

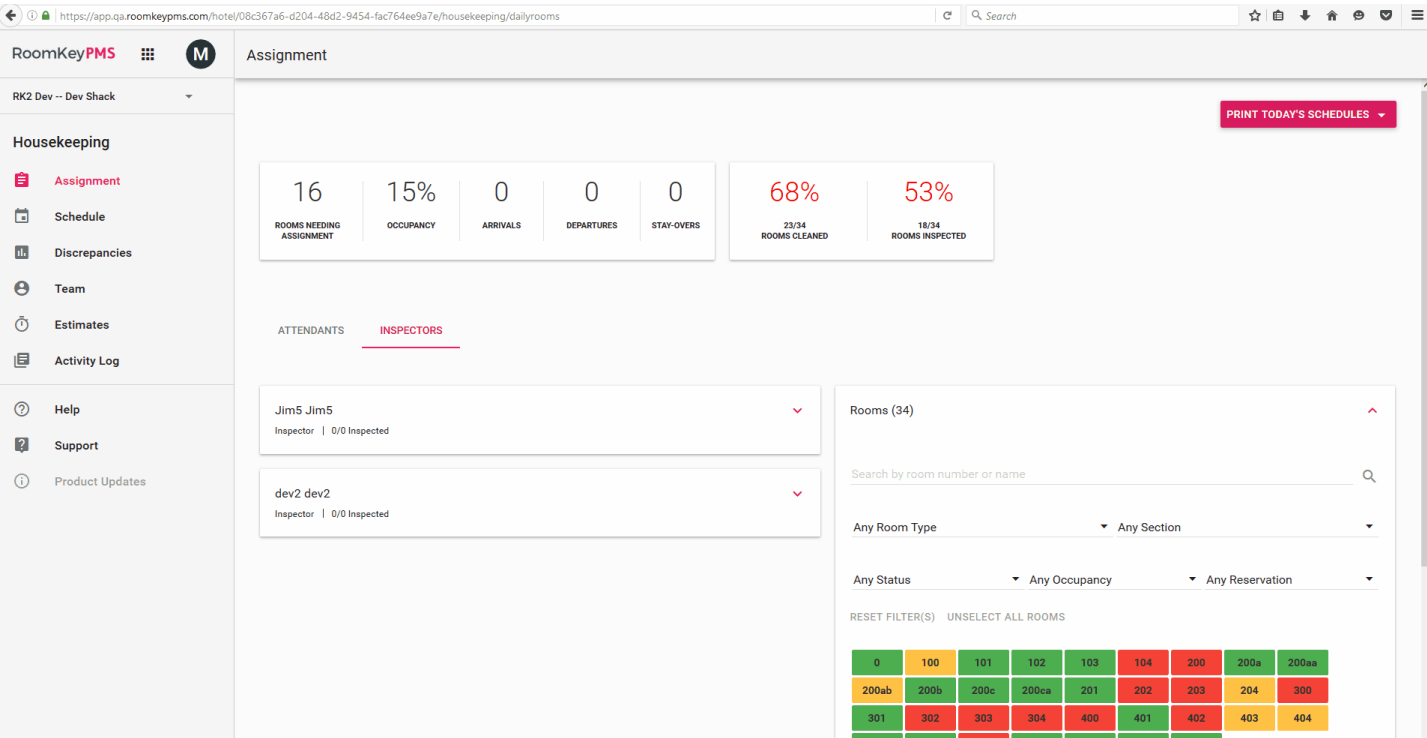
How do I assign rooms to my Inspectors?

The following article explains how to assign rooms to Inspectors for final inspection.

Assignments Page

As many properties require rooms to be inspected once an Attendant has done the initial cleaning, the same rooms can be assigned to an Inspector for follow-up, making sure the rooms are ready for sale.

