ALICE

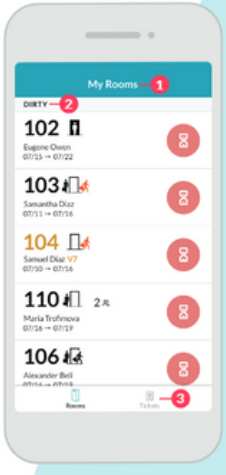
# Getting Started
# ALICE Housekeeping

Name

ALICE Username

## Room List

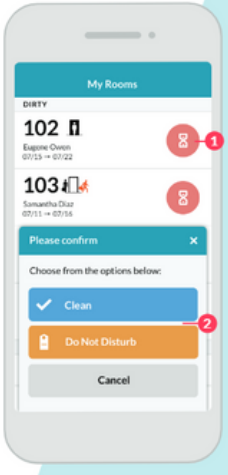
Welcome to ALICE Housekeeping!




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

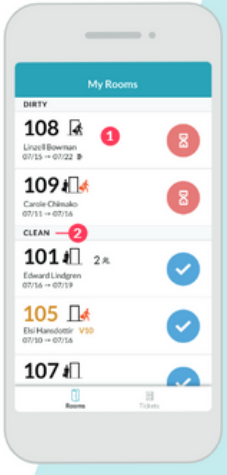
When you try to change the room status, a confirmation dialog will pop up.




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

## Clean Rooms

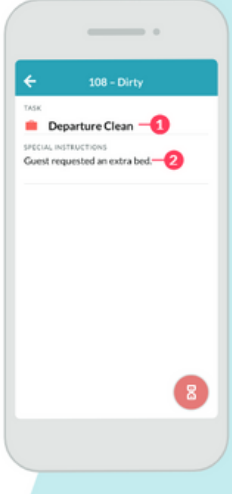
Room List will help you see the changes made during the day.




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:

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

### VIP Guest:

1. Golden Room Number means that guest is VIP
2. VIP Code
3. 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