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.

Open Completed Cancelled			Cancelled	Press the SEARCH box and type in a guest name, issue type, ID number or room number etc.				equest As :	
						Per page:	10 ¢	5022	
n ID	¢ Guest	¢ Room	\$ Category	¢ Status	¢ Assigned	¢ Time	in-Room Dining Dis	¢ scount	Rewa
148	Duffield	5022	House Keeping Request - Items	New	Not assigned	2 hours ago			
147	John	5022	House Keeping Request - Items	Processing	Not assigned	2 hours ago			
145	John Smith	5022	House Keeping Request - Items	New	Not assigned	1 day ago			
Show	ving 1 to 3 of 3 e	ntries (filte	red from 136 total entries)				Pre	vious	1 Ne

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.

Ор	en Co	Completed Cancelled		Press on the search box to REMOVE your text.						
					Per page: 10					
•	\$	÷	+	\$	\$	¢	In-Roon t Dining	\$		
119	Jeff Tweddale	123	House Keeping Request - Maintenance	Processing	John Duffield	27 minutes ago				
117	Jesse	123	House Keeping Request - Maintenance	New	Not assigned	2 days ago	\bigcirc	\Box		
16	Simone Test	200	Front Desk Request - Wake Up Call	New	Not assigned	2 days ago		\bigcirc		
15	Simone Test	100	House Keeping Request - Turndown	New	Not assigned	2 days ago				
14	Jeff Tweddale	123	Front Desk Request - Wake Up Call	New	Not assigned	2 days ago				
13	Jesse	333	House Keeping Request - Turndown	Processing	Jeff Tweddale	2 days ago		\bigcirc		
111	Jesse	68	Dining Request -	New	Not	1 week				

Click image to enlarge

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

		٢	i	?	×	
I ouch this s	creen to	control t	ne mous	e on the	external display.	
û C A \ ₩						abc 🔻
shift ctrl alt opt #	del	esc	tab	ins	+	÷ • · · ·
Q W E R	Т		Y	U	1 0	P 🛙
A S D	F	G	Н		JK	return
☆ Z X C	V	ŀ	3	Ν	M !,	?
.?123						.?123

Click image to enlarge

📜 Unknown macro: 'page-turner'