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WORKFORCE MANAGEMENT

Release Document

RP2309 – Housekeeping App Rebranding, System Config – Data Import – HK Upload for Checklist, Room Selection Filters Change, Auto Job Manager, Maintenance - BULK FLOW- Cancel option & PRINT Work Order with Images Attached

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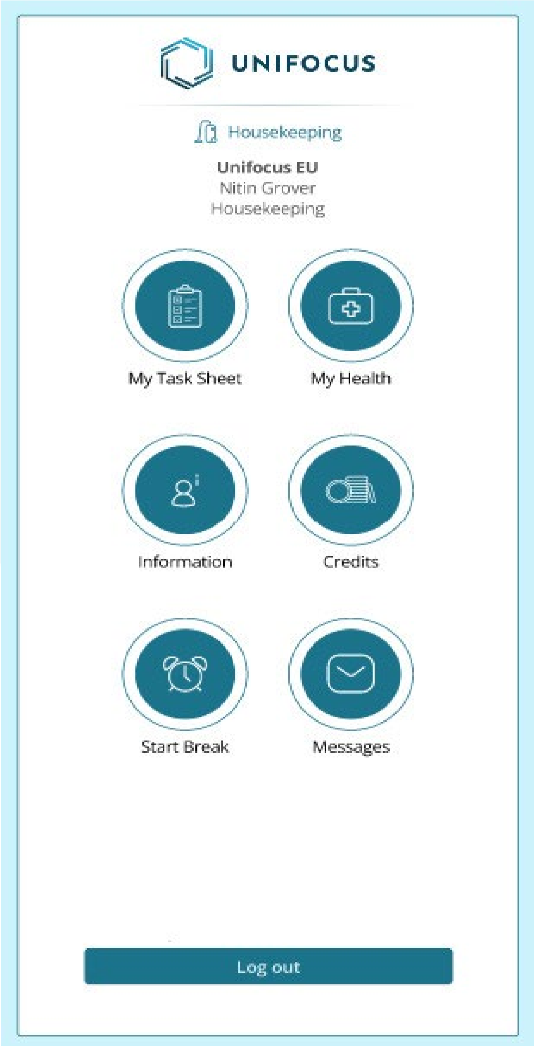
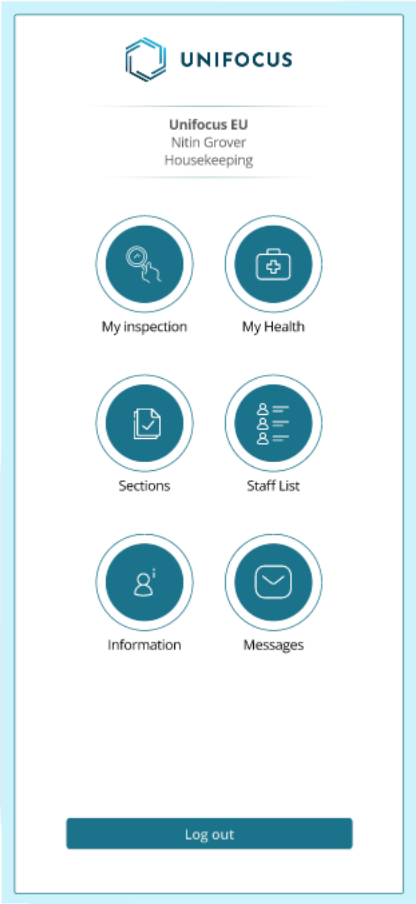
UNIFIED BRANDING - ICONS, COLOR THEMES, AND LOGOS