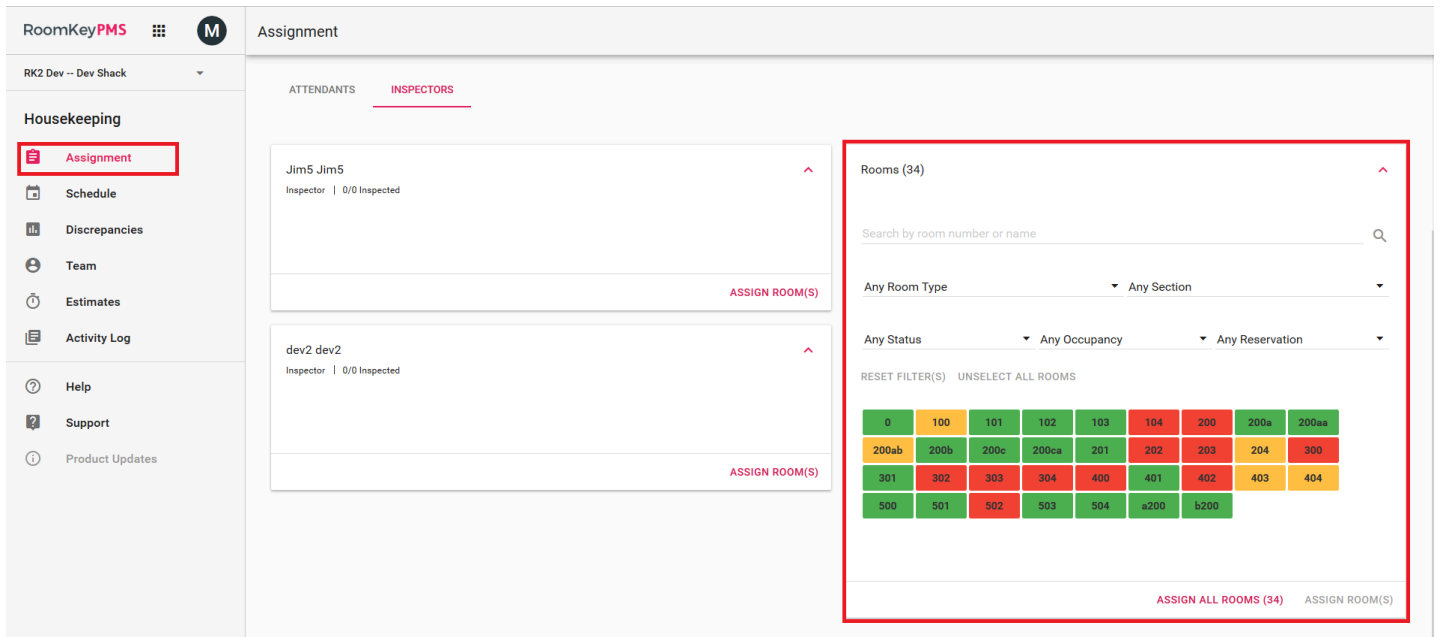
On the **Assignments** page, click the **Inspectors** tab to view the list of Inspectors scheduled for the current day.



