

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.

MyGuest

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.

Guest Requests

+ Add Request As Staff Member

Open Completed Cancelled

Per page: 10 5022

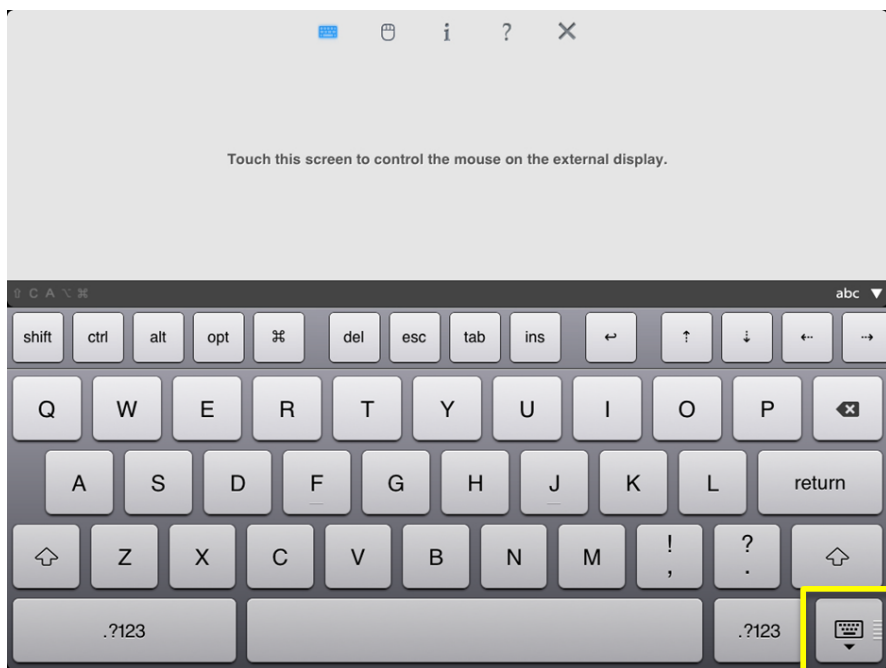
ID	Guest	Room	Category	Status	Assigned	Time	In-Room Dining Discount	Reward
148	Duffield	5022	House Keeping Request - Items	New	Not assigned	2 hours ago	☐	☐
147	John	5022	House Keeping Request - Items	Processing	Not assigned	2 hours ago	☐	☐
145	John Smith	5022	House Keeping Request - Items	New	Not assigned	1 day ago	☐	☐

Showing 1 to 3 of 3 entries (filtered from 136 total entries)

Previous 1 Next

Press the SEARCH box and type in a guest name, issue type, ID number or room number etc.

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

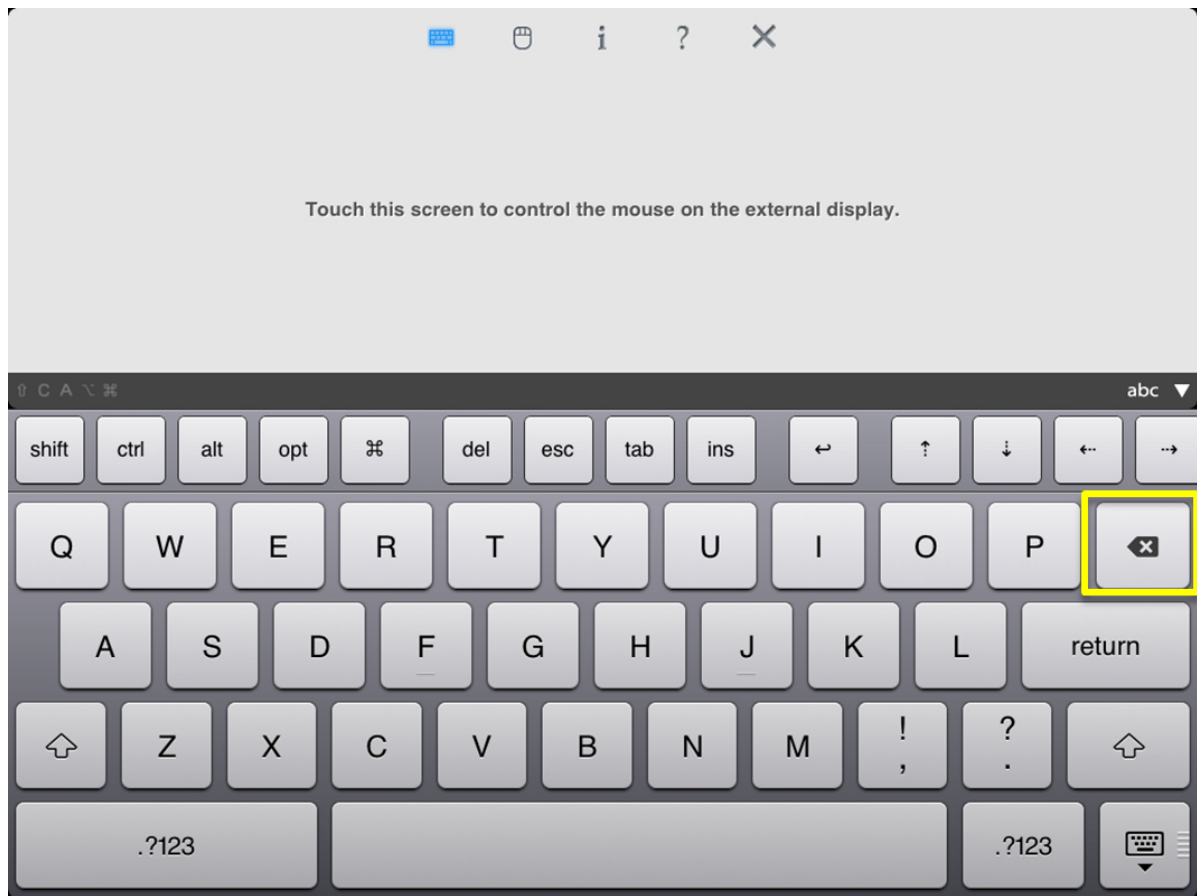


When you are finished searching, can press on the search box to REMOVE your text.

Open Completed Cancelled Press on the search box to REMOVE your text.								
Per page: 10								
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	☐	☐
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 - Turndown	Processing	Jeff Tweddale	2 days ago	☐	☐
111	Jesse	68	Dining Request - Restaurant Booking	New	Not assigned	1 week ago	☐	☐

Click image to enlarge

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



[Click image to enlarge](#)



Unknown macro: 'page-turner'