

How do I create a Schedule for the day?

The following article explains how to add team members to the schedule for the day.

Schedule Page

The first step in assigning any work to your team is to build a schedule for the current day. This is done on the **Schedule** page.

The **Schedule** page has 3 options:

- **Copy Yesterday's Schedule** - If the same people are working from day to day, the previous day's schedule can be copied to the current day. It will also copy any manual adjustments that were made to Attendant's Cleaning Units (Attendant's Cleaning Units capacity can be adjusted up or down from their base level on a per-day basis in the Schedule page)
- **Add Attendant** - Choose this option to add an Attendant to the current day's schedule (Cleaning Units capacity can be adjusted here as well)
- **Add Inspector** - Choose this option to add an Inspector to the current day's schedule

NOTE: Copy Yesterday's Schedule will not be available on the first day the system is used.

RoomKeyPMS

DAVE'S TROPICAL ISLAND RETREAT | WELCOME RSI!

Dave's Tropical Island Retreat Schedule

1:17 PM PST | February 12th 2016

203	9%	0	26	0
CLEANING UNITS TO BE ASSIGNED	OCCUPANCY	ARRIVALS	DEPARTURES	STAY-OVERS

COPY YESTERDAY'S SCHEDULE

ATTENDANTS

ADD ATTENDANT

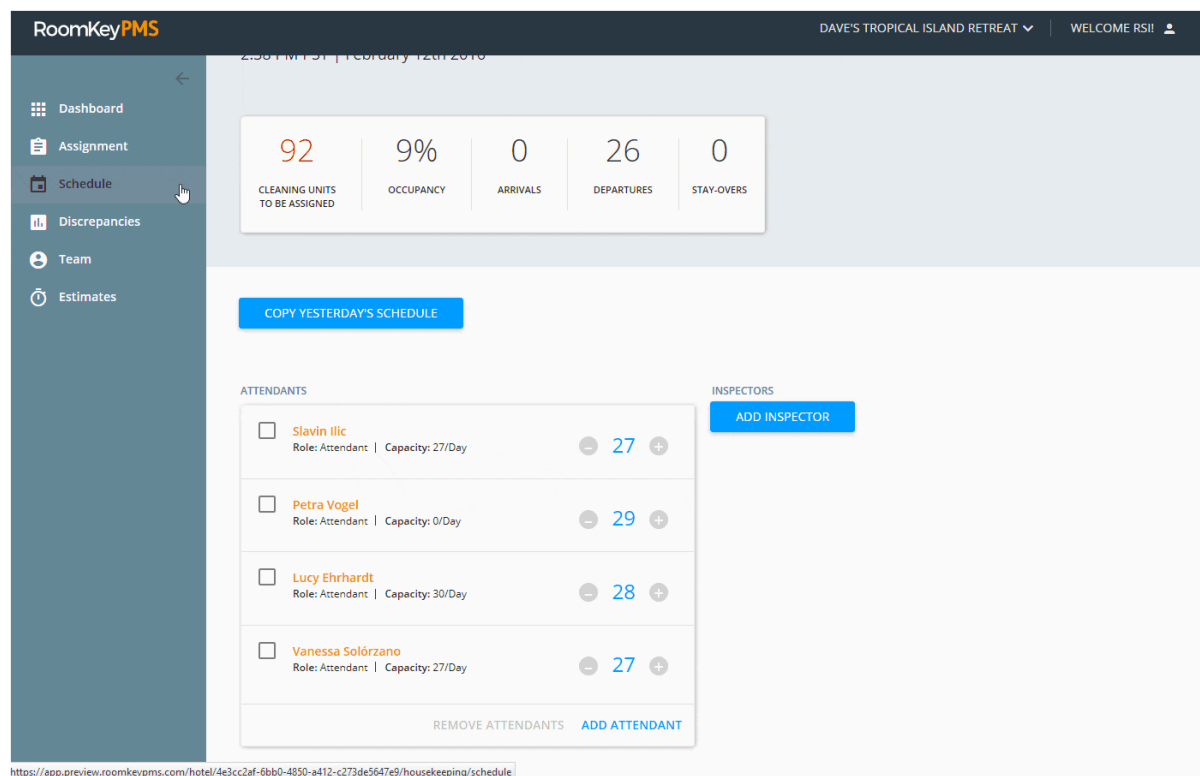
INSPECTORS

ADD INSPECTOR

Cleaning Units to Be Assigned

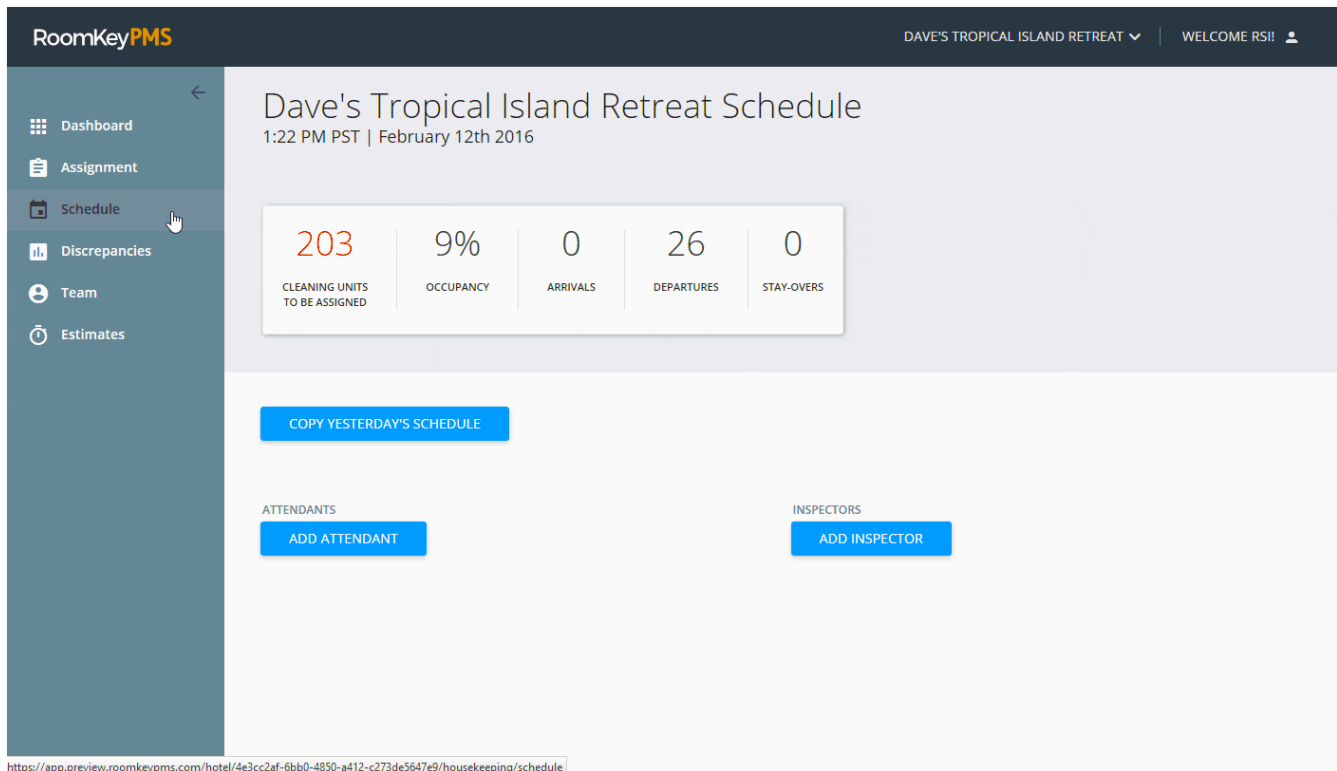
The Dashboard along the top of the **Schedule** page provides information on the current day, including **Occupancy**, **Arrivals**, **Departures**, and **Stayovers**.

