Room Card

Check service details quickly.

Regular Guest

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

VIP Guest

1. Golden Room Number means that guest is VIP
2. VIP Code
3. Task Type
4. Adult/Children count
5. Special Instructions
6. Internal notes

Rush Room

Rooms highlighted in red are top priority

Reservation Status

 Checked In

 Checked Out

 Due In

 Due Out

 Due In/Due Out

 Due In/Checked Out

 Stay Over

 Vacant

Room Status

 Dirty

 Do Not Disturb

 Start Cleaning

 Occupied Clean

 Vacant Clean

 Return Later

Alice
by actabl

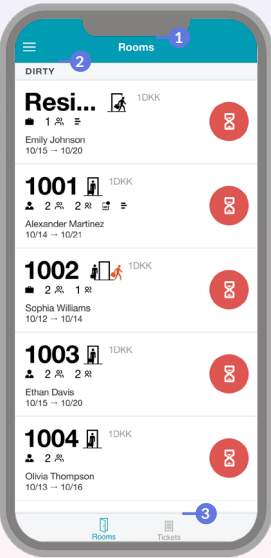## Getting Started
Alice Housekeeping

_____
Name

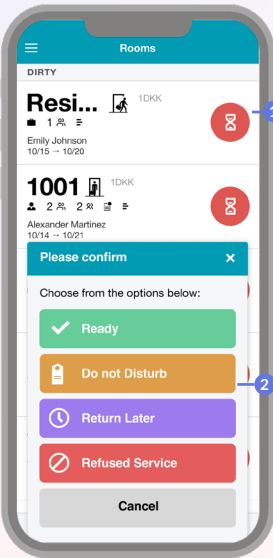_____
ALICE Username

Room List

Welcome to ALICE Housekeeping!

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

2️⃣ Dirty rooms appear first.

3️⃣ Touch in this icon to go to Tickets.
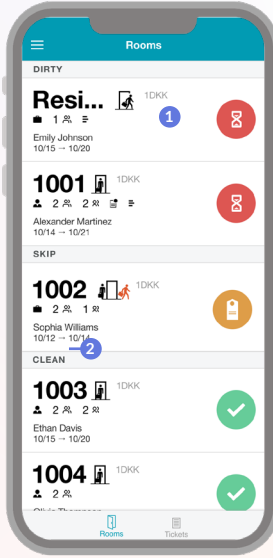
1

Change Room Status

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

1️⃣ Tap this icon to change the room status.

2️⃣ Choose the relevant option.
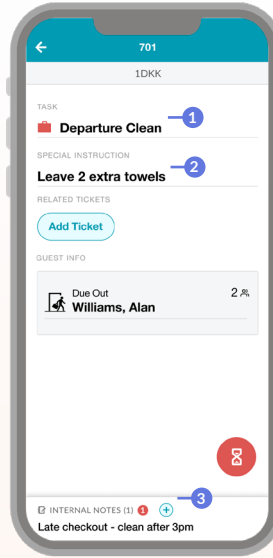
2

Clean Rooms

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

1️⃣ Tap on the card to go to Room Details.

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

3

Room Details

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

1️⃣ This is the task Attendants are supposed to perform.

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

3️⃣ Additional information

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