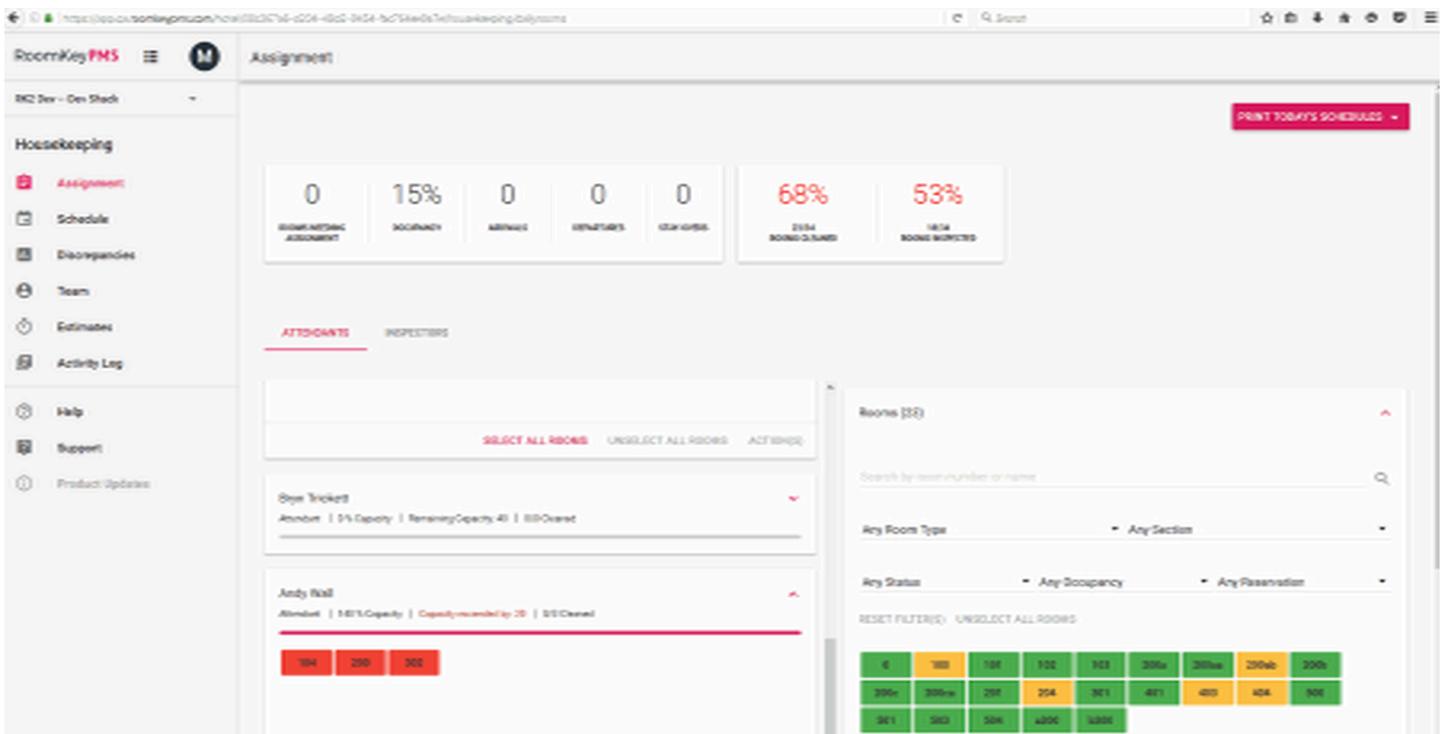


How do I print Daily Schedules for my team?

The following article explains each variation of the daily schedule that can be printed from the **Daily Rooms** page.

Print All Schedules

Once all the rooms assignments have been made for the day, Schedules can be printed from the **Assignments** page. The first option in the list is **Print All Schedules**. This option will print the complete schedule for each Attendant and Inspector scheduled for the current day.



The report will print all Attendants, one per page, followed by all Inspectors, one per page.

Slavin Ilic					February 26th 2016
Attendant					
102 OCCUPIED OCEAN VIEW KING DEPARTURE	103 VACANT OCEAN VIEW KING	104 OCCUPIED OCEAN VIEW KING DEPARTURE	105 VACANT OCEAN VIEW KING	107 VACANT COURTYARD VIEW KING	
106 VACANT COURTYARD VIEW KING	108 VACANT COURTYARD VIEW KING	109 VACANT COURTYARD VIEW KING	110 VACANT COURTYARD VIEW KING	401 VACANT OCEAN VIEW KING	

Lucy Ehrhardt					February 26th 2016
Attendant					
111 VACANT OCEAN VIEW QUEENS	112 VACANT OCEAN VIEW QUEENS	113 OCCUPIED OCEAN VIEW QUEENS DEPARTURE	115 OCCUPIED OCEAN VIEW QUEENS ARRIVAL	117 VACANT COURTYARD VIEW QUEENS ARRIVAL	
118 VACANT COURTYARD VIEW QUEENS	119 VACANT COURTYARD VIEW QUEENS	120 VACANT COURTYARD VIEW QUEENS			

