

# How do I assign rooms to my Attendants?

The following article explains how to assign rooms to Attendants for cleaning.

## Assignment Page

After the team schedule has been set for the day, proceed to the **Assignment** page to begin assigning rooms to Attendants. All attendants that were scheduled for the current day should appear in the **Attendants** list on the left.

**NOTE:** If you are unsure how to set up the team's daily schedule, please see the article [How do I create a Schedule for the day?](#)

RoomKeyPMS

M

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Housekeeping

Assignment

Schedule

Discrepancies

Team

Estimates

Activity Log

Help

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Assignment

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PRINT TODAY'S SCHEDULES

16

ROOMS NEEDING ASSIGNMENT

15%

OCCUPANCY

0

ARRIVALS

0

DEPARTURES

0

STAY-OVERS

68%

23/34 ROOMS CLEANED

53%

18/34 ROOMS INSPECTED

ATTENDANTS

INSPECTORS

Aron Test

Attendant | 0 % Capacity | Remaining Capacity: 35 | 0/0 Cleaned

John L.

Attendant | 0 % Capacity | Remaining Capacity: 50 | 0/0 Cleaned

Buffy Summers

Attendant | 0 % Capacity | Remaining Capacity: 35 | 0/0 Cleaned

Brvn Trickett

Rooms (34)

Search by room number or name

Any Room Type | Any Section

Any Status | Any Occupancy | Any Reservation

RESET FILTER(S) | UNSELECT ALL ROOMS

0	100	101	102	103	104	200	200a	200aa
200ab	200b	200c	200ca	201	202	203	204	300
301	302	303	304	400	401	402	403	404
500	501	502	503	504	a200	b200		

## Unassigned Rooms

All **Unassigned Rooms** can be found in the list to the right. From here, you can search for rooms to assign by using the drop-down filters, or find a specific room using the **Search by room number or name** box.

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STAY-OVERS

68%

23/34 ROOMS CLEANED

53%

18/34 ROOMS INSPECTED

ATTENDANTS

INSPECTORS

Aron Test

Attendant | 0 % Capacity | Remaining Capacity: 35 | 0/0 Cleaned

John L.

Attendant | 0 % Capacity | Remaining Capacity: 50 | 0/0 Cleaned

Buffy Summers

Attendant | 0 % Capacity | Remaining Capacity: 35 | 0/0 Cleaned

Bryn Trickett

Attendant | 0 % Capacity | Remaining Capacity: 40 | 0/0 Cleaned

Andy Wall

Attendant | 0 % Capacity | Remaining Capacity: 50 | 0/0 Cleaned

Rooms (34)

