



Cleanings Plus

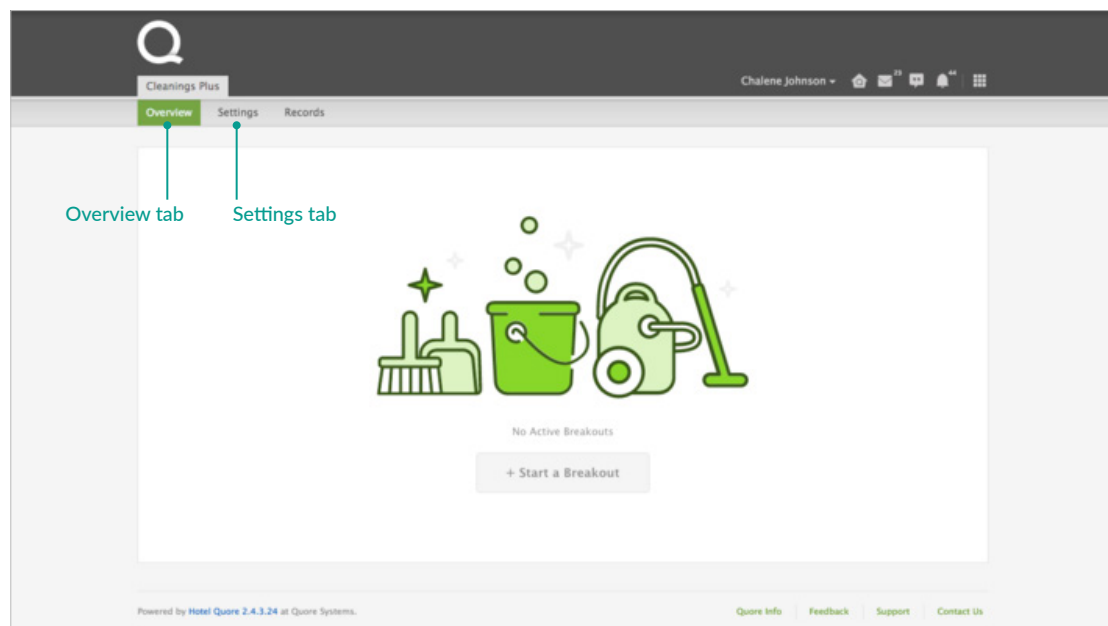
Starting a New Breakout

Cleanings Plus enables you to start, manage and track Housekeeping breakouts from your desktop and through mobile devices used by Room Attendants.

To Start a Breakout

After you have defined your **Settings** in Cleanings Plus, click on the **Overview** tab at the top of the screen. Click on the gray button to **Start a Breakout**.

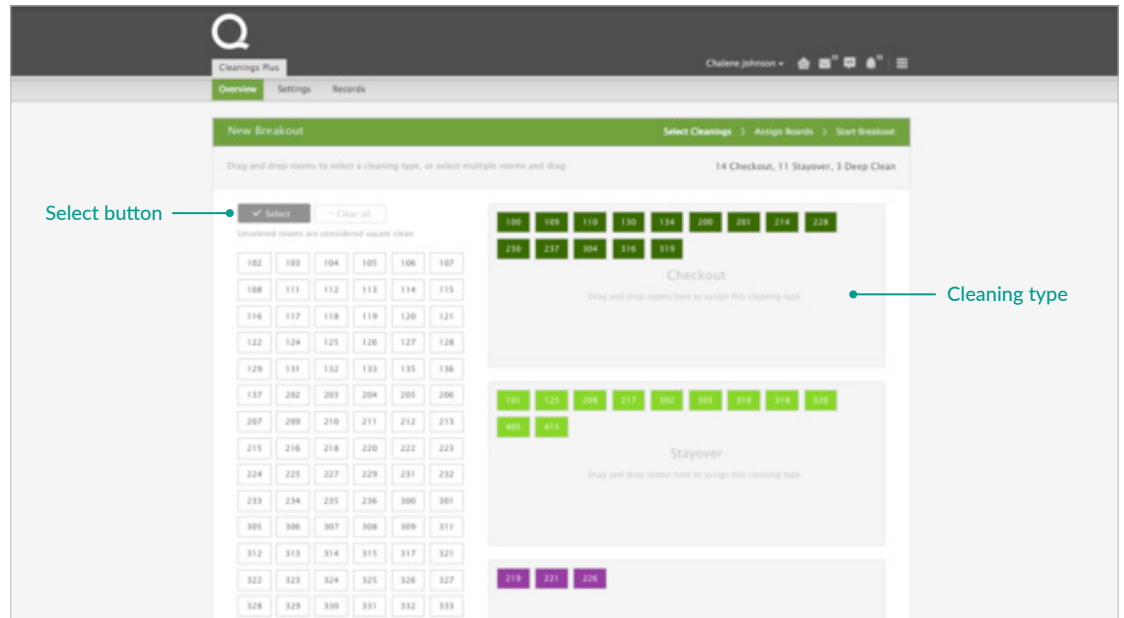
Pro Tip: For more accurate breakout assignments, make sure you have first defined your settings in the "Settings" tab of the app.



To Select Your Room Cleanings

Use your property management system to determine the cleanliness status of each guestroom by room number. Drag and drop rooms into a **Cleaning Type** to select that room cleaning for the breakout.

Pro Tip: Click on the “Select” button above the rooms to select multiple rooms to drag and drop into a cleaning type.



***Note:** Rooms that are not assigned to a cleaning type will be marked as status “Vacant Clean.”

Assign & Sort Your Boards

Balance your **boards** to your liking by dragging and dropping rooms across boards or up and down in a board to set order of priority. Click to assign boards to members of your team.

Pro Tip: Drag rooms up and down within a board to set the order of priority to be displayed in a Housekeeper’s mobile device.