Rose Hosea					February 26th 2016
Inspector					
102 OCCUPIED OCEAN VIEW KING DEPARTURE	103 VACANT OCEAN VIEW KING	104 OCCUPIED OCEAN VIEW KING DEPARTURE	105 VACANT OCEAN VIEW KING	106 VACANT COURTYARD VIEW KING	
107 VACANT COURTYARD VIEW KING	108 VACANT COURTYARD VIEW KING	109 VACANT COURTYARD VIEW KING	110 VACANT COURTYARD VIEW KING	111 VACANT OCEAN VIEW QUEENS	
112 VACANT OCEAN VIEW QUEENS	113 OCCUPIED OCEAN VIEW QUEENS DEPARTURE	115 OCCUPIED OCEAN VIEW QUEENS ARRIVAL	117 VACANT COURTYARD VIEW QUEENS ARRIVAL	118 VACANT COURTYARD VIEW QUEENS	

Print All Attendants

Choosing this option will print all Attendant Schedules for the day, with one Attendant per page.

The screenshot shows the RoomKey PMS Assignment interface. On the left is a sidebar with navigation options: Housekeeping, Assignment, Schedule, Discrepancies, Team, Estimates, Activity Log, Help, Support, and Product Updates. The main content area displays assignment statistics: 0 rooms needing assignment, 15% occupancy, 0 arrivals, 0 departures, 0 stay-overs, 68% rooms cleaned (23/34), and 53% rooms inspected (18/34). Below these are tabs for ATTENDANTS and INSPECTORS. The ATTENDANTS tab is active, showing Bryn Trickett (0% capacity) and Andy Wall (140% capacity). A room grid on the right shows various room types and their status (e.g., 101, 102, 103, 200a, 200aa, 200ab, 200b, 200c, 200ca, 201, 204, 301, 401, 403, 404, 500, 501, 503, 504, a200, b200). A dropdown menu in the top right corner has 'Print All Attendants Schedules' highlighted with a red box.

Print All Inspectors

This report will print reports for all Inspectors, with one Inspector per page.

The screenshot shows the RoomKey PMS Assignment page. The sidebar on the left includes navigation options: Assignment, Schedule, Discrepancies, Team, Estimates, Activity Log, Help, Support, and Product Updates. The main content area displays summary cards for Rooms Needing Assignment (0), Occupancy (15%), Arrivals (0), Departures (0), Stay-Overs (0), Rooms Cleaned (68%), and Rooms Inspected (53%). Below these are tabs for ATTENDANTS and INSPECTORS. The ATTENDANTS tab is active, showing a list of attendants: Bryn Trickett (0% Capacity, Remaining Capacity: 40, 0/0 Cleaned) and Andy Wall (140% Capacity, Capacity exceeded by: 20, 0/3 Cleaned). A room selection grid is visible at the bottom of the attendant list, with rooms 104, 200, and 302 highlighted in red. On the right side, a dropdown menu is open, showing options: Print All Schedules, Print All Attendants Schedules, Print All Inspectors Schedules (highlighted with a red border), and Print Individual Schedule. Below the dropdown is a 'Rooms (23)' section with search and filter options, and a grid of room numbers (0, 100, 101, 102, 103, 200a, 200aa, 200ab, 200b, 200c, 200ca, 201, 204, 301, 401, 403, 404, 500, 501, 503, 504, a200, b200) with various colors indicating their status.

Print Individual Schedule

This option allows a report to be printed for a specific member of the team, whether for an Attendant or an Inspector. Simply choose the desired member from the drop-down list.

RK2 Dev -- Dev Shack

Housekeeping

-  Assignment
-  Schedule
-  Discrepancies
-  Team
-  Estimates
-  Activity Log
-  Help
-  Support
-  Product Updates

0 ROOMS NEEDING ASSIGNMENT	15% OCCUPANCY	0 ARRIVALS	0 DEPARTURES	0 STAY-OVERS	68% 23/34 ROOMS CLEANED	53% 18/34 ROOMS INSPECTED
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- Print All Schedules
- Print All Attendants Schedules
- Print All Inspectors Schedules
- Print Individual Schedule**

ATTENDANTS INSPECTORS

[SELECT ALL ROOMS](#) [UNSELECT ALL ROOMS](#) [ACTION\(S\)](#)

Bryn Trickett
Attendant | 0 % Capacity | Remaining Capacity: 40 | 0/0 Cleaned

Andy Wall
Attendant | 140 % Capacity | Capacity exceeded by: 20 | 0/3 Cleaned

104 200 302

[SELECT ALL ROOMS](#) [UNSELECT ALL ROOMS](#) [ACTION\(S\)](#)

Rooms (23) 

Search by room number or name 

Any Room Type Any Section

Any Status Any Occupancy Any Reservation

RESET FILTER(S) UNSELECT ALL ROOMS

0	100	101	102	103	200a	200aa	200ab	200b
200c	200ca	201	204	301	401	403	404	500
501	503	504	a200	b200				