Cleaning Units To Be Assigned displays the total number of credits based on all the rooms that need cleaning for the day. As Attendants are added to the schedule, based on their Cleaning Unit Capacity, the number of **Cleaning Units To Be Assigned** will decrease. When the number reaches 0, it indicates that enough Attendants with enough collective Cleaning Units have been added to the schedule to complete all the work for the day.



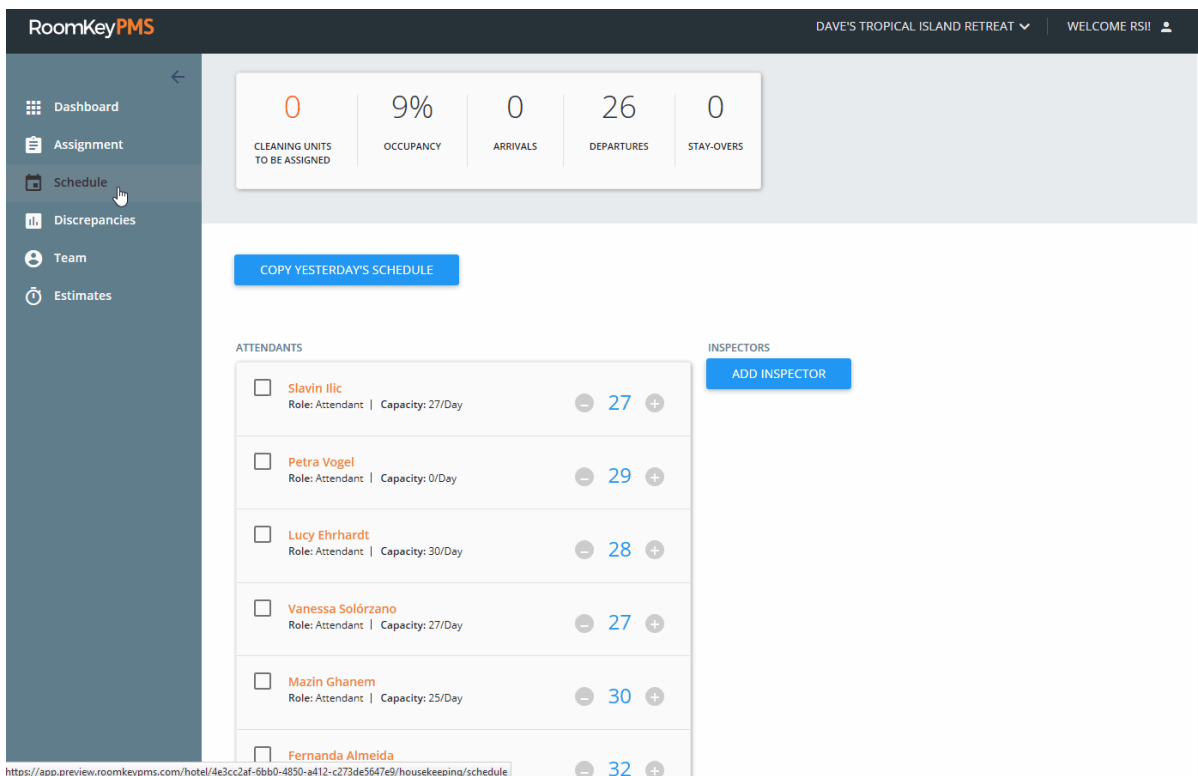
Creating a New Schedule - Adding Attendants

Click on **Add Attendant** to start building your team for the day. When choosing an Attendant, you have the option to adjust their Cleaning Unit capacity for the day. It can also be adjusted after they have been added. Watch the below animation for an example.



