# 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! 🛕
Cashboard	Dave's Tropical Island Retreat Schedule 1:17 PM PST   February 12th 2016	
<ul> <li>Schedule</li> <li>Discrepancies</li> <li>Team</li> <li>Estimates</li> </ul>	203 CLEANING UNITS TO BE ASSIGNED9%0260OCCUPANCYARRIVALSDEPARTURESSTAY-OVERS	
	COPY YESTERDAY'S SCHEDULE	
	ATTENDANTS INSPECTORS ADD ATTENDANT ADD INSP	PECTOR

## **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.

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## **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.

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http://ann.preview.com/ewoms.com/hot	a//4e3cc2af-6bb0-4850-a412-c273de5647e9/housekeeping/schedule

# **Creating a New Schedule - Adding Inspectors**

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

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	Role: Attendant   Capacity: 0/Day 29	•
	Lucy Ehrhardt Role: Attendant   Capacity: 30/Day	• •
	Vanessa Solórzano Role: Attendant   Capacity: 27/Day     27	•
	Mazin Ghanem Role: Attendent   Capacity: 25/Day 30	
https://app.preview.roomkeypms.com/hotel/4e3o	Fernanda Almeida czaf-6bb0-4850-a412-c273de5647e9/housekeeping/schedule 32	

# **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.

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← Ⅲ Dashboard Ê Assignment	Dave's Tropical Island Ret 2:50 PM PST   February 12th 2016	reat Schedule		Â
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		INSPECTORS		
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	Petra Vogel Role: Attendant   Capacity: 0/Day	29		
	Lucy Ehrhardt Role: Attendant   Capacity: 30/Day	● 28 ●	REMOVE INSPECTORS	ADD INSPECTOR
	Vanessa Solórzano Role: Attendant   Capacity: 27/Day	27		

#### **Removing Inspectors**

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

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←	Dave's Tropical Island Retreat Sch 2:51 PM PST   February 12th 2016	nedule
<ul> <li>Schedule</li> <li>Discrepancies</li> <li>Team</li> <li>Estimates</li> </ul>	116     9%     0     26       CLEANING UNITS TO BE ASSIGNED     OCCUPANCY     ARRIVALS     DEPARTURES	O
	COPY YESTERDAY'S SCHEDULE	INSPECTORS
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	Vanessa Solórzano Role: Attendant   Capacity: 27/Day 27 💿	Sierra Brown Role: Inspector
	Fernanda Almeida     Role: Attendant   Capacity: 30/Day     32	REMOVE INSPECTORS ADD INSPECTOR
	REMOVE ATTENDANTS ADD ATTENDANT	