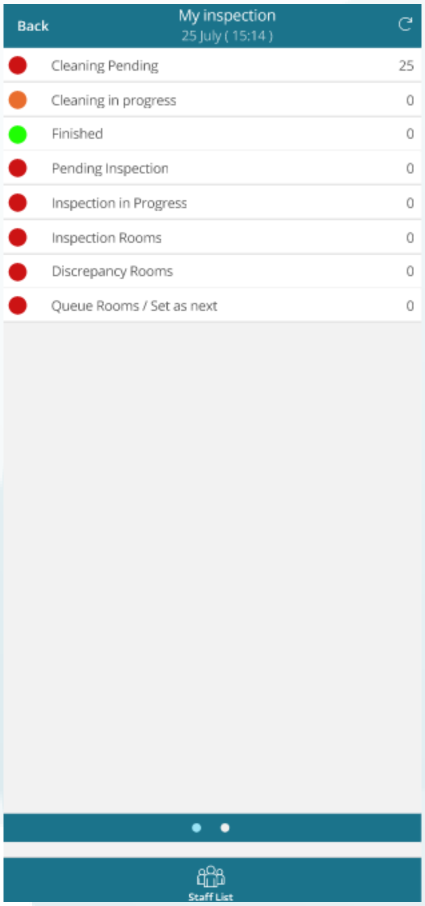
We are excited to announce the release of the first phase of our unified branding program. In this release, unified icons have been introduced along with updated colors and logos in the Inspection app. Below are a few screenshots from the new version:



Attendant Home Screen



Supervisor Home Screen



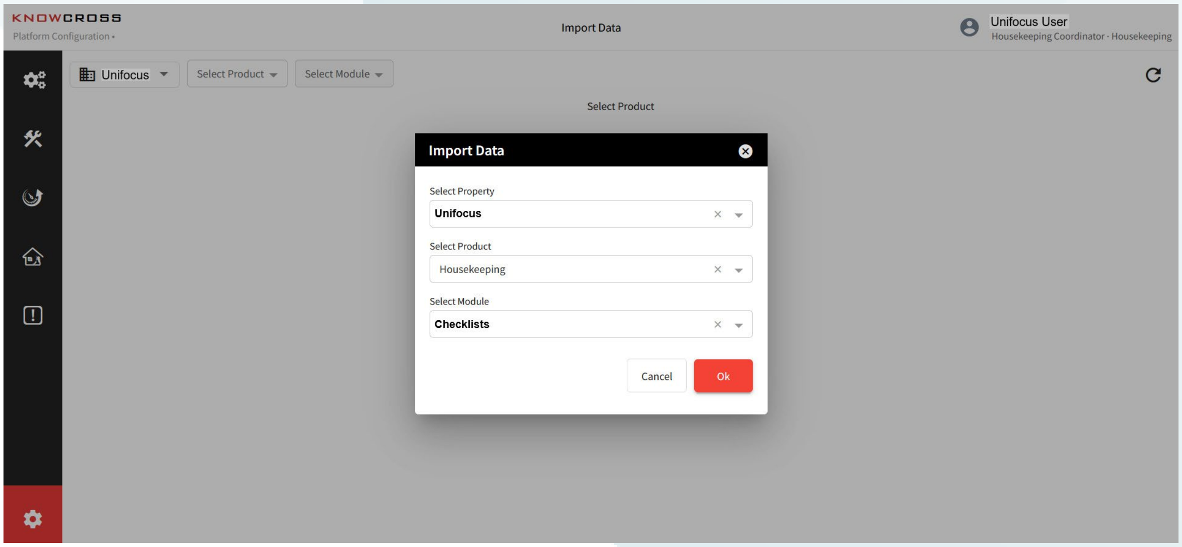
My Inspection Screen

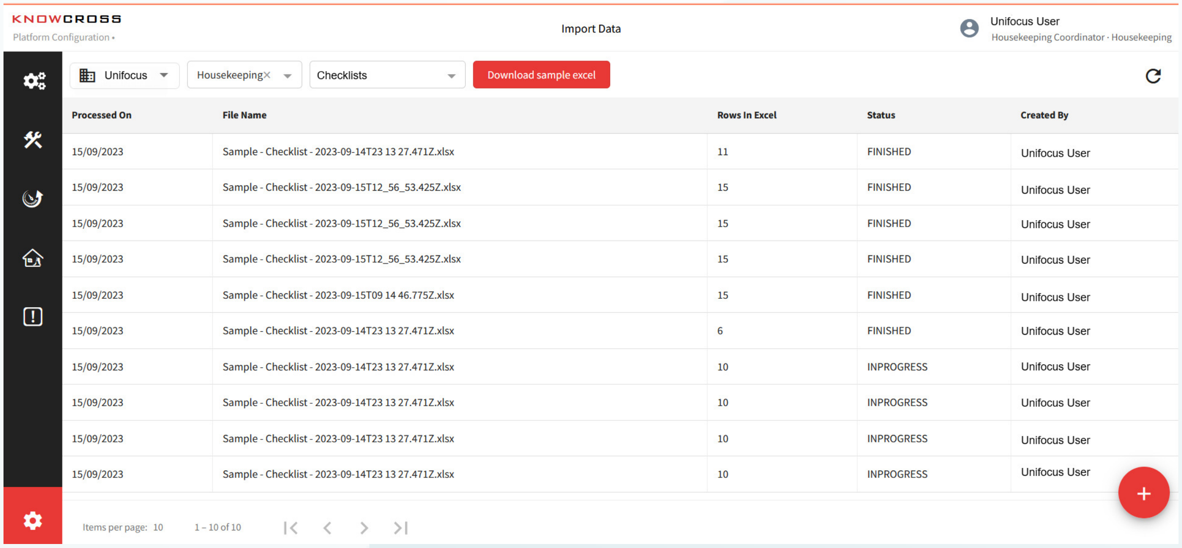
CHECKLIST UPLOAD IN HOUSEKEEPING – IMPORT DATA

With the help of the import data feature in the system configuration, you can add users, zones, and sections to the Service product. It is now possible to upload the checklist for Housekeeping products as well.

Previously, this functionality was limited to uploading Service product data. Now, Housekeeping has also been added. Therefore, a drop-down menu has been introduced to allow you to select products.

In System Configuration, if you select the Import Data feature, the system will display a dialog that allows you to choose a property from the Property drop-down and Housekeeping from the Product drop-down. Afterward, you can select the Checklist from the Module drop-down menu. You will then go to the home page for Import data, which allows you to upload the data from the Housekeeping product.





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15/09/2023	Sample - Checklist - 2023-09-14T23 13 27.471Z.xlsx	10	INPROGRESS	Unifocus User

ADDING THE CHECKLISTS

The sample checklist file that you downloaded contains three sheets. The first sheet allows you to add checklist categories, the second sheet allows you to add checklist items, and the third sheet allows you to add checklists.

To begin, you must first add the checklist categories and input their translations into other languages. The Checklist Items sheet contains all the categories that you added. Then you can add checklist items in the checklist items sheet.

To add a checklist item, enter the item's name and then select a category from its drop-down list. Next, enter the SOP and inspection points for the item. Then enter the translation of the checklist item in other languages.

When making checklist items, you must ensure that the items of one checklist category are arranged in consecutive rows. For example, you have added three checklist categories: Checklist Category A, Checklist Category B, and Checklist Category C. You must add all the checklist items for Checklist Category A in contiguous rows rather than adding one checklist item of the Checklist Category A in one row, adding a checklist item from the Checklist Category B to the next row, followed by adding another checklist item from the Checklist Category A to the third row. Ensure that all checklist items for one checklist category are arranged in contiguous rows.