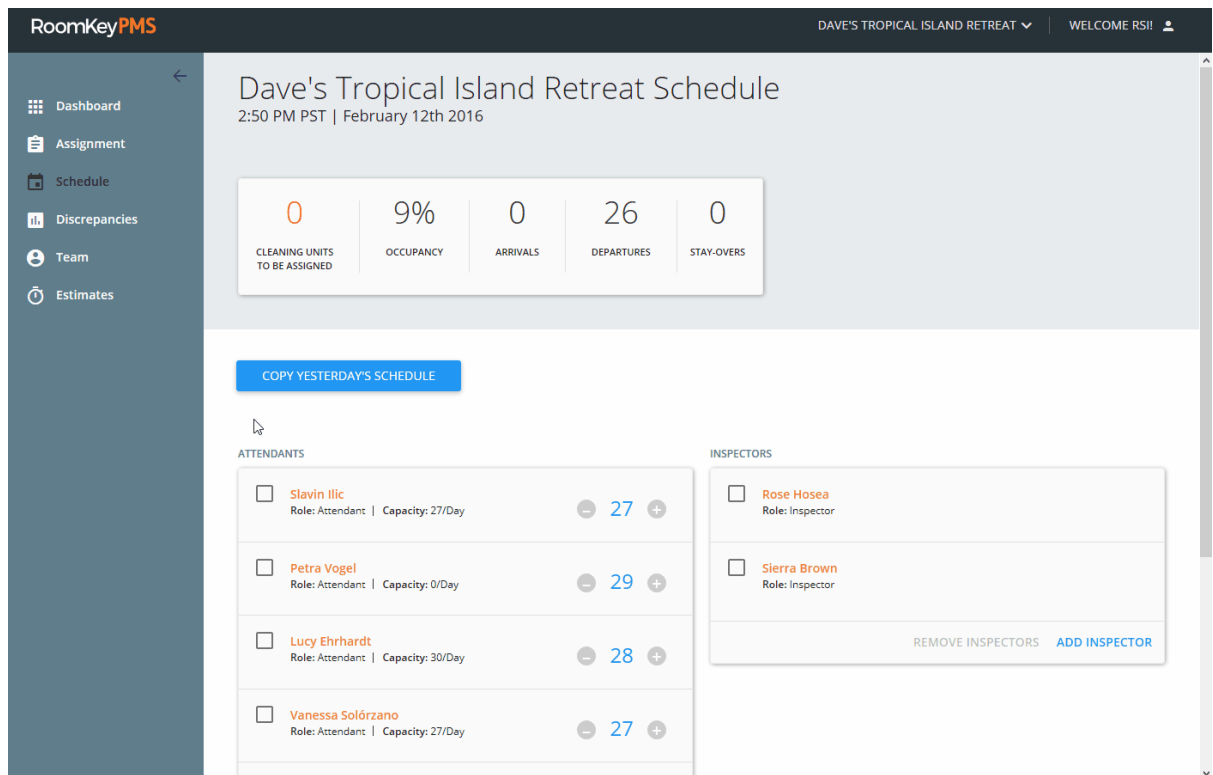
Creating a New Schedule - Adding Inspectors

Click on **Add Inspector** to start building your team for the day.



Removing Attendants

If you have copied a previous day's schedule, and need to make adjustments to the schedule by removing an Attendant, they can be removed by placing a check next to their name, and clicking on the **Remove Attendants** button.



Removing Inspectors

As with removing Attendants, simply place a check next to the Inspector you wish to remove, and click **Remove Inspectors**.

RoomKeyPMS

DAVE'S TROPICAL ISLAND RETREAT | WELCOME RSI!

Dashboard

Assignment

Schedule

Discrepancies

Team

Estimates

Dave's Tropical Island Retreat Schedule

2:51 PM PST | February 12th 2016

116

CLEANING UNITS
TO BE ASSIGNED

9%

OCCUPANCY

0

ARRIVALS

26

DEPARTURES

0

STAY-OVERS

COPY YESTERDAY'S SCHEDULE

ATTENDANTS

☐

Lucy Ehrhardt

Role: Attendant | Capacity: 30/Day

-

28

+

☐

Vanessa Solórzano

Role: Attendant | Capacity: 27/Day

-

27

+

☐

Fernanda Almeida

Role: Attendant | Capacity: 30/Day

-

32

+

REMOVE ATTENDANTS

ADD ATTENDANT

INSPECTORS

☐

Rose Hosea

Role: Inspector

☐

Sierra Brown

Role: Inspector

REMOVE INSPECTORS

ADD INSPECTOR

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