


How do I send my housekeepers their log in details?

Please note your housekeepers will login via this URL <https://secure.supercontrol.co.uk/housekeeping>

1. Go to *Admin > Housekeepers > Edit housekeepers*.
2. Click "Edit" next to your housekeeper and ensure you have an email address and password entered:

| | | |
|---------------|----------------------------|--|
| Company name: | SuperControl |  |
| Contact: | Jo Bloggs | |
| Email: | support@supercontrol.co.uk | <input checked="" type="checkbox"/> Send email alerts for new bookings <input checked="" type="checkbox"/> Send email alerts when bookings are cancelled |
| Password: | ***** | |

3. If these details are not added, enter them and click Save. Then tick "Send login details to housekeeper via email" and click Save again.

If the housekeeper email address and password is already entered then just tick "Send login details to housekeeper via email" and click Save.

4. The housekeeper will then be sent an email like this:

SuperControl - Housekeeper login details

You can login to <https://secure.supercontrol.co.uk/housekeeping/> with the details below. Please note that passwords are case sensitive.

Username: Email address added here:
Password: *****

Kind regards,