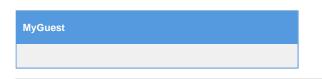# MyGuest | Add Request As Staff

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.

MyGuest

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.

Management / Forms

Guest Information

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

Name	John Doe
Email	john@example.com
Room	101
Rewards Number	i.e. 987456432
Phone	i.e. 85678899

Fill in the information in these fields as needed. The most important are the Housekeeping Items in this example

Housekeeping Items

What item(s) do you need?

Additional Notes

Place Request

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.

BLUE = New Request
Click to open Request Details

Click image to enlarge

Unknown macro: 'page-turner'