



UNIFOCUS
WORKFORCE MANAGEMENT

Release Document

**Housekeeping configuration revamp and
tech upgrade**

June 2023



OVERVIEW

HOUSEKEEPING ZONES, LOCATIONS, SECTIONS, AND USER GROUPS ARE NOW CONFIGURABLE IN THE SOFTWARE.

This document explains the Housekeeping configuration features and changes in the system configuration component of the software. A new user interface makes it easier and more convenient for users to access and configure the software.

With this release, the Customer Admin Portal is no longer required to configure the Housekeeping data points: zones, locations, sections, and user groups. You can now use the configuration component of the software to configure them.

The following functionality can be managed for Housekeeping configuration:

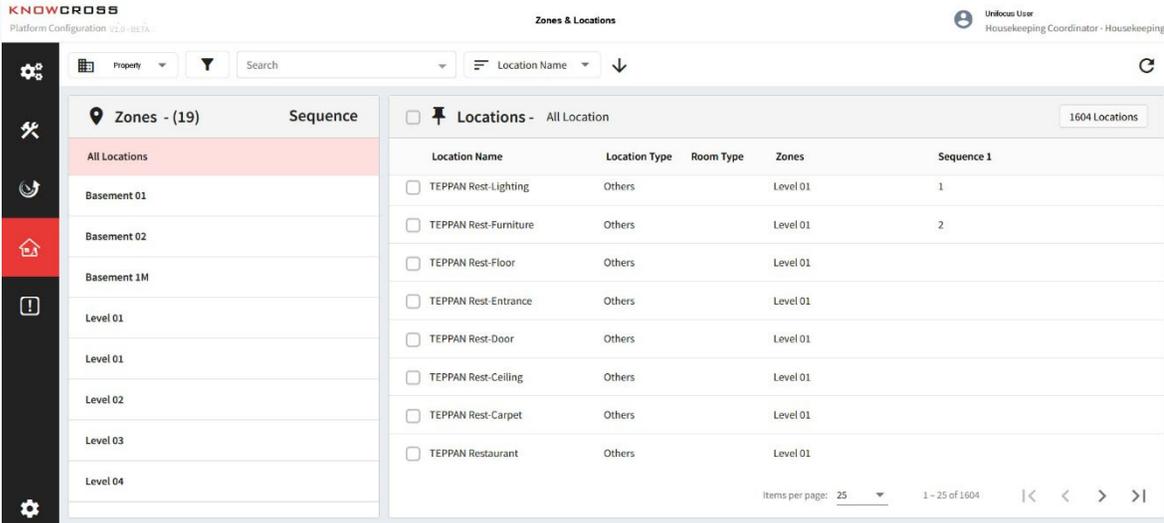
- Zones and Locations
 - Zones
 - Edit zone
 - Locations
 - Edit location(s)
 - Map to section
 - Multi property access
 - Filters
 - Location type
 - Room type
 - Search
 - Zone name
 - Location name
 - Sorting
 - Zone name
 - Location name
 - Sequence 1
 - Refresh
- Sections
 - Add a section
 - View sections
 - Edit section
 - Delete section



- Map/Unmap zone(s)/location(s)
 - Multi property access
 - Select property
 - Department
 - Select department
 - Filters
 - Zone
 - Location type
 - Search
 - Location name
 - Section name
 - Sorting
 - Location name
 - Section name
 - Refresh
- User groups
 - Add user group
 - View user group
 - Edit user group
 - Delete user group
 - Assign user group
 - Multi property access
 - Search user group
 - Refresh
- Lost and Found - Print functionality
- Lost & Found Action - Previous years date selection
- Unified branding: Icons, color themes, and logos

ZONES AND LOCATIONS

- Zones:** Housekeeping requires that zones be updated with a sequence number. By using the system configuration, you can edit the zone. To perform this task, select the zone that you want to edit and click the edit button. The software then displays a dialog box to edit the zone. Enter the sequence number and click the save button to complete the editing process. The software updates the zone and displays a dialog box confirming that the zone has been updated successfully.



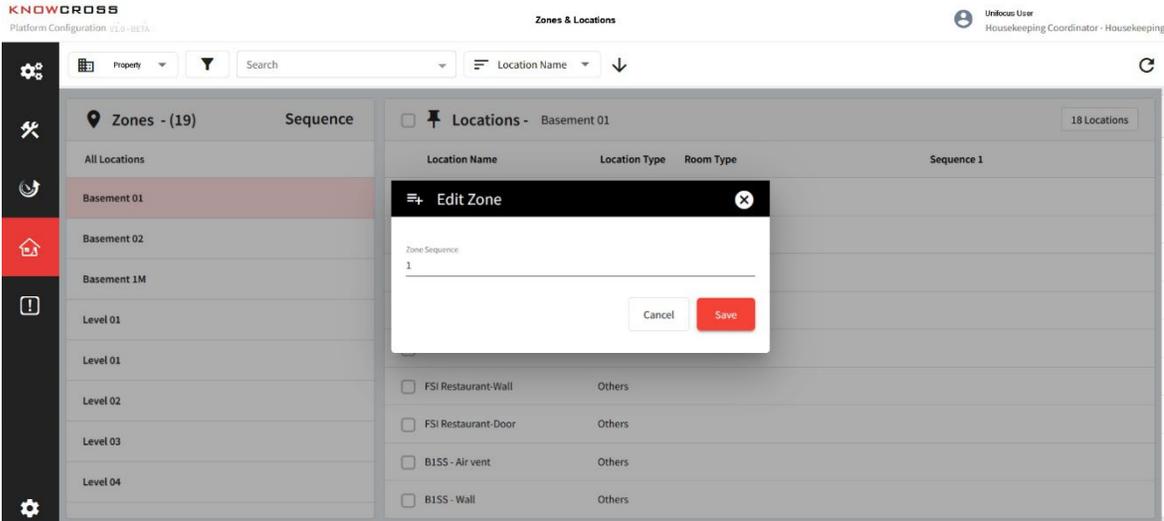
KNOWCROSS Platform Configuration v1.9 - BETA

Zones & Locations Unifocus User Housekeeping Coordinator - Housekeeping

Property Search Location Name

Zones - (19)	Sequence	Locations - All Location	1604 Locations
All Locations		Location Name	Location Type Room Type Zones Sequence 1
Basement 01		<input type="checkbox"/> TEPPAN Rest-Lighting	Others Level 01 1
Basement 02		<input type="checkbox"/> TEPPAN Rest-Furniture	Others Level 01 2
Basement 1M		<input type="checkbox"/> TEPPAN Rest-Floor	Others Level 01
Level 01		<input type="checkbox"/> TEPPAN Rest-Entrance	Others Level 01
Level 01		<input type="checkbox"/> TEPPAN Rest-Door	Others Level 01
Level 02		<input type="checkbox"/> TEPPAN Rest-Ceiling	Others Level 01
Level 03		<input type="checkbox"/> TEPPAN Rest-Carpet	Others Level 01
Level 04		<input type="checkbox"/> TEPPAN Restaurant	Others Level 01

Items per page: 25 1 - 25 of 1604



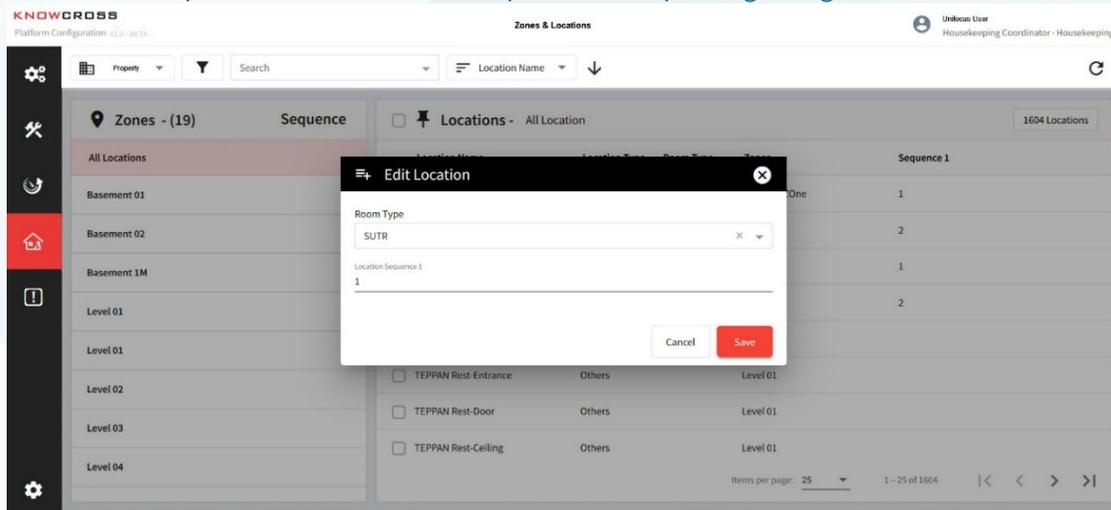
KNOWCROSS Platform Configuration v1.9 - BETA

Zones & Locations Unifocus User Housekeeping Coordinator - Housekeeping

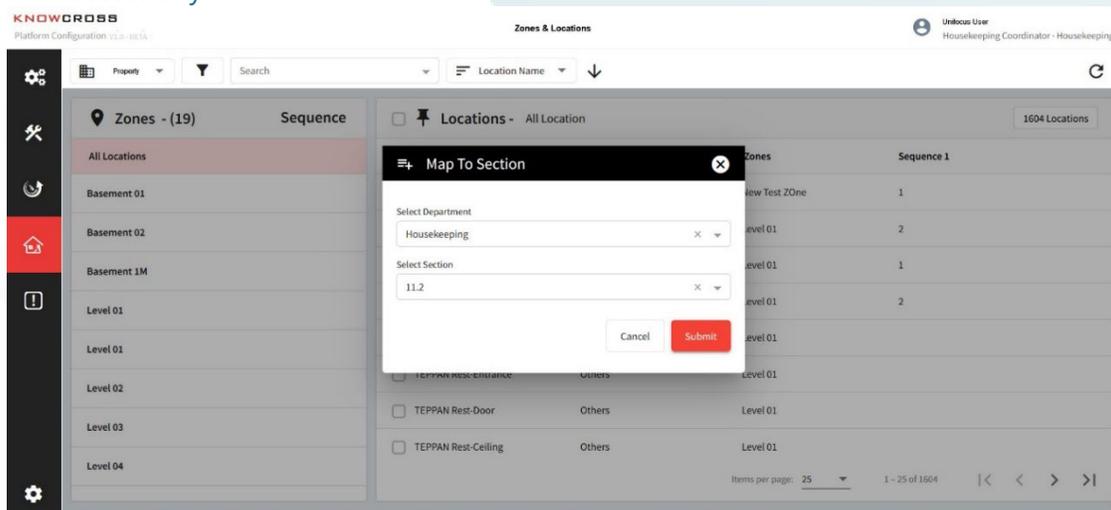
Property Search Location Name

Zones - (19)	Sequence	Locations - Basement 01	18 Locations
All Locations		Location Name	Location Type Room Type Sequence 1
Basement 01		Edit Zone	
Basement 02		Zone Sequence: 1	
Basement 1M		Cancel Save	
Level 01		<input type="checkbox"/> FSI Restaurant-Wall	Others
Level 01		<input type="checkbox"/> FSI Restaurant-Door	Others
Level 02		<input type="checkbox"/> B155 - Air vent	Others
Level 03		<input type="checkbox"/> B155 - Wall	Others

