

CA326 User Manual - EfficiClean

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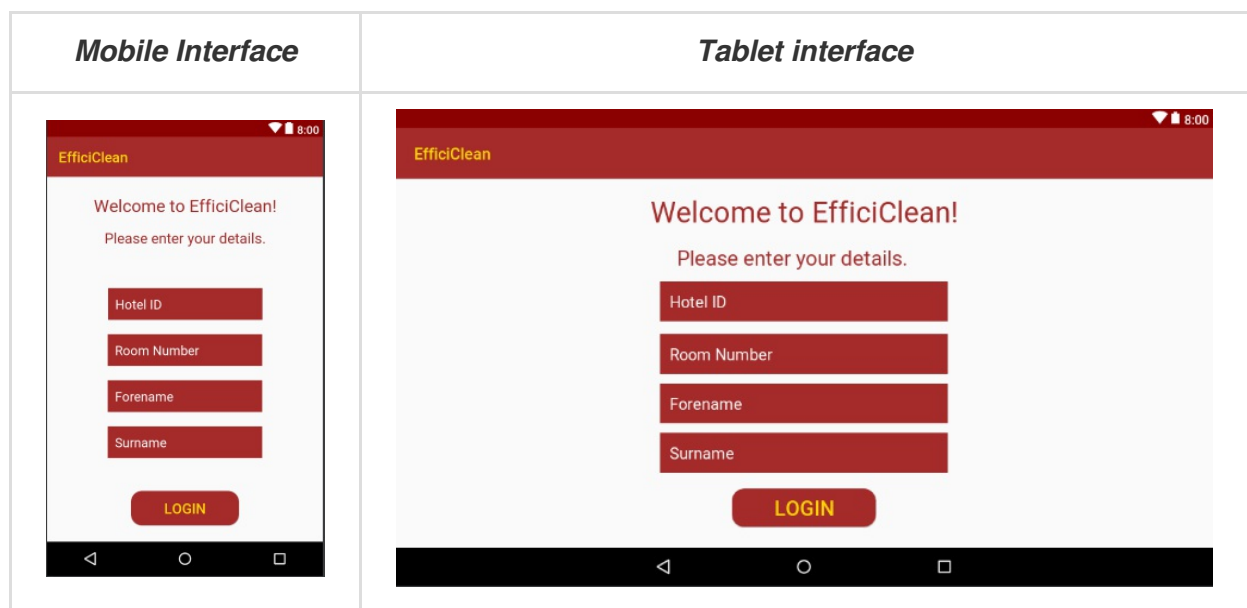
1. Guest User Manual

1.1 Installation

- To install the Efficilean application go to the Google Play Store and search for “Efficilean”
- Click on the Efficilean application
- Click the install button
- Once the application has installed click the open button on this page

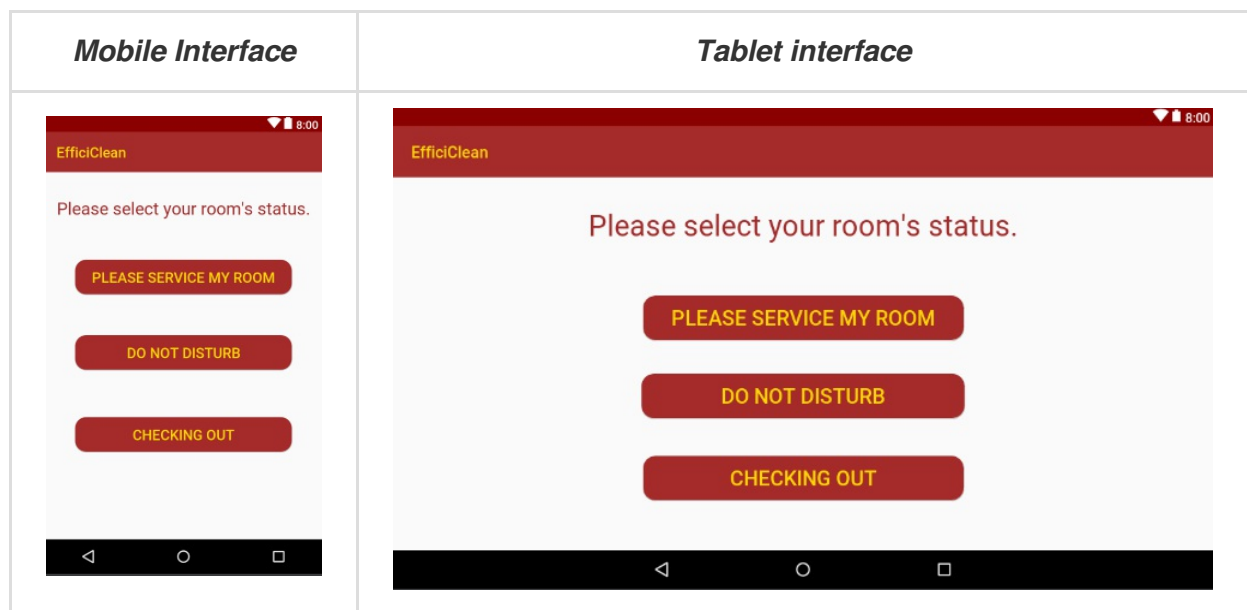
1.2 Login

- When you open Efficilean you will be presented with the login page
- Your login details consist of the name which the room was booked under and the room and hotel information present on the back of your hotel room door
- To login please type in:
 - Hotel ID (present on the back of the room door)
 - Room Number (present on the back of the room door)
 - Forename (name which room is booked under)
 - Surname (name which room is booked under)
- Please see an example of this interface below

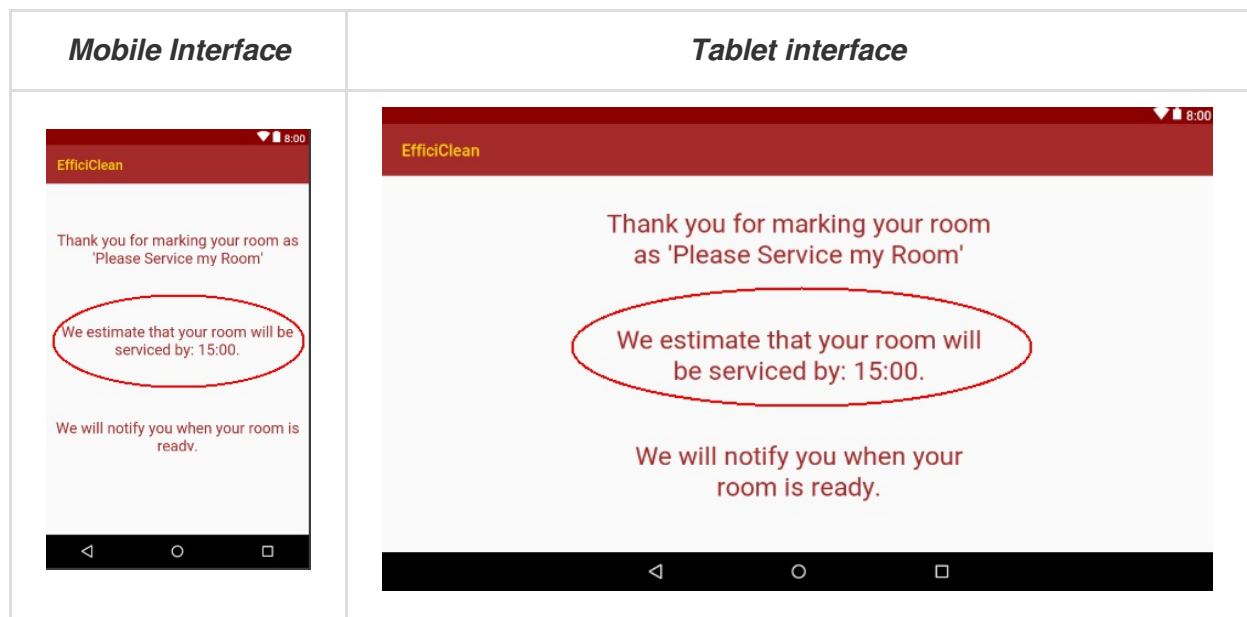


1.3 Mark Room Status

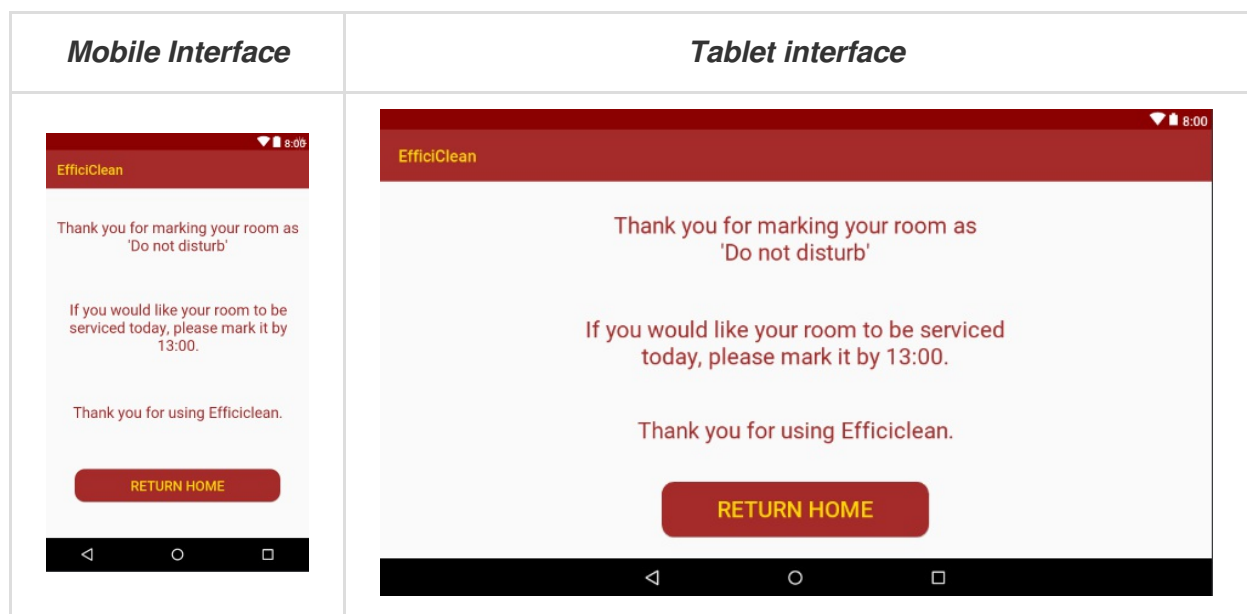
- As you can see in the image below you will be presented with three options to mark the status of your room
 - Please service my room
 - Do not disturb
 - Checking out
- Please service my room means that you would like your room to be cleaned
- Do not disturb means that you do not wish for your room to be serviced
- Checking out means that you are checking out of the hotel.



