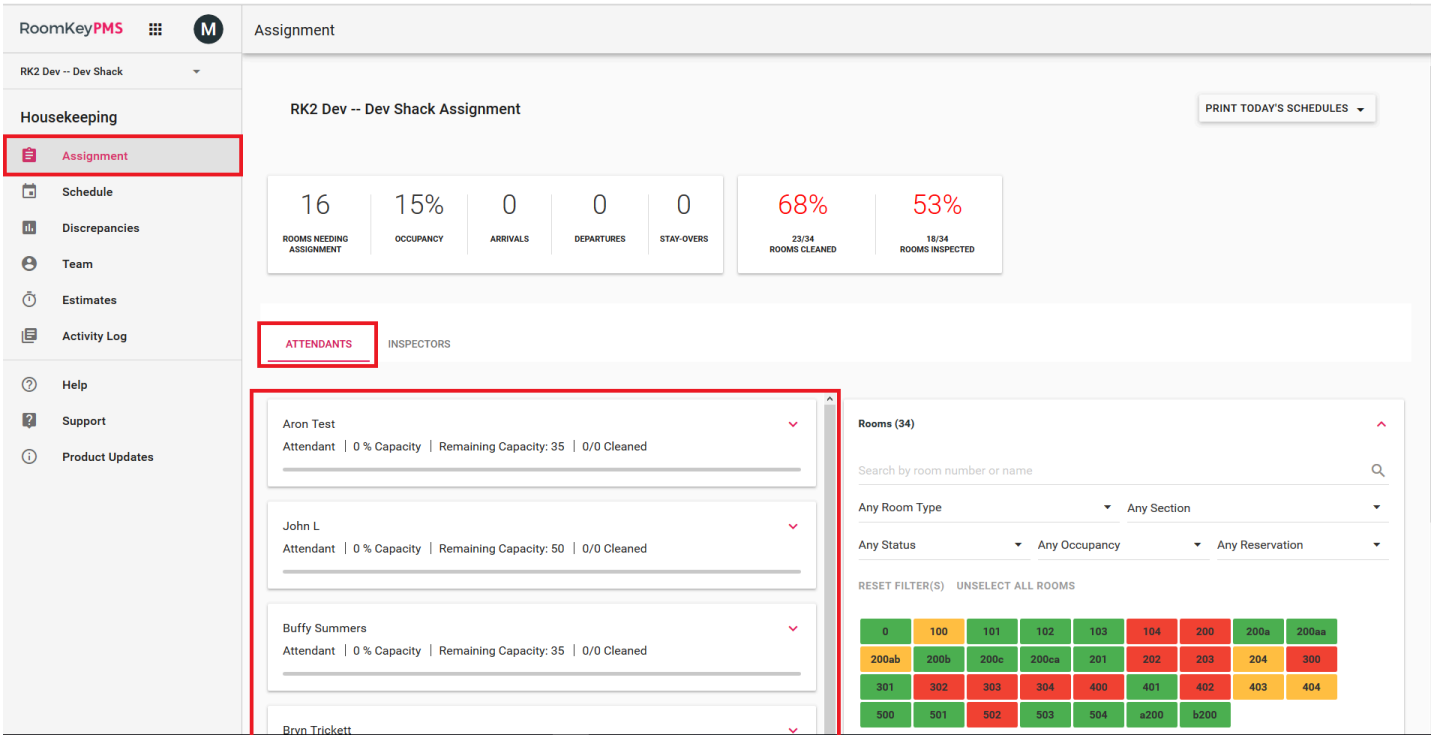
How do I assign rooms to my Attendants?

