## How do I un-assign rooms, or reassign them to someone else?

The following article explains how assigned rooms can be unassigned, or reassigned to another team member. This process can be done for single or multiple rooms, making managing workloads precise and efficient.

## **Un-assigning Rooms**

To un-assign rooms from an Attendant or Inspector, simply open that team member's view, and select the rooms that need to be un-assigned. You can select one room at a time, or for bulk un-assignment, use **Select All Rooms**. Watch the below animation to see an example of both.

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## **Re-Assigning Rooms**

As with un-assigning, rooms may also be reassigned from one team member to another. You can select one room at a time, or for bulk reassignment, use **Select All Rooms**. Watch the below animation to see an example of both.

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