

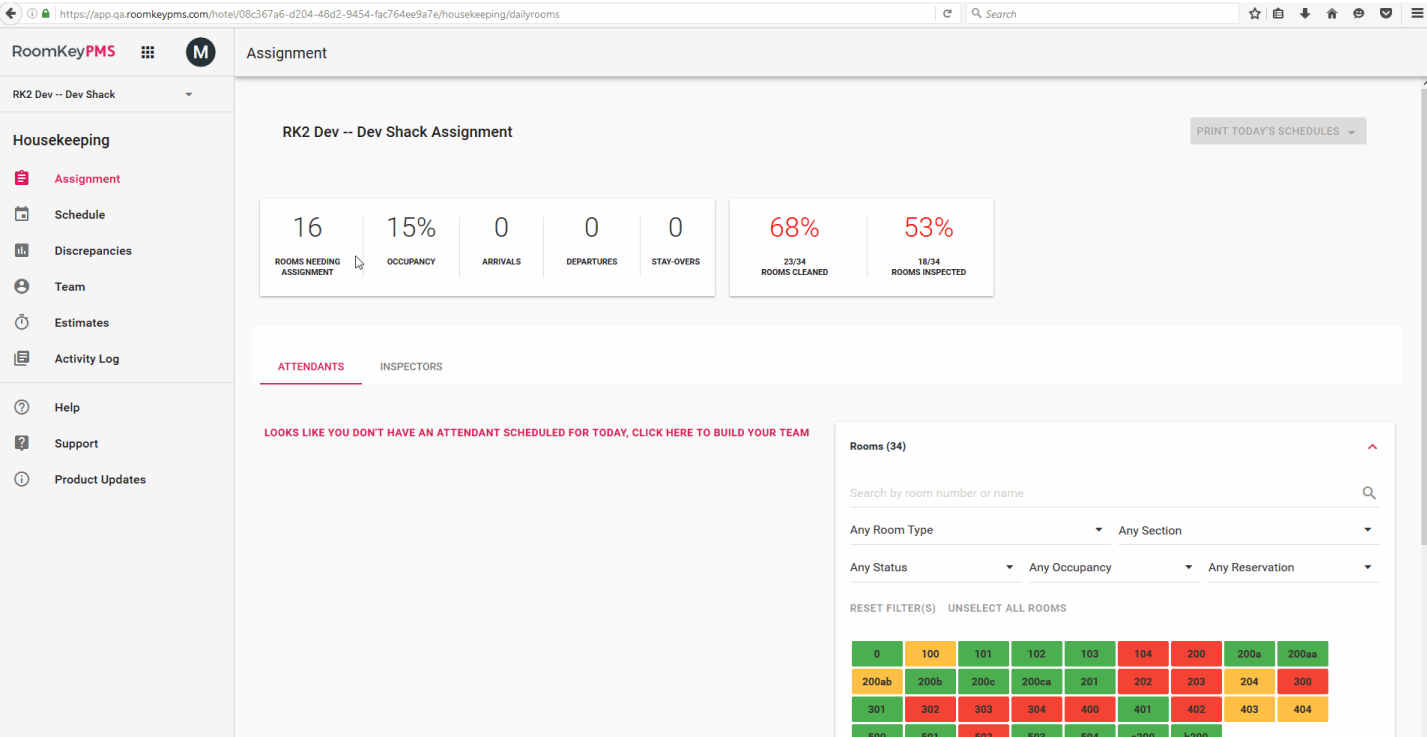
How do I copy yesterday's Schedule?

The following article explains how to copy the previous day's team Schedule, and make changes to it for the current day.

Copy Yesterday's Schedule

When setting up the current day's schedule for your team, it is possible to copy the previous day's schedule. This is useful when you have the same, or most of the same people working from one day to another.

To get started, on the **Schedule** page, click on **Copy Yesterday's Schedule**. This will copy yesterday's team schedule to the current day.



Making Changes

Once the previous day's schedule has been copied, it may be necessary to make some slight changes to the team for the day, such as removing a team member that is not working, adding a new team member, or adjusting capacities of daily Cleaning Units. Watch the following animation as we make some changes to the copied schedule.

RoomKeyPMS

Schedule

RK2 Dev -- Dev Shack

Housekeeping

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

Help

Support

Product Updates

RK2 Dev -- Dev Shack Schedule

-5	15%	0	0	0
CLEANING UNITS TO BE ASSIGNED	OCCUPANCY	ARRIVALS	DEPARTURES	STAY-OVERS

COPY YESTERDAY'S SCHEDULE

ATTENDANTS		INSPECTORS	
<input type="checkbox"/>	Aron Test Role: Attendant Capacity: 35/Day	<input type="checkbox"/>	Jim5 Jim5 Role: Inspector
<input type="checkbox"/>	John L Role: Attendant Capacity: 50/Day	REMOVE INSPECTOR ADD INSPECTOR	
<input type="checkbox"/>	Buffy Summers Role: Attendant Capacity: 35/Day		
<input type="checkbox"/>	Bryn Trickett Role: Attendant Capacity: 40/Day		

Once all the desired changes are made, proceed to the **Assignment** page to begin assigning workloads.