- After you have marked the status of your room you will be presented with a screen informing you of your choice
- If you mark your room as "Please service my room" you will be presented with the following screen



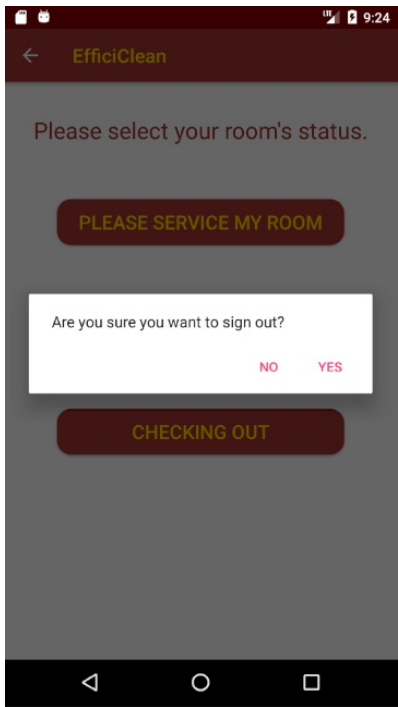
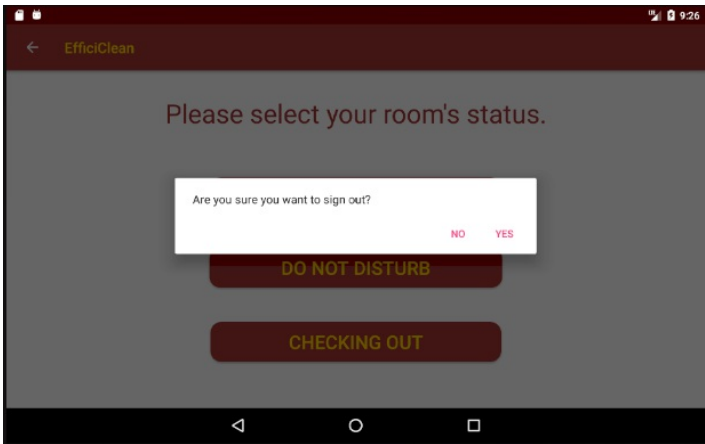
- The highlighted area of this interface shows the region where your estimated clean time will be present.
 - This is the estimated time by which your room will be cleaned.
- When your room is cleaned you will receive a notification on your device to inform you that it has been cleaned.
- If you mark your room as “Do not disturb” you will be presented with the following screen



- This page will give you a time you will be allowed to change this by if you wish to do so.
 - If you wish to change the status of your room to “Please Service my room” or “Checking out” press the return home button on this screen
 - You will be presented with the same home screen as before
 - Select the status which you wish to mark your room as
- You have now successfully marked the status of your room

1.4 Log Out

- To log out of Efficiclean click on the back button on the top left corner of the home screen.
- You will be presented with the following pop up

<i>Mobile Interface</i>	<i>Tablet interface</i>
 <p>The mobile interface screenshot shows a dark red header with a back arrow and the text 'Efficiclean'. Below the header, the text 'Please select your room's status.' is displayed. There are two buttons: 'PLEASE SERVICE MY ROOM' and 'CHECKING OUT'. A white confirmation dialog box is overlaid on the screen with the text 'Are you sure you want to sign out?' and two options: 'NO' and 'YES'.</p>	 <p>The tablet interface screenshot shows a dark red header with a back arrow and the text 'Efficiclean'. Below the header, the text 'Please select your room's status.' is displayed. There are two buttons: 'DO NOT DISTURB' and 'CHECKING OUT'. A white confirmation dialog box is overlaid on the screen with the text 'Are you sure you want to sign out?' and two options: 'NO' and 'YES'.</p>

- Click Yes
- You have successfully signed out of the application

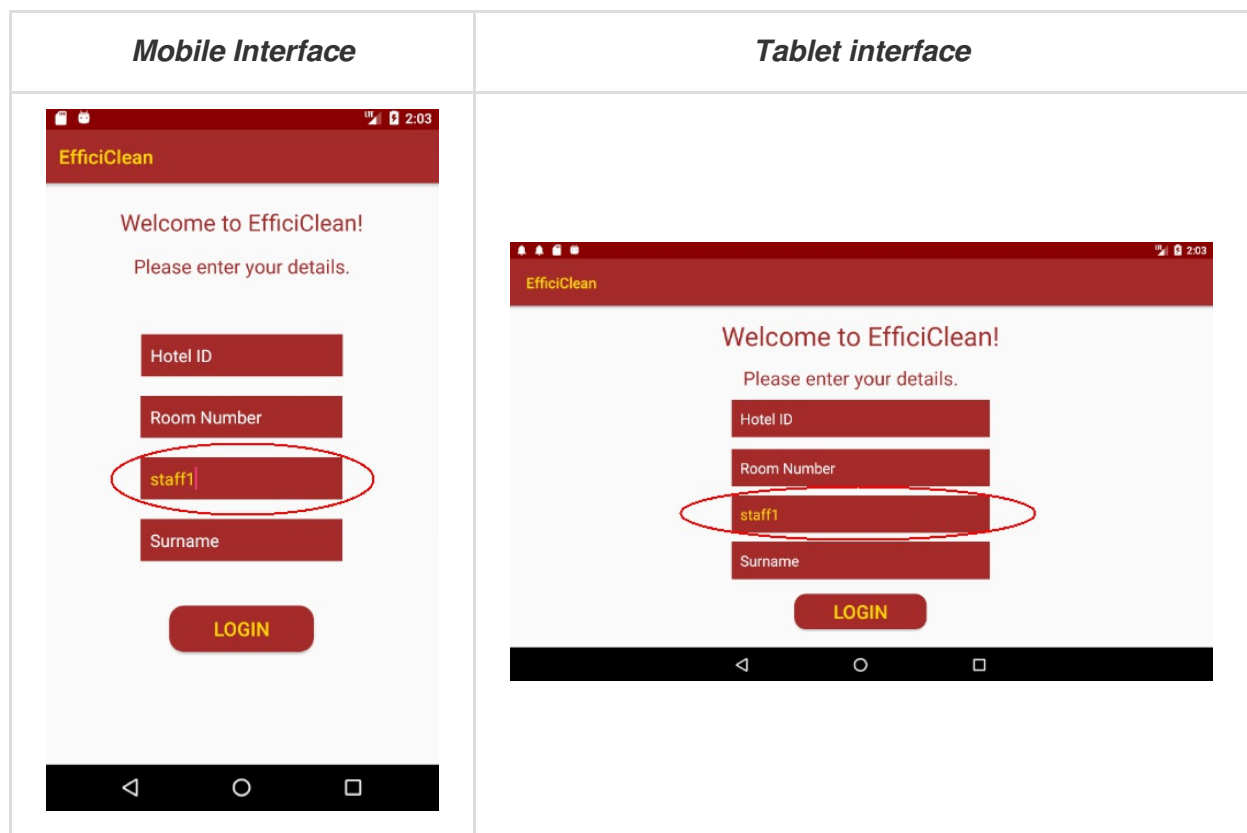
2. Housekeeping Staff User Manual

2.1 Installation

- To install the Efficiclean application go to the Google Play Store and search for “Efficiclean”
- Click on the Efficiclean application
- Click the install button
- Once the application has installed click the open button on this page

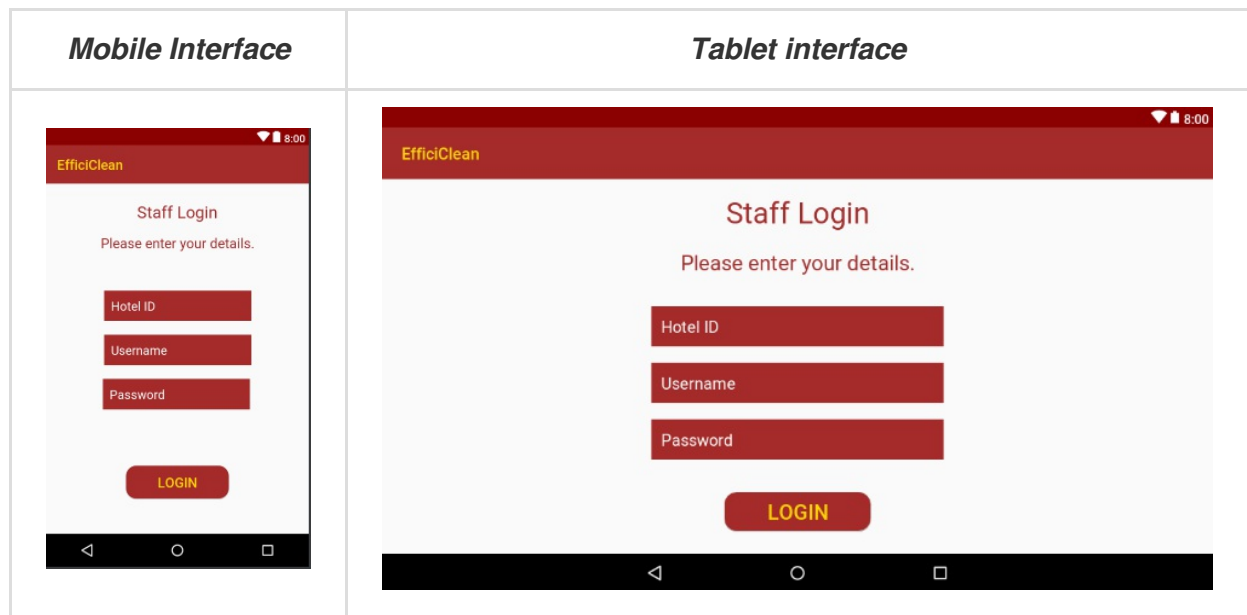
2.2 Login

- When you open Efficiclean you will be presented with the login page.
- This is the guest page
- In the forename field enter “staff1” as seen below