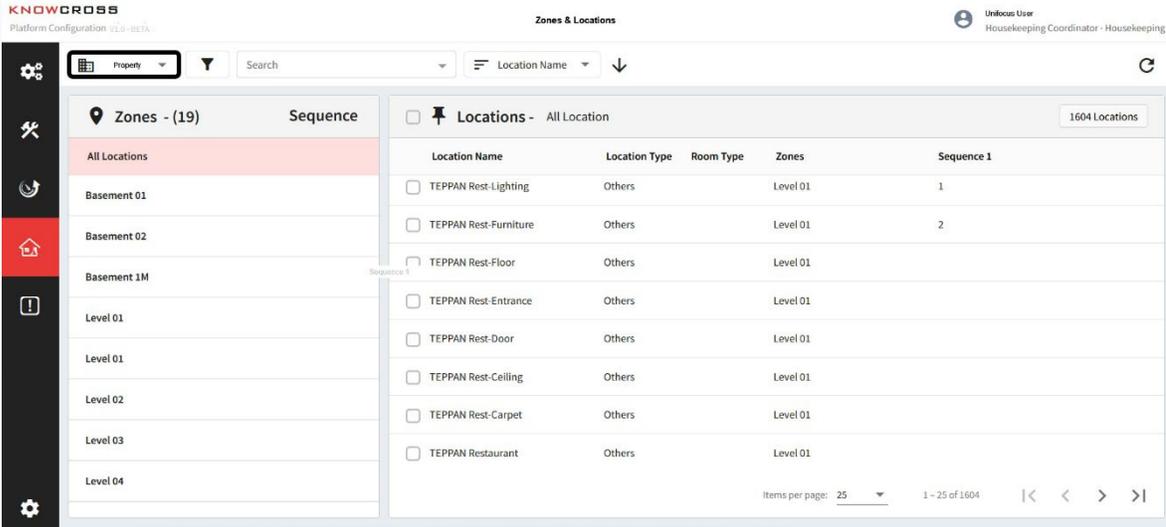
- Locations:** Housekeeping requires that locations be assigned a room type and sequence number. To perform this task, select the location that you want to edit and click the edit button. The software displays a dialog box to edit the location. Select the room type, enter sequence number “1”, and then click the save button to complete the editing process. The software updates the location and displays a dialog box confirming that the location has been updated successfully. Additionally, the software allows you to edit multiple locations simultaneously. Multiple locations can be updated by selecting all locations at once or by selecting specific locations and clicking the edit button located near the refresh button. The rest of the process is the same as the process for updating a single location.



- Map to section:** To map a location to the section, select the location and click the Map To Section icon. The software displays a dialog box to map the location. Select the department and section and then click the save button to complete the mapping process. It will map the location and display a dialog box confirming that the location has been mapped successfully.

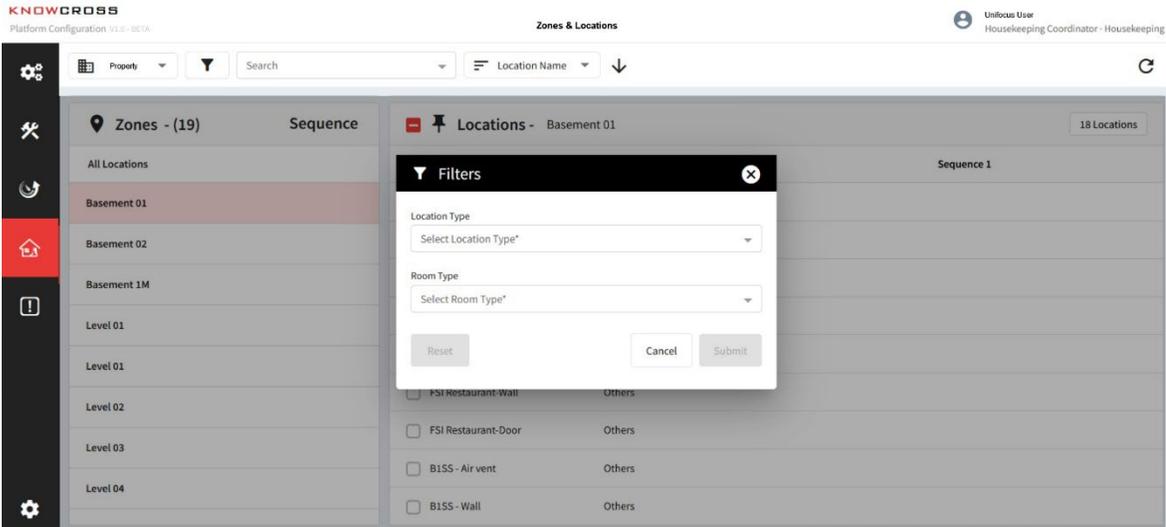


- Multi property access:** With a convenient drop-down menu, the Multi Property feature allows you to easily switch between properties with just a few clicks. With this feature, you can edit zones and locations in a more flexible and efficient manner, enabling you to work on multiple properties simultaneously.



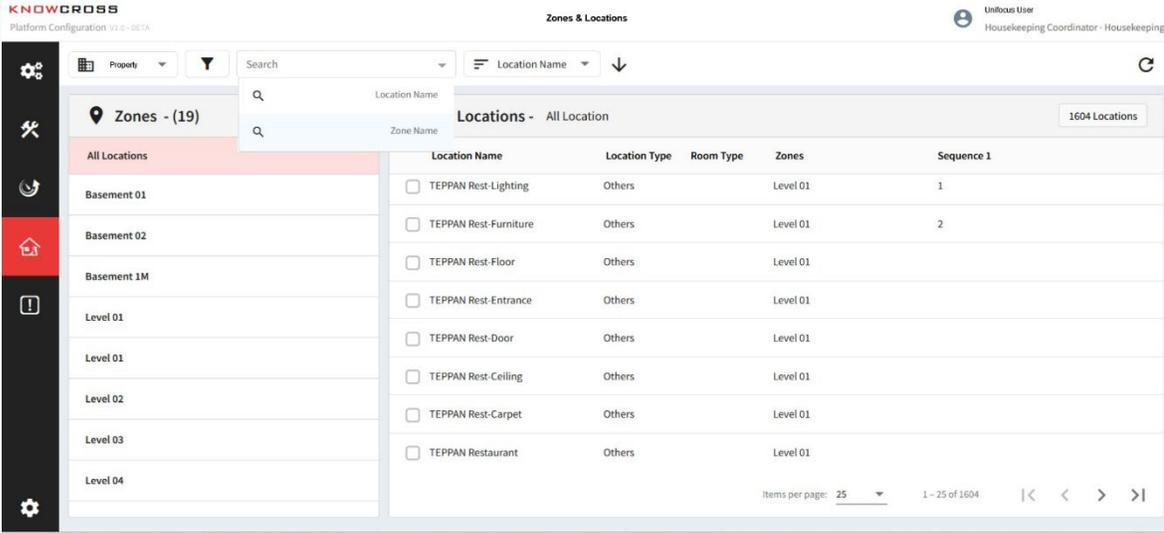
The screenshot shows the 'Zones & Locations' interface. On the left, there is a sidebar with navigation icons. The main area is divided into two panels. The left panel, titled 'Zones - (19)', shows a list of zones with columns for 'Zones' and 'Sequence'. The right panel, titled 'Locations - All Location', shows a table of locations with columns for 'Location Name', 'Location Type', 'Room Type', 'Zones', and 'Sequence 1'. The table contains several rows of location data, including 'TEPPAN Rest-Lighting', 'TEPPAN Rest-Furniture', 'TEPPAN Rest-Floor', 'TEPPAN Rest-Entrance', 'TEPPAN Rest-Door', 'TEPPAN Rest-Ceiling', 'TEPPAN Rest-Carpet', and 'TEPPAN Restaurant'. At the bottom right, there is a pagination control showing 'Items per page: 25' and '1 - 25 of 1604'.

- Filters:** To quickly access locations, you can also use filters. Click the filters icon and a dialog box appears. Select the location and room type and click the Submit button. The software displays the locations based on your filtering selections.



The screenshot shows the 'Zones & Locations' interface with a filter dialog box open. The dialog box, titled 'Filters', has two dropdown menus: 'Location Type' and 'Room Type'. Below the dropdowns are three buttons: 'Reset', 'Cancel', and 'Submit'. The background shows the 'Locations - Basement 01' table, which is filtered to show 18 locations. The table includes columns for 'Location Name', 'Location Type', 'Room Type', 'Zones', and 'Sequence 1'. The visible rows include 'FSI Restaurant-Wall', 'FSI Restaurant-Door', 'BISS - Air vent', and 'BISS - Wall'.

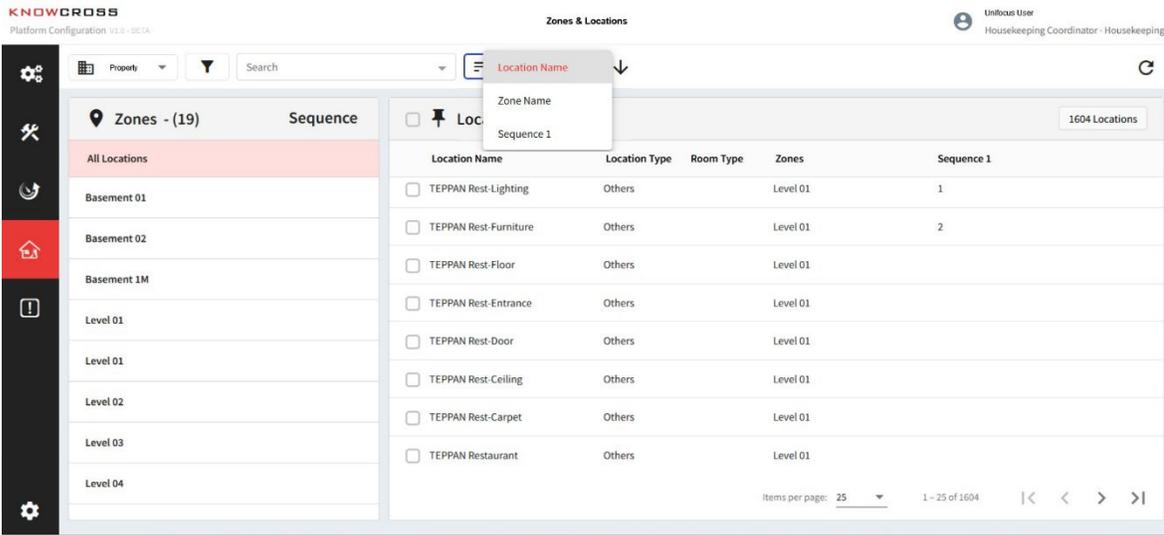
- **Search zones and locations:** The software provides a search option to quickly locate specific zones and locations. Enter search keywords based on the zone and location name.



The screenshot shows the 'Zones & Locations' interface. On the left, there is a sidebar with 'Zones - (19)' and a list of zones including 'Basement 01', 'Basement 02', 'Basement 1M', and 'Level 01' through 'Level 04'. The main area displays a table of 'Locations - All Location' with 1604 locations. The table has columns for 'Location Name', 'Location Type', 'Room Type', 'Zones', and 'Sequence 1'. A search bar is visible at the top, and a dropdown menu is open showing 'Location Name' and 'Zone Name' options.

Location Name	Location Type	Room Type	Zones	Sequence 1
<input type="checkbox"/> TEPPAN Rest-Lighting	Others		Level 01	1
<input type="checkbox"/> TEPPAN Rest-Furniture	Others		Level 01	2
<input type="checkbox"/> TEPPAN Rest-Floor	Others		Level 01	
<input type="checkbox"/> TEPPAN Rest-Entrance	Others		Level 01	
<input type="checkbox"/> TEPPAN Rest-Door	Others		Level 01	
<input type="checkbox"/> TEPPAN Rest-Ceiling	Others		Level 01	
<input type="checkbox"/> TEPPAN Rest-Carpet	Others		Level 01	
<input type="checkbox"/> TEPPAN Restaurant	Others		Level 01	

- **Sorting:** You can choose whether you want to sort by location, zone, or sequence number. Once you have made this selection, click the ascending and descending arrow icons to view the sorted data.