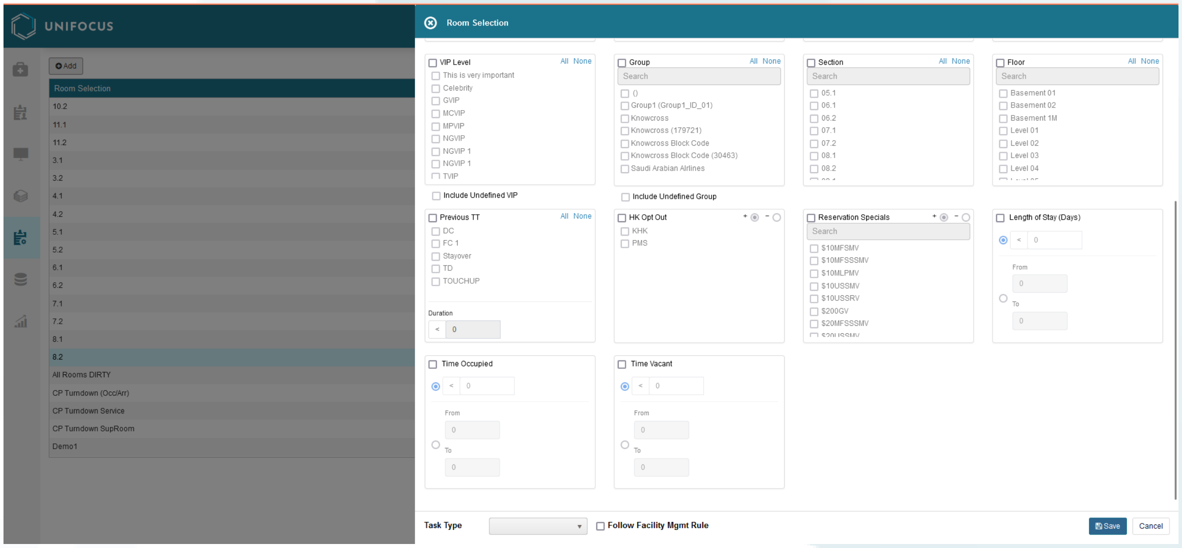
After adding checklist items, you can add a checklist. To add a checklist, input the name and description of the checklist, after which you can select the checklist category from the Checklist category drop-down. After selecting the Checklist category, all the added checklist items of the selected checklist category will be available in the checklist item drop-down, and you can select the required checklist item from the Checklist item drop-down. Along with this, you can input the translation for the created checklists in other languages.

UPLOADING THE DOCUMENT

In terms of uploading the document, the rest of the process remains the same and operates as before.

HOUSEKEEPING ROOM SELECTION SCREEN – TASK SHEET FILTERS CHANGE – PREVIOUS TASK TYPE, TIME OCCUPIED, TIME VACANT

"Previous TT", "Time Occupied", and "Time Vacant" filters were too complex/detailed; Task Sheets are not generated at the same time every day; and guests can check-in during an 18-24-hour window that counts as the same business day. Business days would cover most cases, instead of DD:HH:MM. Therefore, now you can input the value of Previous Task Type, Time Occupied, and Time Vacant filters in Days instead of DD:HH:MM format.



