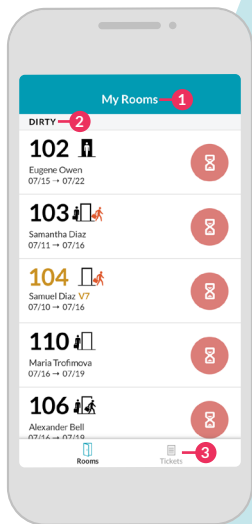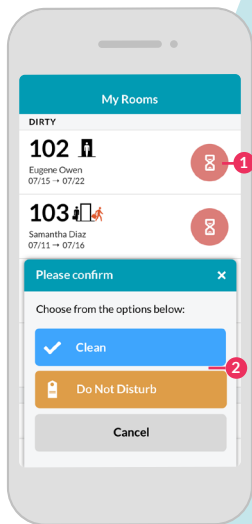# Room List

Welcome to ALICE Housekeeping!

1 This is the list of rooms **to be cleaned for the day.**

2 **Dirty rooms** appear first.

3 Tap this icon to go to **Tickets.**
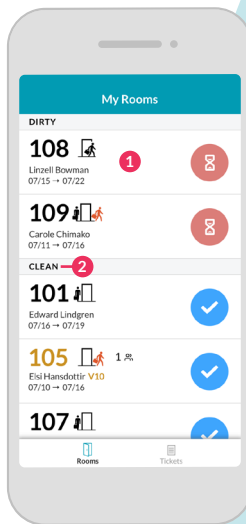
Change Room Status

When you try to change the room status, a confirmation dialog will pop up.

1 Tap this icon to **change the room status.**
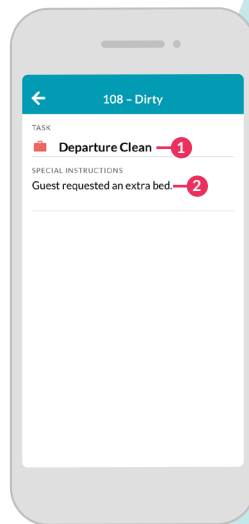
2 Choose the **relevant option.**

Clean Rooms

Room List will help you see the changes made during the day.

1 Tap on the card to **go to Room Details.**

2 When a room is **punched clean,** it goes to the **bottom of the list.**

Room Details

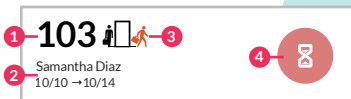This is where you can find important information about a specific room .

1 This is the **task** Attendants are supposed to perform.

2 Some rooms may have **special instructions**. They will appear here.

Room Card

Check service details quickly and easily.

Regular Guest:

103
1 —
2 — Samantha Diaz
10/10 → 10/14
3
4

1. Room Number
2. Guest Name & Check In/Check Out Dates
3. Room Status
4. Reservation Status

VIP Guest:

103
1 —
Stephanie Waller-Bridge **V10** — 2
10/12 → 10/17

1. Golden Room Number means that guest is VIP
2. VIP Code

Reservation Status

- Due In
- Due Out
- Due In/Due Out
- Checked Out
- Due In/Checked Out
- Stay Over
- Vacant

Room Status

- Dirty
- Do Not Disturb
- Go Green
- Start Cleaning
- Occupied Clean
- Vacant Clean
- Pause Cleaning
- Pick Up
- Refused Service

ALICE

Getting Started ALICE Housekeeping

Name

ALICE Username