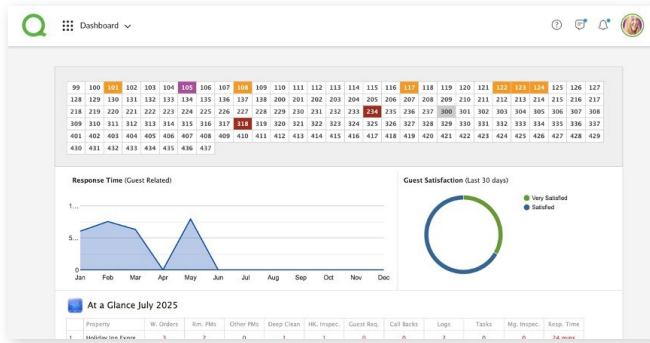


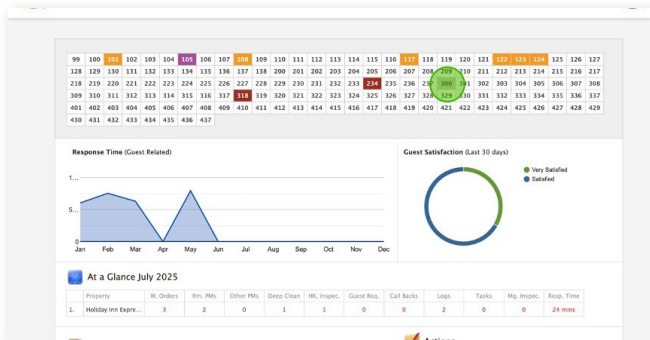
Creating a Request

This process outlines how to create a request on desktop using the Rooms Grid shortcut.

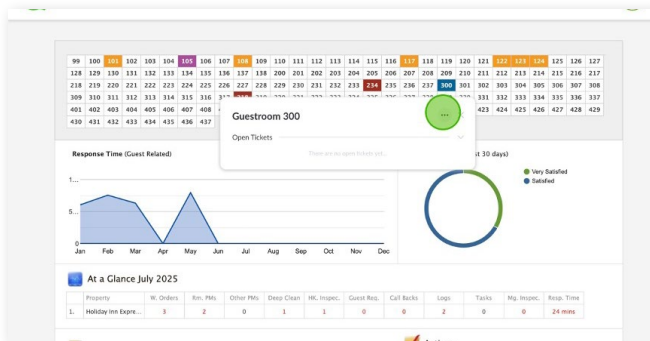
1. Navigate to **Quore**.



