MyGuest | Add Request As Staff

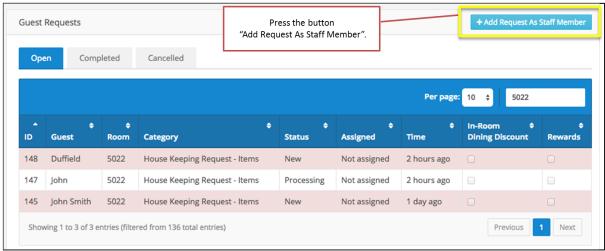
If a Guest Request is received at the Front Desk or by Phone; or you receive the request from a staff member or Guest directly, it can be added manually to the system.



For a Staff Member to add a Guest Request, follow these steps:

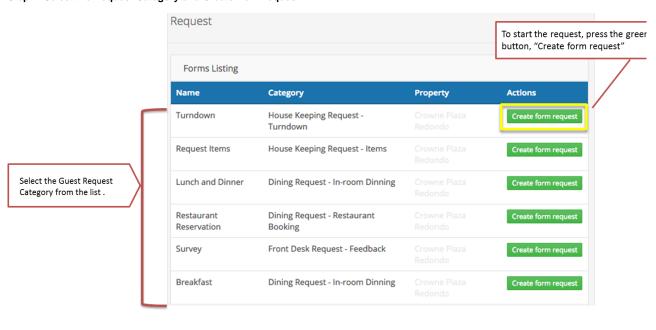
Step 1: Add Request

On the Requests screen press the blue button "Add Request As Staff Member" as the top righthand corner of the screen.



Click image to enlarge

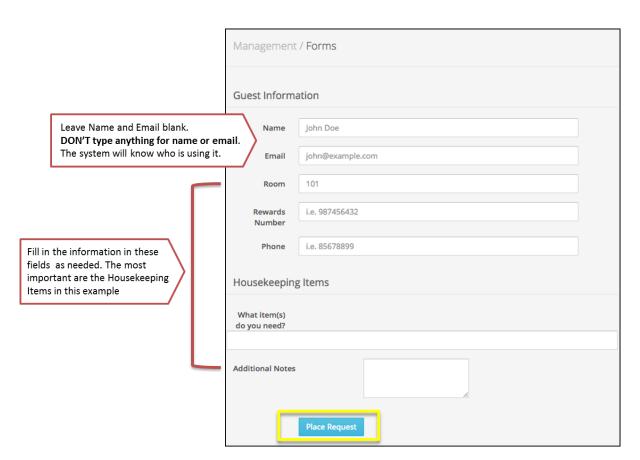
Step 2: Select the Request Category and Create New Request



Click image to enlarge

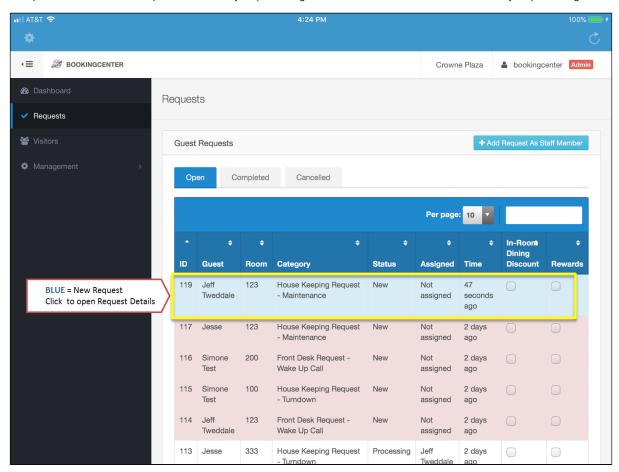
Step 3: Complete the form

Leave Name and Email blank. DON'T type anything for name or email. The system will know who is using it.



Click image to enlarge

Your request will be sent to the Requests screen ready for processing. It will be color BLUE for new and will be ready for processing.



Click image to enlarge

Unknown macro: 'page-turner'