The screenshot shows the 'Zones & Locations' interface with sorting options. The 'Zones - (19)' sidebar is visible. The main area displays a table of 'Locations - All Location' with 1604 locations. The table has columns for 'Location Name', 'Location Type', 'Room Type', 'Zones', and 'Sequence 1'. A dropdown menu is open showing 'Location Name', 'Zone Name', and 'Sequence 1' options. The 'Sequence' column is highlighted, and the table is sorted by sequence number.

Location Name	Location Type	Room Type	Zones	Sequence 1
<input type="checkbox"/> TEPPAN Rest-Lighting	Others		Level 01	1
<input type="checkbox"/> TEPPAN Rest-Furniture	Others		Level 01	2
<input type="checkbox"/> TEPPAN Rest-Floor	Others		Level 01	
<input type="checkbox"/> TEPPAN Rest-Entrance	Others		Level 01	
<input type="checkbox"/> TEPPAN Rest-Door	Others		Level 01	
<input type="checkbox"/> TEPPAN Rest-Ceiling	Others		Level 01	
<input type="checkbox"/> TEPPAN Rest-Carpet	Others		Level 01	
<input type="checkbox"/> TEPPAN Restaurant	Others		Level 01	



- **Refresh:** Using the refresh button, you can refresh the data on the screen to ensure that you are viewing the most recent information. The refresh button is located in the upper-right corner of the main screen and can be accessed by clicking the circular arrow icon.

KNOWCROSS Platform Configuration v1.8 - BETA

Zones & Locations Unifocus User Housekeeping Coordinator - Housekeeping

Property Search Location Name

Zones - (19) Sequence

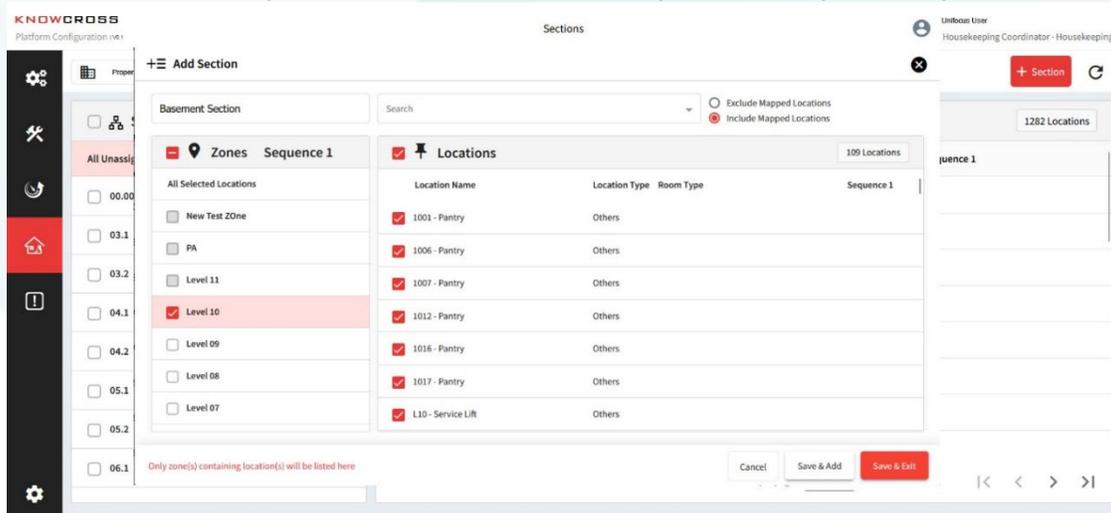
All Locations

Location Name	Location Type	Room Type	Zones	Sequence 1
<input type="checkbox"/> TEPPAN Rest-Lighting	Others		Level 01	1
<input type="checkbox"/> TEPPAN Rest-Furniture	Others		Level 01	2
<input type="checkbox"/> TEPPAN Rest-Floor	Others		Level 01	
<input type="checkbox"/> TEPPAN Rest-Entrance	Others		Level 01	
<input type="checkbox"/> TEPPAN Rest-Door	Others		Level 01	
<input type="checkbox"/> TEPPAN Rest-Ceiling	Others		Level 01	
<input type="checkbox"/> TEPPAN Rest-Carpets	Others		Level 01	
<input type="checkbox"/> TEPPAN Restaurant	Others		Level 01	

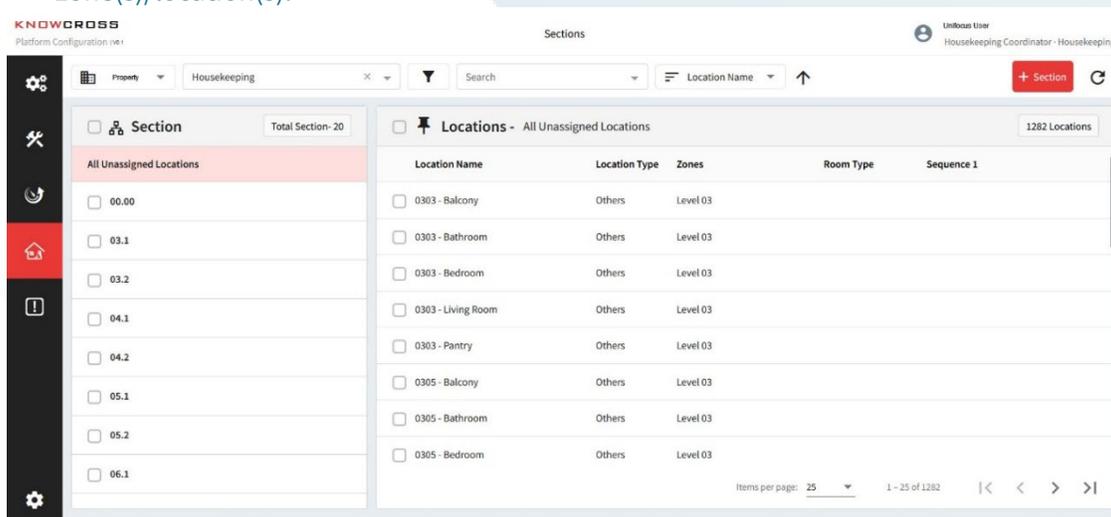
Items per page: 25 1 - 25 of 1604

SECTIONS

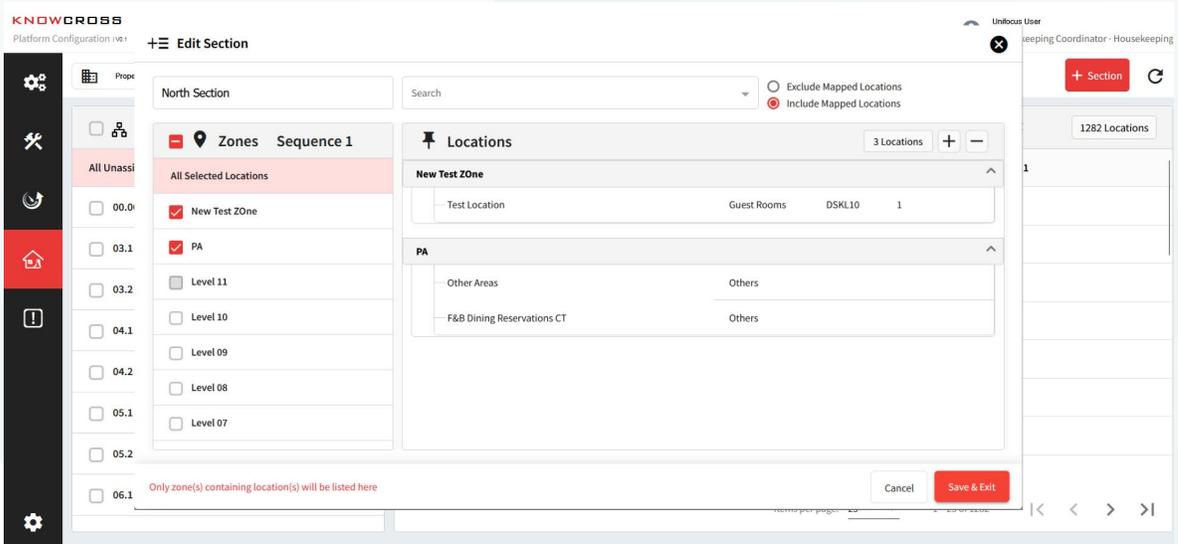
- Add a section:** You can create a section by clicking on the section icon. In the resulting dialog box, enter the section's details. Then enter the section name and assign at least one location to the section. Use the search feature to quickly find the location. The dialog box includes options for viewing the mapped and unmapped locations. You can select one of these options to view the locations and assign them to the section. Finally, click either the Save & Add button or the Save & Exit button to add the section. Clicking Save & Add opens the dialog box again after adding a section so that you can add another section. Clicking Save & Exit takes you to the section screen where you can view your newly added section.



- View sections:** On the sections screen, you can view and manage all the sections that have been added. Sections can be edited, deleted, and mapped/unmapped to zone(s)/location(s).

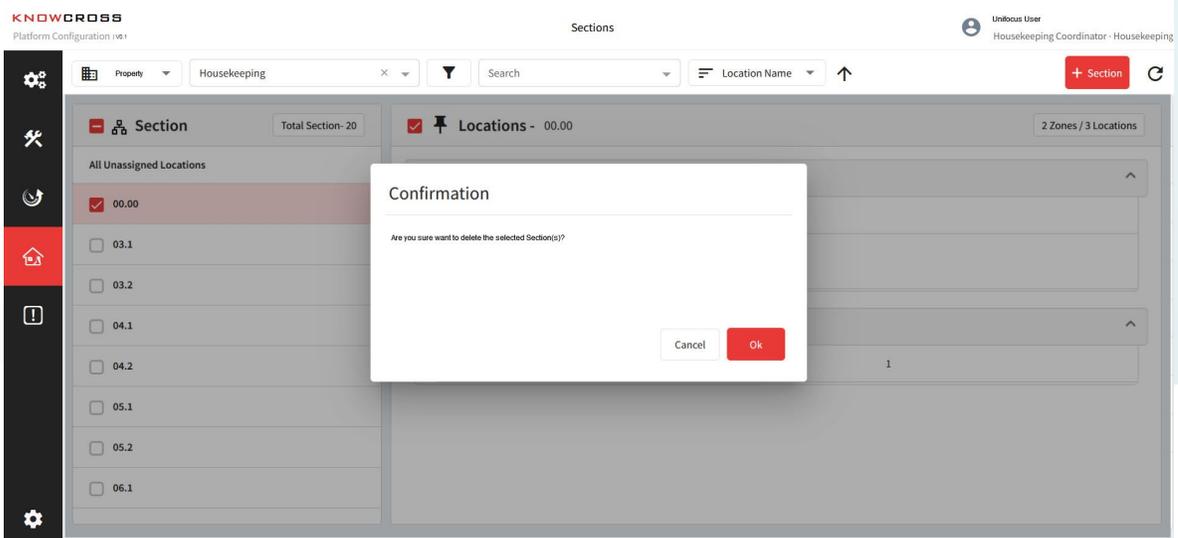


- **Edit section:** To edit a section, select the section and click the edit button. The software displays a dialog box to edit the section. Update the section name, assign/unassign the location(s), and then click the Save & Exit button to complete the editing process.