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

Assignment Page

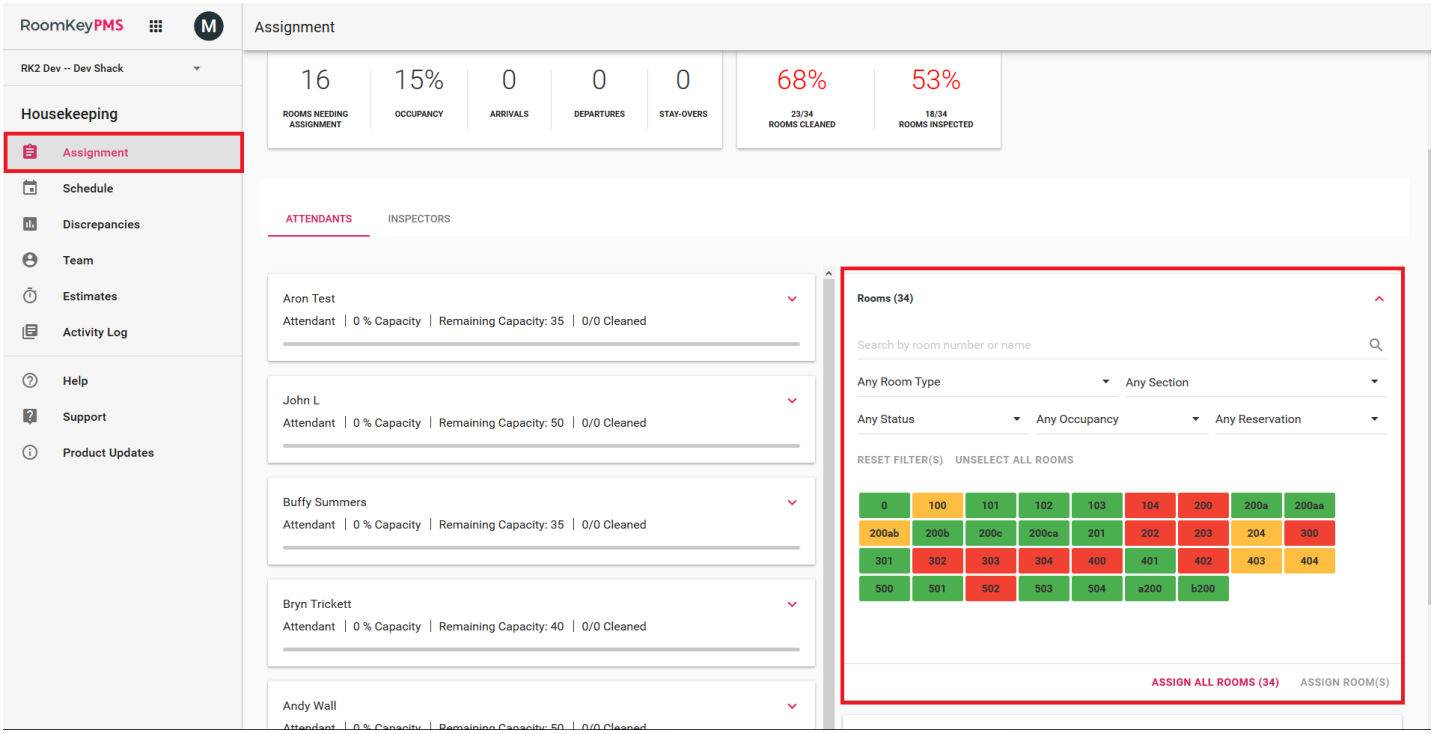
After the team schedule has been set for the day, proceed to the **Assignment** page to begin assigning rooms to Attendants. All attendants that were scheduled for the current day should appear in the **Attendants** list on the left.

