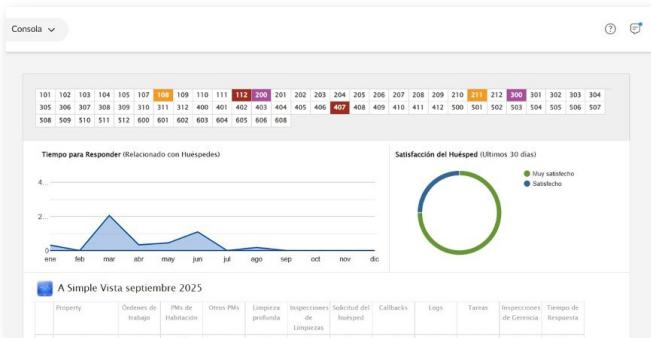


Completar una Solicitud

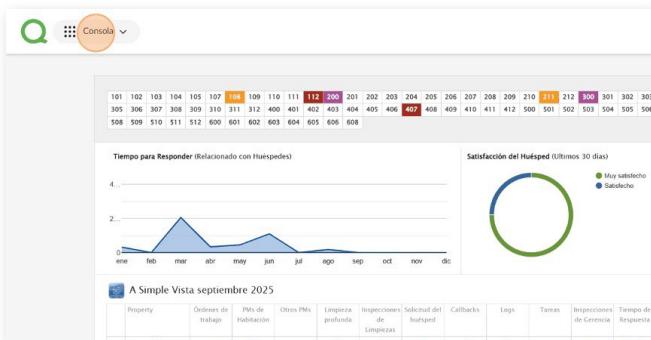
Esta sección explica cómo completar una solicitud desde la lista de tareas del escritorio. Las solicitudes se pueden completar desde el escritorio o la aplicación móvil.

1. Iniciar sesión en app.quore.com



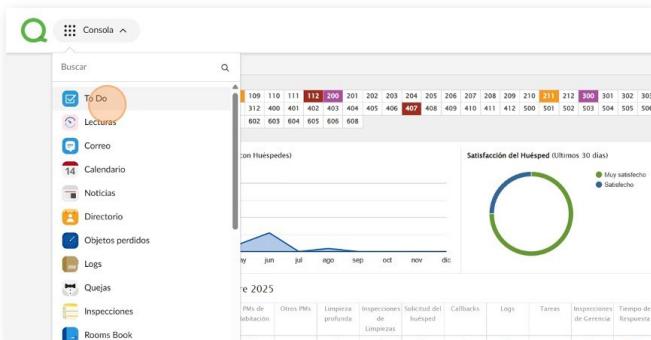
The screenshot shows the Quore app's main dashboard. At the top, there are several numerical performance metrics: 101, 102, 103, 104, 105, 107, 108, 109, 110, 111, 112, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 600, 601, 602, 603, 604, 605, 606, 608. Below these are two charts: "Tiempo para Responder (Relacionado con Huespedes)" (Time to Respond) and "Satisfacción del Huésped (Últimos 30 días)" (Guest Satisfaction). The "Tiempo para Responder" chart shows a peak in March and June. The "Satisfacción del Huésped" chart is a donut chart with a large green segment labeled "Muy satisfecho" (Very satisfied) and a small blue segment labeled "Satisfecho" (Satisfied). At the bottom, there is a navigation bar with links: Property, Órdenes de trabajo, PMs de Habitación, Otros PMs, Limpieza profunda, Inspecciones, Solicitud del huésped, Callbacks, Logs, Tareas, Inspecciones de Gerencia, and Tiempo de respuesta.

2. Haga clic en el selector de aplicaciones.



This screenshot is identical to the one above, showing the main dashboard with the same metrics, charts, and navigation bar. The only difference is the presence of an orange circular icon with a dot in the top right corner of the dashboard area, indicating an active selection or notification.

3. Haga clic en To Do.



This screenshot shows the Quore app's sidebar menu on the left, with the "To Do" option highlighted by a red circle. The main dashboard area is visible on the right, showing the same metrics and charts as the previous screenshots. The navigation bar at the bottom remains the same.

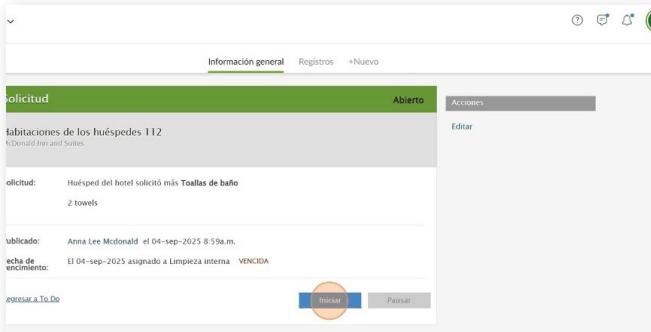
Completar una Solicitud Continuado

4. Haga clic en la solicitud en la **Lista de To Do**.



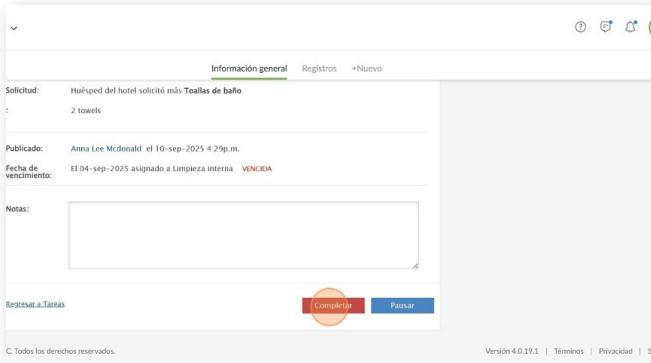
The screenshot shows the Quore 'To Do' list interface. At the top, there's a header with a green 'Q' icon, the text 'To Do', and a dropdown menu. Below the header, there are tabs for 'Información general', 'Registros', and '+Nuevo'. A green button labeled '+ Nuevo' is visible. The main area is titled 'Lista de To Do' and shows a list of tasks. One task is highlighted with a red circle: 'Solicitud de los huéspedes 112'. Other tasks listed include 'Queja' and 'Callback'. The date '10-Sep-2025' is displayed at the bottom of the list.

5. Haga clic en **Iniciar**.



The screenshot shows the Quore 'Solicitud' (Request) details page. The title bar says 'Solicitud' and 'Abierto'. Below the title, it says 'Solicitudes de los huéspedes 112'. The request details are: 'Solicitante: Huésped del hotel solicitó más Toallas de baño' and 'Publicado: Anna Lee McDonald el 04-sep-2025 8:59a.m.'. The status is 'Abierto' and the due date is 'VENCIDA'. At the bottom, there are buttons for 'Regresar a To Do', 'Iniciar' (highlighted with a red circle), and 'Pausar'.

6. Haga clic en **Completar** una vez finalizada la solicitud.



The screenshot shows the Quore 'Solicitud' (Request) details page after the task has been completed. The title bar says 'Solicitud' and 'Completa'. The request details remain the same: 'Solicitante: Huésped del hotel solicitó más Toallas de baño' and 'Publicado: Anna Lee McDonald el 10-sep-2025 4:29p.m.'. The status is now 'Completa' and the due date is 'VENCIDA'. There is a note field and a 'Notas:' section. At the bottom, there are buttons for 'Regresar a Tareas', 'Completar' (highlighted with a red circle), and 'Pausar'.