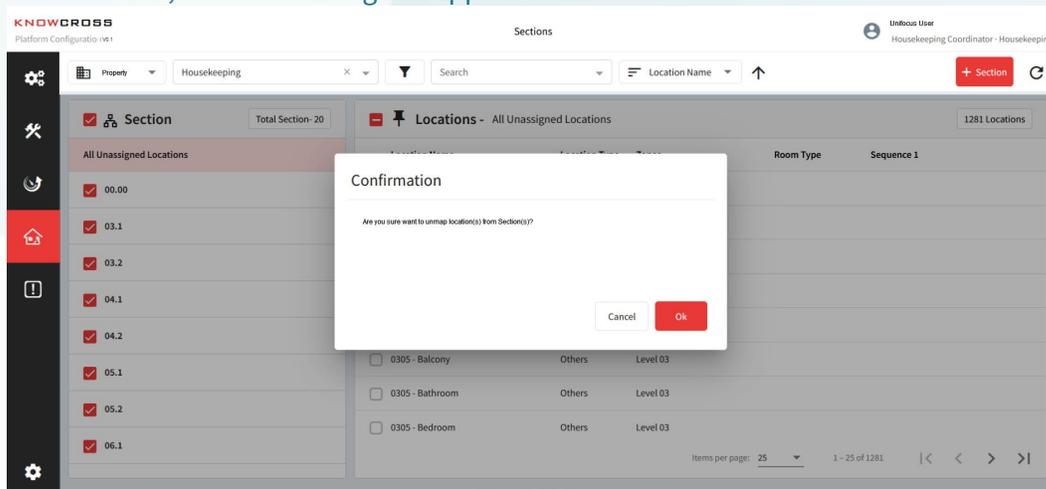
The screenshot shows the 'Edit Section' dialog in the UNIFOCUS software. The main title is 'Edit Section' and the current section is 'North Section'. There are search and filter options at the top. The 'Locations' section is expanded, showing 'New Test ZONE' and 'PA' categories. The 'New Test ZONE' category has a 'Test Location' with details: Guest Rooms, DSKL10, and 1. The 'PA' category has 'Other Areas' and 'F&B Dining Reservations CT', both with 'Others' as a sub-category. At the bottom, there are 'Cancel' and 'Save & Exit' buttons.

- **Delete section:** You can delete any sections that you do not require. You can delete one, multiple, or all sections. A confirmation dialog appears before deleting the section. If you click the OK button, the section will be deleted and a success dialog appears.

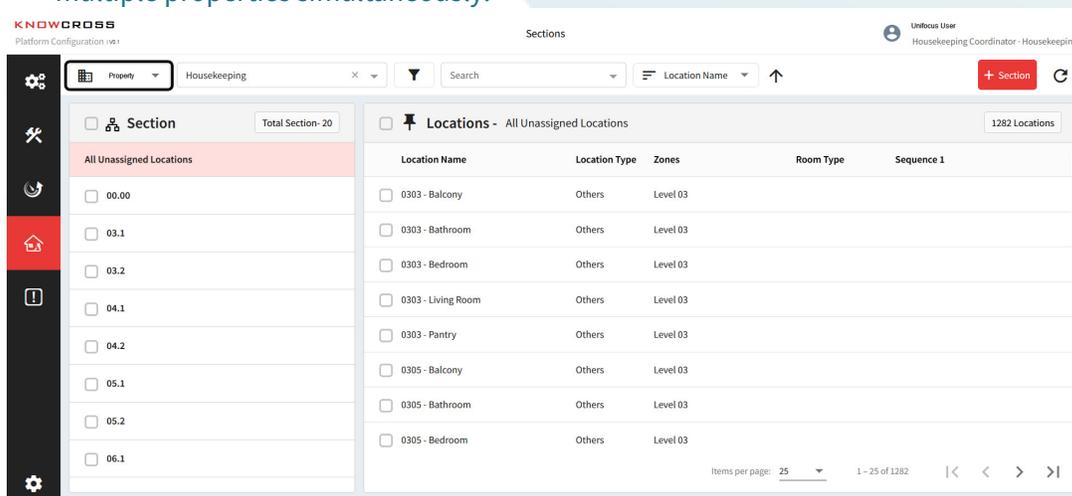


The screenshot shows the 'Sections' screen in the UNIFOCUS software. A 'Confirmation' dialog box is open in the center, asking 'Are you sure want to delete the selected Section(s)?' with 'Cancel' and 'OK' buttons. The background shows a list of sections and locations. The 'Section' list has '00.00' selected. The 'Locations' list shows '2 Zones / 3 Locations'.

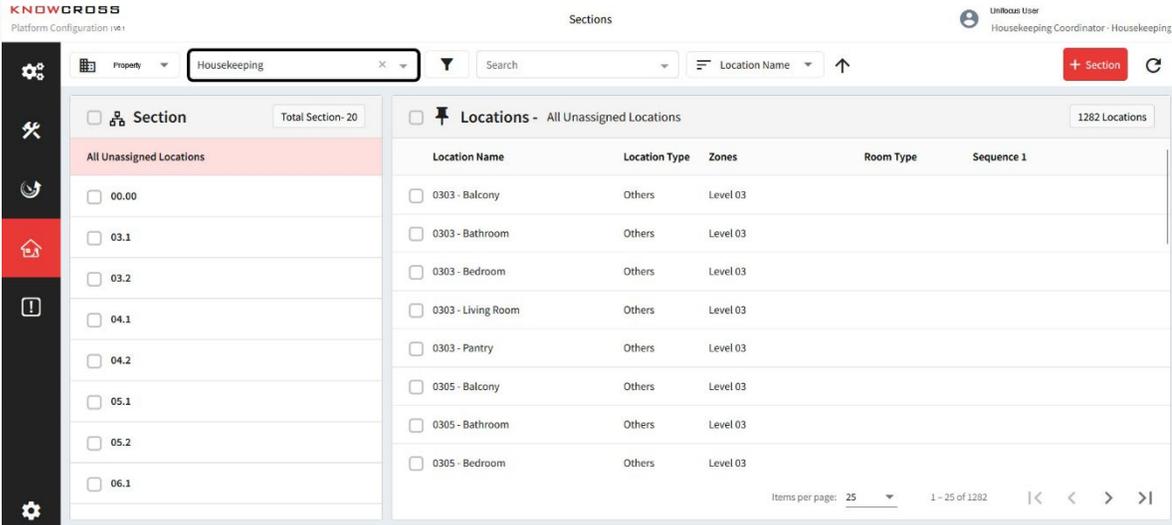
- Map zones/locations:** Upon selecting a section, the software displays the number of zones and locations within that section. Zones and locations can be unmapped from sections as required. Select the section, select the locations to unmap, and then click the Unmap icon. Click the OK button on the confirmation dialog box, and the software unmaps the location. In addition, you can also unmap the entire zone. By doing so, all locations within that zone will be immediately unmapped. To accomplish this, click the Unmap option in the zone and click the OK button in the confirmation dialog box. The software unmaps the zone and displays a success dialog box. You can also unmap all the zones and locations associated with a section if there is more than one zone assigned to it. Select one, multiple, or all sections, click the Unmap Zones and Locations button located near the Delete button, and then click OK in the confirmation dialog. Once the software unmaps the selected zones and locations, a success dialog box appears.



- Multi property access:** With a convenient drop-down menu, the Multi Property feature allows you to easily switch between properties with just a few clicks. With this feature, you can manage sections in a more flexible and efficient manner, enabling you to work on multiple properties simultaneously.



- Department:** There are departments within the Housekeeping software and sections within the departments. You can view and manage all the sections within a particular department by selecting the department from a drop-down menu.



KNOWCROSS Platform Configuration v16.1 Sections Unifocus User
Housekeeping Coordinator - Housekeeping

Property: Housekeeping Search: Location Name

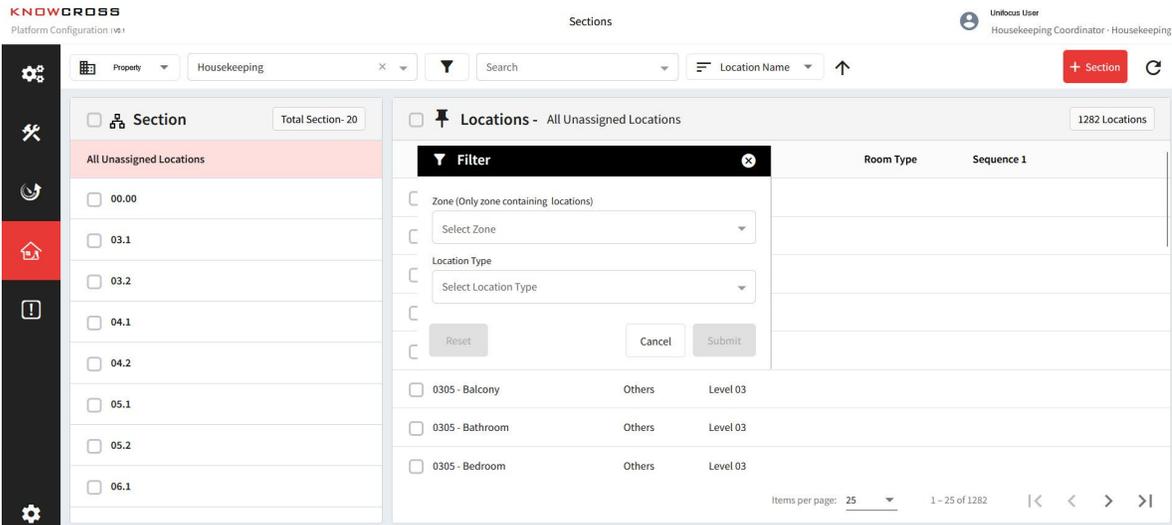
Section Total Section- 20

Locations - All Unassigned Locations 1282 Locations

Location Name	Location Type	Zones	Room Type	Sequence 1
<input type="checkbox"/> 0303 - Balcony	Others	Level 03		
<input type="checkbox"/> 0303 - Bathroom	Others	Level 03		
<input type="checkbox"/> 0303 - Bedroom	Others	Level 03		
<input type="checkbox"/> 0303 - Living Room	Others	Level 03		
<input type="checkbox"/> 0303 - Pantry	Others	Level 03		
<input type="checkbox"/> 0305 - Balcony	Others	Level 03		
<input type="checkbox"/> 0305 - Bathroom	Others	Level 03		
<input type="checkbox"/> 0305 - Bedroom	Others	Level 03		

Items per page: 25 1 - 25 of 1282

- Filters:** To quickly access sections, you can also use filters. Click the filters icon, and a dialog box appears. Select the zone and location type and click the Submit button. The software displays the sections based on your filtering selections.



KNOWCROSS Platform Configuration v16.1 Sections Unifocus User
Housekeeping Coordinator - Housekeeping

Property: Housekeeping Search: Location Name

Section Total Section- 20

Locations - All Unassigned Locations 1282 Locations

Filter

Zone (Only zone containing locations)
Select Zone

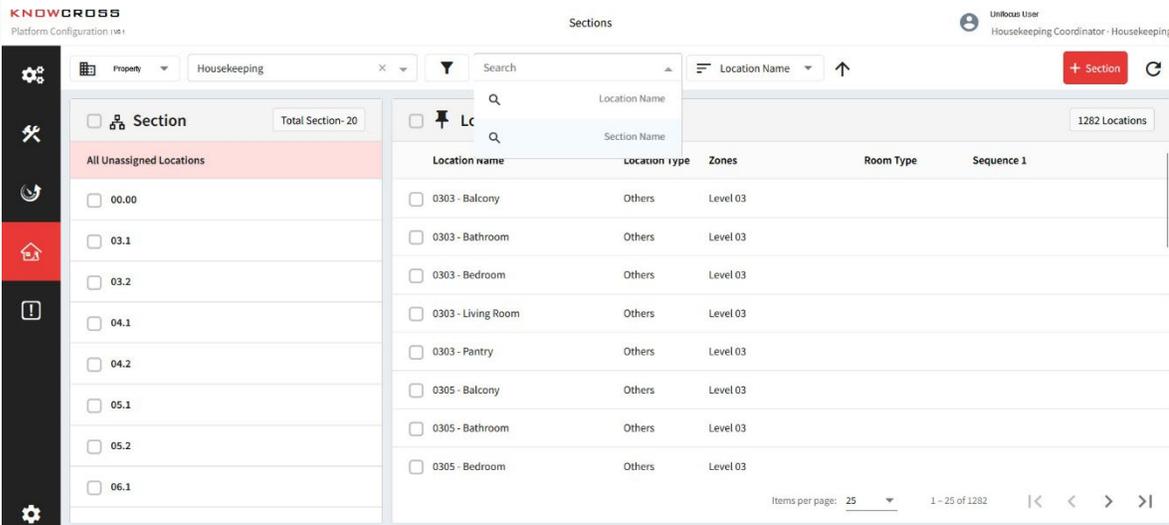
Location Type
Select Location Type

Reset Cancel Submit

Location Name	Location Type	Zones	Room Type	Sequence 1
<input type="checkbox"/> 0305 - Balcony	Others	Level 03		
<input type="checkbox"/> 0305 - Bathroom	Others	Level 03		
<input type="checkbox"/> 0305 - Bedroom	Others	Level 03		