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?***



Unassigned Rooms

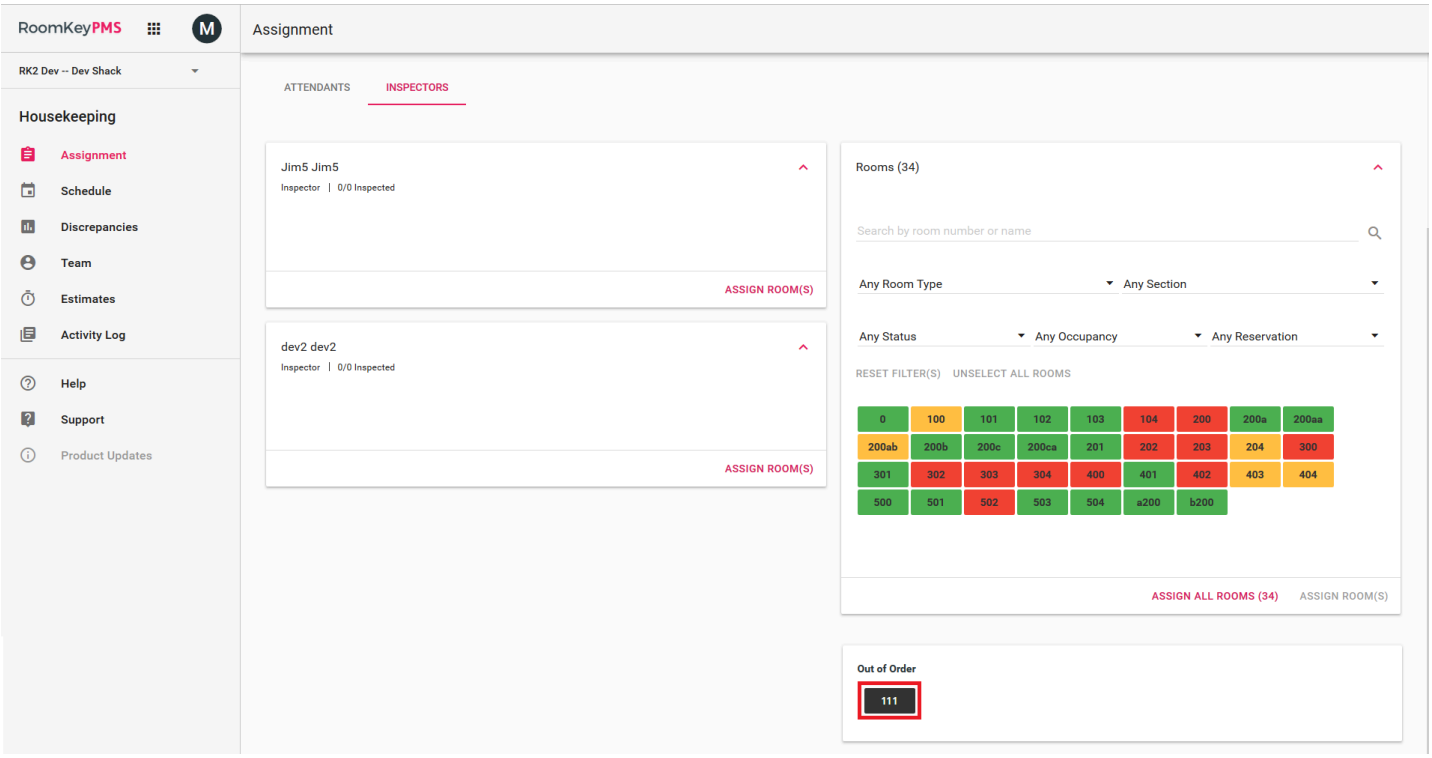
All **Unassigned Rooms** can be found in the list to the right. From here, you can search for rooms to assign by using the drop-down filters, or find a specific room using the **Search by room number or name** box.



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.