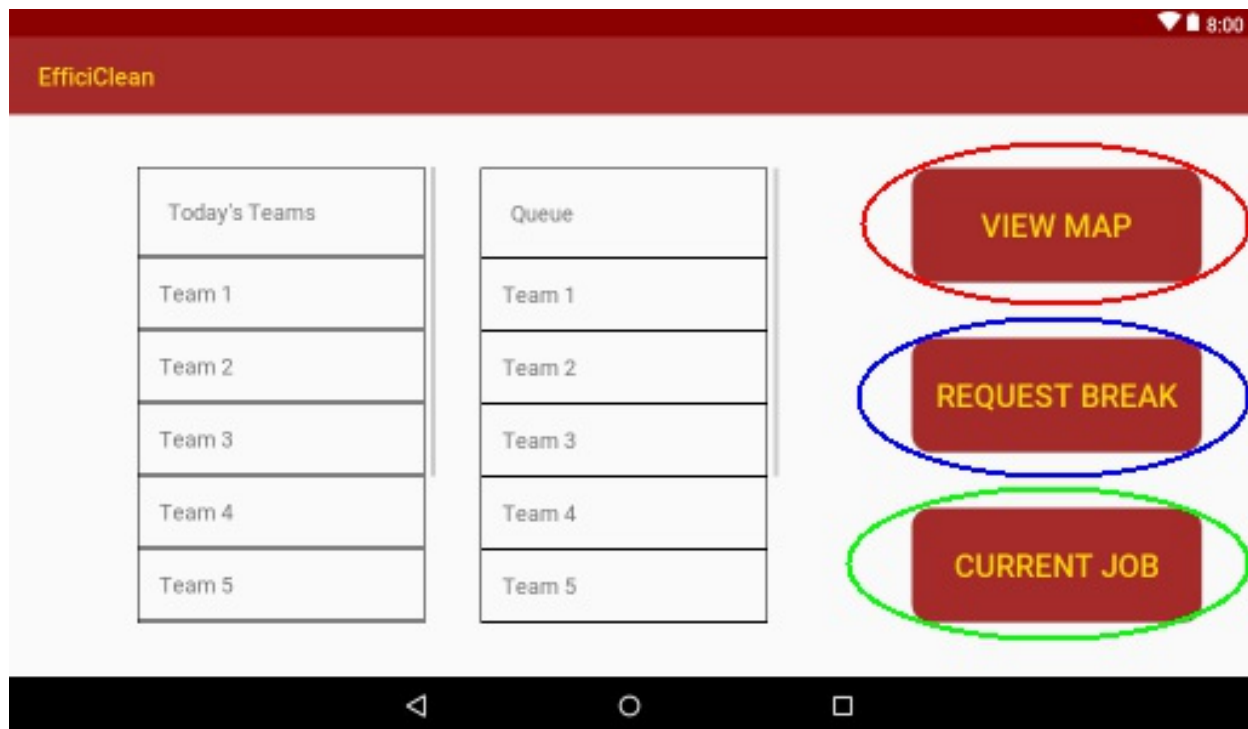
- Click the Login button

- You will be presented with the following page



- Enter your Hotel ID which can be obtained from your supervisor
- Enter your unique username and password which can also be obtained from your supervisor
- Click the Login button

2.3 The Home Screen (Tablet)



- As you can see from the above image above the staff homepage has five main elements
 - Today's Teams
 - Queue
 - View Map button (highlighted in red)
 - Request Break button (highlighted in blue)
 - Current Job button (highlighted in green)
- The Today's Team section will list the teams of the day.
- The queue will show the ordering of these teams to be assigned to a room
 - The team at the top of the queue is the team next to be assigned a room
- The View Map button (highlighted in red) shows a map view of the status of each room in the hotel
- The Request Break button (highlighted in blue) is where you and your team member can request your break. If you do not request a break one will be assigned to you.
- The Current Job button is for you and your team member to see what room you are currently

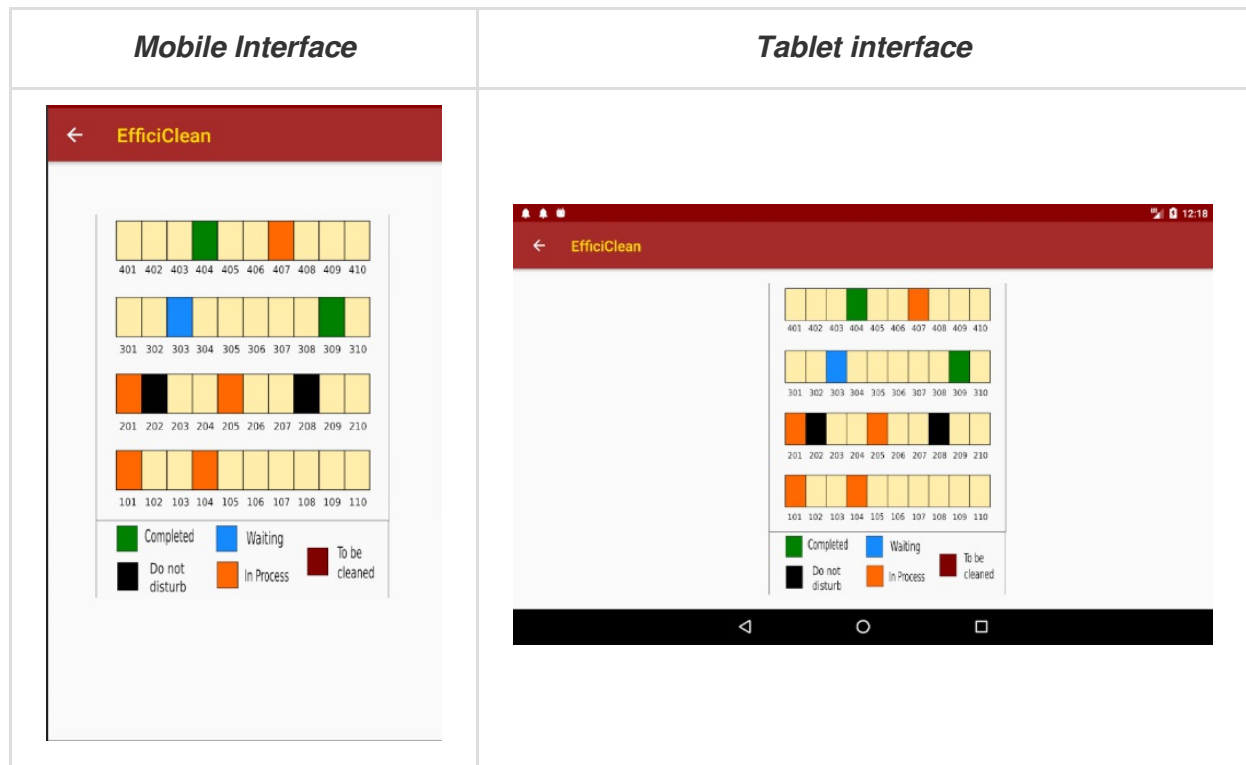
assigned to and mark it's status.

2.4 The Home Screen (Mobile)



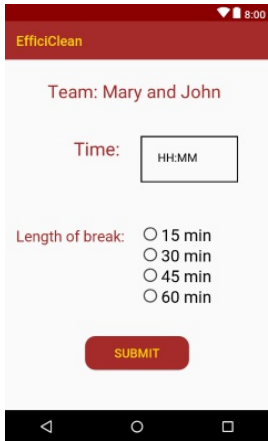
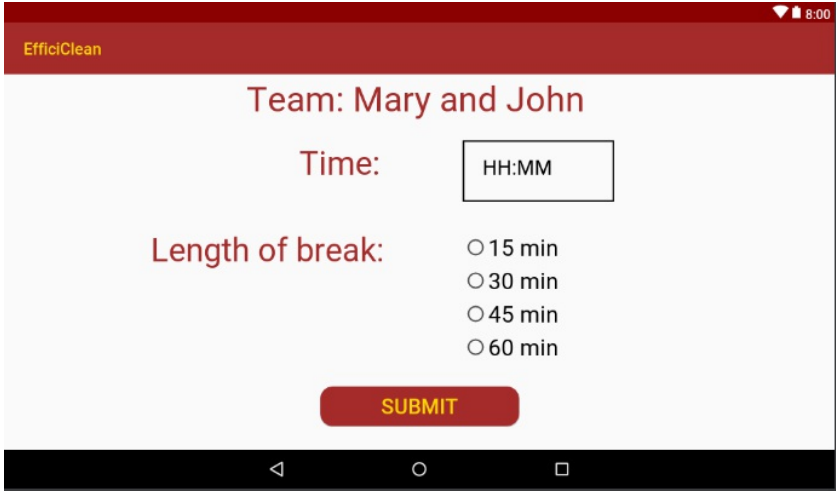
- There is one small difference between the staff home page on tablet and mobile.
 - On the mobile interface the list of Today's Teams can be accessed by clicking the Today's Teams button (highlighted above) on the home screen.

