ALICE

Getting Started ALICE Housekeeping
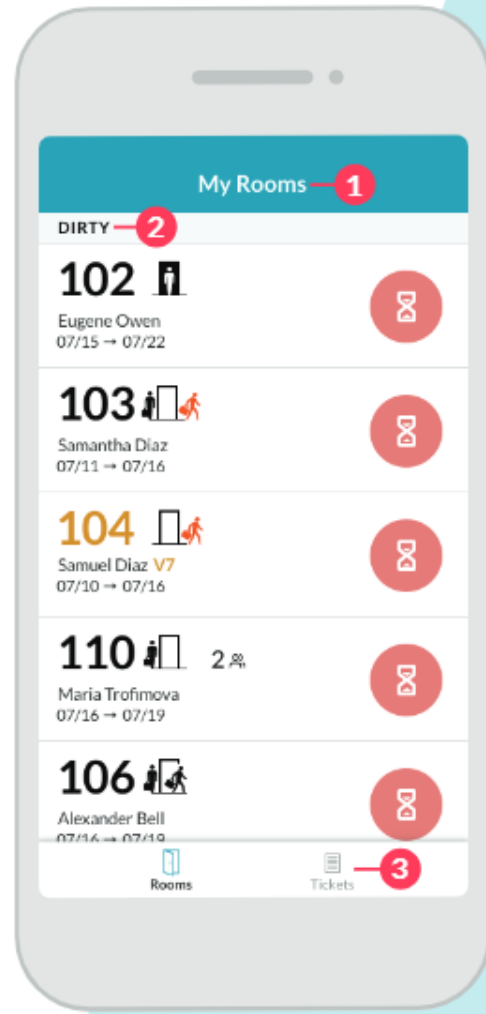
Name

ALICE Username

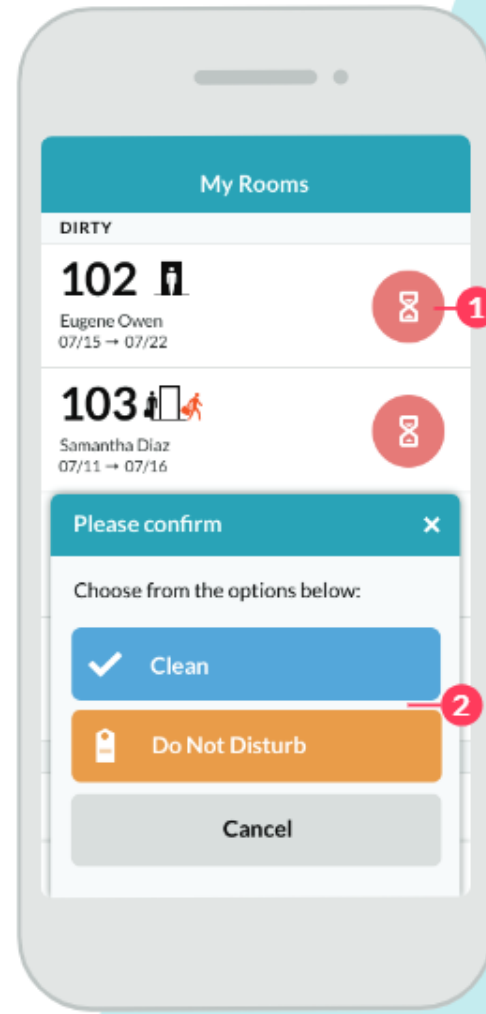## Room List

Welcome to ALICE Housekeeping!

My Rooms ❶
DIRTY ❷

102 🚪
Eugene Owen
07/15 → 07/22

103 🧹
Samantha Diaz
07/11 → 07/16

104 🚪 V7
Samuel Diaz
07/10 → 07/16

110 🚪 2👥
Maria Trofimova
07/16 → 07/19

106 🏃
Alexander Bell
07/16 → 07/19

Rooms   Tickets ❸

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

❷ **Dirty rooms** appear first.