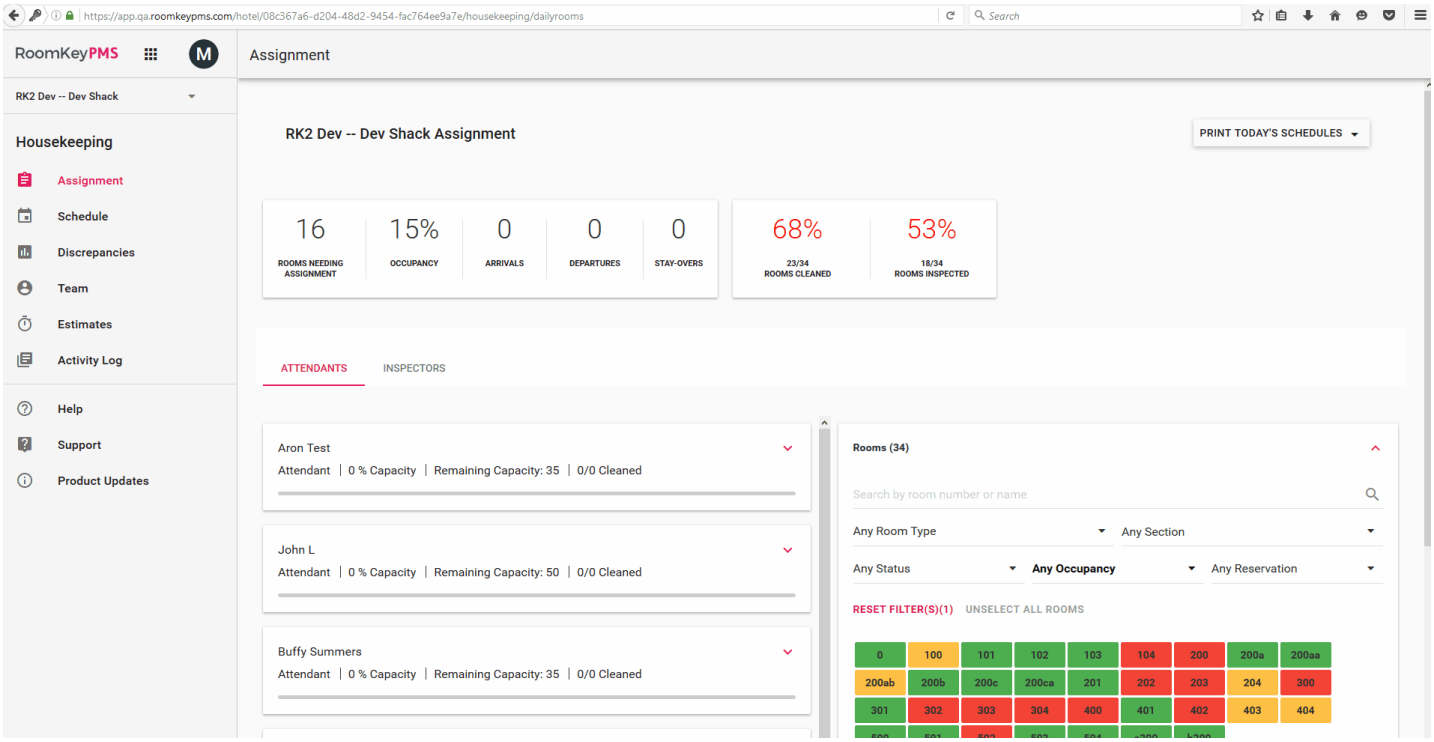
- **Method 1 (Assign By Rooms)** - Select a block of rooms from the **Rooms** list, then assign to a designated Attendant
- **Method 2 (Assign By Attendant)** - Select an Attendant first, then assign them a block of rooms

We will look at both methods individually.

