



UNIFOCUS
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**

September 2023



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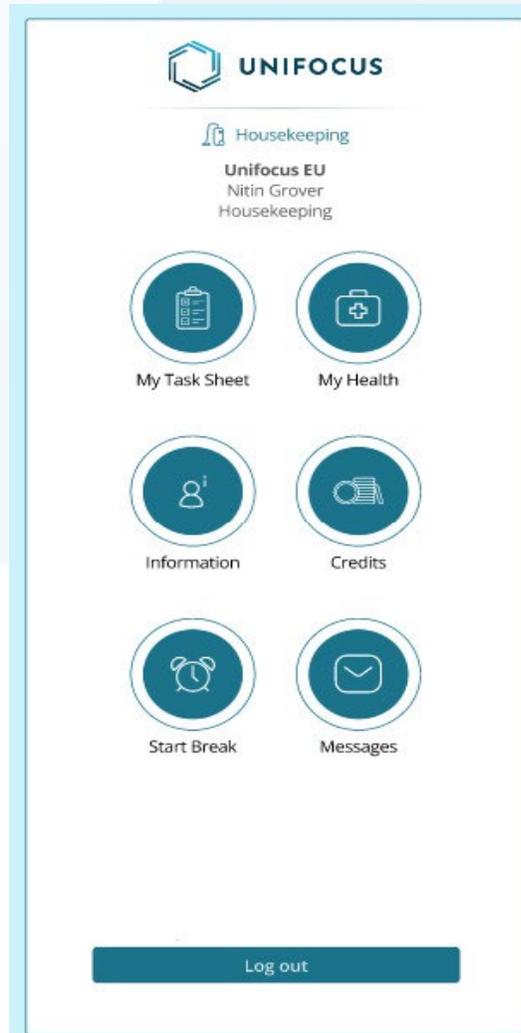


WHAT'S NEW?

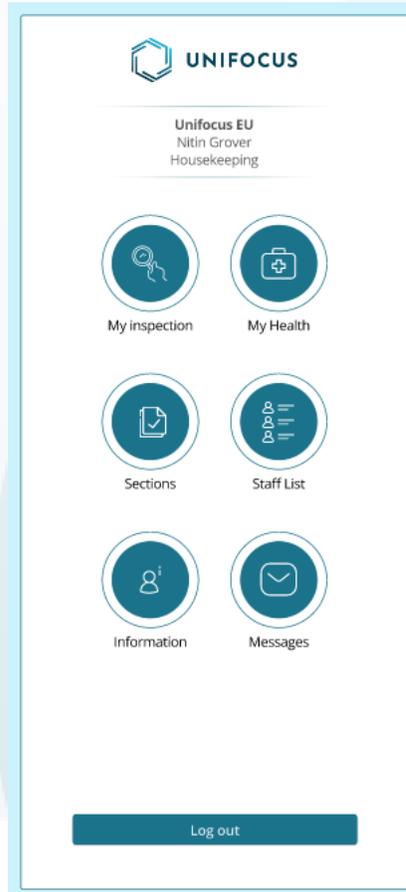
- Housekeeping mobile app rebranding
- System configuration: Checklist upload in Housekeeping – Import data
- Housekeeping Room Selection screen: Task sheet filters change – Previous task type, Time occupied, Time vacant
- Auto Job Manager
- Maintenance: Bulk Flow – Cancel option
- Maintenance: Print work order with images attached

UNIFIED BRANDING - ICONS, COLOR THEMES, AND LOGOS

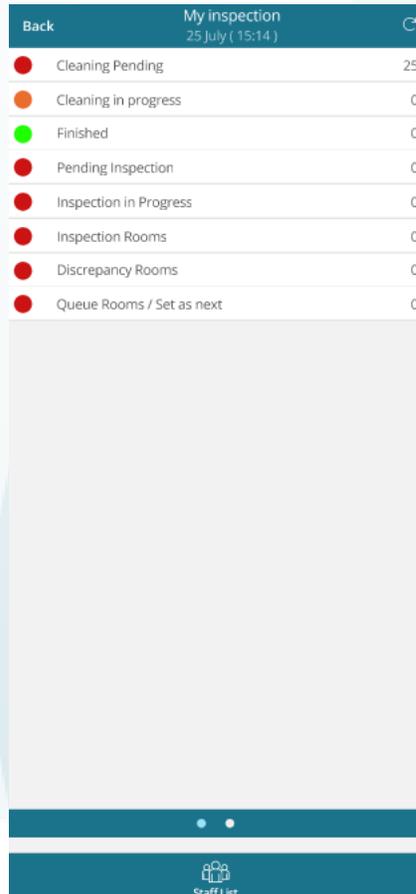
We are excited to announce the release of the first phase of our unified branding program. In this release, unified icons have been introduced along with updated colors and logos in the Inspection app. Below are a few screenshots from the new version:



