



# The Housekeeping Log Reports Manual



### What Are Reports?

Reports are to assist with information with about clients, or financials or simply a statistic one would like to see if it makes a difference in the property and supporting daily functions within the Establishment





**CiMSO** Menu

- Administration
- Golfer
- ActivityScheduler
- SpaScheduler
- Restaurateur
- ShopKeeper
- AssetManager
- WebRes
- InnSync
- Fax Server
- Phoneman
- TimeKeeper
- Configuration
- EXEUP
- Close Menu
- Exit Menu

The screenshot shows the INNkeeper login window. At the top, it features the INNkeeper logo and the CiMSO logo with the tagline "Customer Centric Integrated Management Software". Below the header, the version "V4.1.5b38443" and a user ID "d316fab" are displayed. The main area contains a login form with the following fields:

- Language: English (United Kingdom)
- Database: CIMSODemo\_V415 on clientdata
- Location: MAIN Imperial Palace Rooms
- Login ID: master
- Password: (empty text box)

At the bottom of the form, there are three buttons: "Identification" (with a key icon), "Password" (with a key icon), and "Log In" (with a checkmark icon).

Start your **CiMSO Menu**, select the **Administration**. Use your given **Login ID** and **Password** to log in



INNkeeper - Licensed to Imperial Palace - LoginID: MASTER

Shortcuts Clients **Reservations** Property Products/Services Task Manager Tickets

Occupancy Grid Availability Grid Waiting List Housekeeping

Date: 31 May 2018 Unit Filter: Dirty, Inspect, Clean, Inspected, Blocked, Occu Name Filter: Reports Setup

4 Points Total

Unit	Bookings	Movement	Groups	Linked Staff	HK Status
Unspecified Location					
CA01			A Block	DEK	Inspect
CLR001			A Block	DEK	Clean
LC01			A Block	DEK	Dirty
S01			A Block	DEK	Clean
TS001			A Block	DEK	Inspected
V01			A Block	DEK	Dirty

Once logged into Administration, navigate to the **Reservations** tab



INNkeeper - Licensed to Imperial Palace - LoginID: MASTER

Shortcuts Clients Member Control **Reservations** **1** Property Products/Servi Task Manager Tickets

Occupancy Grid Availability Grid Waiting List **Housekeeping** **2**

Date 31 May 2018 Unit Filter Dirty, Inspect, Clean, Inspected, Blocked, Occu Name Filter **3** Reports Setup

All Units  
All Unit Groups  
A Block  
All Staff  
Room Attendant  
Leilani De Koker  
A Block

4 Points Total

Unit	Bookings	Movement	Groups	Linked Staff	HK Status
Unspecified Location					
CA01			A Block	DEK	Inspect
CLR001			A Block	DEK	Clean
LC01			A Block	DEK	Dirty
S01			A Block	DEK	Clean
TS001			A Block	DEK	Inspected
V01			A Block	DEK	Dirty

- 1 Reservations tab**
- 2 Housekeeping tab**
- 3 Select the Reports button**





The screenshot displays the HOUSEkeeper software interface. The main window is titled "Housekeeping Reports" and contains several sections:

- 1** The "Housekeeping Reports" window title bar.
- 2** The "Log File" option in the "Housekeeping Attendant's Report" section.
- 3** A staff member, "DEKO00 1S Leilani De Koker", selected in the "Selected Staff" list.
- 4** Another staff member, "MAST00 1S MASTER MASTER", selected in the "Selected Staff" list.
- 5** The "Preference Departments" dropdown menu set to "[All Departments]".
- 6** The "Report Date" field set to "31 May 2018".
- 7** The "Generate Report" button at the bottom right of the window.

- 1** Housekeeping Reports window
- 2** Select the **Log file** option
- 3** Select **Room Attendant**
- 4** Select **Staff Member** who inspected/checked the unit(s)
- 5** **Preference departments:** Ensure to uncheck all options in the menu from the drop box, that it shows [All Departments]
- 6** **Report date:** can be set for current or previous dates
- 7** Select the **Generate Report** button



The **Print Preview** – you are able to **Print, Fax, Save and Email** the report

INNkeeper - Licensed to Imperial Palace - LoginID: MASTER

Shortcuts Clients Member Control Reservations Property Products/Servi Task Manager Tickets

Occupancy Grid Availability Grid Waiting List Housekeeping

Date 31 May

**Print Preview - Housekeeping Log**

Housekeeping Unit Status Change Log  
Restrictions: Date: 31 May 2018  
Staff: RRDEK001S;RRMAST001S

Unit Name	Initial state	Current state
Date & Time	Status	staff Member
CA01	Dirty	Inspect
31 May 2018 15:24	Inspect	MASTER MASTER
CLR001	Dirty	Clean
31 May 2018 15:24	Clean	MASTER MASTER
S01	Dirty	Clean
31 May 2018 15:24	Clean	MASTER MASTER
T S001	Dirty	Inspected
31 May 2018 15:23	Clean	MASTER MASTER
31 May 2018 15:23	Dirty	MASTER MASTER
31 May 2018 15:23	Inspected	MASTER MASTER

Progress Zoom

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Print Setup Print Fax E-mail Load Report Save Report Close





Thank you!