

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.

RoomKeyPMS

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Housekeeping

- Assignment
- Schedule
- Discrepancies
- Team**
- Estimates
- Activity Log

Help

Support

Product Updates

Team

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ADD ATTENDANT

ATTENDANT (7) INSPECTOR (2)

Aron Test Role: Attendant Capacity: 46 DELETE EDIT	John L Role: Attendant Capacity: 0 DELETE EDIT	dev3 dev3 Role: Attendant Capacity: 9 DELETE EDIT	Test Developer Role: Attendant Capacity: 18 DELETE EDIT
Buffy Summers Role: Attendant Capacity: 0 DELETE EDIT	Andy Wall Role: Attendant Capacity: 0 DELETE EDIT	Bryn Trickett Role: Attendant Capacity: 0 DELETE EDIT	

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.

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ADD ATTENDANT

ATTENDANT (8) INSPECTOR (2)

Aron Test Role: Attendant Capacity: 46 DELETE EDIT	Katie Wootton Role: Attendant Capacity: 15 DELETE EDIT	John L Role: Attendant Capacity: 0 DELETE EDIT	dev3 dev3 Role: Attendant Capacity: 9 DELETE EDIT
Test Developer Role: Attendant Capacity: 18 DELETE EDIT	Buffy Summers Role: Attendant Capacity: 0 DELETE EDIT	Andy Wall Role: Attendant Capacity: 0 DELETE EDIT	Bryn Trickett Role: Attendant Capacity: 0 DELETE EDIT