

IO 5 – Video Guide – Transcript of the videos

Video 13 – Housekeeping Settings

Hello, welcome back to the FFOED video guide.

In the previous video, we checked the housekeeping statuses in the reservations calendar and the option to create the defect in the administration of the PMS. Let's check the most general housekeeping options available in the Previo.

We are starting from the reservation calendar, but the housekeeping option might be accessed from the majority of the windows of the system. Choose the housekeeping submenu.

On this screen, you can see the complete overview of the hotel rooms with the basic information about them. From the housekeeping perspective, we should check the last columns, the status and the assigned person. The assigned person is responsible for the proper maintenance of the room and will be notified when the room status is changed. On the left-hand side, you can filter through the rooms by choosing the right room, room type, current room status or assigned person.

In the top corner, there is a cleaning setting option.

The first screen allows you to create the general housekeeping setup. Firstly, you can turn the housekeeping function on or off and specify when the room will be automatically marked as untidy. There are two options: automatically at 03:00 if the room is occupied or when the reservation is marked as checked out. You can also set up the check-up cleaning where the room status will be switched to "check-up cleaning" status after a specific number of nights without reservation.

Another tab is used for room assignment, where the overview of users and assigned rooms is presented. You can add more of the business rules by clicking the green plus button. Choose the user from the list and add the preferred rooms.

Lately, you can turn on and off the function of the minibar.

That is the setting of the housekeeping. In the following video, we will return to reservations and their management, as we have a fully functional hotel.

See you in the next video.

