

## How to access the 'Your onboard needs' Questionnaire

1. Select **'Brand' & 'Manage Booking'**.

2. Retrieve booking, using **'Booking Reference'**.

3. Select **'Special Request/Gifts'**.

4. Select **'Add Special Request/Gifts'**. Select **'Medical Request'** from the list and **'Submit'**.

5. Scroll down and select **'Your Onboard Needs Questionnaire'** and **'Save and Continue'**.

6. Update PAX and click **'Save'**.

Your customers will be able to access and fill in the 'Your onboard needs questionnaire' on My P&O Cruises once this has been requested.

