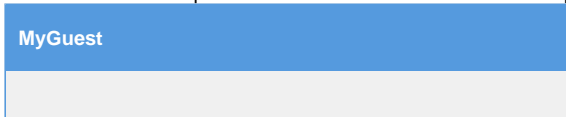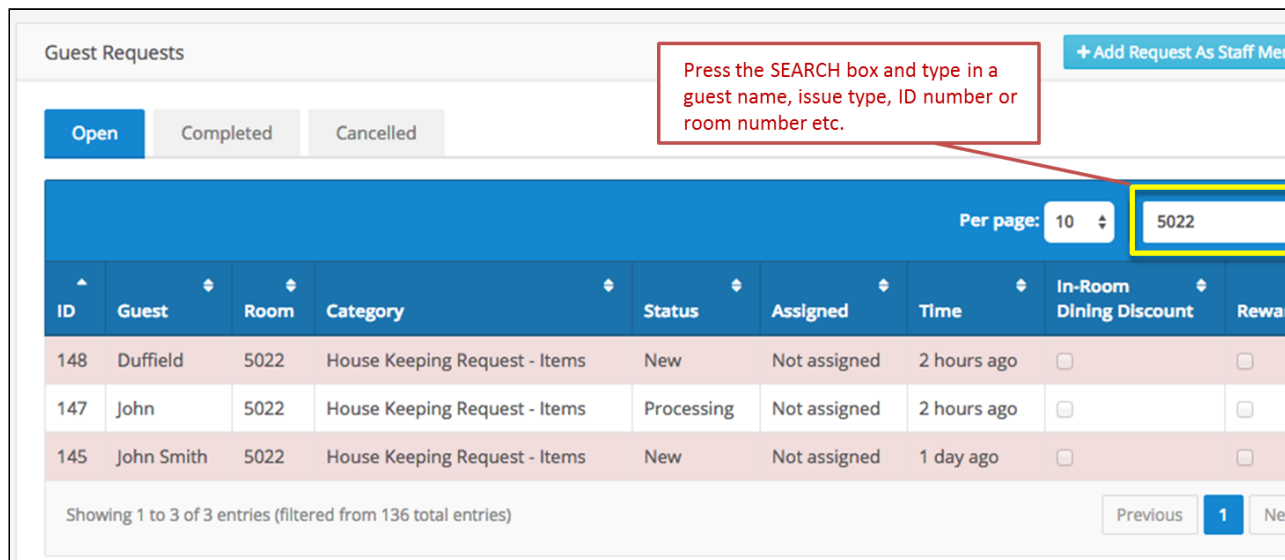# MyGuest | SEARCH Request

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.
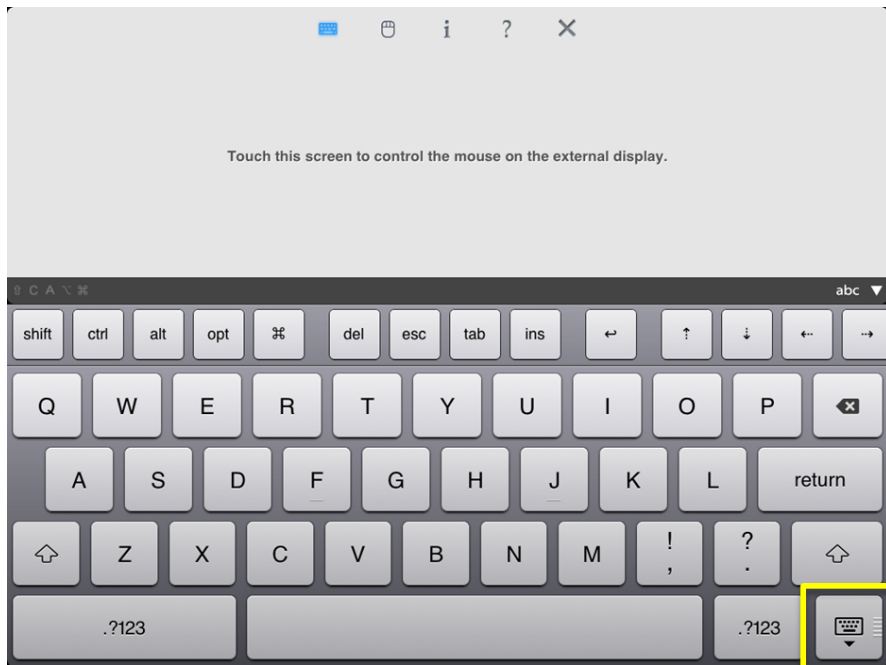
MyGuest