2.5 View Map



- Once you have clicked the View Map button you will be presented with the View Map screen.
- This screen presents you with the status of each room in the hotel.
- There is a legend at the bottom of the map for reference
 - Completed, rooms that have been cleaned, are marked green
 - Waiting, rooms that are awaiting approval by a supervisor, are marked blue
 - Do not disturb, rooms of guest that do not wish for their rooms to be cleaned, are marked black
 - In Progress, rooms which are currently being cleaned, are marked orange
 - To be cleaned, rooms which are waiting to be cleaned, are marked dark red

2.6 Request Break

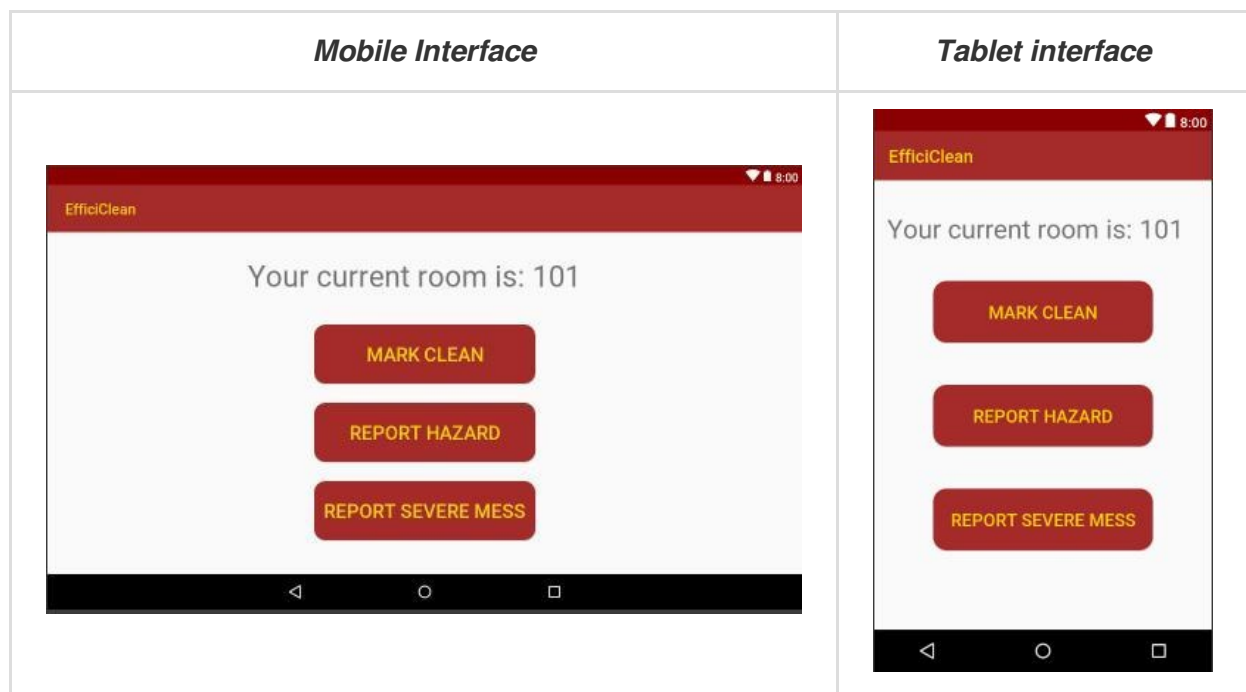
Mobile Interface	Tablet interface
 <p>The mobile interface screenshot shows a red header bar with the text 'EfficiClean' and a status bar at the top right showing a signal icon, battery icon, and time '8:00'. Below the header, the text 'Team: Mary and John' is displayed. Underneath, there is a 'Time:' label followed by a text input box containing 'HH:MM'. Below this, the 'Length of break:' is followed by four radio button options: '15 min', '30 min', '45 min', and '60 min'. At the bottom, there is a red 'SUBMIT' button. The bottom of the screen shows a black navigation bar with three white icons: a back arrow, a circle, and a square.</p>	 <p>The tablet interface screenshot shows a red header bar with the text 'EfficiClean' and a status bar at the top right showing a signal icon, battery icon, and time '8:00'. Below the header, the text 'Team: Mary and John' is displayed. Underneath, there is a 'Time:' label followed by a text input box containing 'HH:MM'. Below this, the 'Length of break:' is followed by four radio button options: '15 min', '30 min', '45 min', and '60 min'. At the bottom, there is a red 'SUBMIT' button. The bottom of the screen shows a black navigation bar with three white icons: a back arrow, a circle, and a square.</p>

- After you select the Request Break button you will be presented with the above screen
- To select the time which you would like to take the break, enter the time in the time box in the format HH:MM.
- Following this select an option for the length of the break you would like to take by tapping the box beside your preferred option.
- Click the submit button
- This break has now been sent to your supervisor for approval
- You will receive a notification to inform you if this break has been approved or disapproved.

2.7 Current Job

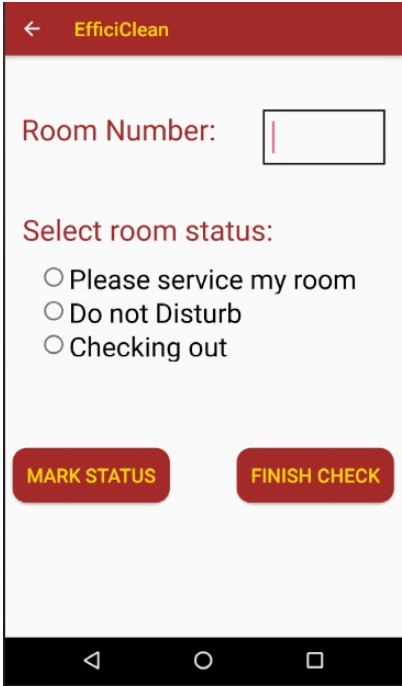
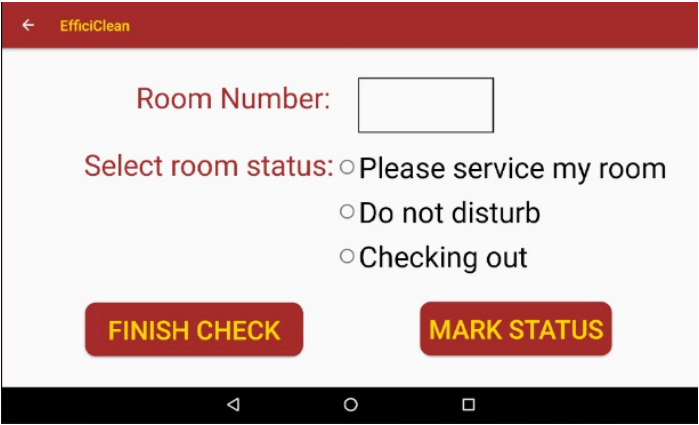
- Your current job will either be a room clean or adding rooms to the queue.

Room Clean



- When a room has been assigned to your team you will receive a push notification to alert you that you have been assigned a room.
- The room number will then be present on this screen.
- You will have three options to mark the room as:
 - Mark Clean, if you have completed cleaning the room
 - Report Hazard, if there is hazardous waste that will need a specialist cleaning team to clean such as blood or urine
 - Report Severe Mess, if the room is going to need a thorough clean due to a severe mess
- If you mark the room as Clean it will be sent to supervisor approval
 - If your supervisor deems that the room was not sufficiently cleaned, it will be returned to you with a message on what needs to be fixed
- If you mark a room as either hazardous or severe mess you will be requested to provide a description of the hazard or severe mess.
- Once you have entered this description, click submit and it will be sent to your supervisor for approval.

Add Rooms to queue

<i>Mobile Interface</i>	<i>Tablet interface</i>
 <p>The mobile interface screenshot shows a red header bar with a back arrow and 'EfficiClean'. Below is a 'Room Number:' label followed by a text input field. Underneath is the 'Select room status:' label with three radio button options: 'Please service my room', 'Do not Disturb', and 'Checking out'. At the bottom are two red buttons: 'MARK STATUS' and 'FINISH CHECK'. The Android navigation bar is visible at the very bottom.</p>	 <p>The tablet interface screenshot shows a similar layout but with a wider red header bar. The 'Room Number:' label and input field are larger. The 'Select room status:' label and radio button options are also larger. The two red buttons at the bottom are 'FINISH CHECK' and 'MARK STATUS'. The Android navigation bar is visible at the bottom.</p>

- At a given time interval, specified by your hotel, one team will be assigned the job of walking through the hotel to add rooms to the system which are utilising tags on their door.
- To add a room to the system
 - Type in the room number in the field given.
 - Tap the status which applies to this room.
 - Click the "Mark Room" button.
- Once you have completed adding rooms.
 - Click the "Finish Check" button.