Method 1 - Assign By Rooms

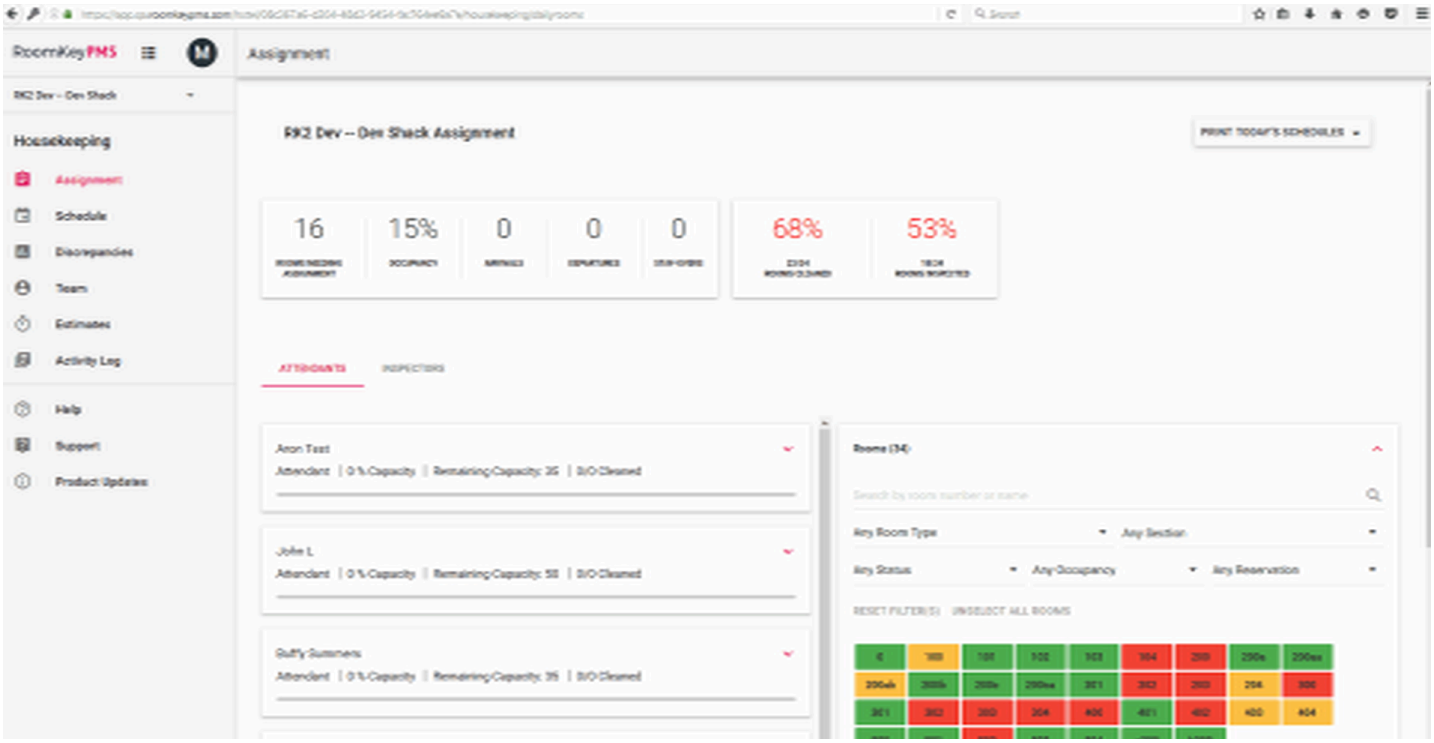
Using Filters

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



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



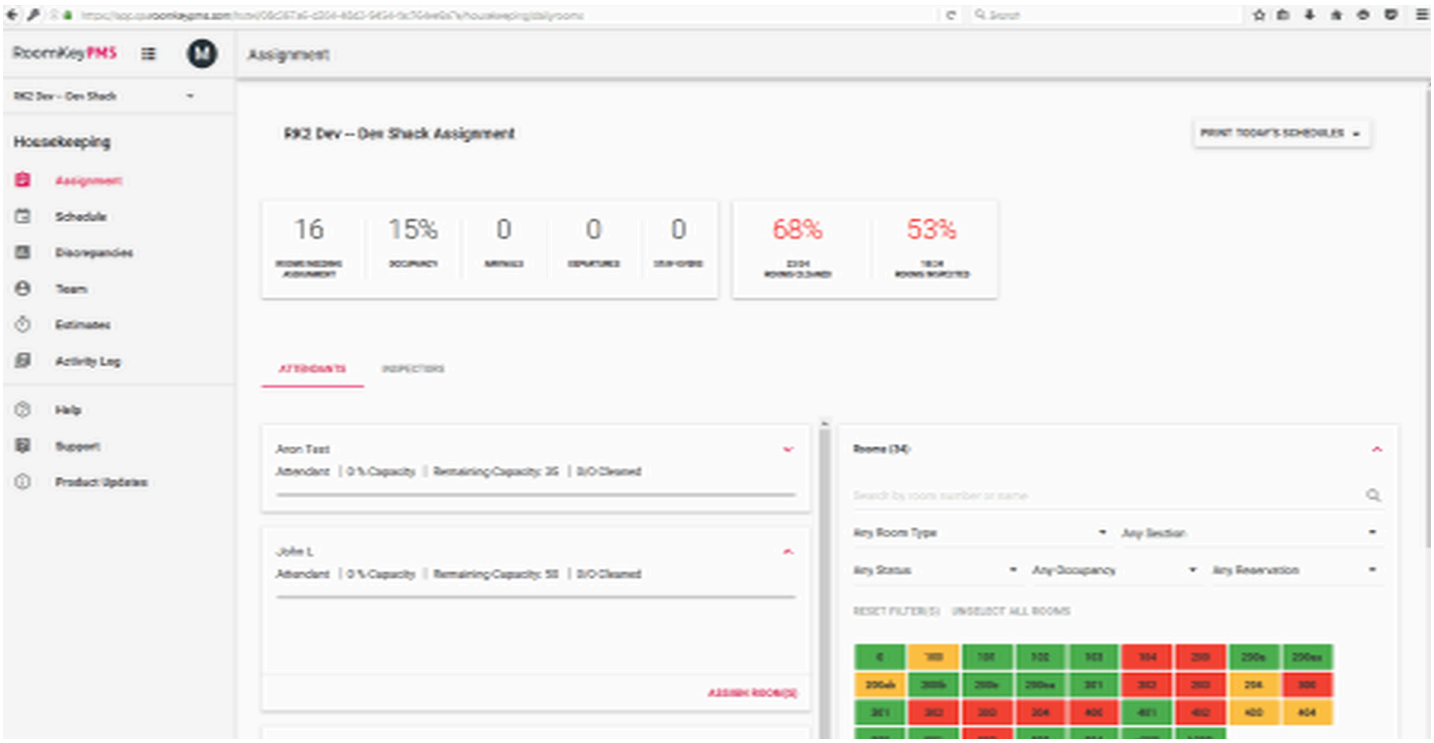