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

| Open | Completed | Cancelled |

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

+ Add Request As Staff Mer

Per page: 10 ◆ 5022

ID	Guest	Room	Category	Status	Assigned	Time	In-Room Dining Discount	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	☐	☐

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

Previous | 1 | Ne

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

Touch this screen to control the mouse on the external display.

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

Click image to enlarge

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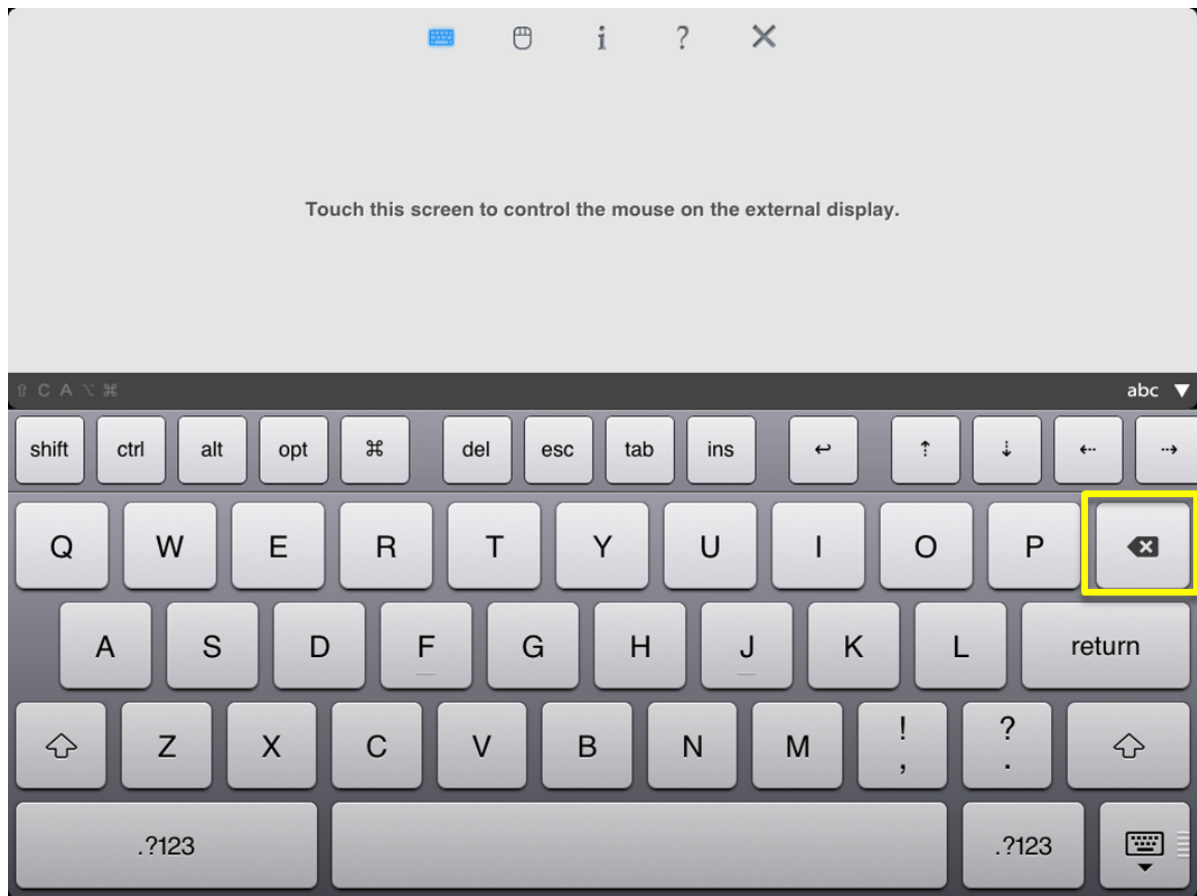
Click image to enlarge

📜 Unknown macro: 'page-turner'