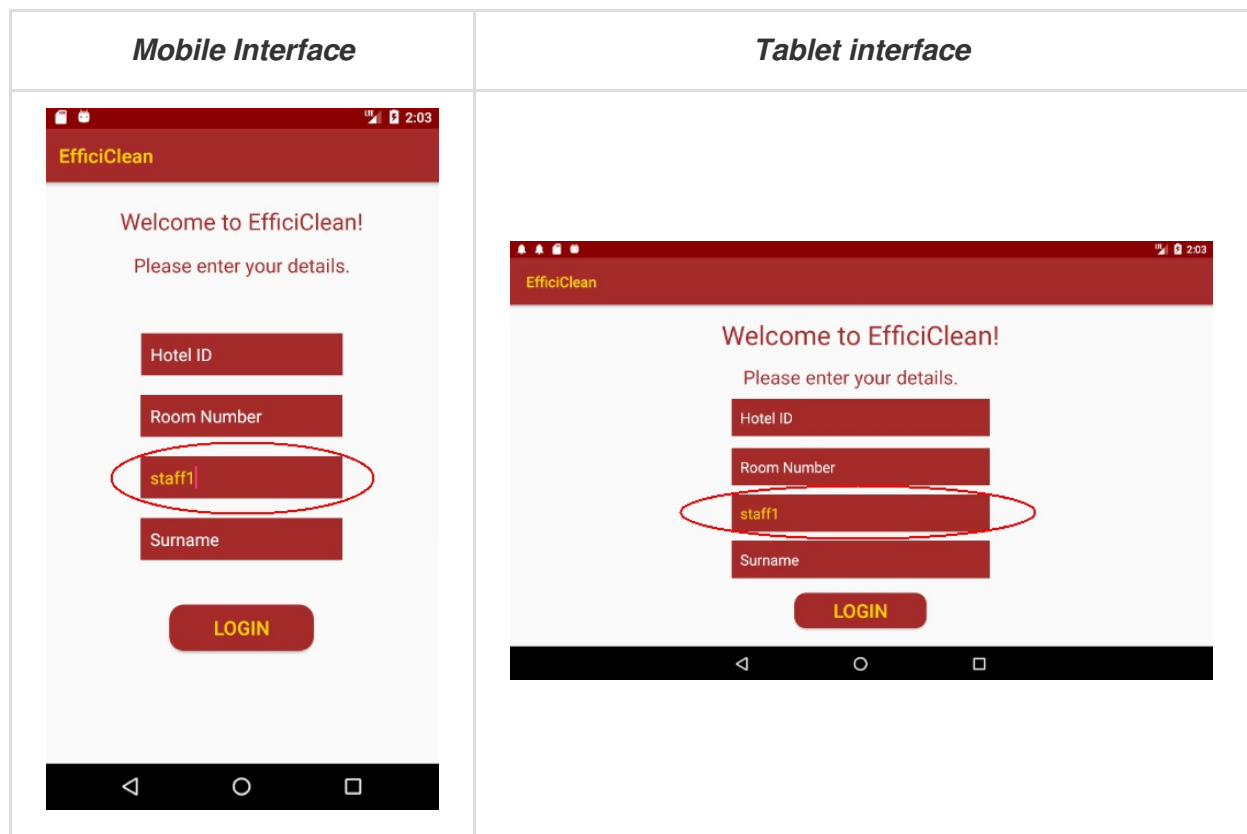
3. Supervisor User Manual

3.1 Installation

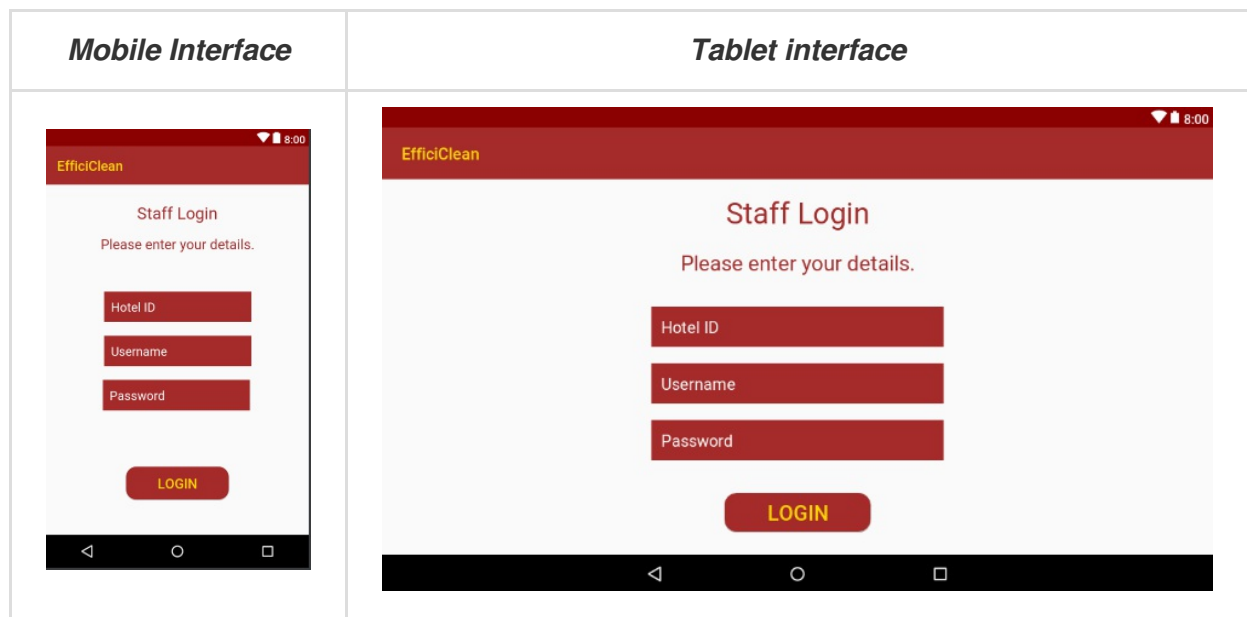
- To install the Efficiclean application go to the Google Play Store and search for “Efficiclean”
- Click on the Efficiclean application
- Click the install button
- Once the application has installed click the open button on this page

3.2 Login

- When you open Efficiclean you will be presented with the login page.
- This is the guest login page
- In the forename field enter “staff1” as seen below

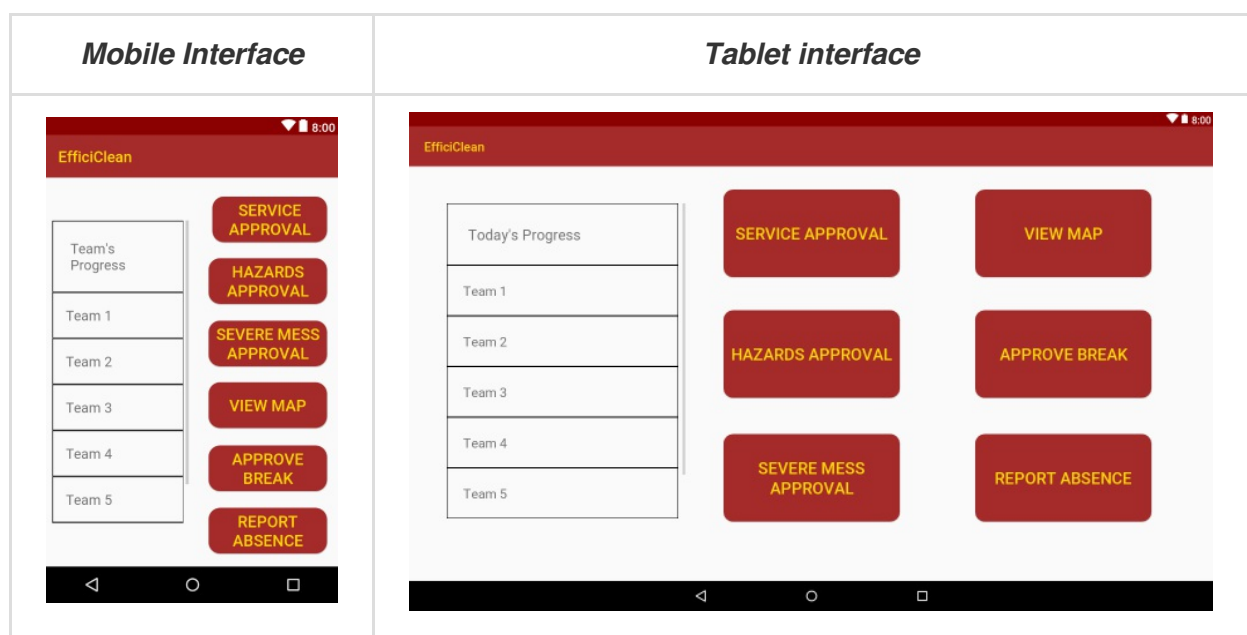


- Click the Login button
- You will be presented with the following page



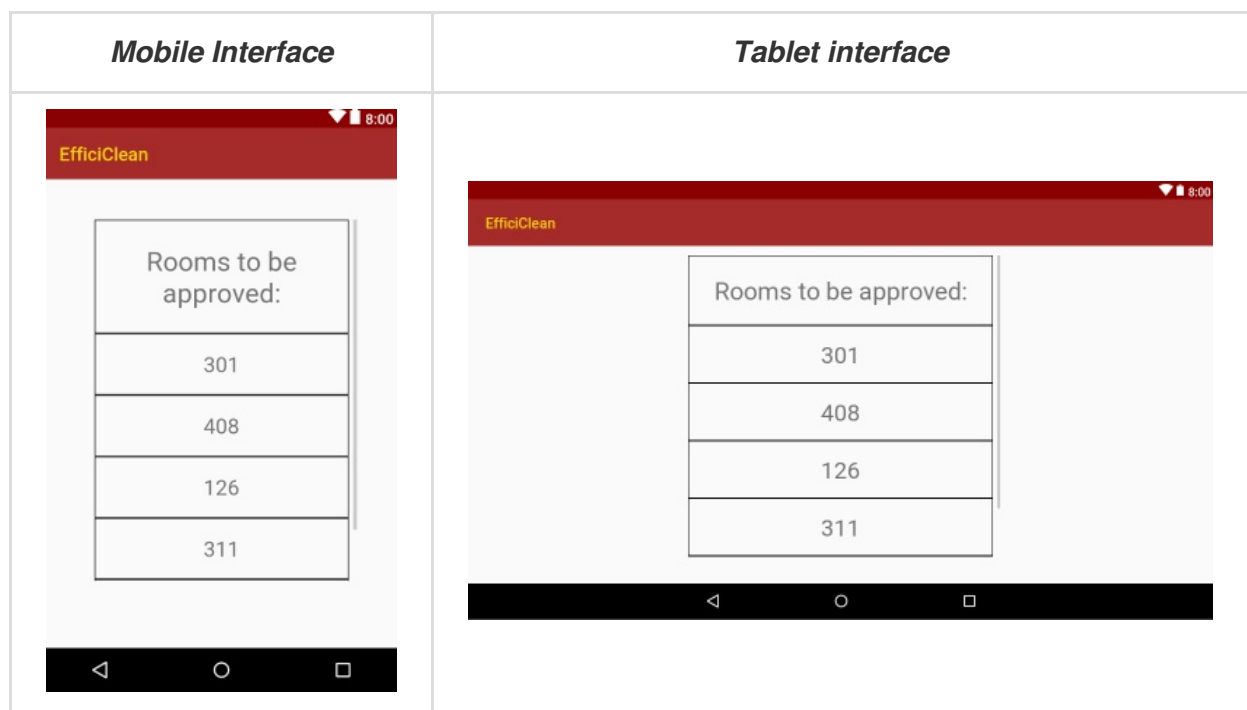
- Enter your Hotel ID
- Enter your unique username and password
- Click the Login button