Attendant Home Screen



Supervisor Home Screen



Back	My Inspection	25 July (15:14)	
●	Cleaning Pending	25	
●	Cleaning in progress	0	
●	Finished	0	
●	Pending Inspection	0	
●	Inspection in Progress	0	
●	Inspection Rooms	0	
●	Discrepancy Rooms	0	
●	Queue Rooms / Set as next	0	

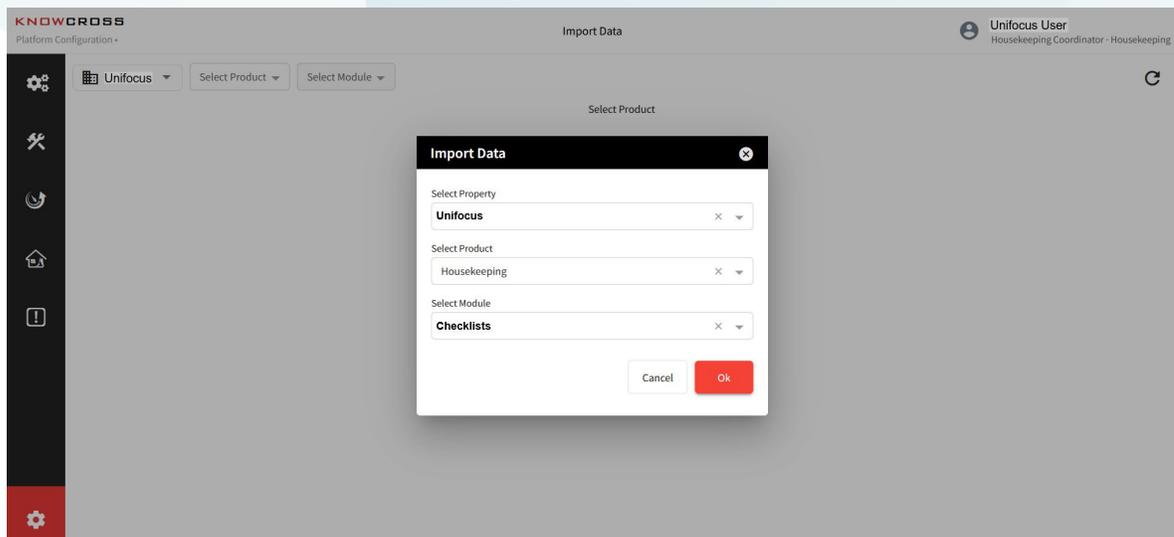
My Inspection Screen

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.





KNOWCROSS Platform Configuration • Import Data Unifocus User Housekeeping Coordinator - Housekeeping

Unifocus Housekeeping× Checklists Download sample excel

Processed On	File Name	Rows in Excel	Status	Created By
15/09/2023	Sample - Checklist - 2023-09-14T23 13 27.471Z.xlsx	11	FINISHED	Unifocus User
15/09/2023	Sample - Checklist - 2023-09-15T12_56_53.425Z.xlsx	15	FINISHED	Unifocus User
15/09/2023	Sample - Checklist - 2023-09-15T12_56_53.425Z.xlsx	15	FINISHED	Unifocus User
15/09/2023	Sample - Checklist - 2023-09-15T12_56_53.425Z.xlsx	15	FINISHED	Unifocus User
15/09/2023	Sample - Checklist - 2023-09-15T09 14 46.775Z.xlsx	15	FINISHED	Unifocus User
15/09/2023	Sample - Checklist - 2023-09-14T23 13 27.471Z.xlsx	6	FINISHED	Unifocus User
15/09/2023	Sample - Checklist - 2023-09-14T23 13 27.471Z.xlsx	10	INPROGRESS	Unifocus User
15/09/2023	Sample - Checklist - 2023-09-14T23 13 27.471Z.xlsx	10	INPROGRESS	Unifocus User
15/09/2023	Sample - Checklist - 2023-09-14T23 13 27.471Z.xlsx	10	INPROGRESS	Unifocus User
15/09/2023	Sample - Checklist - 2023-09-14T23 13 27.471Z.xlsx	10	INPROGRESS	Unifocus User

