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**USER’S**

**MANUAL**

Hotel 2 Home Application

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1. General Information

General Information section explains in general terms the system and the purpose for which it is intended.

1.1 System Overview

H2H Application allows inspectors to manage all inspections from a smartphone. Once the inspection process is done, the app will automatically mail the analytical report to the Quality Assurance (QA) Department. The application provides electronic version of the checklist used in inspecting facilities. The application saves analytical report to the database. H2H Application operates on mobile devices with Android operating system.

1.2 Organization of the Manual

The user’s manual consists of three sections: General Information, System Summary, and User’s Guide. General Information section explains in general terms the system and the purpose for which it is intended. System Summary section provides a general overview of the system. The summary outlines the uses of the system’s hardware and software requirements, system’s configuration, user access levels and system’s behavior in case of any contingencies. User’s Guide section provides a detailed description of the Hotel 2 Home application functions.

1. System Summary

System Summary section provides a general overview of the system. The summary outlines the uses of the system’s hardware and software requirements, system’s configuration, user access levels and system’s behavior in case of any contingencies.

* 1. System Configuration

H2H Application operates on mobile devices with Android operating system. It is compatible with at least an android version of 4.0 (Ice Cream Sandwich), 1 Gigabyte RAM, single core (1 Giga hertz). The application requires to be connected to their local connection in order to save data to the database. The mobile device needs a camera with at least 8 Megapixel (MP) back camera and needs autofocus feature. After installation on the device, H2H Application can be used immediately without any further configuration.

* 1. User Access Levels

Only registered users can use application and able to save data to the database.

* 1. Contingencies

In case of battery outage, the data will be saved on the mobile device. In case there is no local connection available, the data will be only saved on the mobile device but it will not be mailed to the Quality Assurance (QA) Department.

1. User’s Guide

**Logging-in**

Step 1:

Fill-out the forms with username and password to log-in

Step 2:

Press the log-in button. Make sure that the username and password is correct.

**Inspecting**

Step 1:

Press the Inspect Icon.

Step 2:

Scan the QR Code using the phone’s camera to trigger the starting time. Make sure that the QR Code is scanned correctly.

Step 3:

Inspect the equipments on the facility using the electronic checklist.

Step 4:

Press the Submit Button. Make sure that all equipments on the facility has been inspected.

Step 5:

Scan the QR Code using the phone’s camera to trigger the ending time. Make sure that the QR Code is scanned correctly.

**Logging-out**

Step 1:

Press the Settings Icon.

Step 2:

Press the Log-out Button.

Step 3:

Press the OK Button.