3.3 The Home Screen

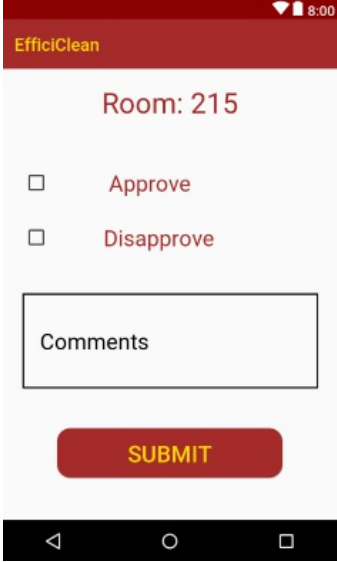
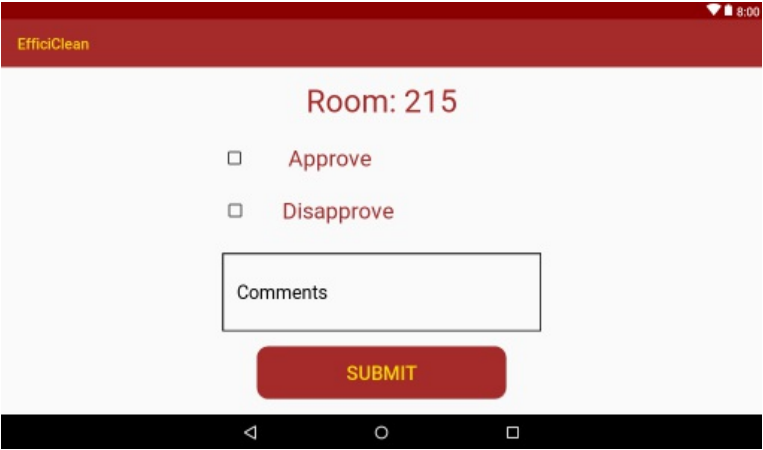


- As you can see from the above image above the staff homepage has seven main elements
 - Today's Progress
 - Service Approval
 - Hazards Approval
 - Severe Mess Approval
 - View Map
 - Approve Break
 - Report Absence
- The Today's Teams progress on the left hand side of the screen is a list (ranging from highest to lowest) of the number of service each team has completed today.
- The Service Approval, hazards approval and severe mess approval buttons is where you can approve service that teams.
- The View Map button shows a map view of the status of each room in the hotel.
- Approve Break is used to approve breaks which staff members have requested
- Report Absence is used to report if a staff member is not present to remove them from the queue.

3.4 Service approval


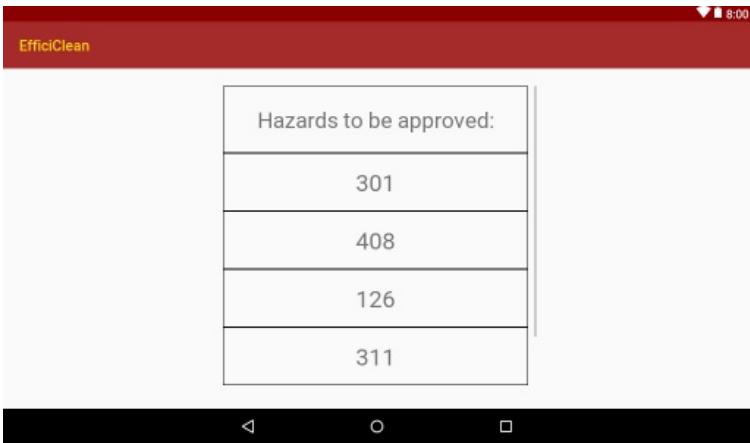


- You will be provided with a list of rooms which are awaiting approval.
- To select a room to approve simply click the room number

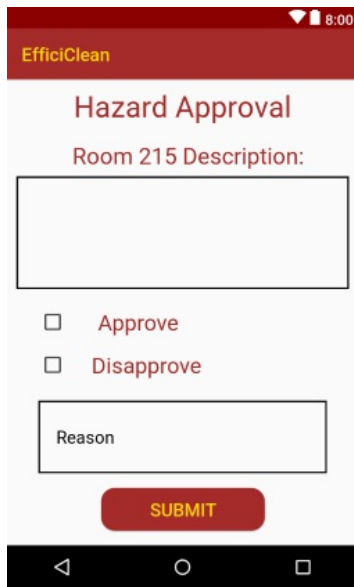
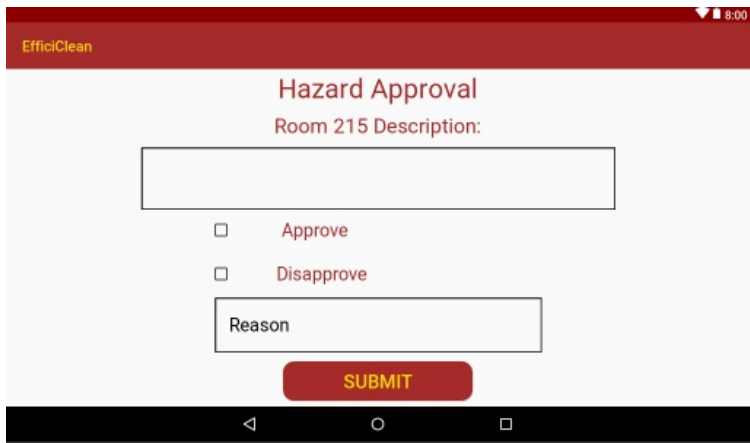
<i>Mobile Interface</i>	<i>Tablet interface</i>
 <p>The mobile interface screenshot shows a red header bar with 'EfficiClean' and a status bar at the top right showing signal, battery, and time '8:00'. Below the header, the text 'Room: 215' is displayed. There are two options: 'Approve' and 'Disapprove', each preceded by an unchecked checkbox. Below these is a text input field labeled 'Comments'. At the bottom is a red button with the text 'SUBMIT' in yellow. The bottom of the screen shows a black navigation bar with three white icons: a back arrow, a circle, and a square.</p>	 <p>The tablet interface screenshot shows a similar layout to the mobile version. It has a red header bar with 'EfficiClean' and a status bar at the top right showing signal, battery, and time '8:00'. Below the header, the text 'Room: 215' is displayed. There are two options: 'Approve' and 'Disapprove', each preceded by an unchecked checkbox. Below these is a text input field labeled 'Comments'. At the bottom is a red button with the text 'SUBMIT' in yellow. The bottom of the screen shows a black navigation bar with three white icons: a back arrow, a circle, and a square.</p>

- When you select a room you will be presented with this page.
- The purpose of the service approval page is for you to approve a staffs room clean once it has been checked.
- If you wish to approve a clean:
 - Click the approve clean button
 - If you have any comments enter them in the comments box
 - Click the submit button
 - This room has been successfully marked as cleaned
- If you wish to disapprove a clean:
 - Click the disapprove clean button
 - If you have any comments enter them in the comments box
 - Click the submit button
 - This room will be returned to the staff member for further cleaning

3.5 Hazards Approval

Mobile Interface	Tablet interface
 <p>The mobile interface shows a red header with 'EfficiClean' and a status bar at 8:00. Below is a box titled 'Hazards to be approved:' containing a list of room numbers: 301sp, 408sp, 126sp, and 311sp. The bottom navigation bar is visible.</p>	 <p>The tablet interface shows a red header with 'EfficiClean' and a status bar at 8:00. Below is a box titled 'Hazards to be approved:' containing a list of room numbers: 301, 408, 126, and 311. The bottom navigation bar is visible.</p>