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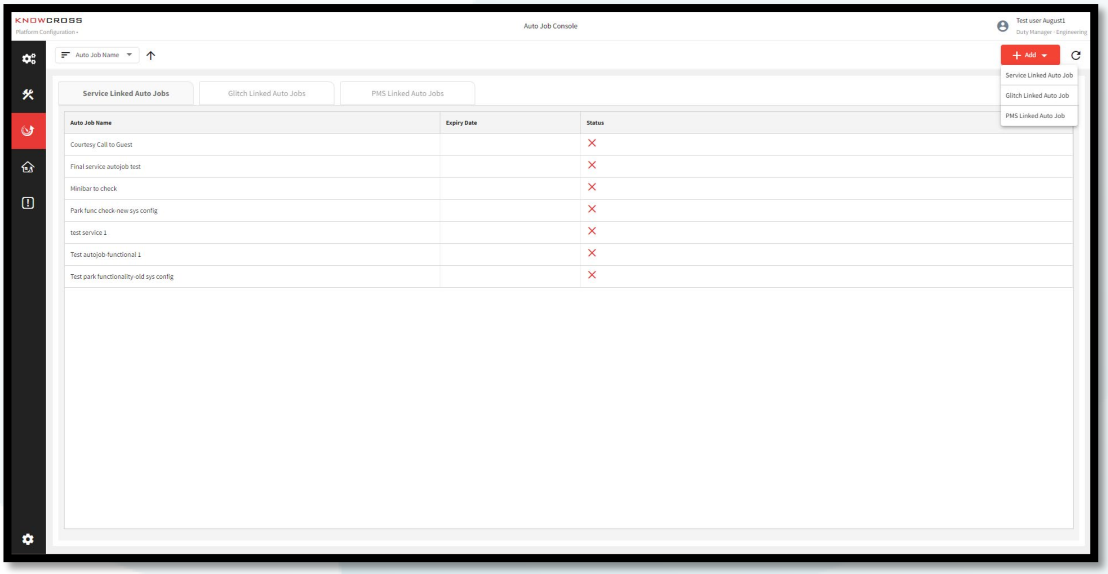
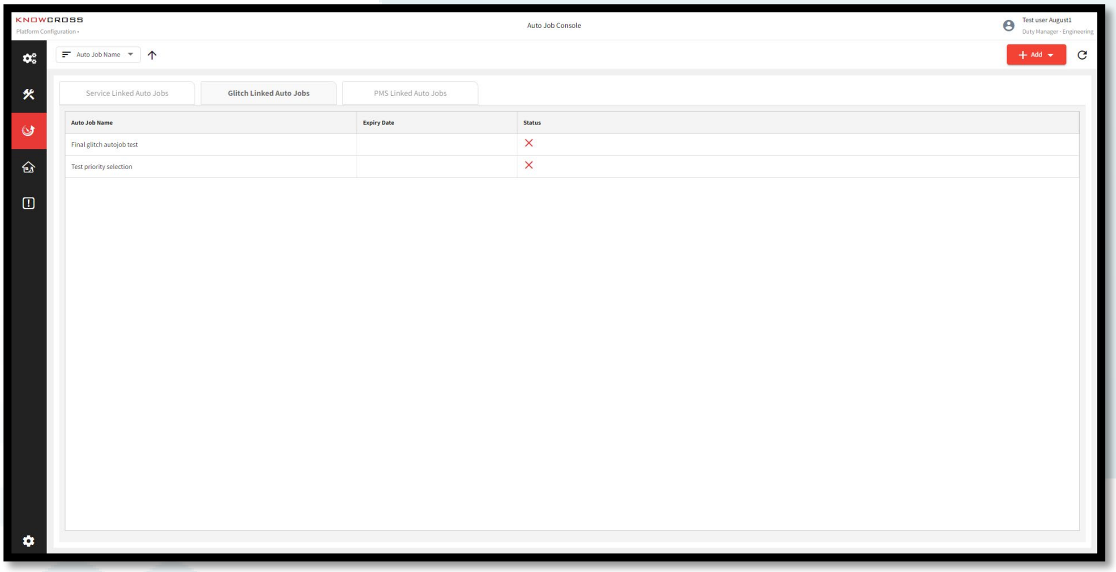
NEW AUTO JOB MANAGER