Rooms

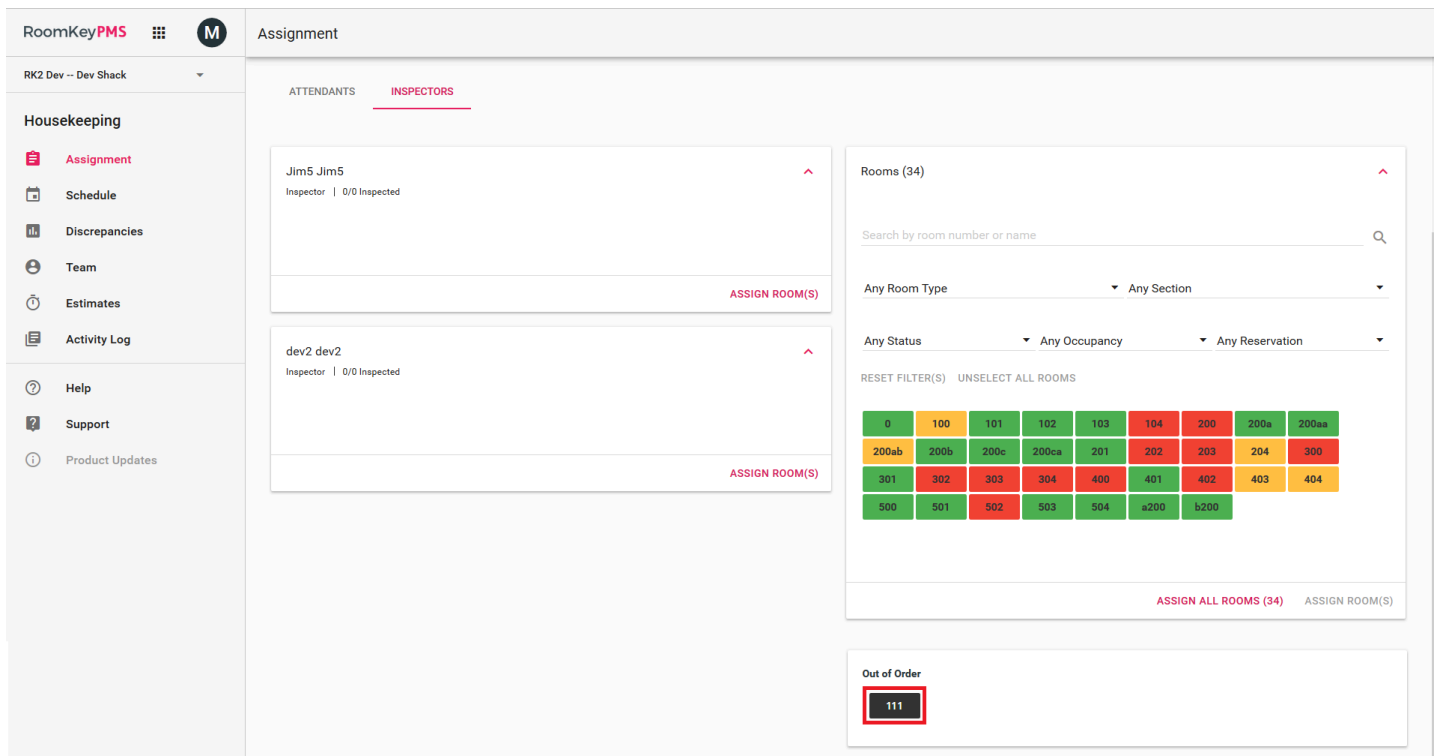
Even after all the rooms have been assigned to Attendants on the **Attendants** tab, they will still appear as unassigned in the **Rooms** list on the **Inspectors** tab, as they will need to also be assigned for that role.

On the **Inspectors** tab, the **Rooms** list 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.



Methods of Assigning Rooms

There are several methods that can be used to assign rooms to an Inspector:

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

We will look at both methods individually.