Search by room number or name

Any Room TypeAny Section

Any StatusAny OccupancyAny Reservation

RESET FILTER(S)UNSELECT ALL ROOMS

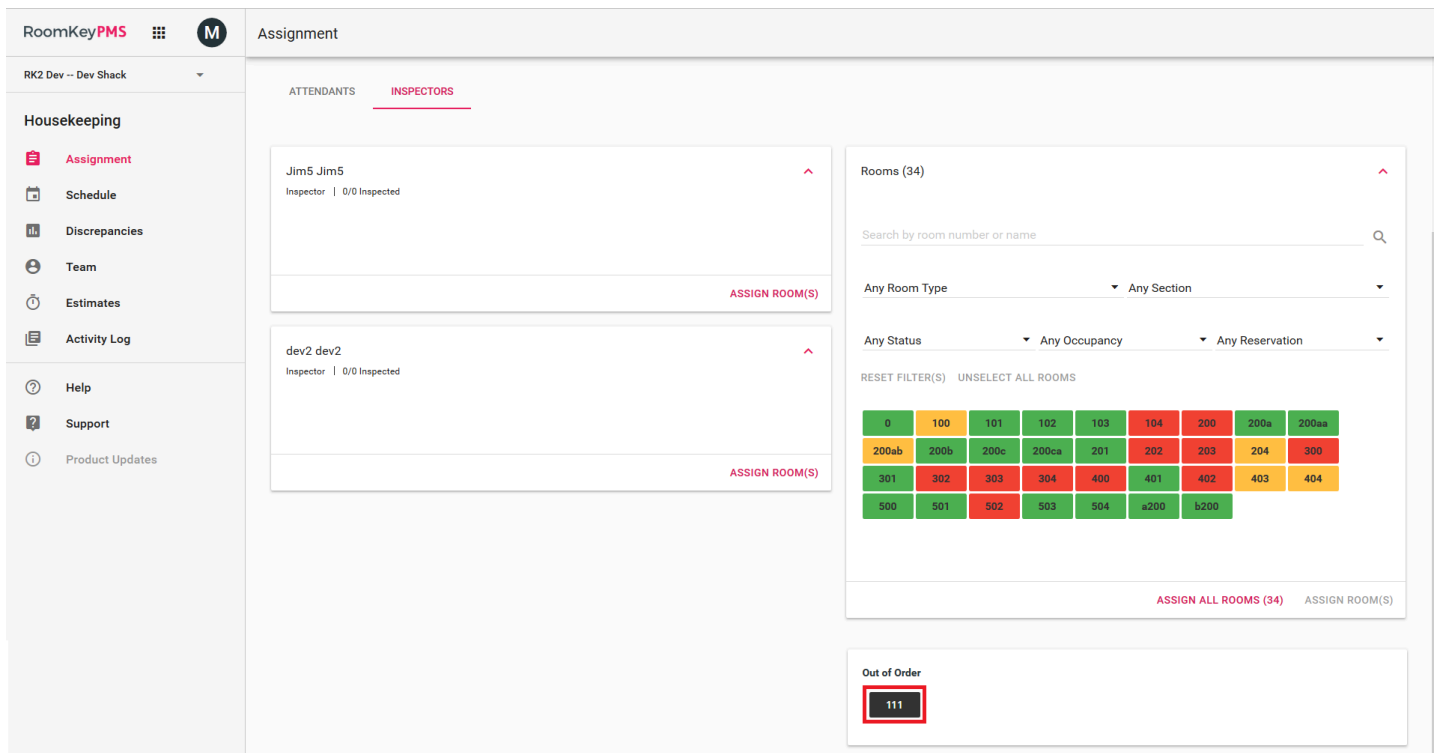
0	100	101	102	103	104	200	200a	200aa
200ab	200b	200c	200ca	201	202	203	204	300
301	302	303	304	400	401	402	403	404
500	501	502	503	504	a200	b200		

ASSIGN ALL ROOMS (34)ASSIGN ROOM(S)

## Out of Order Rooms

Any **Out of Order** rooms will also be shown in a separate box at the very bottom.

**NOTE:** The **Out of Order** rooms here are only a display. A Room's Out of Order status cannot be modified in the Housekeeping module, and must still be scheduled and set in the Maintenance Module of the Desktop client.



## Methods of Assigning Rooms

There are several methods that can be used to assign rooms to an Attendant.

- **Method 1 (Assign By Rooms)** - Select a block of rooms from the **Rooms** list, then assign to a designated Attendant
- **Method 2 (Assign By Attendant)** - Select an Attendant first, then assign them a block of rooms

We will look at both methods individually.

## Method 1 - Assign By Rooms

### Using Filters

- Using the **Rooms** display on the right, filters can be used to help narrow the search for rooms that need to be assigned

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PRINT TODAY'S SCHEDULES

16 ROOMS NEEDING ASSIGNMENT | 15% OCCUPANCY | 0 ARRIVALS | 0 DEPARTURES | 0 STAY-OVERS | 68% 23/34 ROOMS CLEANED | 53% 18/34 ROOMS INSPECTED

**ATTENDANTS** INSPECTORS

Aron Test  
Attendant | 0 % Capacity | Remaining Capacity: 35 | 0/0 Cleaned

John L.  
Attendant | 0 % Capacity | Remaining Capacity: 50 | 0/0 Cleaned

Buffy Summers  
Attendant | 0 % Capacity | Remaining Capacity: 35 | 0/0 Cleaned

**Rooms (34)**

Search by room number or name

Any Room Type | Any Section

Any Status | Any Occupancy | Any Reservation

RESET FILTER(S)(1) UNSELECT ALL ROOMS

0	100	101	102	103	104	200	200a	200aa
200ab	200b	200c	200ca	201	202	203	204	300
301	302	303	304	400	401	402	403	404

## Selecting Rooms to be Assigned - Managing Workloads

- As rooms are being selected, a count of total rooms, and Cleaning Units will be kept at the bottom of the screen, helping with balancing to the Attendant's allotted capacity

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PRINT TODAY'S SCHEDULES

16 ROOMS NEEDING ASSIGNMENT | 15% OCCUPANCY | 0 ARRIVALS | 0 DEPARTURES | 0 STAY-OVERS | 68% 23/34 ROOMS CLEANED | 53% 18/34 ROOMS INSPECTED