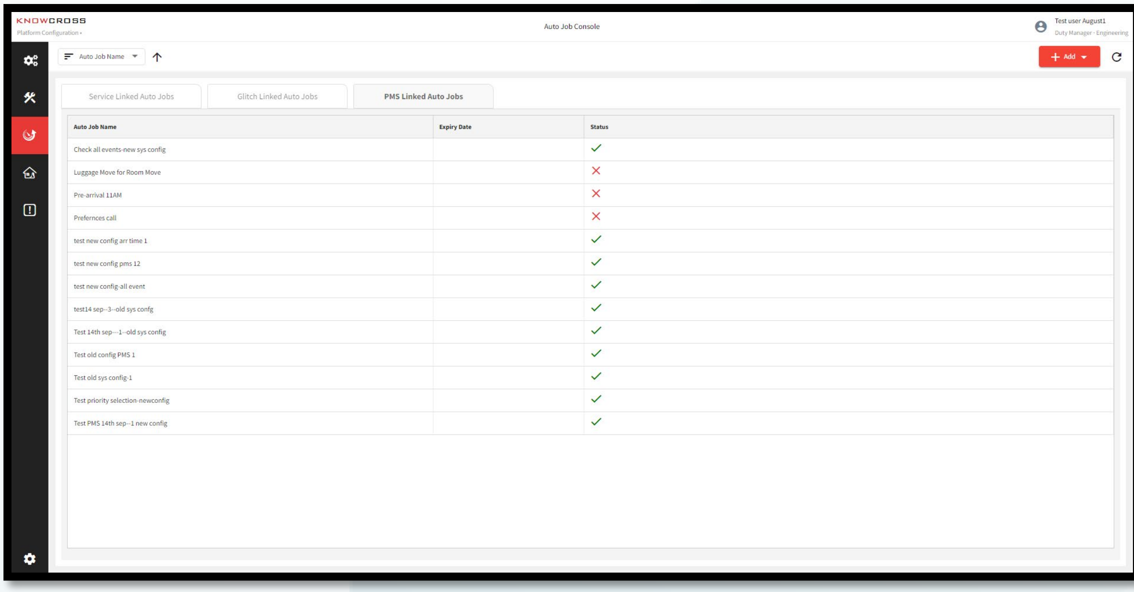
We are excited to announce the release of an enhanced *Auto Job Manager* in the continuation of our commitment to provide new features and changes in System Configuration.



New Service Linked Auto Jobs screen



New Glitch Linked Auto Jobs screen



New PMS Linked Auto Jobs screen

Auto Job Manager is a powerful tool that allows you to configure auto jobs for jobs and glitches created in Service. We have combined Service Linked Auto Jobs, Glitch Linked Auto Jobs, and PMS Linked Auto Jobs in one main screen of Auto Job Manager. This allows you to easily configure and manage Auto Jobs.

Our Auto Job Manager module allows you to create automated jobs triggered by user-selected events. Our development efforts have brought about significant enhancements, including a seamless multi-property option for quick property switching, user-friendly column filters for enhanced selection, and a pivotal change: the introduction of uniform guest preferences filters for both check-in and checkout events in PMS-linked auto jobs.

This release document outlines the new features, buttons, and screens of Auto Job Manager.

WHAT'S NEW?

- Updated user interface with modern and responsive design for enhanced user experience.
- Added new features and functionality to make configuring auto jobs easier and more efficient.

ACCESSING AUTO JOB MANAGER

To access Auto Job Manager, go to the Service section within the configurations module and click the **Auto Job Manager** option.

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FEATURES AND ENHANCEMENTS

The Auto Job Manager includes the following improvements and new features:

- **Improved user interface:** The application now has a cleaner layout, with a more modern design and easy-to-use navigation.
- **Multi property:** This new feature allows you to easily switch between properties with just a few clicks.