Assigning to an Attendant

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

Method 2 - Assign By Attendant

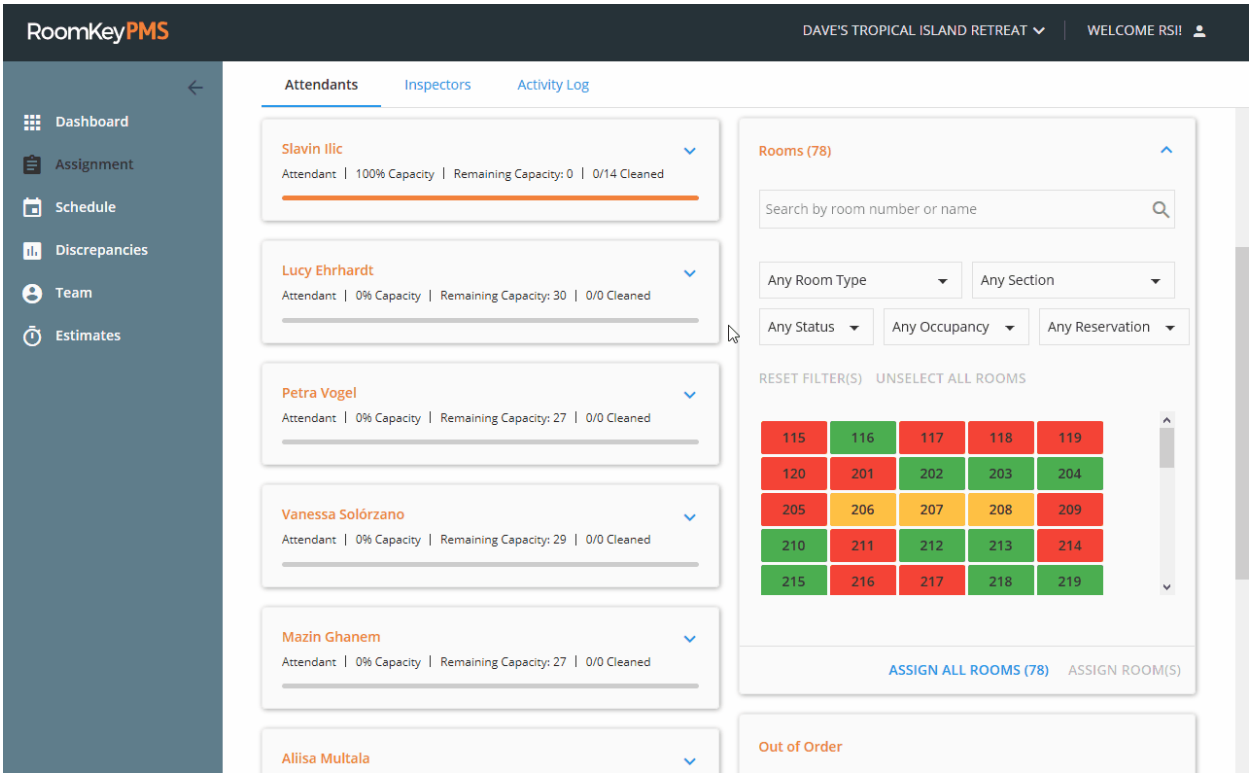
Using Filters

- 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.