2. Click a guestroom on the **Rooms Grid**.

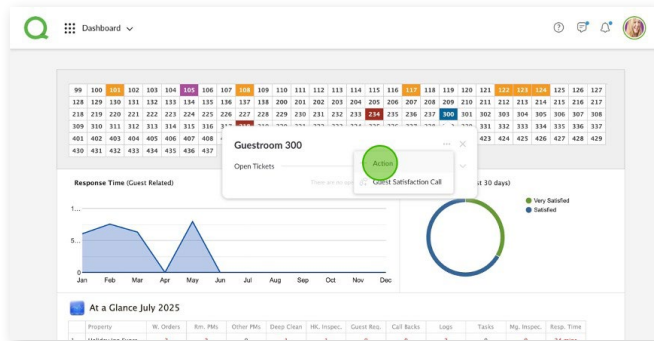


3. Click the **ellipsis** (three dots).

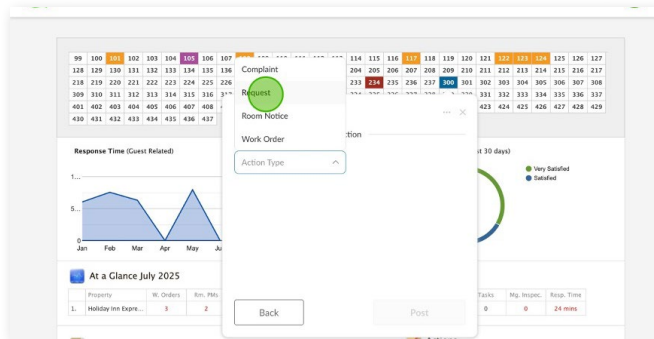


Creating a Request Continued

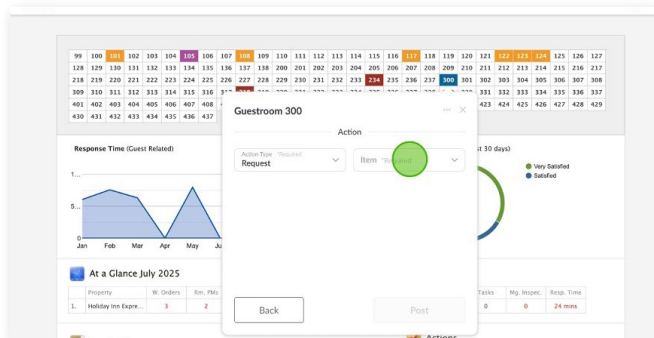
4. Click **+ Action**.



5. Select **Request** from the **Action Type** dropdown.



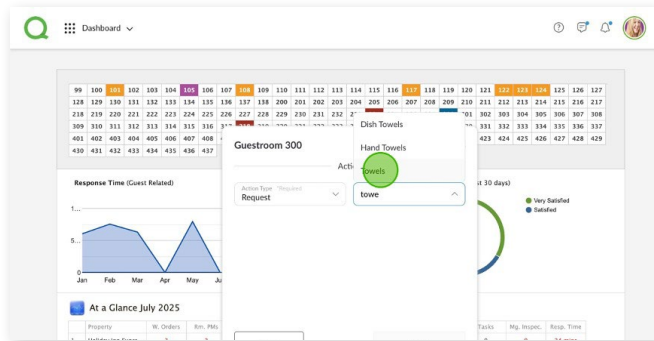
6. Click the dropdown located to the right of the **Action Type**.



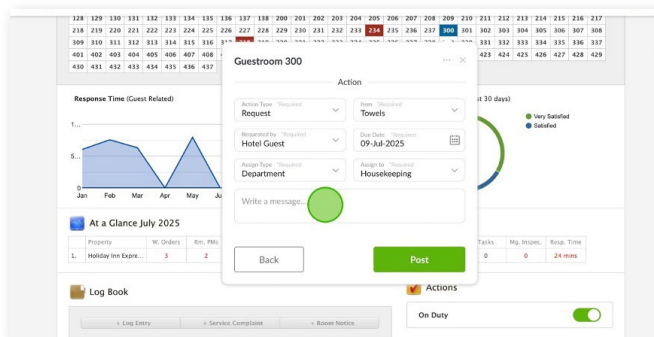
Creating a Request Continued

7. Search for the desired item.

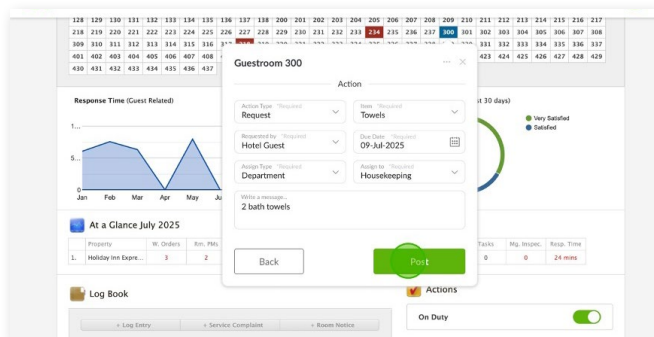
Note: Items can be added to this list through the **To Do app**. Be sure the item doesn't already exist before adding an item because you cannot remove it once it has been added.



8. After selecting an item, other dropdowns will appear: **Requested By** allows you to choose **Hotel Guest** or **Staff Member**, **Due Date**, and who it is assigned to. Click the **Write a message...** field to add notes like quantity, or other important details.



9. Click **Post**.



Creating a Request Continued

10. The room will now appear maroon to show there is a request. You can click the room on the **Rooms Grid** to track the request.