Method 1 - Assign By Rooms

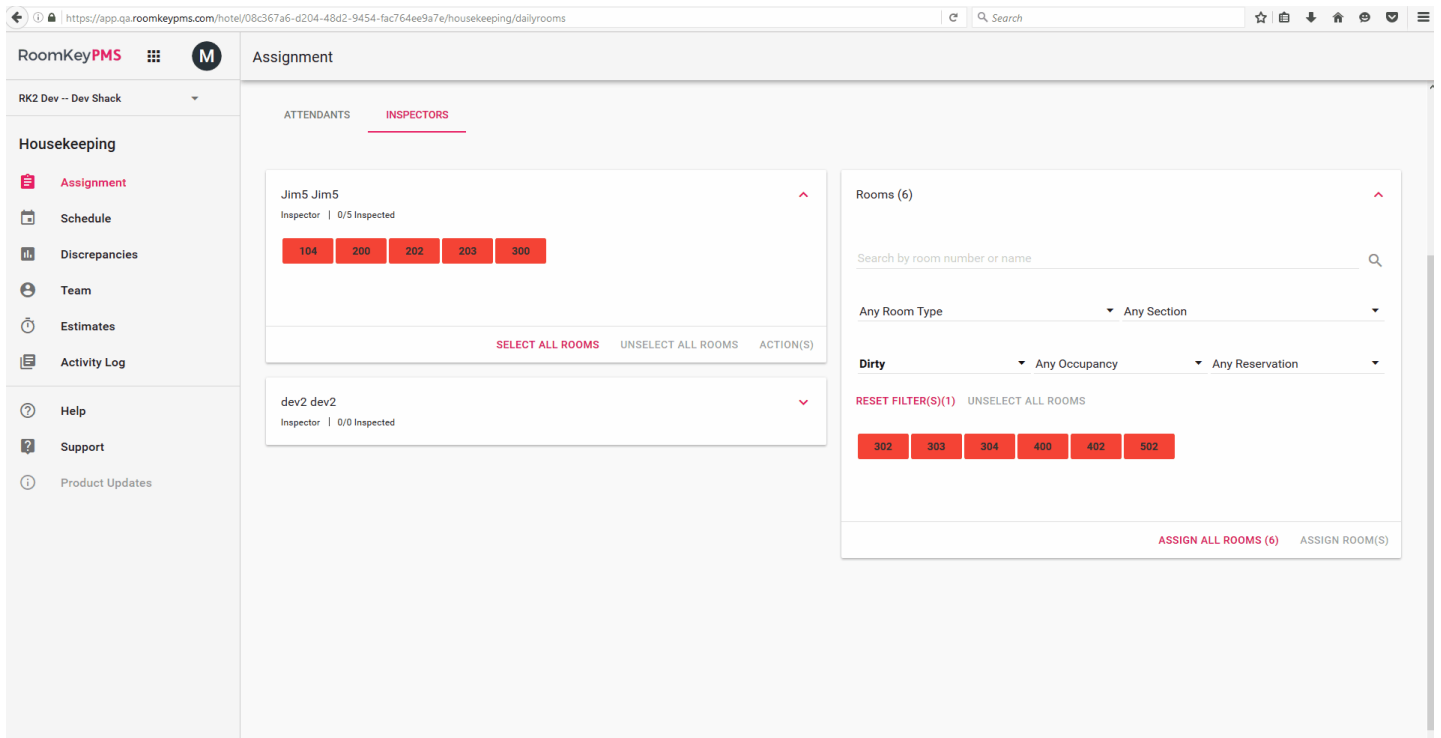
Using Filters

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

The screenshot shows the RoomKeyPMS Assignment interface. On the left is a sidebar with navigation options: Housekeeping (Assignment, Schedule, Discrepancies, Team, Estimates, Activity Log), Help, Support, and Product Updates. The main area is titled 'Assignment' and has two tabs: 'ATTENDANTS' and 'INSPECTORS'. Under the 'INSPECTORS' tab, there are two inspectors listed: 'Jim5 Jim5' and 'dev2 dev2', both with '0/0 Inspected' status. On the right, the 'Rooms (34)' section displays a grid of room numbers. The grid is color-coded: green for available, red for occupied, and yellow for other statuses. The grid shows room numbers from 0 to 500, with some rooms having suffixes like 'a' or 'b'. Below the grid, there are buttons for 'RESET FILTER(S)', 'UNSELECT ALL ROOMS', 'ASSIGN ALL ROOMS (34)', and 'ASSIGN ROOM(S)'.

Assigning to an Inspector

- Unlike Attendants, Inspectors do not have a Cleaning Unit Capacity, thus there is no workload to balance for them. To assign rooms to an Inspector, simply begin clicking on rooms to make the selection, and when all desired rooms have been selected, click **Assign Rooms**, and choose an **Inspector** from the list.



