When an administrator user logs in, click the **|...|** symbol at the top of the screen to open the menu. Click **Admin Search**.

Guest Services Help	Registrations	My Garage	Account	ll	Sign out
Admin Search					

Select the **unit** number from the drop-list and click **Submit**. This displays all of the current guest registration information for that unit. If the guest is missing their link to complete registration, the administrator can verify their contact details and copy the **URL** to email to directly to them.

Guest Services Help	Registrations	My Garage	Account	Sig	gn out		
SBR1405 ¥	Today	Guest 🔻					
		Re	set	Submit			
ID Type Reference ID URL Created At Dates Length of stay Unit number Full name	25108 Guest None https://guestsvcs.com/pages/ext-guest-registration/e Dec 13, 2022 Dec 23, 2022 - Dec 30, 2022 7 day(s) SBR1405 John Doe						
Email Phone	john.doe@email.com +18505551234						