  Note: Users with single-property access will not see the Multi Property drop-down option.
- **Refresh button:** This feature allows you to refresh the data available on the screen. This button (with a circular arrow icon) is located in the upper-right corner of the main screen.
- **Add button:** When you click the Add button on the Auto Job Console, the resulting drop-down list includes three options: Service Linked Auto Job, Glitch Linked Auto Job, and PMS Linked Auto Job.
- **Refined configuration process of auto jobs:** We have streamlined the process by reducing the number of condition points, eliminating unnecessary data from the screen, and enhancing performance. This improvement also saves you time as you no longer have to scroll through different tabs to find the appropriate option.
- **New Filter option in Category and Location conditions:** This new feature in the Auto Job Configuration makes it easier for you to search for different categories in different departments and filter locations by location type. With our new Filter option in the Category and Location conditions, you can now quickly search for specific categories and location types, without having to manually scroll through different tabs. This feature not only saves time, but it also makes it more efficient for you to find the information you need.
- **Improvement in Trigger Job Definition configuration:** We have introduced a uniform guest preferences filters for both check-in and checkout events in PMS-linked auto jobs.
- **Newly introduced search bar:** We’ve introduced a search bar for all filters in Service Linked Auto Jobs, Glitch Linked Auto Jobs, and PMS Linked Auto Jobs. Now, you can easily search for desired data without the hassle of scrolling through the entire list. This improvement is aimed at streamlining the configuration process and saving valuable time for our users.
- **Newly introduced “eye” button:** Clicking the "eye" button shows you the selected data at the top of the list for auto job configurations.

MAINTENANCE

BULK FLOW- CANCEL OPTION

You will find a new icon labeled "Cancel" within the Maintenance application. This icon allows you to cancel multiple work orders (WOs) simultaneously, provided that no further actions are required for these WOs.

The cancel functionality will be accessible to all users and will not be tied to specific roles or rights.

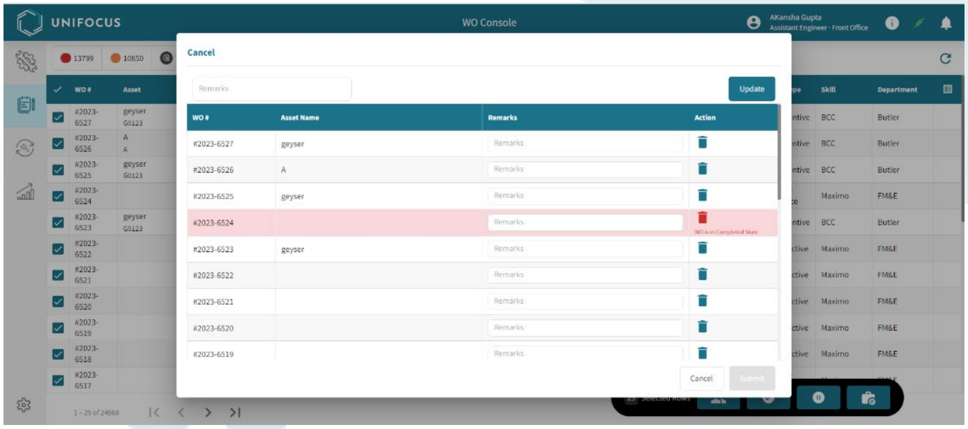
To access the cancel icon, you must first select the checkbox on the WO Console. The icon will then appear alongside other actions on the bulk actions screen. When you click the cancel icon, a prompt appears with the following details:

- Remarks and Update field
- WO ID
- Asset Name
- Remarks
- Action

This functionality will only apply to WOs that are in the Assigned and Unassigned states. However, if any actions have been initiated for a particular WO, the system will display an error message in the Action field, preventing you from canceling the WO.

After the WOs have been canceled, you can access them through the *List of WOs* report. To do this, you should choose the **Cancelled** action from the **Select Status** field. The system will then generate a report containing all the canceled WOs.

Note: This feature will be accessible exclusively through the Web application.



PRINT WORK ORDER WITH IMAGES ATTACED

With the upcoming enhancement, you can view attached images when printing work 0rders (WOs). Specifically:

- For WOs in the Unassigned, Assigned, In-Progress, and Parked statuses, clicking **Print WO** displays all images attached to the WO.
- Closed WOs allow you to view the filled checklist and images attached when selecting the **Print WO** option. These images will be visible alongside each question where images are attached.
- In the case of reopened WOs, you'll be able to view an editable checklist with all the attached images. Additionally, you'll have the option to delete existing images and add new ones if needed.

Note: This feature will be accessible exclusively through the Web application.

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 or Ideas Portal (aha.io).