Items per page: 10 1 - 10 of 10

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

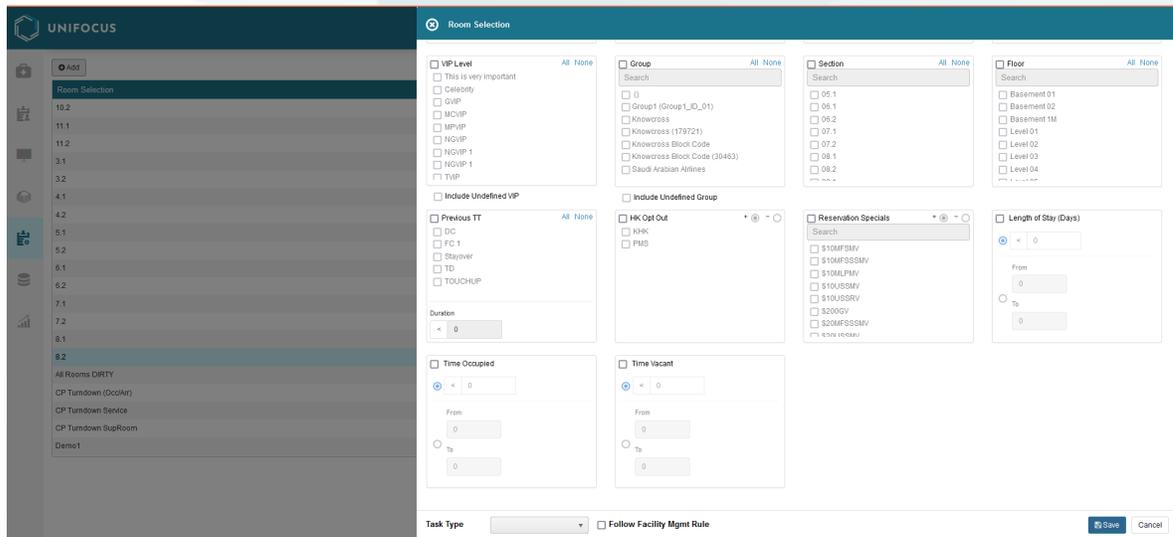
the required checklist item from the Checklist item drop-down. Along with this, you can input the translation for the created checklists in other languages.

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.



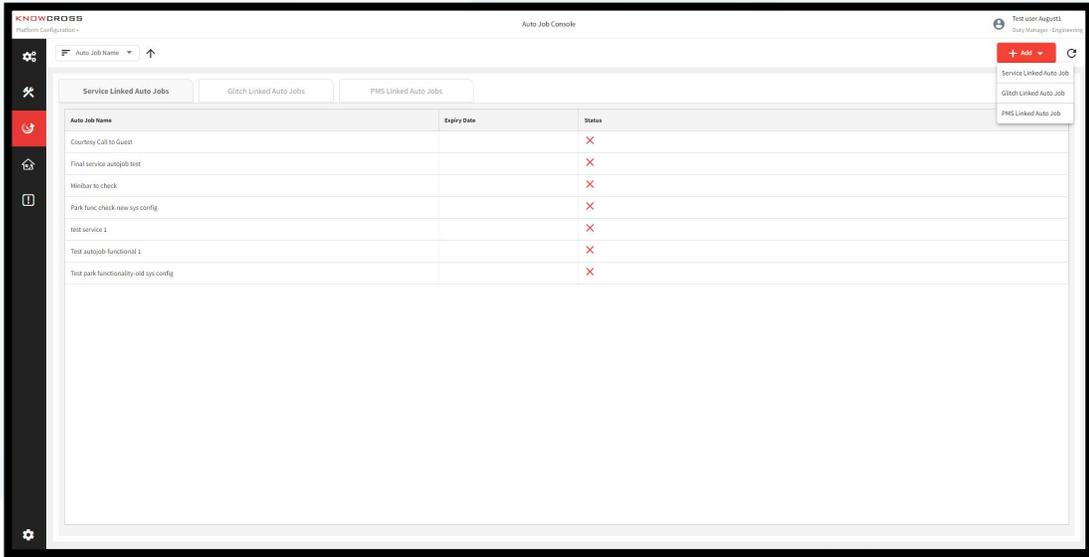
The screenshot displays the UNIFOCUS Room Selection interface. On the left, a sidebar lists room categories such as 10.2, 11.1, 11.2, 3.1, 3.2, 4.1, 4.2, 5.1, 5.2, 6.1, 6.2, 7.1, 7.2, 8.1, 8.2, and 8.2, along with specific room types like 44 Rooms DIRTY, CP Turndown (OccAM), CP Turndown Service, CP Turndown SupRoom, and Demo1. The main area is titled "Room Selection" and contains several filter panels:

- VIP Level:** Includes checkboxes for "This is very important", "Celebrity", "GVIP", "MCVIP", "MPVIP", "NGVIP", "NGVIP-1", "NGVIP-1", and "TMP".
- Group:** Includes checkboxes for "Group1 (Group_ID_01)", "Knowress", "Knowress (179721)", "Knowress Block Code", "Knowress Block Code (30493)", and "Saudi Arabian Affines".
- Section:** Includes checkboxes for "05.1", "06.1", "06.2", "07.1", "07.2", "08.1", "08.2", and "09.2".
- Floor:** Includes checkboxes for "Basement 01", "Basement 02", "Basement 3M", "Level 01", "Level 02", "Level 03", and "Level 04".
- Include Undefined VIP:** A checkbox option.
- Include Undefined Group:** A checkbox option.
- Previous TT:** Includes checkboxes for "DC", "FC 1", "Stayover", "TD", and "TOUCHUP". It also features a "Duration" input field.
- HK Opt Out:** Includes checkboxes for "HK" and "PMS".
- Reservation Specials:** Includes checkboxes for "\$10MFSM", "\$10MFSMMV", "\$10MLPM", "\$10USSM", "\$10USSRV", "\$2000F", "\$20MFSMMV", and "\$20MFSMMV (KSA Incentive)".
- Length of Stay (Days):** Includes a "From" and "To" input field.
- Time Occupied:** Includes "From" and "To" input fields.
- Time Vacant:** Includes "From" and "To" input fields.

At the bottom, there is a "Task Type" dropdown menu, a checkbox for "Follow Facility Mgmt Rule", and "Save" and "Cancel" buttons.

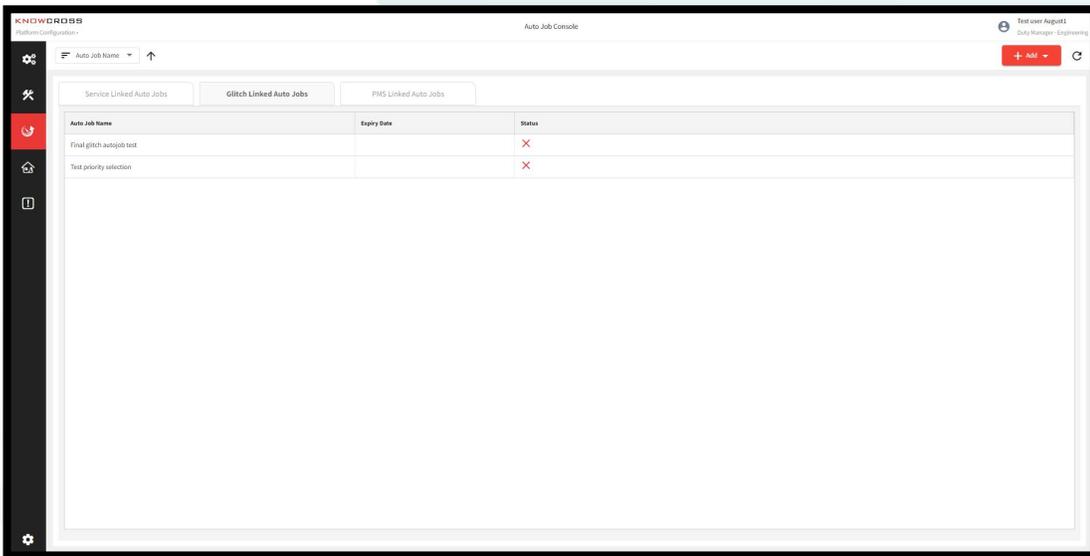
NEW AUTO JOB MANAGER

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.