**ATTENDANTS** INSPECTORS

Aron Test  
Attendant | 0 % Capacity | Remaining Capacity: 35 | 0/0 Cleaned

John L.  
Attendant | 0 % Capacity | Remaining Capacity: 50 | 0/0 Cleaned

Buffy Summers  
Attendant | 0 % Capacity | Remaining Capacity: 35 | 0/0 Cleaned

**Rooms (34)**

Search by room number or name

Any Room Type | Any Section

Any Status | Any Occupancy | Any Reservation

RESET FILTER(S) UNSELECT ALL ROOMS

0	100	101	102	103	104	200	200a	200aa
200ab	200b	200c	200ca	201	202	203	204	300
301	302	303	304	400	401	402	403	404

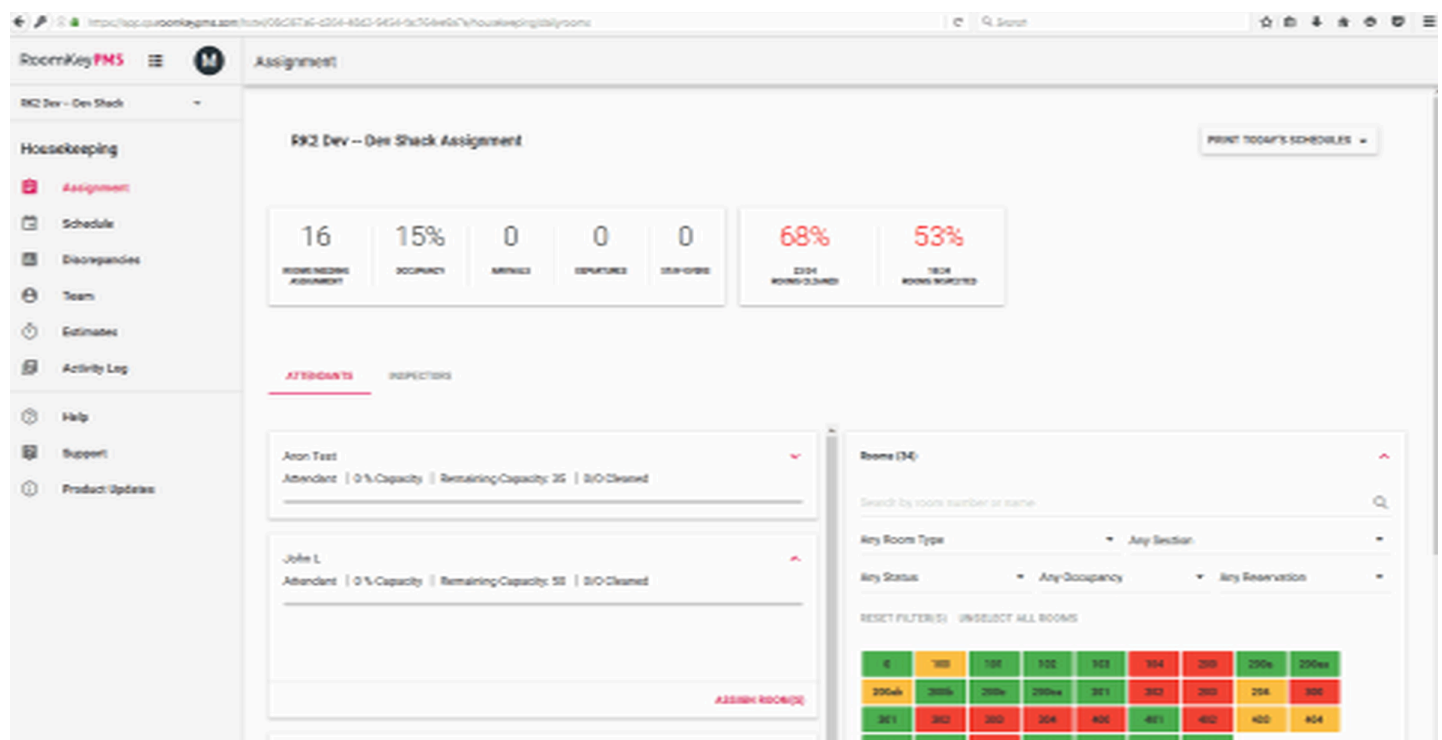
## Assigning to an Attendant

- Clicking **Assign Rooms** will open a box where the desired Attendant can be selected from the list

