

Guests

Overview

Guests are stored as a custom post type ``guests``. Each guest record ties a visit to a **unit**, captures identity and stay details, optional vehicle information, check-in/out times, signature, optional photo, and optional email to the resident. The module supports front-desk style workflows with REST exposure of ACF data where configured.

Access typically requires **client admin** (or equivalent) and **guest_access** capability.

- [How to Create](#)

How to Create

1. Ensure you have permission for the Guests module.
2. Open the **Guests** list/archive (slug is commonly `guests` on the site).
3. Use **Add New** / the new-guest action your theme provides (often loads an ACF form via AJAX with Save Guest).
4. Fill required fields (unit, names, phone, guest count, check-in, signature, etc.) and submit.

Information and services related to guest management, such as checking in and out, guest profiles, and other guest-related services.

- **New Guest** - Ensure all required fields are completed with the necessary information then click "Submit."

The image shows a screenshot of a WordPress dashboard with a sidebar on the left containing various menu items like 'Dashboard', 'Users', 'Reservations', 'Assets', 'Activities', 'Maintenance', 'Communications', 'Time Clock', 'Reports', 'LSC', 'ChangeLog', 'Administrative Tools', 'CMS Admin', 'Support', and 'Logout'. The 'Guests' menu item is highlighted with a red box. The main content area displays a 'NEW GUEST' form, also outlined in red. The form includes the following fields and sections:

- Residence / Unit ***: A dropdown menu with 'Select' as the placeholder.
- Guest Name(s) ***: A text input field.
- Phone # ***: A text input field.
- Number of Guests ***: A text input field.
- Contact / Guest Type (optional)**: A dropdown menu with 'Select' as the placeholder.
- Have Pets? ***: A radio button with 'Yes' selected.
- Check in ***: A text input field.
- Check Out**: A text input field.
- Signature ***: A large text area for a signature.
- Clear**: A button to clear the signature field.
- Guest Photo**: A section with 'Take a photo' and 'Upload a Photo' options, a photo upload area, and a 'Capture' button.
- Communications**: A section with 'Email Rescinded?' and a radio button with 'No' selected.
- Terms and Agreement**: A section with a checked checkbox 'Witness to Take - I/We Certify I/We agree to abide by all house rules and go directly to and from the party you are visiting' and a 'Save Guest' button.

In the top right corner of the dashboard, a 'New Guest' button is highlighted with a red box.

- **All Guest** - Here you will find all the necessary information for each guest, including their Residence/Unit, Check-in date, Check-out date. You can also view or update existing information by clicking the three-dot icon under "Action."



Intranet Dashboard

Contacts

Guests

Delivery / Parcels

Reservations >

Assets >

Activities

Warranties

Maintenance

Time Clock

MISC

Reports

Changelogs

Administrative Tasks

Search...

All



GUESTS

+ New Guest

Checked In Guests Checked Out Guests

Filter Start date: End date:

Quick Checkout

10 entries per page

Search:

<input type="checkbox"/>	RESIDENCE/UNIT	GUEST NAME/S	PHONE NUMBER	LICENSE PLATE	CHECK IN DATE	ACTION
<input type="checkbox"/>	1000	Bradley Greer	+123456789		08/01/2024 12:00 am	Edit
<input type="checkbox"/>	1015	Brenden Wagner	+123456789		05/01/2024 12:00 am	Edit
<input type="checkbox"/>	2000	Brielle Williamson	+123456789		05/01/2024 12:00 am	Edit
<input type="checkbox"/>	2000	Bruno Nash	+123456789		05/01/2024 12:00 am	Edit
<input type="checkbox"/>	2000	Caesar Vance	+123456789		11/01/2024 12:00 am	Edit
<input type="checkbox"/>	1008	Cedric Kelly	+123456789		04/01/2024 12:00 am	Edit
<input type="checkbox"/>	1010	Charde Marshall	+123456789		02/01/2024 12:00 am	Edit