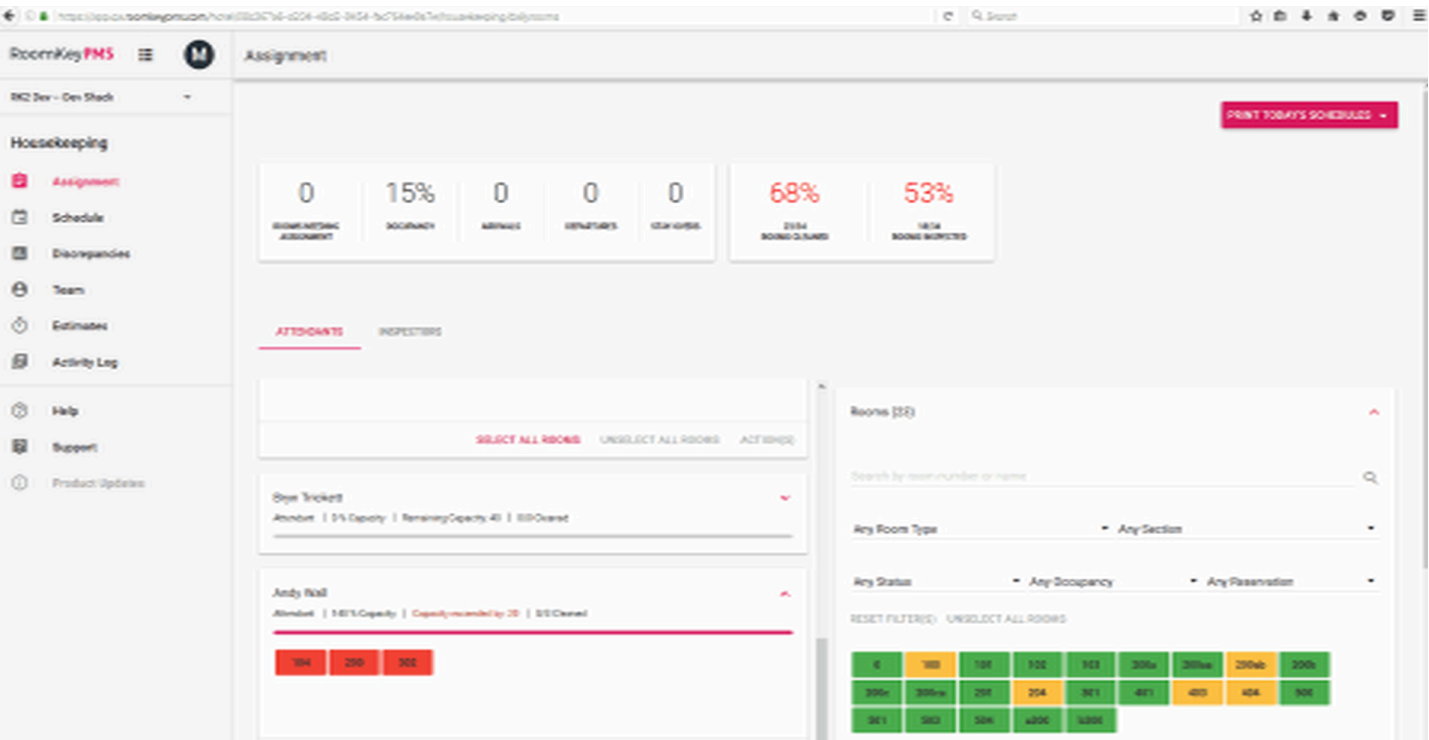


How do I print Daily Schedules for my team?

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
Attendant

February 26th 2016

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
Attendant

February 26th 2016

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
Inspector

February 26th 2016

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 OCEAN 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.

RoomKeyPMS

M

Assignment

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

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

Print All Schedules

Print All Attendants Schedules

Print All Inspectors Schedules

Print Individual Schedule

Print All Inspectors

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

RoomKeyPMS

M

Assignment

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

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

- Print All Schedules
- Print All Attendants Schedules
- Print All Inspectors Schedules
- Print Individual Schedule

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.

RoomKeyPMS

M

RK2 Dev -- Dev Shack

Housekeeping

Assignment

Schedule

Discrepancies

Team

Estimates

Activity Log

Help

Support

Product Updates

Assignment

0

ROOMS NEEDING ASSIGNMENT

15%

OCCUPANCY

0

ARRIVALS

0

DEPARTURES

0

STAY-OVERS

68%

23/34 ROOMS CLEANED

53%

18/34 ROOMS INSPECTED

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

- Print All Schedules
- Print All Attendants Schedules
- Print All Inspectors Schedules
- Print Individual Schedule