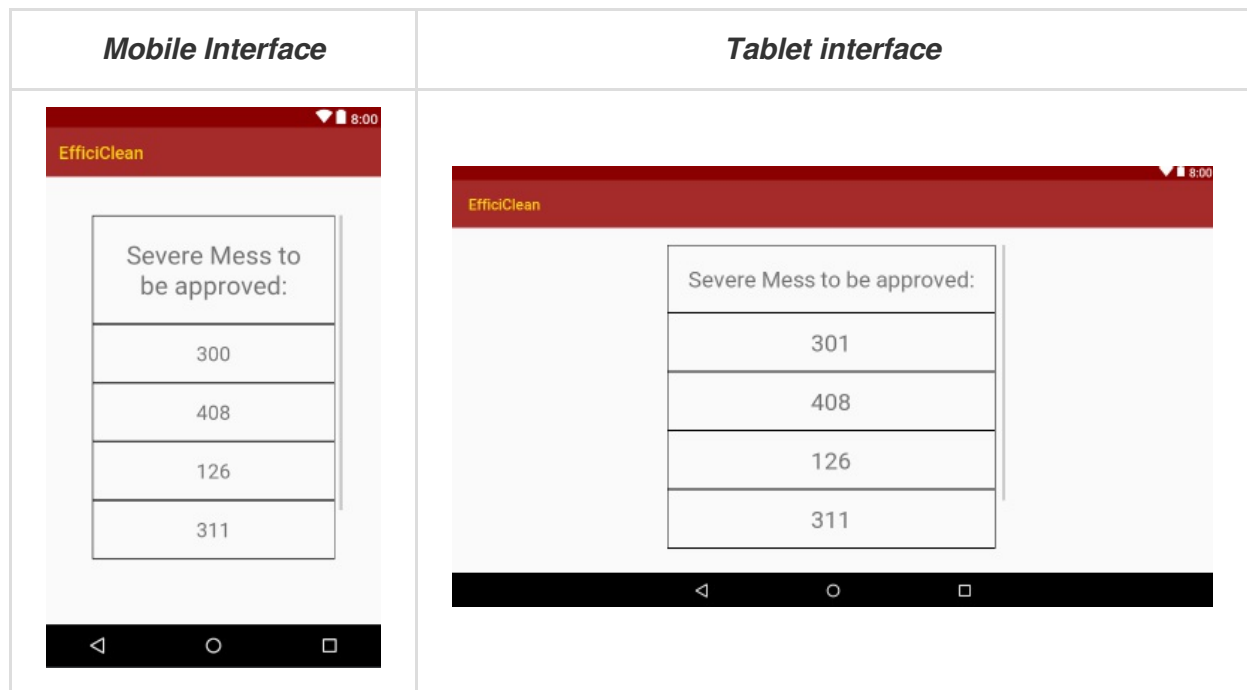
- Once you select the approve hazard option you will be presented with the above screen.
- To select a room to approve, click onto the room number you wish to approve / disapprove.

Mobile Interface	Tablet interface
 <p>The mobile interface shows a red header with 'EfficiClean' and a status bar at 8:00. The title is 'Hazard Approval'. Below is a text area for 'Room 215 Description:'. There are two checkboxes: 'Approve' and 'Disapprove'. Below these is a text area for 'Reason'. At the bottom is a red 'SUBMIT' button. The bottom navigation bar is visible.</p>	 <p>The tablet interface shows a red header with 'EfficiClean' and a status bar at 8:00. The title is 'Hazard Approval'. Below is a text area for 'Room 215 Description:'. There are two checkboxes: 'Approve' and 'Disapprove'. Below these is a text area for 'Reason'. At the bottom is a red 'SUBMIT' button. The bottom navigation bar is visible.</p>

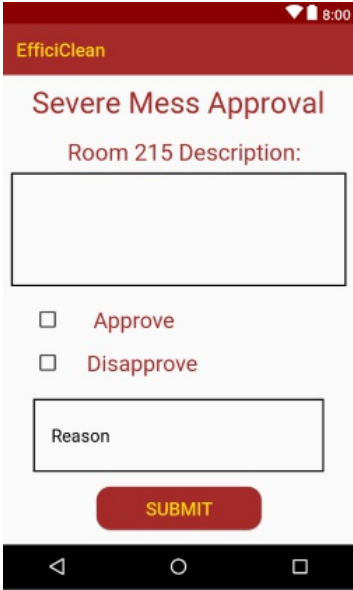
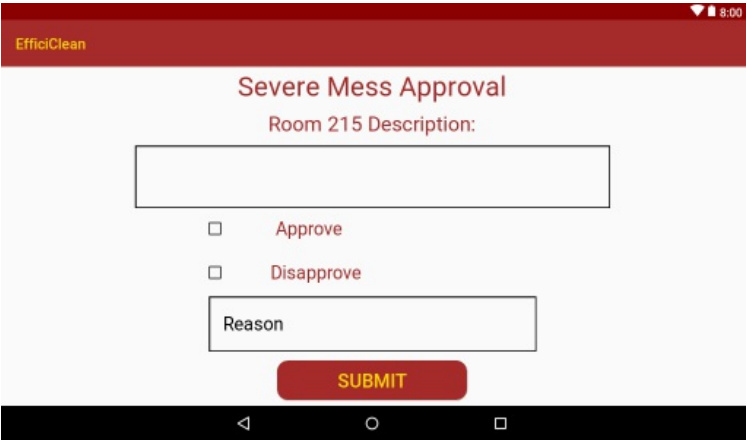
- This hazards approval page is for approving hazards which staff have submitted.
- At the top of page is a description which the staff member has submitted to describe the issue.

- Once you have checked the room, you may choose to approve or disapprove the hazard.
- If you wish to approve a hazard:
 - Click approve
 - If you have any comments enter them in the reason box
 - Click the submit button
 - The hazard has been successfully approved
- If you wish to disapprove a hazard:
 - Click disapprove
 - If you have any comments enter them in the reason box
 - Click the submit button
 - This room will be returned to the staff member for cleaning

3.6 Severe Mess approval

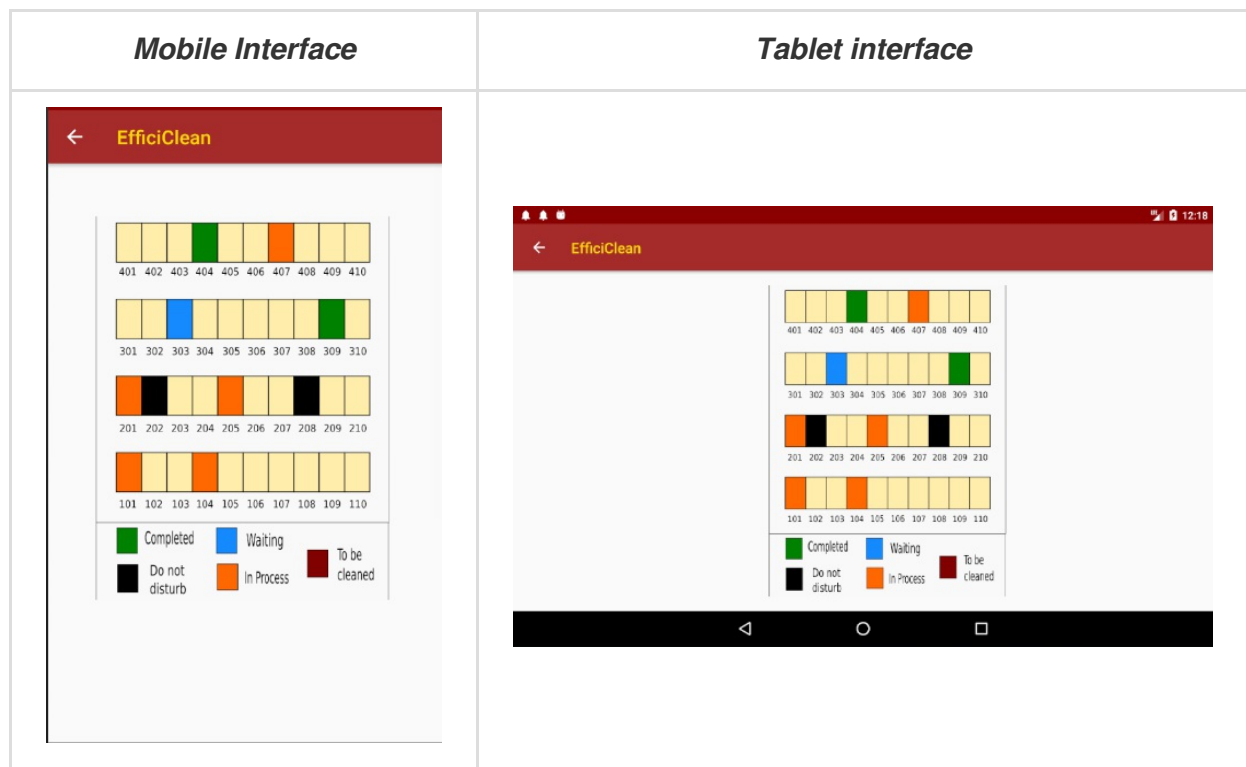


- Once you select the approve hazard option you will be presented with the above screen.
- To select a room to approve, click onto the room number you wish to approve / disapprove.

Mobile Interface	Tablet interface
 <p>The mobile interface screenshot shows a red header bar with 'EfficiClean' and a status bar with a signal icon and '8:00'. Below the header, the title 'Severe Mess Approval' is displayed in red. Underneath is the label 'Room 215 Description:' followed by a large white text input box. Below this are two radio button options: 'Approve' and 'Disapprove'. A 'Reason' label is positioned above a white text input box. At the bottom is a red 'SUBMIT' button. The Android navigation bar is visible at the very bottom.</p>	 <p>The tablet interface screenshot shows a similar layout but with a wider screen. It features a red header bar with 'EfficiClean' and a status bar with a signal icon and '8:00'. The title 'Severe Mess Approval' is in red, followed by 'Room 215 Description:' and a large white text input box. Below this are 'Approve' and 'Disapprove' radio button options. A 'Reason' label is above a white text input box. A red 'SUBMIT' button is located below the reason box. The Android navigation bar is visible at the bottom.</p>


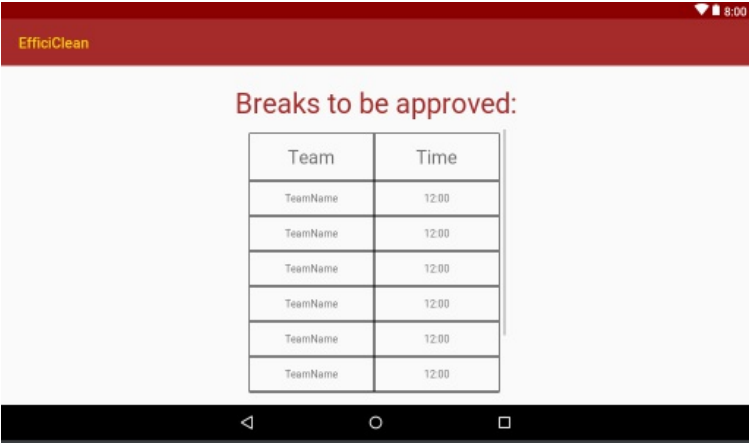
- This severe mess approval page is for approving severe mess' which staff have submitted.
- At the top of page is a description which the staff member has submitted to describe the issue.
- Once you have checked the room, you may choose to approve or disapprove the severe mess.
- If you wish to approve a severe mess:
 - Click approve
 - If you have any comments enter them in the reason box
 - Click the submit button
 - The severe mess has been successfully approved
- If you wish to disapprove a severe mess:
 - Click disapprove
 - If you have any comments enter them in the reason box
 - Click the submit button
 - This room will be returned to the staff member for cleaning

