



Practice Exercises – Housekeeping

1. Set the Status to Display to only display the housekeeping status that is ready to be occupied.
2. Set the Housekeeping screen so that it hides All Clean and Stayover rooms
3. Go to the Housekeeping Screen. Update the statuses of 6 rooms from Vacant/Dirty to Vacant/Clean
4. Update 5 rooms using the Update a List of Rooms option
5. Update 6 rooms using the Update a Range of Rooms option
6. Using the Housekeeping Assignment
 - a. Assign the rooms to the housekeepers, leaving some rooms unassigned
 - b. Assign 2 rooms from Attendant# 2 to Attendant# 1
 - c. Assign 3 rooms from Attendant# 4 to Attendant# 3
 - d. Assign any unassigned rooms to Attendant# 5
 - e. Print/Preview the assignment sheet for Attendant# 5
7. Using the Offmarket option,
 - a. Put 3 rooms offmarket starting today for 3 days
 - b. Put 2 rooms offmarket starting next week for 1 day
 - c. Put 2 rooms offmarket starting today for 1 day, using the SECOND offmarket status
8. Access Housekeeping Room History for any room.
9. Print/Preview a Housekeeping Report for Occupied rooms only
10. Print/Preview the Discrepancy Report
11. Print the Offmarket Rooms Report
12. Print Forecast Room Report

13. Find the rooms updated by you in Exercise #2 and #3 and note the **time** in which the status for each room were changed.

14. Access the Current Status Screen and locate the fields that shows:

- a) # of Vacant Dirty rooms
- b) # of Vacant Clean rooms
- c) # of Occupied Dirty rooms
- d) # of Occupied Clean rooms

15. Print the Room Moves report from the Current Status screen