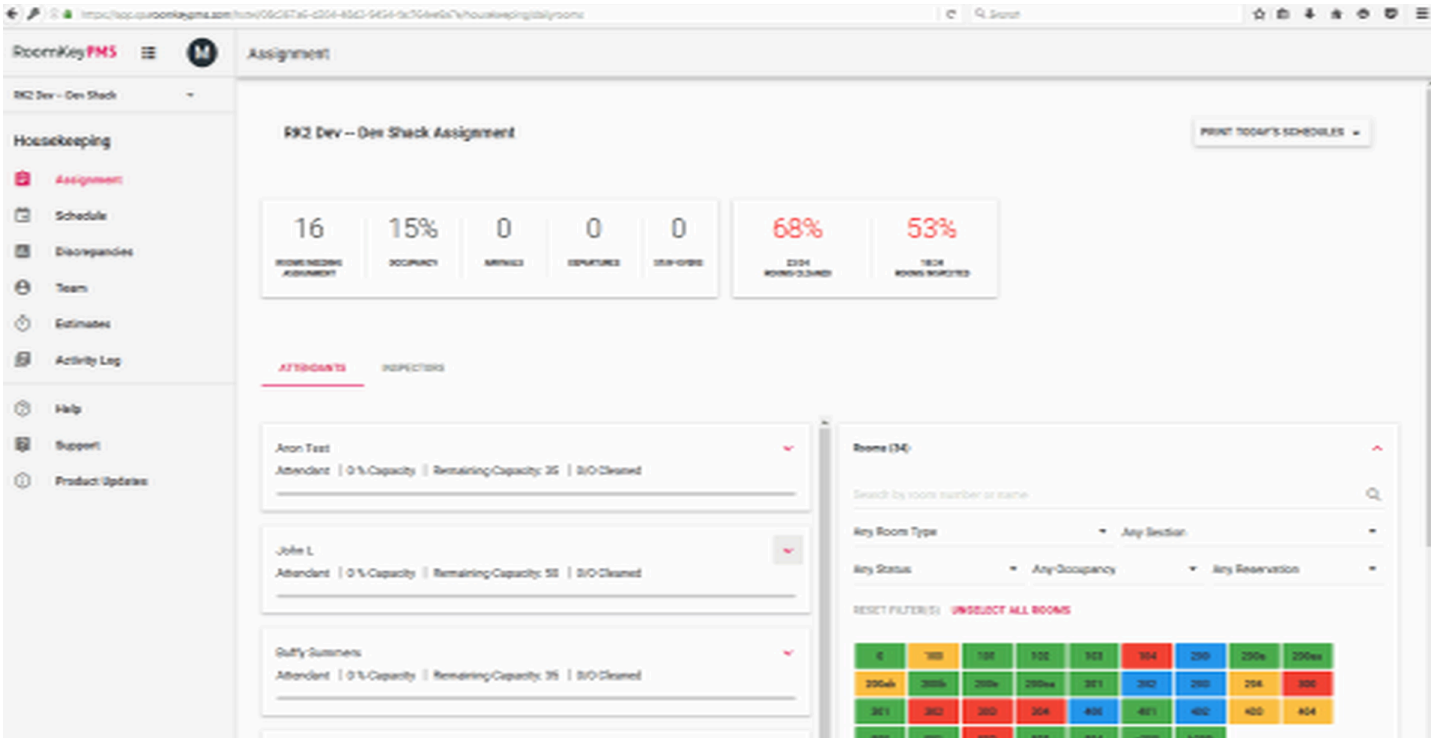


Assigning Selected Rooms

- 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.


RoomKeyPMS
Assignment
Housekeeping
Assignment
Schedule
Discrepancies
Team
Estimates
Activity Log
Help
Support
Product Updates
F92 Dev – Dev Shack Assignment
PRINT TODAY'S SCHEDULES
16
15%
0
0
0
68%
53%
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)
Any Room Type
Any Section
Any Status
Any Occupancy
Any Reservation
UNSELECT ALL ROOMS