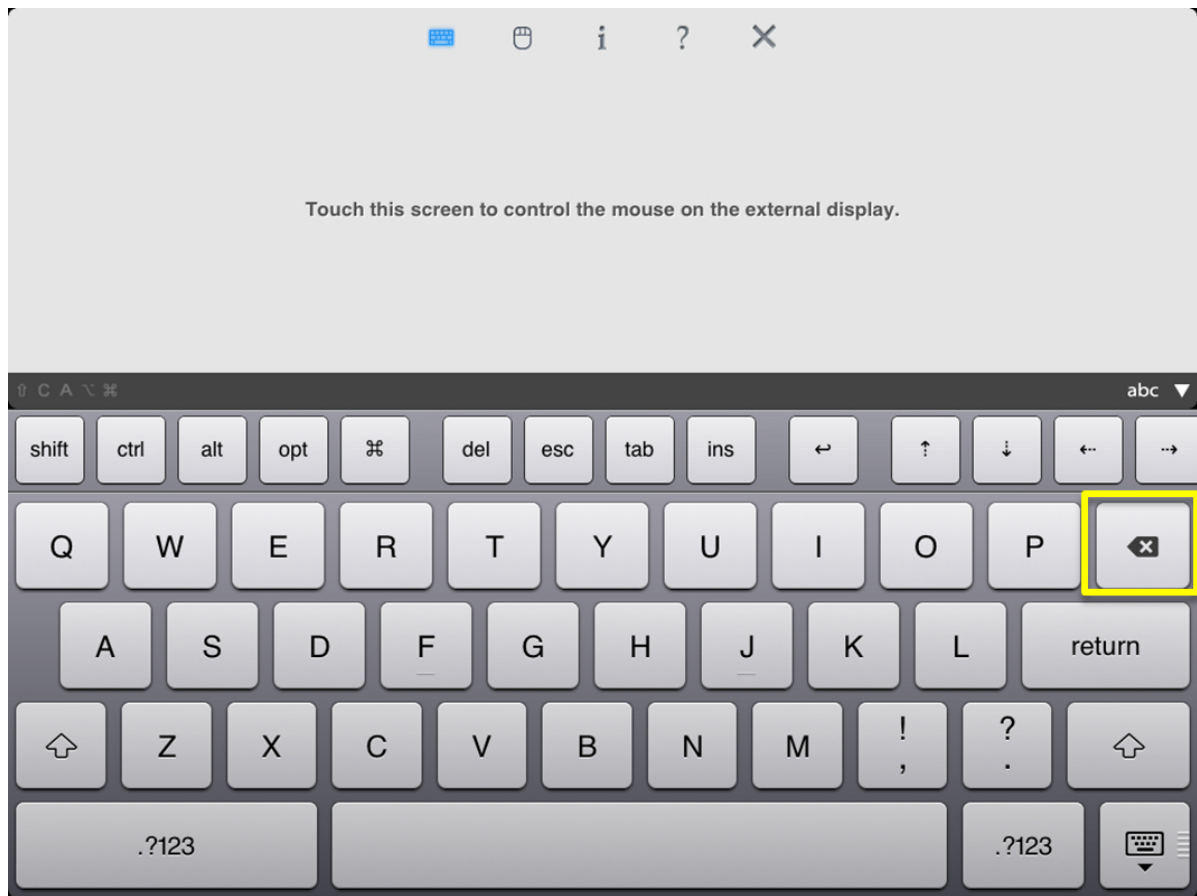


When you are finished searching, can press on the search box to REMOVE your text.

<div> <div>Open</div> <div>Completed</div> <div>Cancelled</div> <div> <div>Press on the search box to REMOVE your text.</div> </div> </div>								
<div> <div>Per page: 10</div> <div></div> </div>								
ID	Guest	Room	Category	Status	Assigned	Time	In-Room Dining Discount	Rewards
119	Jeff Tweddale	123	House Keeping Request - Maintenance	Processing	John Duffield	27 minutes 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"/>
111	Jesse	68	Dining Request - Restaurant Booking	New	Not assigned	1 week ago	<input type="checkbox"/>	<input type="checkbox"/>

Click image to enlarge

Note: The button below will remove text once you have pressed on the search box.



[Click image to enlarge](#)