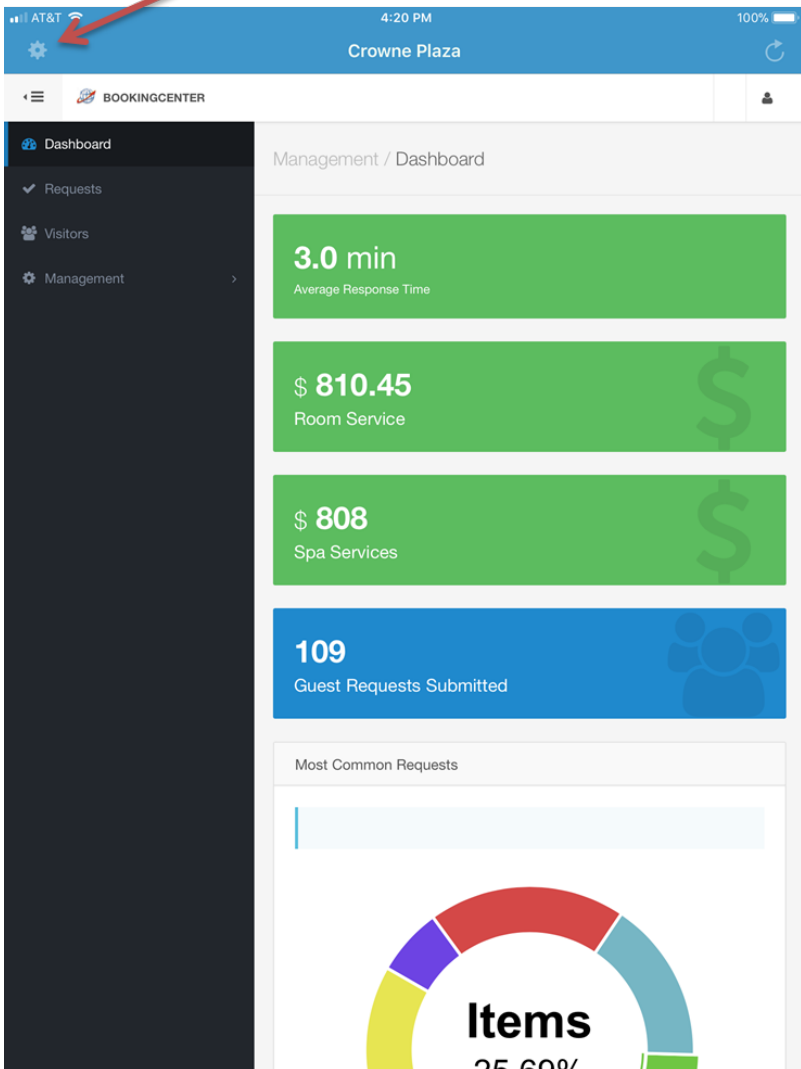
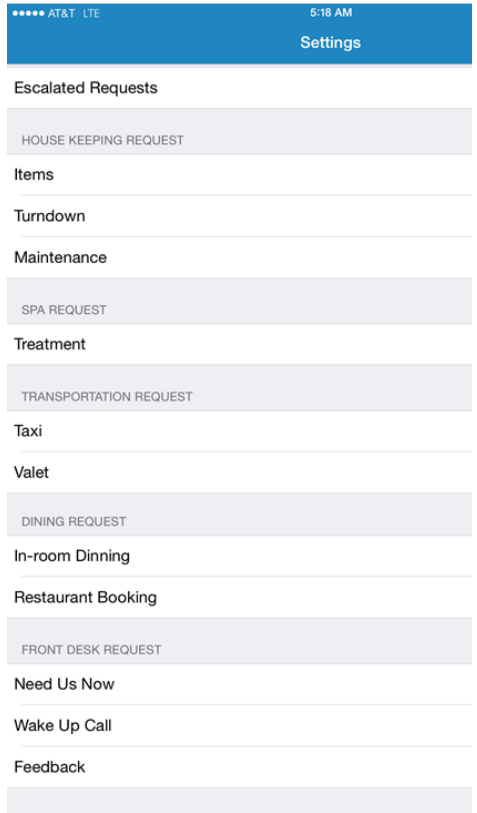


MyGuest | Check Settings

The next step is to be sure that your Department Settings Are On (Green). This area sets the types of notifications for new requests. For example, Housekeeping.

Once you have enabled the Departments you have chosen, you are now ready to receive requests.

MyGuest

Open Settings Icon	Turn on Department Settings
 Click on the Settings Icon in the top left corner. This will open the list of available Requests Settings  Click image to enlarge	Turn on your selected Department Settings, by clicking on the department. It will turn green when it is turned on. This means that when new Requests are entered in that specific Department, you will receive notifications. You MUST click the DONE button (top right) to SAVE your changes.  Click image to enlarge



Unknown macro: 'page-turner'