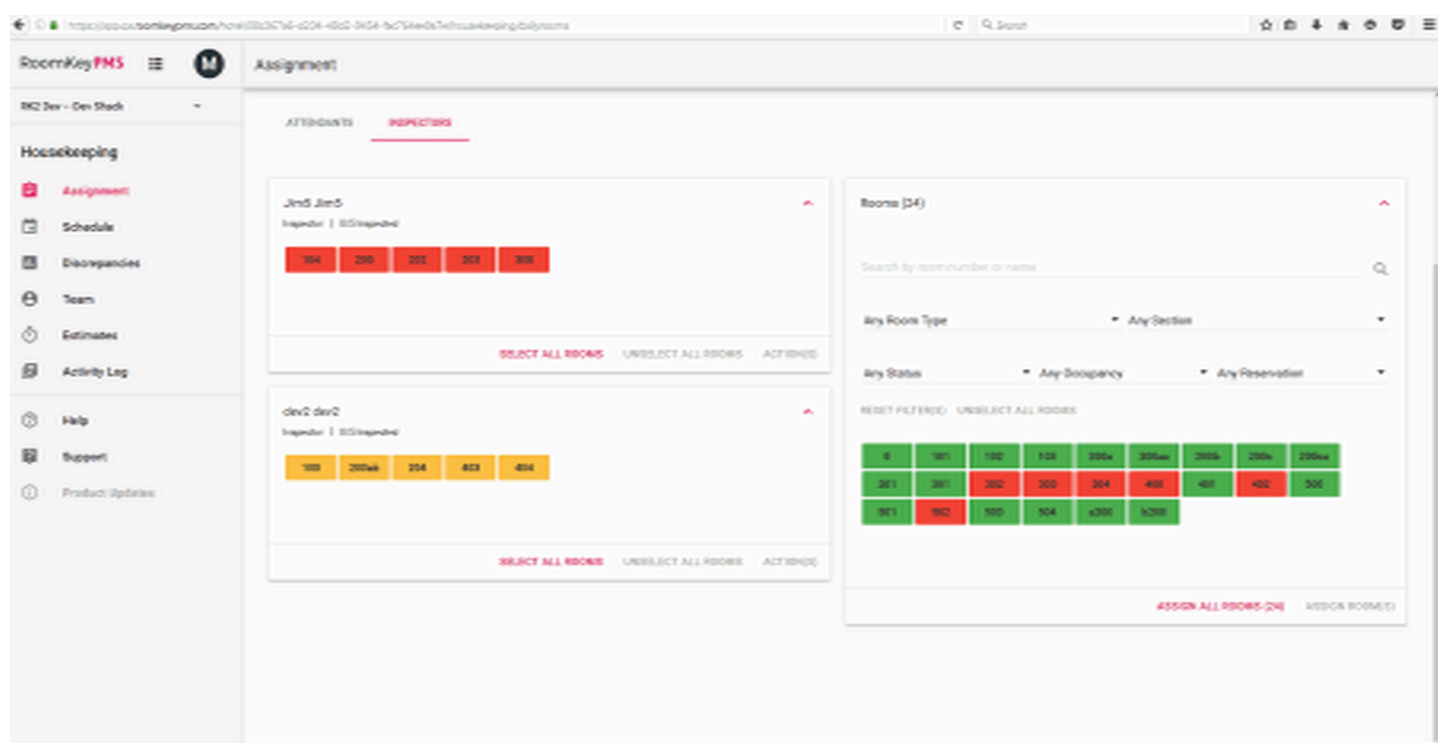


# How do I un-assign rooms, or reassign them to someone else?

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.



## 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.

RoomKey PMS Assignment

11 ROOMS ASSIGNED 15% OCCUPANCY 0 ARRIVALS 0 DEPARTURES 0 CHANGES 68% 2154 ROOMS CLEANED 53% 1834 ROOMS WORKED

ATTENDANTS UNEXPECTEDS

JinS JinS  
Inspector | ESI Inspector

100 200a 254 403 404

SELECT ALL ROOMS UNSELECT ALL ROOMS ACTION(S)

dev2 dev2  
Inspector | ESI Inspector

Rooms (29)

Search by room number or name

Any Room Type Any Section

Any Status Any Occupancy Any Reservation

RESET FILTER(S) UNSELECT ALL ROOMS

5	101	102	103	104	105	200a	200b	200c
200d	200e	200f	200g	200h	200i	200j	200k	200l
204	400	401	402	403	404	405	406	407
408	409	410	411	412	413	414	415	416