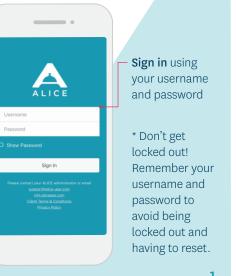
Signing In

Welcome to ALICE!

Your manager will give you a username and password to sign into the app.



Filtering Tickets

Work assigned to you is called a "ticket". View and filter the ticket list to keep track of work that needs to be done.

	•			Toggle between tickets assigne
=	Tick	ets 👻		to you or to
MINE	ALL	OPEN	CLOSED	your team
† Today: 04	/10/2018		All Days 🔸	•
Invento	ory		ACCPT	·
33			Si Hao Admin	
Internal Req	uest	DUE	4:15 14d 15h	^L Toggle between
	tting Servi		OPEN	
Company 100	y Name: Baby	's All Right		open and
Michelle He	sel	DUE	Unassigned 10:00 7d 1h	closed tickets
🕜 Clean			WORK	
Item: Ro	om			
104 Internal Reg	uest		tod Tateyama 17:06 24d 3h	
_				View more than
· · ·	Shuttle		OPEN	today's tickets
1111 Aquirre Leo		DUE	Lec +	today s tickets
		П	-	

Creating Tickets

Create a ticket when you see work that needs to be done.

☰ Tickets -	
MINE ALL OPEN	CLOSED
† Today: 04/10/2018	All Days
Inventory	ACCPT
	Si Hao Admin 4:15 14d 15h
Babysitting Service Company Name: Baby's All Right	OPEN
100 Michelle Hessel DU	Unassigned E 10:00 7d 1h
Clean Item: Room	WORK
	Rod Tateyama 17:06 24d 3h
Airport Shuttle	Tap the circle
Aguirre Leo DUE	create a ticke
Tickets SMS	

2

Selecting Requests

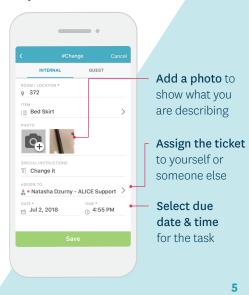
Select the type of work that needs to be done.

_		
K Select Requi	est Cancel	
Housekeeping	•	— Ticket types
☆ #Adjust	>	are organized
☆ #Change	>	by category
☆ #Check	>	
☆ #Clean	>	
☆ #Close	>	Don't see an
☆ #Deliver	>	option you
☆ #Message	>	need? Talk to
☆ #Open	>	your manager
☆ #PickUp	>	about adding i
☆ Day Service (Clean m	y Room) >	
· · · · · · · · · · · · · · · · · · ·		

3

Adding Details

Describe the work to be done. Fill in as much information as you can so it will be easy to finish the task.



5

Logging your work

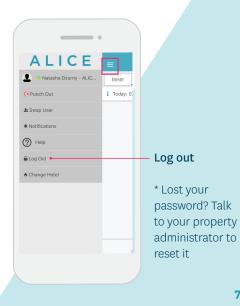
Keep track of your progress.

		•	
<	Ticket Details	Edit	
ROOM / LO	SATION	#6715421	
TICKET	ange		
iTEM i≡ Bed i	Skirt		
РНОТО			– When you start workin
SPECIAL IN T Char	STRUCTIONS		on a ticket,
	4:51 PM 07/02/2018		
1. a. # 11. 1. a		+Add	tap "Start"
👼 🔹 Nata	sha Dzumy - ALICE S	Support Assign	
③ 07/02/2	2018 4:55 PM	When you	
Start	Close	Decline	finish a ticke

6

Logging Out

Log out when you are done with each shift. Find Log Out under the " \blacksquare " menu.



ALICE

Getting Started with ALICE mobile



Name

ALICE Username