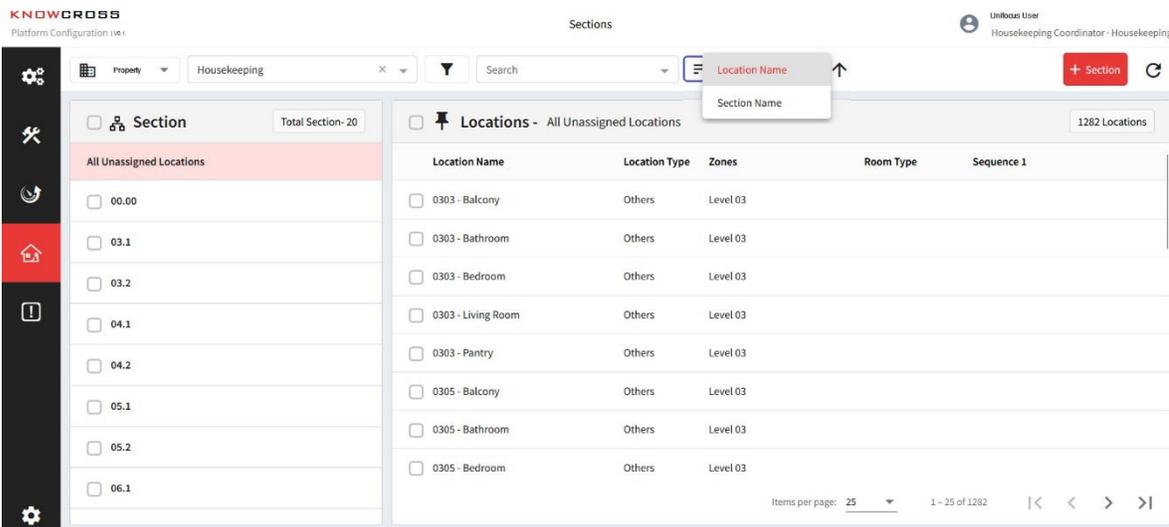
Items per page: 25 1 - 25 of 1282

- **Search:** The software provides a search option to quickly locate specific sections. Enter search keywords based on the location and section name.



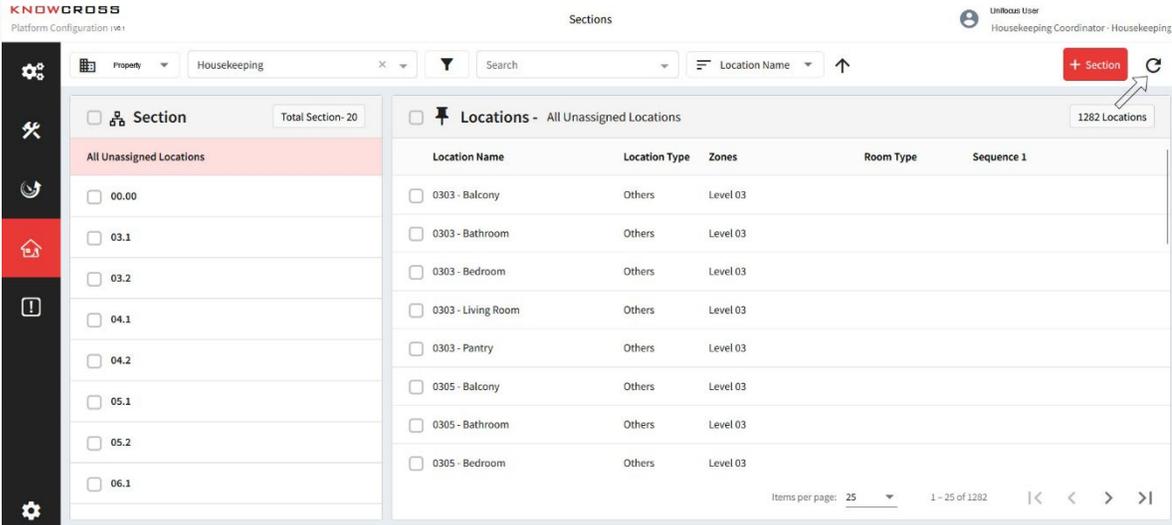
The screenshot shows the 'Sections' management interface. At the top, there's a search bar with a magnifying glass icon and a dropdown arrow. Below the search bar, there are two columns: 'Section' on the left and 'Locations' on the right. The 'Section' column has a search icon and a 'Total Section-20' indicator. The 'Locations' column has a search icon and a '1282 Locations' indicator. The main table has columns for 'Location name', 'Location type', 'Zones', 'Room Type', and 'Sequence 1'. The table lists various rooms like '0303 - Balcony', '0303 - Bathroom', etc. At the bottom right, there's a pagination control showing 'Items per page: 25' and '1 - 25 of 1282'.

- **Sorting:** You can choose whether you want to sort by location or section. Once you have made this selection, click the ascending and descending arrow icons to view the sorted data.



This screenshot is similar to the previous one but shows the sorting dropdown menu open. The dropdown menu has two options: 'Location Name' and 'Section Name'. The 'Location Name' option is currently selected, and an ascending arrow icon is visible next to it. The table below shows the same list of locations, but the sorting options are now visible.

- **Refresh:** Using the refresh button, you can refresh the data on the screen to ensure that you are viewing the most recent information. The refresh button is located in the upper-right corner of the main screen and can be accessed by clicking the circular arrow icon.



KNOWCROSS Platform Configuration v16.1

Sections Unifocus User
Housekeeping Coordinator - Housekeeping

Property: Housekeeping | Search: | Location Name: ↑

Section Total Section-20

All Unassigned Locations

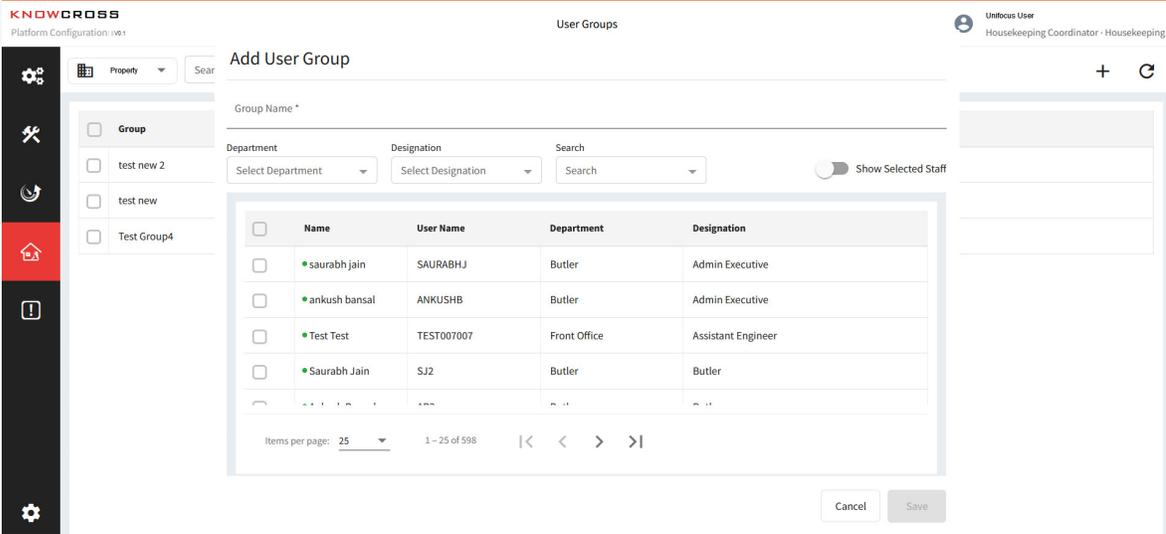
Location Name	Location Type	Zones	Room Type	Sequence 1
<input type="checkbox"/> 0303 - Balcony	Others	Level 03		
<input type="checkbox"/> 0303 - Bathroom	Others	Level 03		
<input type="checkbox"/> 0303 - Bedroom	Others	Level 03		
<input type="checkbox"/> 0303 - Living Room	Others	Level 03		
<input type="checkbox"/> 0303 - Pantry	Others	Level 03		
<input type="checkbox"/> 0305 - Balcony	Others	Level 03		
<input type="checkbox"/> 0305 - Bathroom	Others	Level 03		
<input type="checkbox"/> 0305 - Bedroom	Others	Level 03		

1282 Locations

Items per page: 25 | 1 - 25 of 1282

USER GROUPS

- Add a user group:** You can create a user group by clicking the add user group icon. In the resulting dialog box, you enter the group's details. When adding a group, you can optionally assign users to that group on the same screen. To assign users to a group, you must select them from the users list. You may do this by selecting the checkbox provided with the user's name. If you want to assign all users to the group, then you can select the staff checkbox. To find users quickly, you can use search and filters. Enter the user, designation, or department name in the search field, and the software searches and displays users based upon your input. To apply filters, select the designation and department, and the software displays the users according to the filters you have applied. Click the Clear Filter button to clear the filters. To display only users selected by you, select the Show Selection checkbox. Finally, click the Save button to assign the selected users to the group. The software saves the details, and users will be assigned to the corresponding group, with the User Count column displaying the number of users assigned to the group.



KNOWCROSS Platform Configuration | iwe1 | User Groups | Unifocus User Housekeeping Coordinator - Housekeeping

Add User Group

Group Name *

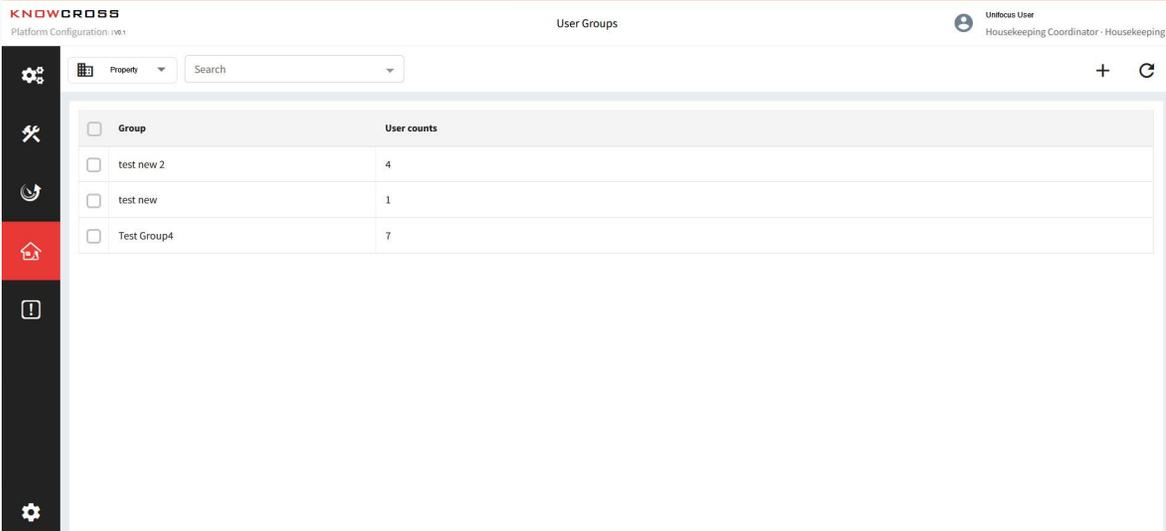
Department: Select Department | Designation: Select Designation | Search: Search | Show Selected Staff:

<input type="checkbox"/>	Name	User Name	Department	Designation
<input type="checkbox"/>	• saurabh jain	SAURABHJ	Butler	Admin Executive
<input type="checkbox"/>	• ankush bansal	ANKUSHB	Butler	Admin Executive
<input type="checkbox"/>	• Test Test	TEST007007	Front Office	Assistant Engineer
<input type="checkbox"/>	• Saurabh Jain	SJ2	Butler	Butler

Items per page: 25 | 1 - 25 of 598 | < > >> <<

Cancel Save

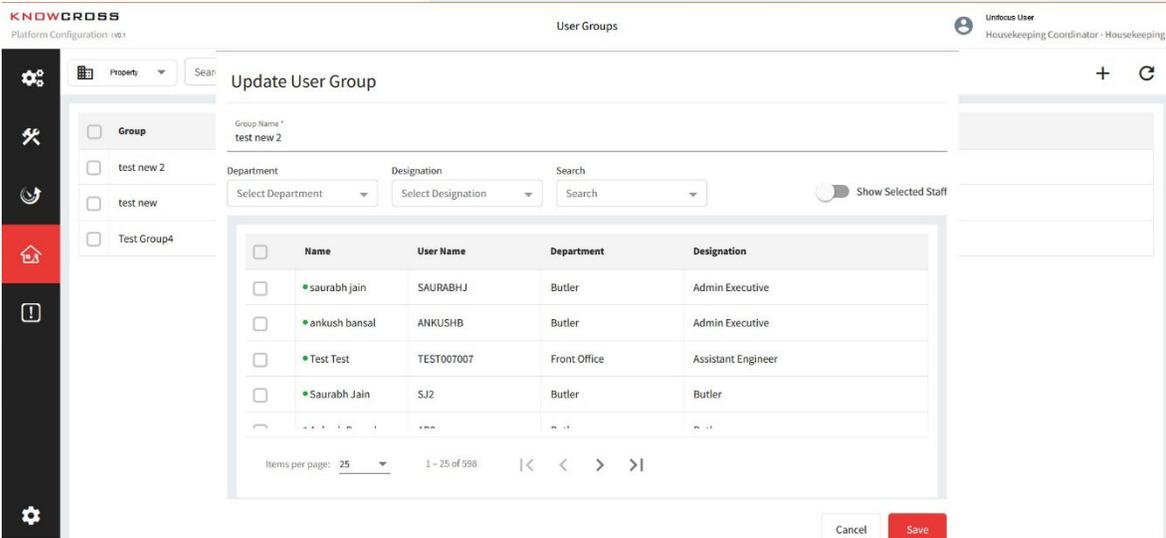
- **View user groups:** In this section, you can view and manage the user groups you have added. In addition to editing and deleting user groups, you can assign more users to them. You can also search for a group by its name. To search for a group, enter the name in the search field, and the software displays the appropriate group(s).



KNOWCROSS Platform Configuration (v6.1) User Groups Unifocus User
Housekeeping Coordinator - Housekeeping

Group	User counts
<input type="checkbox"/> test new 2	4
<input type="checkbox"/> test new	1
<input type="checkbox"/> Test Group4	7

- **Edit user group:** To edit a group, select the section and click the edit button. The software then displays a dialog box to edit the group. Update the group name, assign/unassign the user(s), and click the Save button to complete the editing process.



KNOWCROSS Platform Configuration (v6.1) User Groups Unifocus User
Housekeeping Coordinator - Housekeeping

Update User Group

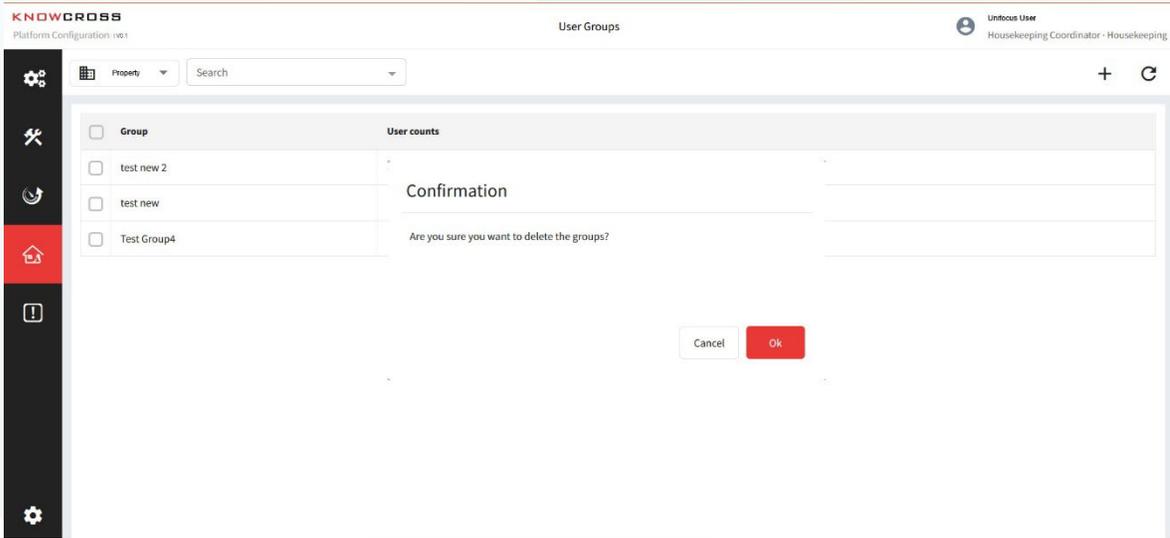
Group Name *
test new 2

Department: Select Department Designation: Select Designation Search: Search Show Selected Staff

Name	User Name	Department	Designation
<input type="checkbox"/> saurabh jain	SAURABHJ	Butler	Admin Executive
<input type="checkbox"/> ankush bansal	ANKUSHB	Butler	Admin Executive
<input type="checkbox"/> Test Test	TEST007007	Front Office	Assistant Engineer
<input type="checkbox"/> Saurabh Jain	SJ2	Butler	Butler

Items per page: 25 1 - 25 of 598 < > << >>

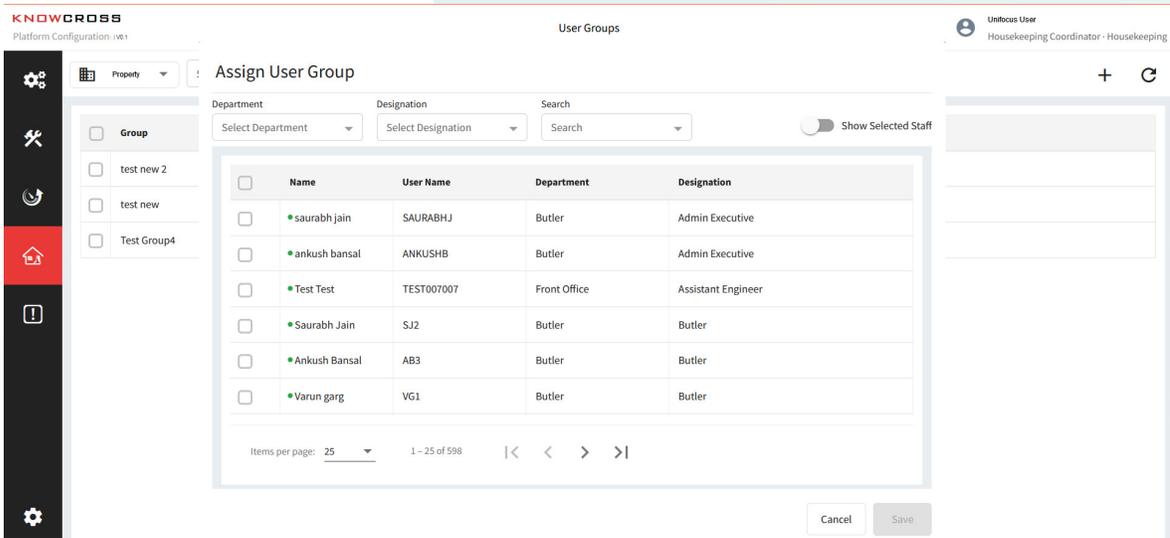
- Delete group:** You can delete any user groups that you do not require. You can delete one, multiple, or all groups. A confirmation dialog box appears before deleting the group(s). If you click the OK button, the group(s) will be deleted and a success dialog box appears.



The screenshot shows the 'User Groups' management page in the UNIFOCUS Platform Configuration. A confirmation dialog box is displayed over the group list, asking 'Are you sure you want to delete the groups?'. The dialog has 'Cancel' and 'Ok' buttons.

Group	User counts
<input type="checkbox"/> test new 2	
<input type="checkbox"/> test new	
<input type="checkbox"/> Test Group4	

- Assign Users:** Select the groups to which you want to assign users. Once the groups have been selected, the Assign Users button, in conjunction with Add Group, will be enabled. Click the Assign Users button to open the Assign Users dialog box. Using the same process you used when adding the group, you can assign users to the group here.

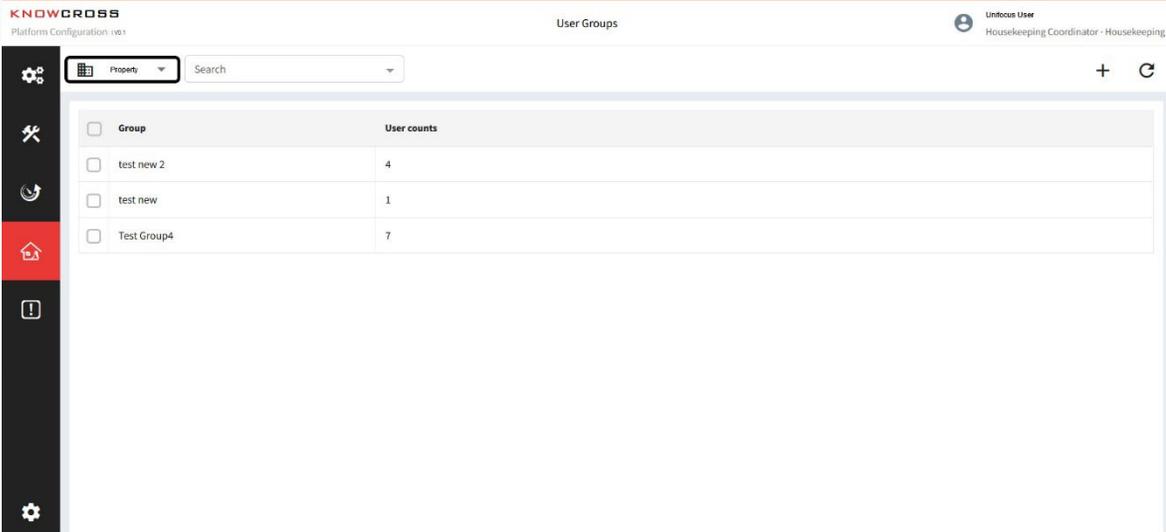


The screenshot shows the 'Assign User Group' dialog box in the UNIFOCUS Platform Configuration. The dialog allows selecting users from a list based on department and designation. The 'Show Selected Staff' toggle is turned on.