## Method 2 - Assign By Attendant

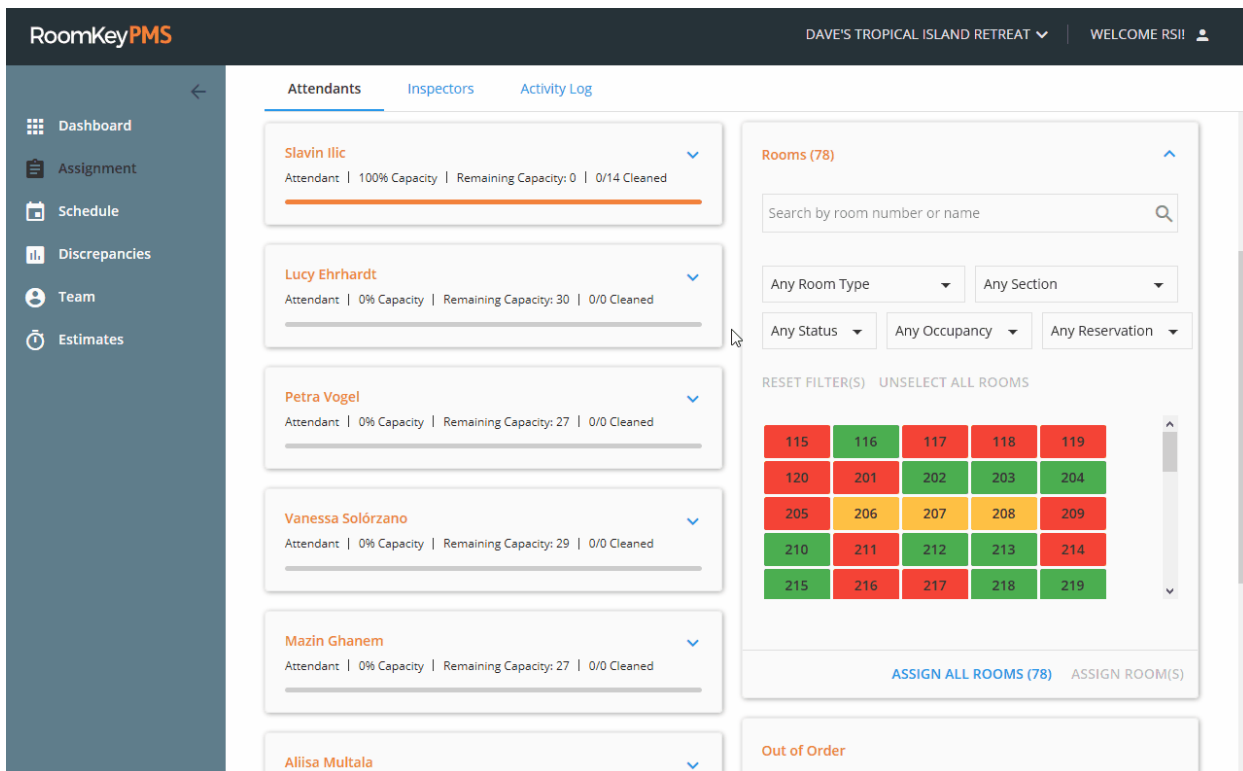
### Using Filters

- When using filters to narrow the selection of rooms to assign, it is possible to assign all rooms shown using the bulk action Assign All Rooms. This function allows for faster assignment of workloads, and is available for both methods of room assignment.



## Selecting Rooms to be Assigned - Managing Workloads

- When selecting rooms to be assigned, a count of Cleaning Units will be kept at the bottom of the screen, while at the top of the screen, a useful meter appears showing the remaining capacity for the selected Attendant.



## Assigning Selected Rooms

- Once all desired rooms have been selected, simply click the **Assign Rooms** button. The rooms will now appear under the chosen Attendant.

## Assign All Rooms

When using filters to narrow the selection of rooms to assign, it is possible to assign all rooms shown using the bulk action **Assign All Rooms**. This function allows for faster assignment of workloads, and is available for both methods of room assignment.

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PRINT TODAY'S SCHEDULES

16  
ROOMS NEEDING ATTENTION

15%  
OCCUPANCY

0  
ARRIVALS

0  
DEPARTURES

0  
CHECK-OUTS

68%  
CLOCK ROOMS CLEANED

53%  
CHECK ROOMS REPORTED

ATTENDANTS INSPECTORS

Arion Test

Attendant | 0 % Capacity | Remaining Capacity: 25 | S/O Cleared

John L

Attendant | 0 % Capacity | Remaining Capacity: 55 | S/O Cleared

Guffy Summers

Attendant | 0 % Capacity | Remaining Capacity: 35 | S/O Cleared

Rooms (34)

Search by room number or name

Any Room Type Any Section

Any Status Any Occupancy Any Reservation

RESET FILTER(S) UNSELECT ALL ROOMS

6	100	100	100	100	100	100	100	100	100
100a	100b	100c	100d	100e	100f	100g	100h	100i	100j
101	102	103	104	105	106	107	108	109	110