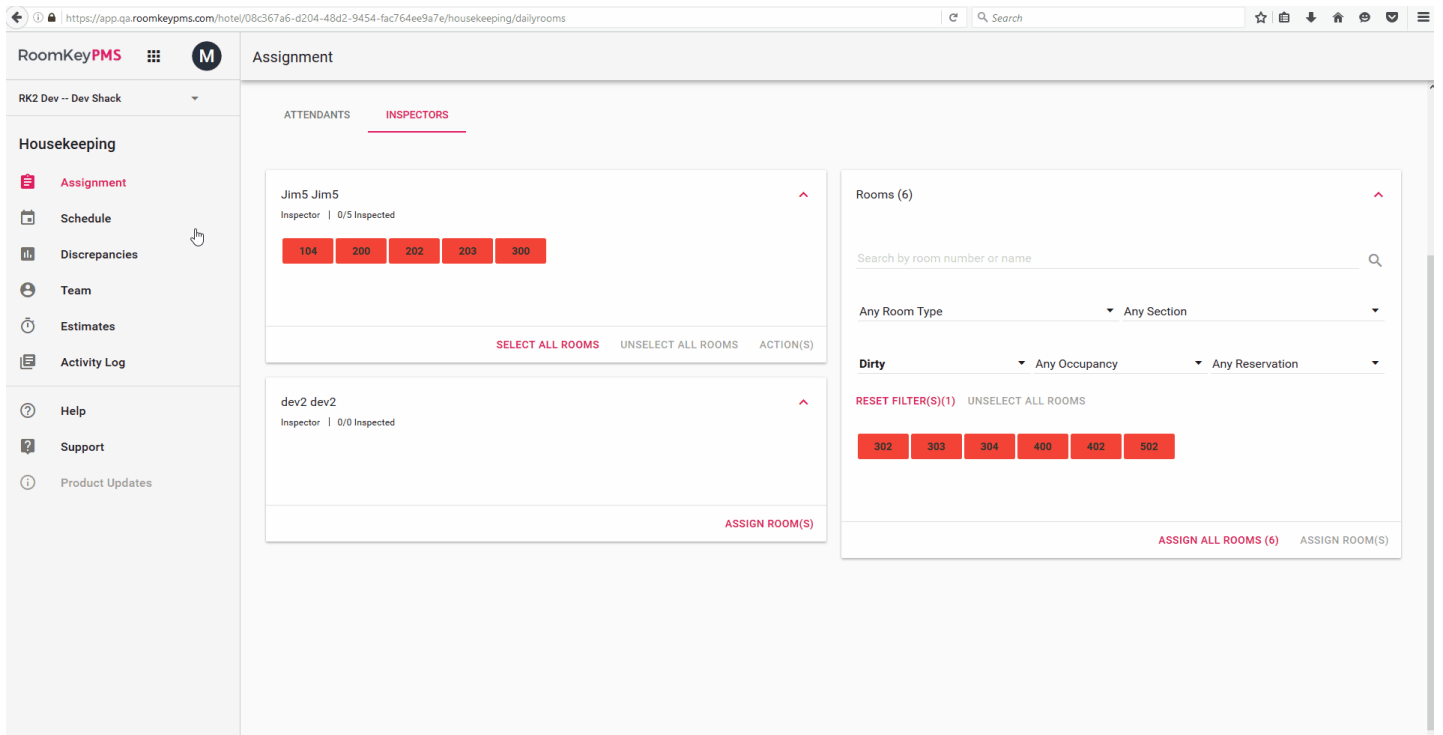
Method 2 - Assign by Inspector

Using Filters

- As with Method 1, when choosing an Inspector to assign rooms to, filters may be used to help narrow the search to the desired rooms by Room Type, Section, Status, Occupancy, and Reservation Status.

Assigning Selected Rooms

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



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.