Name	User Name	Department	Designation
<input type="checkbox"/> saurabh jain	SAURABHJ	Butler	Admin Executive
<input type="checkbox"/> ankush bansal	ANKUSHB	Butler	Admin Executive
<input type="checkbox"/> Test Test	TEST007007	Front Office	Assistant Engineer
<input type="checkbox"/> Saurabh Jain	SJ2	Butler	Butler
<input type="checkbox"/> Ankush Bansal	AB3	Butler	Butler
<input type="checkbox"/> Varun garg	VG1	Butler	Butler

Items per page: 25 | 1 - 25 of 598

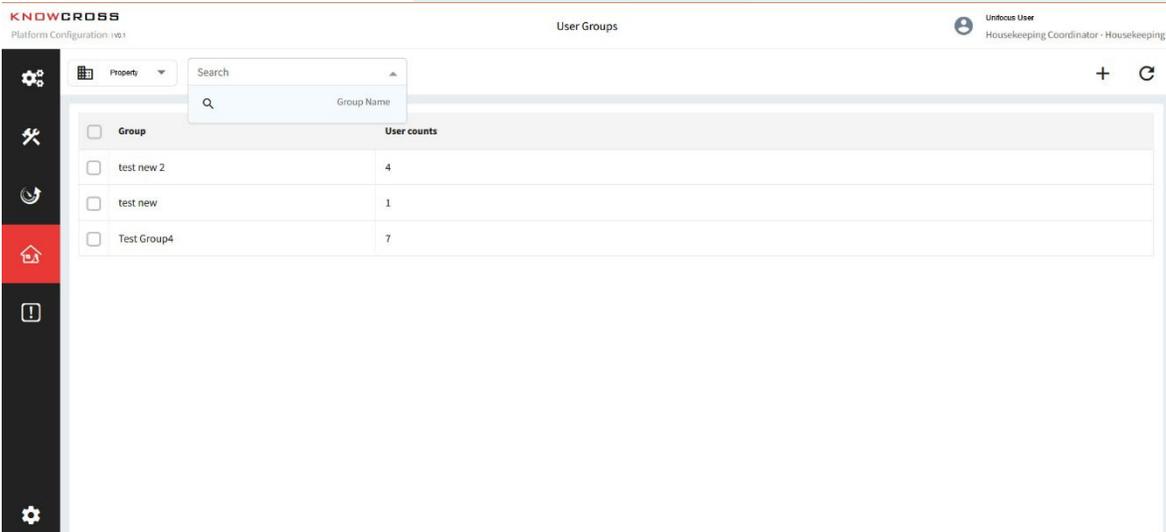
- Multi property access:** With a convenient drop-down menu, the Multi Property feature allows you to easily switch between properties with just a few clicks. With this feature, you can manage user groups in a more flexible and efficient manner, enabling you to work on multiple properties simultaneously.



The screenshot shows the 'User Groups' page in the UNIFOCUS application. At the top, there is a 'KNOWCROSS Platform Configuration v1.1' header on the left and 'User Groups' on the right. A user profile for 'Unifocus User' (Housekeeping Coordinator - Housekeeping) is visible in the top right corner. Below the header, there is a 'Property' dropdown menu and a search bar. The main content area contains a table with the following data:

Group	User counts
<input type="checkbox"/> test new 2	4
<input type="checkbox"/> test new	1
<input type="checkbox"/> Test Group4	7

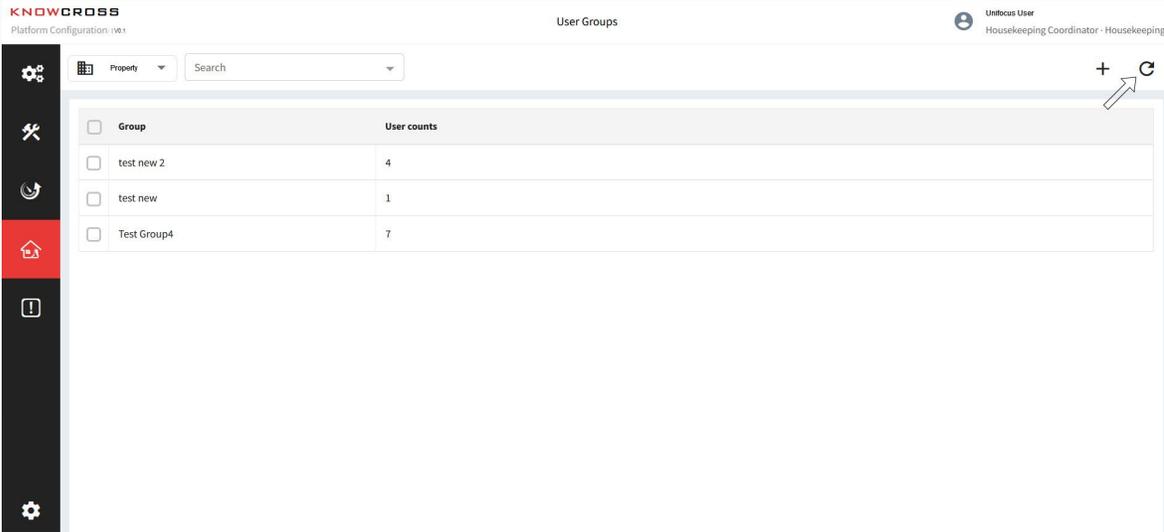
- Search:** The software provides a search option to quickly locate specific groups. Enter search keywords based on the group name.



This screenshot shows the same 'User Groups' page as the previous one, but with the search bar active. A search dropdown menu is open, showing a magnifying glass icon and the text 'Group Name'. The table below remains the same:

Group	User counts
<input type="checkbox"/> test new 2	4
<input type="checkbox"/> test new	1
<input type="checkbox"/> Test Group4	7

- **Refresh:** Using the refresh button, you can refresh the data on the screen to ensure that you are viewing the most recent information. The refresh button is located in the upper-right corner of the main screen and can be accessed by clicking the circular arrow icon.



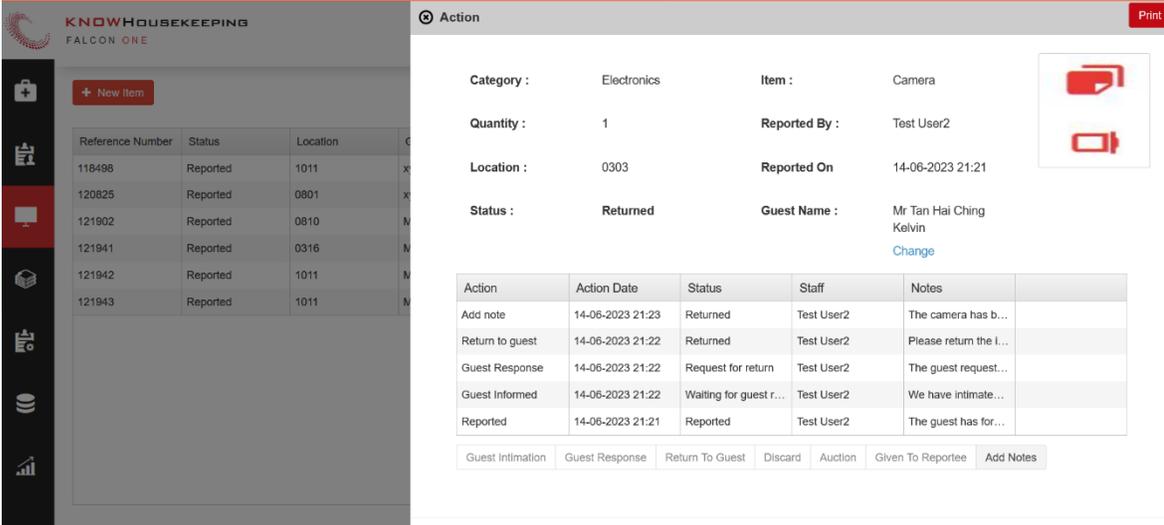
KNOWCROSS Platform Configuration v1x1 User Groups Unifocus User Housekeeping Coordinator - Housekeeping

Property Search

Group	User counts
<input type="checkbox"/> test new 2	4
<input type="checkbox"/> test new	1
<input type="checkbox"/> Test Group4	7

LOST & FOUND – PRINT FUNCTIONALITY

- Print:** Use the Lost & Found module to print the actions taken on reported items. To print lost and found actions, visit the lost and found actions screen and click the Print button at the top right. On the resulting print preview page, you can see how the printed version will appear and take two actions. If you want to print it, select your printer from the drop-down list and click the Print button. If you want to save it, select Save To PDF from the drop-down list and click the Save button. In the resulting dialog box, you can specify the location where the file should be saved. Click the Save button, and the document will be saved as a PDF file.



Reference Number	Status	Location
118498	Reported	1011
120825	Reported	0801
121902	Reported	0810
121941	Reported	0316
121942	Reported	1011
121943	Reported	1011

Action Print

Category : Electronics Item : Camera

Quantity : 1 Reported By : Test User2

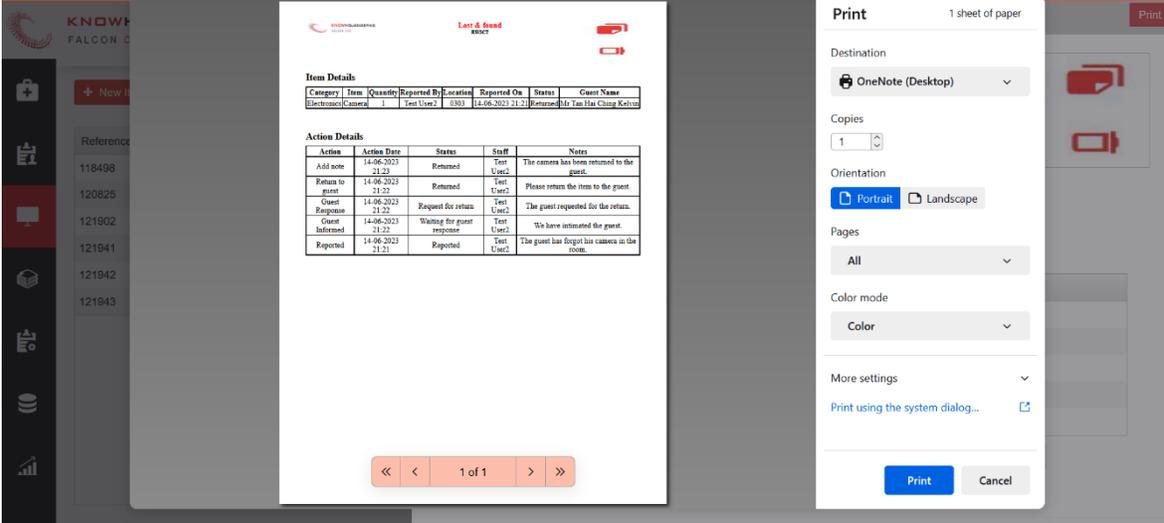
Location : 0303 Reported On : 14-06-2023 21:21

Status : Returned Guest Name : Mr Tan Hai Ching Kelvin

[Change](#)

Action	Action Date	Status	Staff	Notes
Add note	14-06-2023 21:23	Returned	Test User2	The camera has b...
Return to guest	14-06-2023 21:22	Returned	Test User2	Please return the l...
Guest Response	14-06-2023 21:22	Request for return	Test User2	The guest request...
Guest Informed	14-06-2023 21:22	Waiting for guest r...	Test User2	We have intimate...
Reported	14-06-2023 21:21	Reported	Test User2	The guest has for...

[Guest Intimation](#)
 [Guest Response](#)
 [Return To Guest](#)
 [Discard](#)
 [Auction](#)
 [Given To Reportee](#)
 [Add Notes](#)



Lost & Found

Item Details

Category	Item	Quantity	Reported By	Location	Reported On	Status	Guest Name
Electronics	Camera	1	Test User2	0303	14-06-2023 21:21	Returned	Mr Tan Hai Ching Kelvin

Action Details

Action	Action Date	Status	Staff	Notes
Add note	14-06-2023 21:23	Returned	Test User2	The camera has been returned to the guest.
Return to guest	14-06-2023 21:22	Returned	Test User2	Please return the item to the guest.
Guest Response	14-06-2023 21:22	Request for return	Test User2	The guest requested for the return.
Guest Informed	14-06-2023 21:22	Waiting for guest response	Test User2	We have intimated the guest.
Reported	14-06-2023 21:21	Reported	Test User2	The guest has forgot his camera in the room.

