

How do I create Attendants?

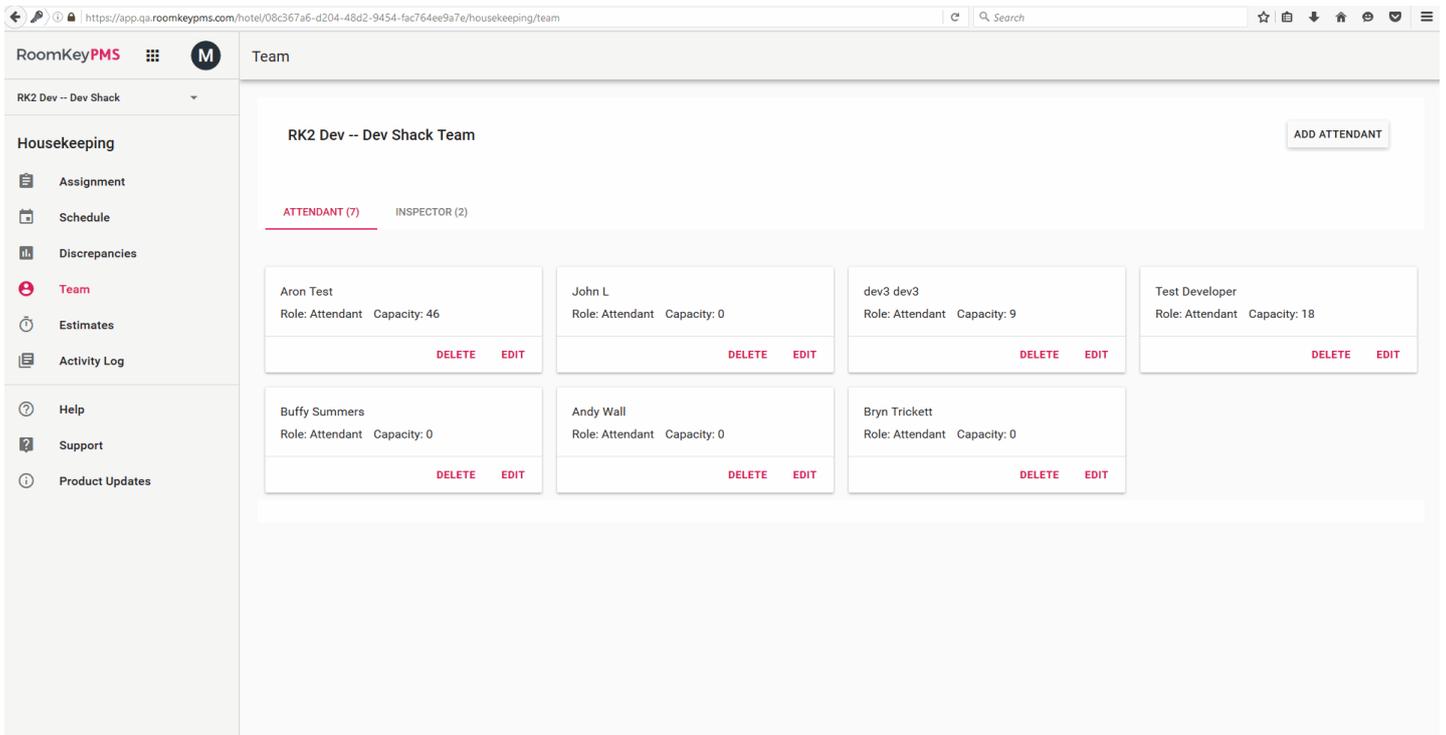
The following article explains how to add a team of Attendants to the Housekeeping roster.

Assigning a Team Member as an Attendant

Once the Housekeeping Team has been added to the PMS (see [Creating Your Team](#)), the next step is to set them up as either **Attendants** or **Inspectors**. In this step, we review how to add **Attendants** to the Housekeeping roster. Once all Attendants have been added, they can then be selected as needed to build the daily schedule.

- In the web based version of the PMS, log into the Housekeeping Module, and proceed to the **Team** page.
- Click the **Add Attendant** button
- Click into the field under **Team Member**. Either type the name of the desired Team Member, or scroll through the list of available Team Members
- If you plan to manage your labour by using a Credit or Time system, you can define each Team Member's daily, default capacity under **Cleaning Units Per Day**. (*Note: this number can still be manually adjusted up or down on a daily basis as needs fluctuate. This is done when setting up the current day's team on the **Schedule** page*)
- Click **Apply** to finish
- Repeat steps as necessary until all Attendants are added

NOTE: When setting up **Attendants**, the option to assign **Cleaning Units Per Day** applies to the Attendant role only, and is not available on the Inspector role. The use of **Cleaning Units** is optional, and does not need to be set.



Reviewing the Team Page

You can review and make changes to the team straight from the **Team** page. You have the ability to adjust an Attendant's Cleaning Unit Capacity, as well as delete them from the Housekeeping team roster.