❸ Tap this icon to go to **Tickets.**
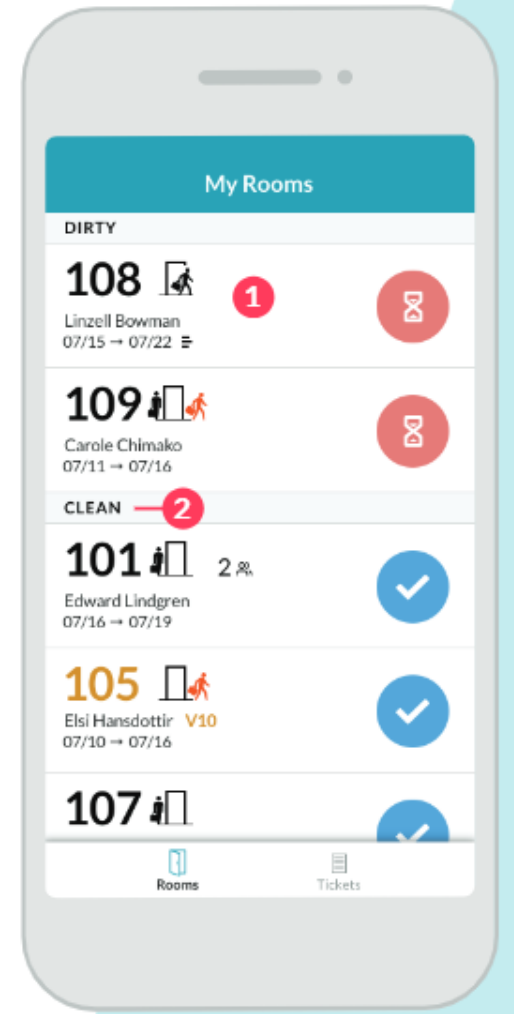

Change Room Status

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

My Rooms
DIRTY

102 🚪   ❶
Eugene Owen
07/15 → 07/22

103 🧹
Samantha Diaz
07/11 → 07/16

Please confirm ✕
Choose from the options below:

✓ **Clean**   ❷

🏷 **Do Not Disturb**

Cancel

❶ Tap this icon to **change the room status.**

❷ Choose the **relevant option.**

Clean Rooms

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

My Rooms
DIRTY

108 🏃   ❶
Linzell Bowman
07/15 → 07/22

109 🧹
Carole Chimako
07/11 → 07/16

CLEAN ❷

101 🚪 2👥
Edward Lindgren
07/16 → 07/19

105 🚪 V10
Elsi Hansdottir
07/10 → 07/16

107 🚪

Rooms   Tickets

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

❷ 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 .

← 108 - Dirty

TASK
🛏 **Departure Clean** ❶

SPECIAL INSTRUCTIONS
Guest requested an extra bed. ❷
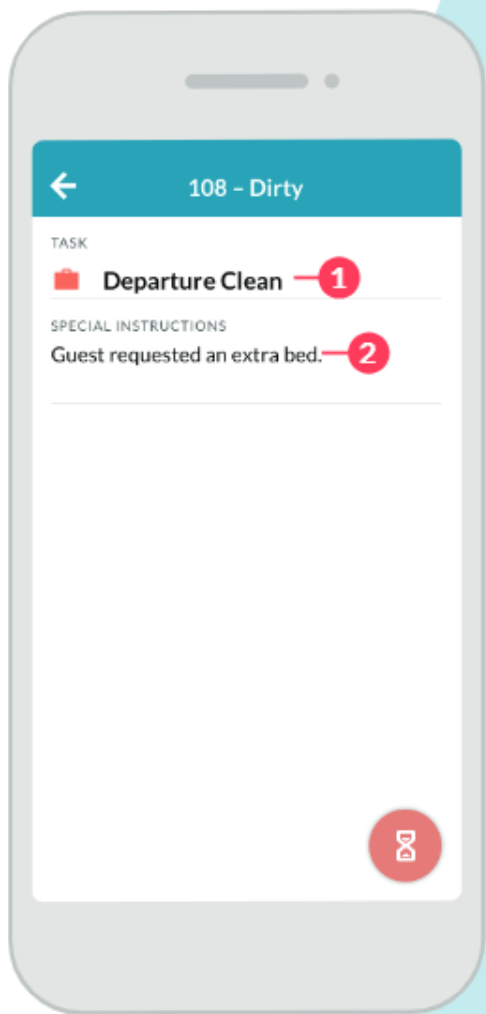
❶ This is the **task** Attendants are supposed to perform.

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

Room Card

Check service details quickly and easily.

Regular Guest:

❶ **103** 🚪🏃 ❸
❷ Samantha Diaz   ❹
10/10 → 10/14

❶ **Room Number**

❷ **Guest Name & Check In/Check Out Dates**

❸ **Room Status**

❹ **Reservation Status**

VIP Guest:

❶ **103** 🚪🏃
Stephanie Waller-Bridge **V10** ❷
10/12 → 10/17 ❸

❶ **Golden Room Number means that guest is VIP**

❷ **VIP Code**

❸ **Room has Special Instructions**

Reservation Status

🚪 **Due In**

🚪 **Due Out**

🚪 **Due In/Due Out**

🚪 **Checked Out**

🚪 **Due In/Checked Out**

🚶 **Stay Over**

🚪 **Vacant**

Room Status

⏳ **Vacant Dirty / Occupied Dirty**

🏷 **Do Not Disturb**

🧹 **Start Cleaning**

⏸ **Pause Cleaning**

🤚 **Pick Up**

🚪 **Occupied Clean**

🚪 **Vacant Clean**

✓✓ **Inspected**

🚫 **Refused Service**

🚪 **OOO/OOS**