

# Manual

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**PMS – Electric Control User Guide**

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## 1. Overview

The Electric Control module in PMS allows staff to manage power control in guest rooms. This functionality helps improve operational efficiency by enabling authorized staff to activate or deactivate electricity as needed, such as during cleaning or room preparation. It also supports energy conservation and room readiness management.

## 2. Turn On Electric Control

Available under **Housekeeping > Select Room > Turn On Clean Room**, this function allows staff to activate electric power in a selected room for cleaning or preparation purposes. Users can set the start time, select a reason, assign a maid, and confirm the action.

To perform the task:

1. Select **Housekeeping** from the main menu
2. Select the desired Room
3. Click **Turn On Clean Room**
4. Click the Hamburger icon to select a reason
5. Click **Select & Go** icon
6. Click **Start Time** to schedule activation
7. Enter time in the Start Time field
8. Click **OK** to confirm
9. Click **Use Time**
10. Select a **Maid**
11. Click **Turn On** to activate power
12. Click Electric Control to verify the status

Turn On

Reason Turn On Electric Control

Turn On Electric Control

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Building	Room No.	Start Time	Use Time	End Time	Maid
Hotel 2	101	14:05	5	14:10	Alice Staff

Turn On Cancel

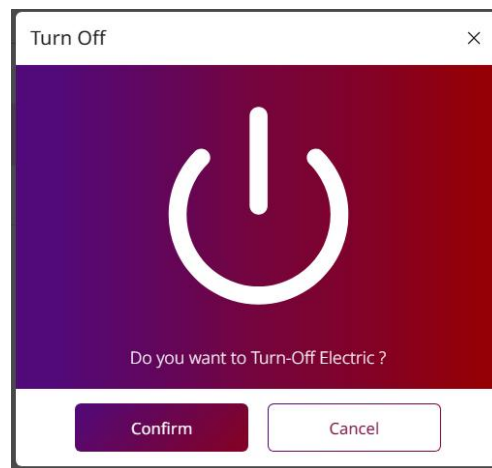
**Note:** Ensure the selected time and maid are correct before confirming, to avoid incorrect activation.

### 3. Turn Off Electric Control

Available under **Housekeeping > Electric Control**, this function allows staff to turn off the electric power in a room after completing cleaning or maintenance tasks. This helps conserve energy and ensures room readiness for the next operation.

To perform the task:

1. Select **Housekeeping** from the main menu
2. Select **Electric Control**
3. Check the box of the desired Room
4. Click **Turn Off**
5. Click **Confirm** to proceed
6. Click Turn Off menu again to view updated status



**Note:** Only rooms that have been previously turned on can be turned off.