<< < 1 of 1 > >>

Print 1 sheet of paper Print

Destination

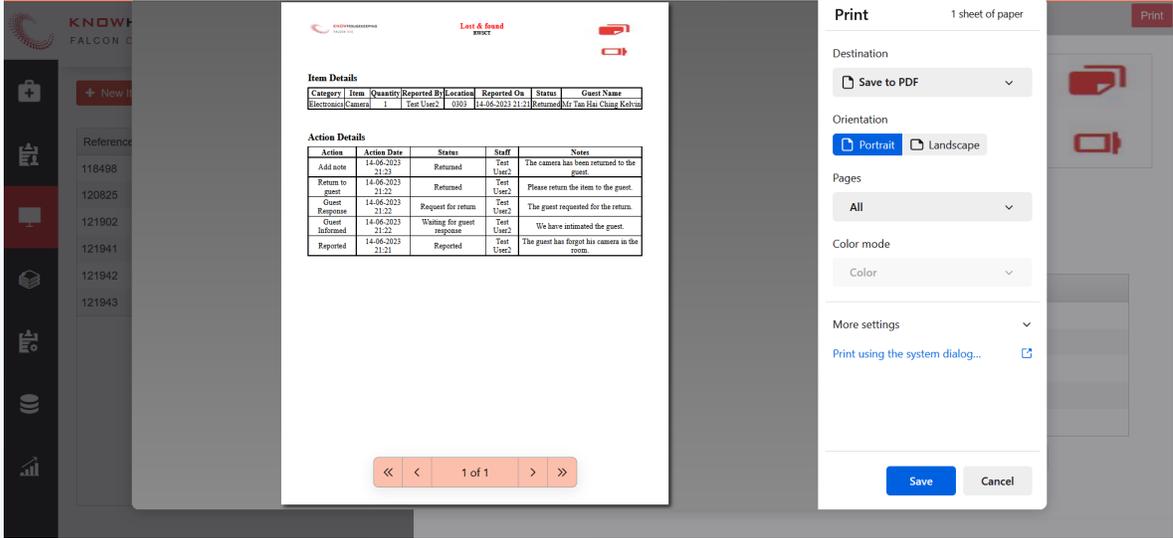
Copies

Orientation
 Portrait Landscape

Pages

Color mode

More settings
[Print using the system dialog...](#)



Item Details

Category	Item	Quantity	Reported By	Location	Reported On	Status	Guest Name
Electronics	Camera	1	Test User2	0809	14-06-2023 21:23	Returned	U Tan Hai China Kebab

Action Details

Action	Action Date	Status	Staff	Notes
Add note	14-06-2023 21:23	Returned	Test User2	The camera has been returned to the guest.
Return to guest	14-06-2023 21:22	Returned	Test User2	Please return the item to the guest.
Guest Response	14-06-2023 21:22	Request for return	Test User2	The guest requested for the return.
Client Informed	14-06-2023 21:22	Waiting for guest response	Test User2	We have intimated the guest.
Reported	14-06-2023 21:21	Reported	Test User2	The guest has forgot his camera in the room.

Print 1 sheet of paper

Destination: Save to PDF

Orientation: Portrait (selected), Landscape

Pages: All

Color mode: Color

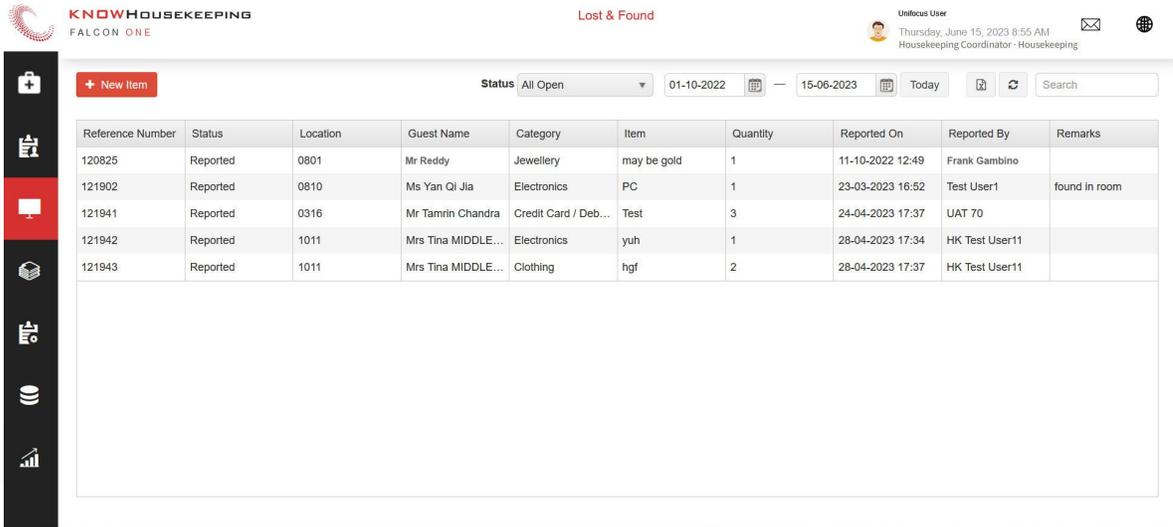
More settings: Print using the system dialog...

Buttons: Save, Cancel

LOST & FOUND ACTION - PREVIOUS YEARS DATE SELECTION

- Previous years date selection:** Previously in the Lost & Found module, you could view data for up to the past year by selecting the start and end date. However, you were unable to see data older than one year, as older dates were not available in the date range selection. Now, you can select previous years' dates and view the data associated with those years.

Note: At any given point in time, the date range should never exceed 365 days.



KNOWHOUSEKEEPING FALCON ONE Lost & Found

Unilocus User Thursday, June 15, 2023 8:55 AM Housekeeping Coordinator - Housekeeping

+ New Item Status: All Open 01-10-2022 15-06-2023 Today Search

Reference Number	Status	Location	Guest Name	Category	Item	Quantity	Reported On	Reported By	Remarks
120825	Reported	0801	Mr Reddy	Jewellery	may be gold	1	11-10-2022 12:49	Frank Gambino	
121902	Reported	0810	Ms Yan Qi Jia	Electronics	PC	1	23-03-2023 16:52	Test User1	found in room
121941	Reported	0316	Mr Tamrin Chandra	Credit Card / Deb...	Test	3	24-04-2023 17:37	UAT 70	
121942	Reported	1011	Mrs Tina MIDDLE...	Electronics	yuh	1	28-04-2023 17:34	HK Test User11	
121943	Reported	1011	Mrs Tina MIDDLE...	Clothing	hgf	2	28-04-2023 17:37	HK Test User11	

UNIFIED BRANDING: ICONS, COLOR THEMES, AND LOGOS

We are excited to announce the release of the first phase of our unified branding initiative. This release includes unified icons across our Operations suite, along with updated colors and logos in Service, Glitch, and Guests modules.

Old Icons
New Icons

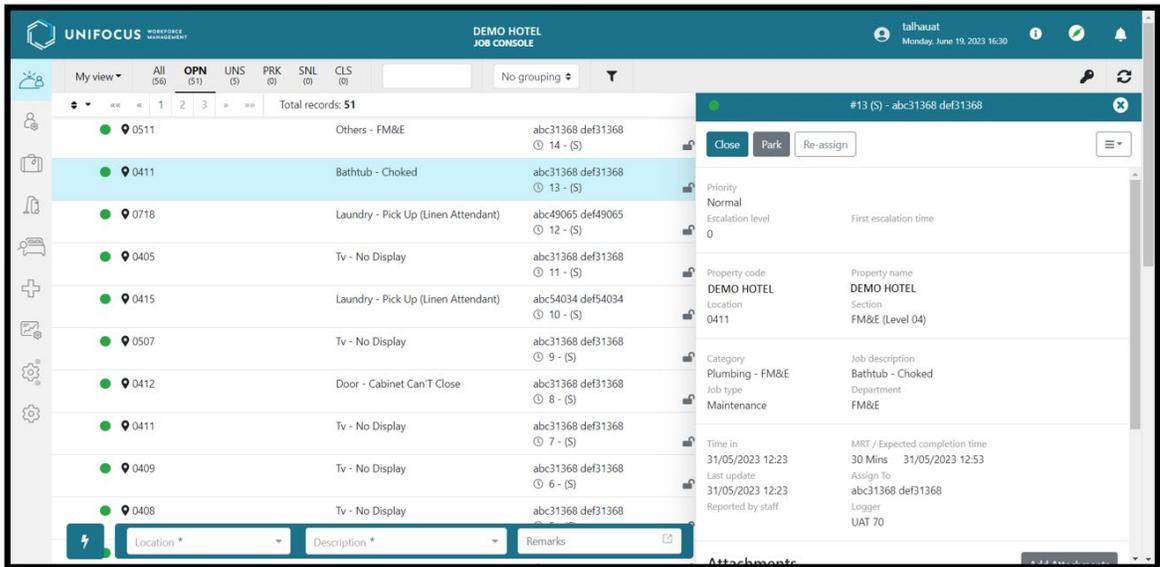
	Service	
	Glitch	
	Guests	
	Housekeeping	
	Inspection	
	Maintenance	
	Staff Health	
	Advanced Reports	
	System Configurations	

Legend
✕

- ↑ 7 Escalation symbol with escalation level
- Unassigned job
- Staff not logged in (SNL) job
- 📍 Location icon
- 👤 VIP guest icon
- 🕒 Registration date-time icon
- 🏠 Property icon
- 🔄 Refresh icon
- ✓ Message status – delivered
- ✓ Message status – read on at least one device
- 🔧 Connection service icon – connection service down
- ↕ Sort order
- 👤 GSR
- 👤 Logged in user/shift started
- Expand
- ✕ Collapse
- ✂ Work Order
- Open job
- Parked job
- Closed job
- 👤 Guest icon
- 📎 Attachment icon
- 🕒 Registration date time icon (indicating closed re-open job)
- ⏏ Job filter icon
- 🕒 Message status - sending
- 🌿 Connection service icon – connection service working fine
- 🔔 Notification/inbox icon
- 🔄 Reset
- 🕒 Closed date / time
- 👤 Logged out user/shift ended
- 👤 User info
- 🔄 Duplicate job
- ✂ Manual Work Order

Ok

New Icons



The screenshot shows the UNIFOCUS Job Console interface. At the top, it displays 'UNIFOCUS WORKFORCE MANAGEMENT' and 'DEMO HOTEL JOB CONSOLE'. The user is logged in as 'talhaat' on 'Monday, June 19, 2023 16:30'. The main area shows a list of jobs with columns for location, description, and remarks. A detailed view of a selected job (#13 (S) - abc31368 def31368) is shown on the right, including fields for Priority (Normal), Escalation level (0), Property code (DEMO HOTEL), Location (0411), Category (Plumbing - FM&E), Job type (Maintenance), and Time in (31/05/2023 12:23).

Location	Description	Remarks
0511	Others - FM&E	abc31368 def31368 14 - (S)
0411	Bathtub - Choked	abc31368 def31368 13 - (S)
0718	Laundry - Pick Up (Linen Attendant)	abc49065 def49065 12 - (S)
0405	Tv - No Display	abc31368 def31368 11 - (S)
0415	Laundry - Pick Up (Linen Attendant)	abc54034 def54034 10 - (S)
0507	Tv - No Display	abc31368 def31368 9 - (S)
0412	Door - Cabinet Can'T Close	abc31368 def31368 8 - (S)
0411	Tv - No Display	abc31368 def31368 7 - (S)
0409	Tv - No Display	abc31368 def31368 6 - (S)
0408	Tv - No Display	abc31368 def31368

New Job Console Screen

Requested by guest Requested by staff

Location *

Guest *

Category

Description *

Remarks

Normal

Automatic

Open Closed Park

Reported by

0409 - Monica Tucker

Change image 13/05/2023 03:33 → 23/10/2023 09:30

Pax
3 Adults + 1 Children

PMS profile ID	1081					
Birth date	1900-01-01					
Business title						
Company name						
Language						
Gender	Female					
Last stay	-					
Address						
Type	Address	City	State	Country	Postal code	Primary
123 Fake Street						

Few examples of unified screens

HELP US IMPROVE

We value your input and want to hear from you! As we continue to enhance Unifocus products, we invite you to share your questions, suggestions, and feedback with us. If you have any thoughts or ideas on how we can improve our products, please don't hesitate to reach out to us at product@unifocus.com.