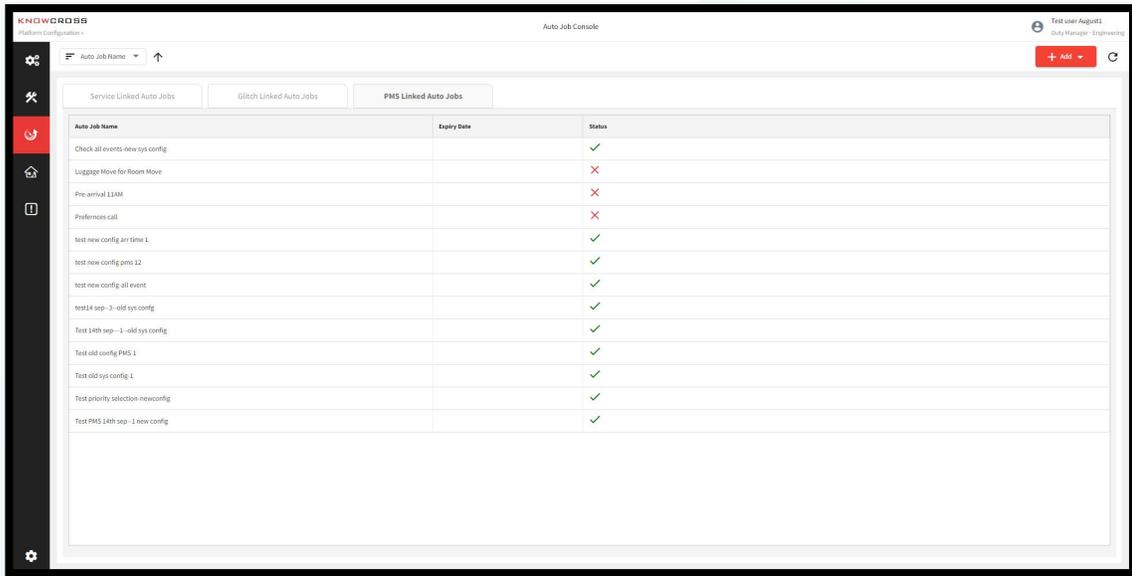
Auto Job Name	Expiry Date	Status
Courtesy Call to Guest		X
Final service autojob test		X
Minibar to check		X
Park func check new sys config		X
test service 1		X
Test autojob functional 1		X
Test park functionality old sys config		X

New Service Linked Auto Jobs screen



Auto Job Name	Expiry Date	Status
Final glitch autojob test		X
Test priority selection		X

New Glitch Linked Auto Jobs screen



Auto Job Name	Expiry Date	Status
Check all events new sys config		✓
Luggage Move for Room Move		✗
Pre-arrival L1AM		✗
Preferences call		✗
test new config arr time 1		✓
test new config pms 12		✓
test new config all event		✓
test 14th sep - 0 - old sys config		✓
Test 14th sep - 1 - old sys config		✓
Test old config PMS 1		✓
Test old sys config 1		✓
Test priority selection newconfig		✓
Test PMS 14th sep - 1 new config		✓

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.



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.

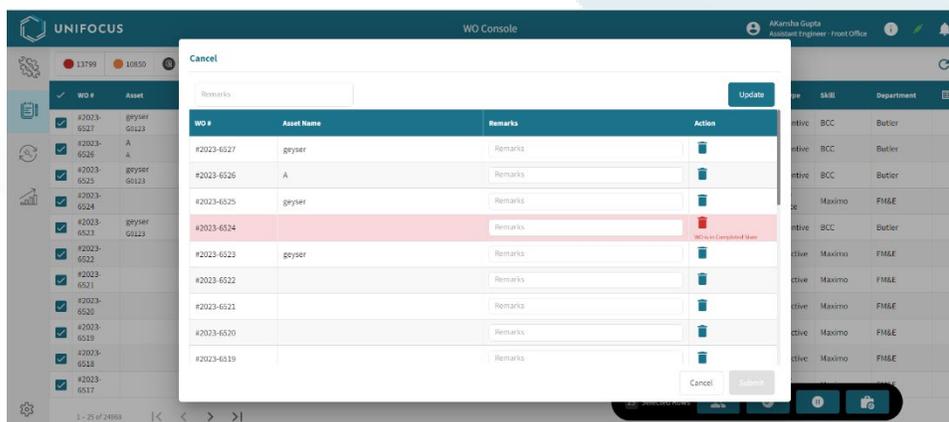
To access the cancel icon, you must first select the checkbox on the WO Console. The icon will then appear alongside other actions on the bulk actions screen. When you click the cancel icon, a prompt appears with the following details:

- 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 ATTACHED

With the upcoming enhancement, you can view attached images when printing work Orders (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 \(aha.io\)](https://aha.io).