Print Maid Sheets

Go to **FRONT DESK | HOUSEKEEPING** to managehousekeeping for your Rooms. The Housekeeping function allows you mark rooms clean or dirty and print Maid Sheets. Maid Sheets can be printed in two ways. See below for details.

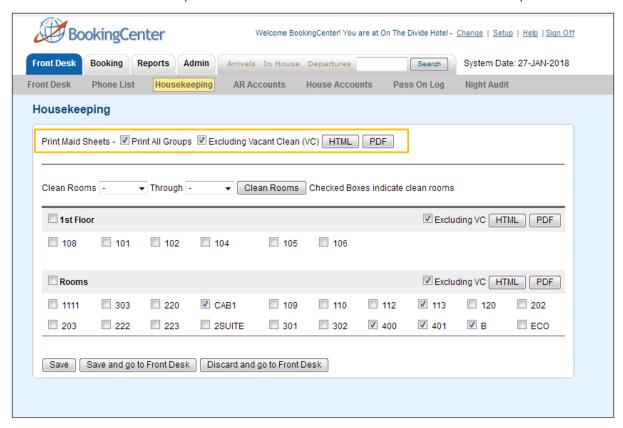
There is an option to "Group" or categorize rooms to help streamline the Housekeeping process. By creating Room Groups, you can print Maidsheets for each individual Housekeeper. You can customize groups in any way that fits your property. To create HousekeepingGroups, go to Admin | Housekeeping

Housekeeping Reports for Out of Order Rooms, Turndown and Vacant Room list under the Reports TAB. See Housekeeping Reports



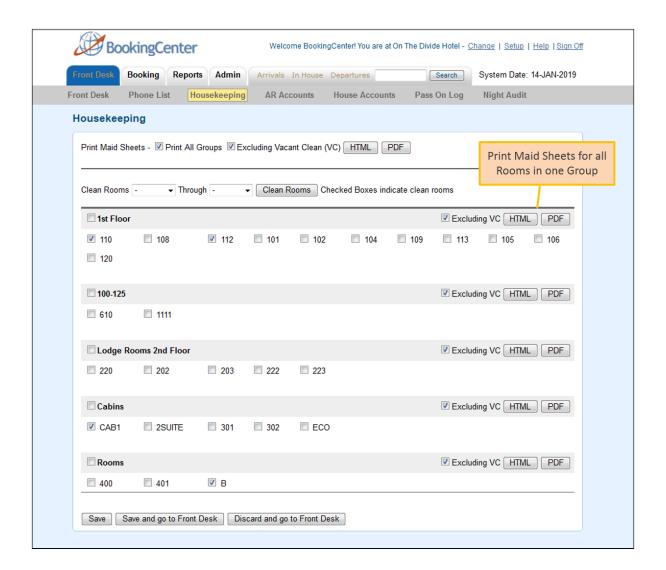
Print All Maid Sheets - Prints the Maid Sheet with all Rooms.

- 1. Print All Groups Prints Maid Sheets with all Rooms sorted by Group
- 2. Excluding V/C Excludes vacant/clean rooms from the Maid Sheet. This will produce a list without the V/C Rooms making it much shorter.
- 3. HTML and PDF: Click HTML to open the Maid Sheets in a new browser window. Click PDF to download and print.



Print Maid Sheet By Group: Prints the Maid Sheet with only the Rooms in the Group Selected.

- 1. Excluding V/C Excludes vacant/clean rooms from the Maid Sheet. This will produce a list without the V/C Rooms making it much shorter.
- 2. HTML and PDF: Click HTML to open the Maid Sheets in a new browser window. Click PDF to download and print.



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