3.7 View Map

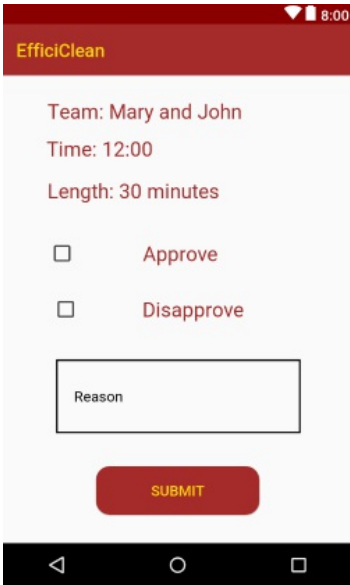
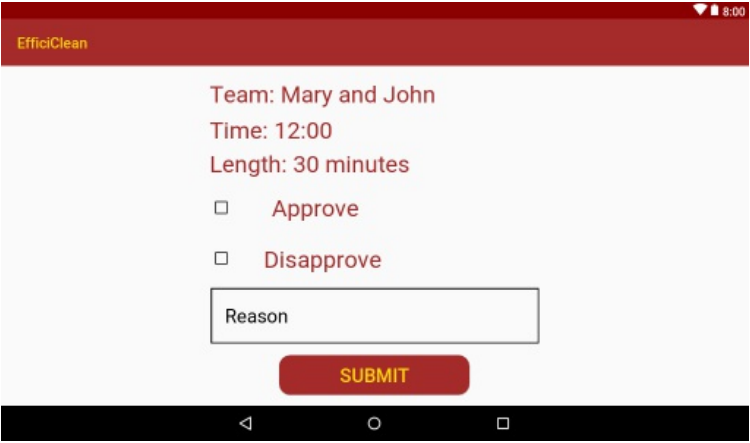


- Once you have clicked the View Map button you will be presented with the View Map screen.
- This screen presents you with the status of each room in the hotel.
- There is a legend at the bottom of the map for reference
 - Completed, rooms that have been cleaned, are marked green
 - Waiting, rooms that are awaiting approval by a supervisor, are marked blue
 - Do not disturb, rooms of guest that do not wish for their rooms to be cleaned, are marked black
 - In Progress, rooms which are currently being cleaned, are marked orange
 - To be cleaned, rooms which are waiting to be cleaned, are marked dark red

3.8 Approve Break

Mobile Interface	Tablet interface
	

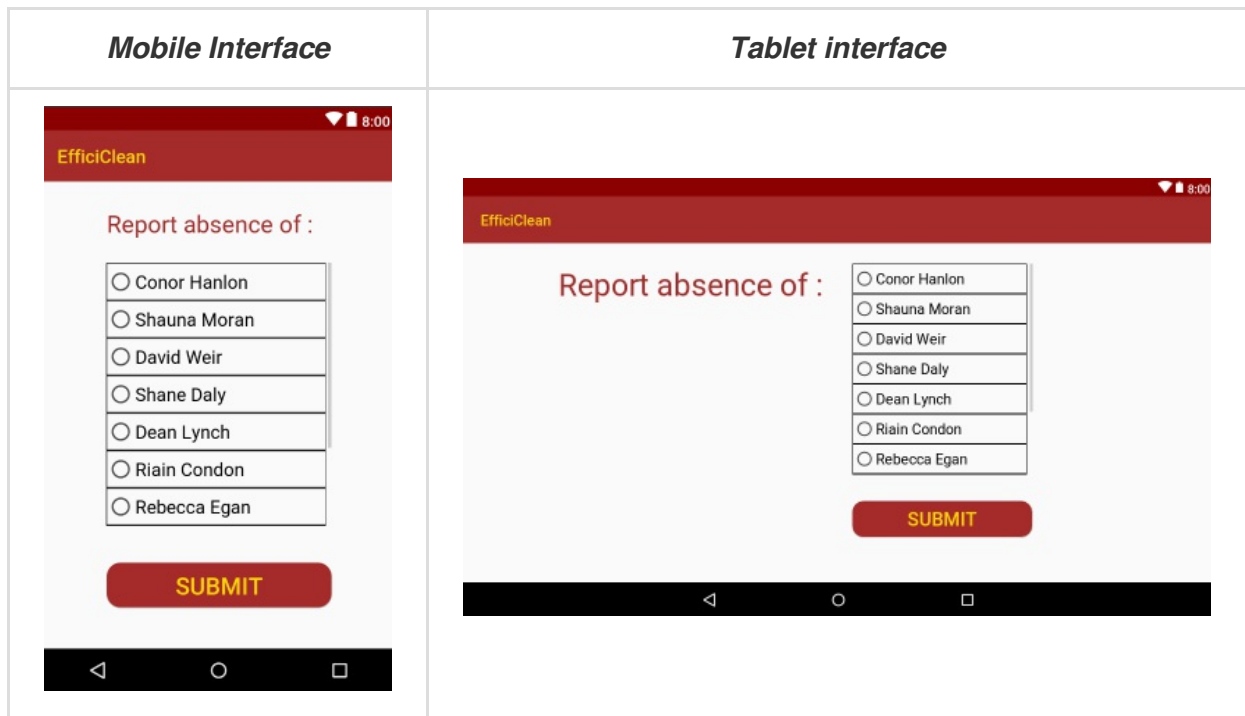
- Once you select the approve break option you will be presented with the above screen.
- To select a break to approve, click onto the team break you wish to approve / disapprove.

Mobile Interface	Tablet interface
	

- On this page you will see present the team members, the time which they wish to take a break and the length of the break they wish to take.
- If you wish to approve a team break:
 - Click approve

- If you have any comments enter them in the reason box
 - Click the submit button
 - The break has been successfully approved
- If you wish to disapprove a team break:
 - Click disapprove
 - If you have any comments enter them in the reason box
 - Click the submit button

3.9 Report Absence

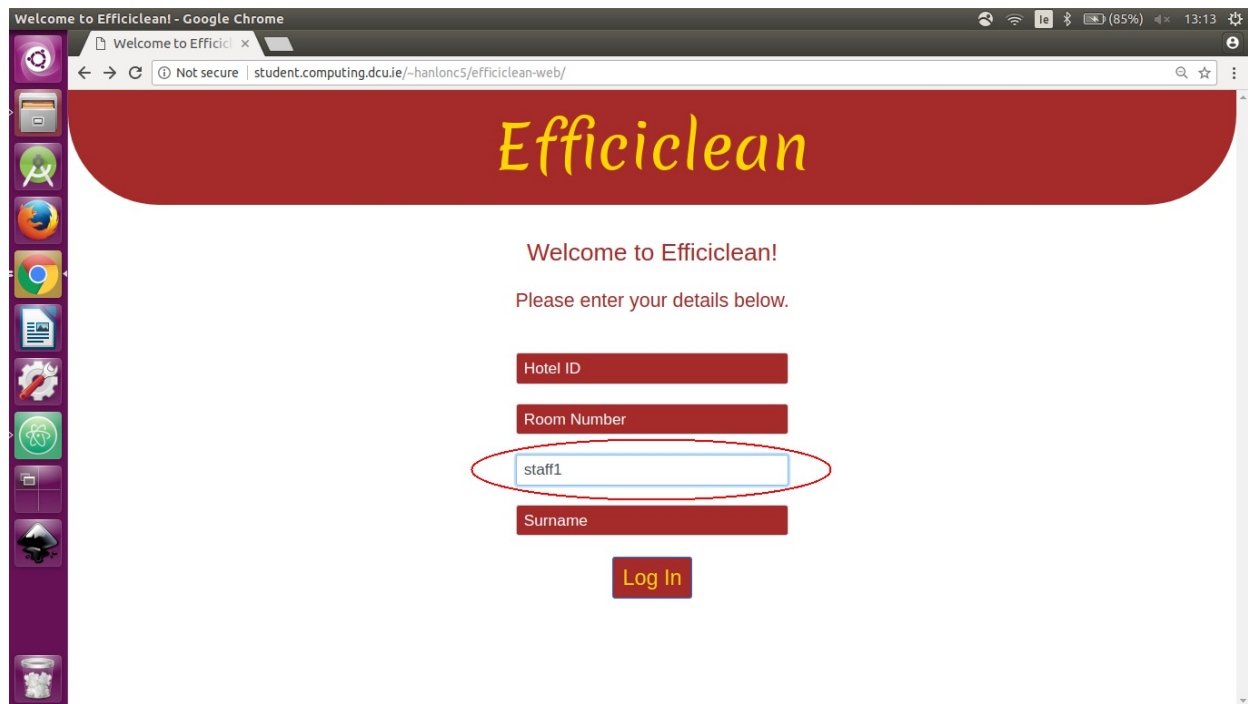


- If a staff member is absent, you must mark them as absent on the application so that they are not assigned to rooms.
- To do this click on the staff member who is absent and click submit.
- This staff member is now successfully marked as absent.

4. Reception User Manual

4.1 Login

- When you open Efficiclean you will be presented with the login page.
- This is the guest page
- In the forename field enter “staff1” as seen below



Welcome to Efficiclean! - Google Chrome

Welcome to Efficiclean!

Please enter your details below.

Hotel ID

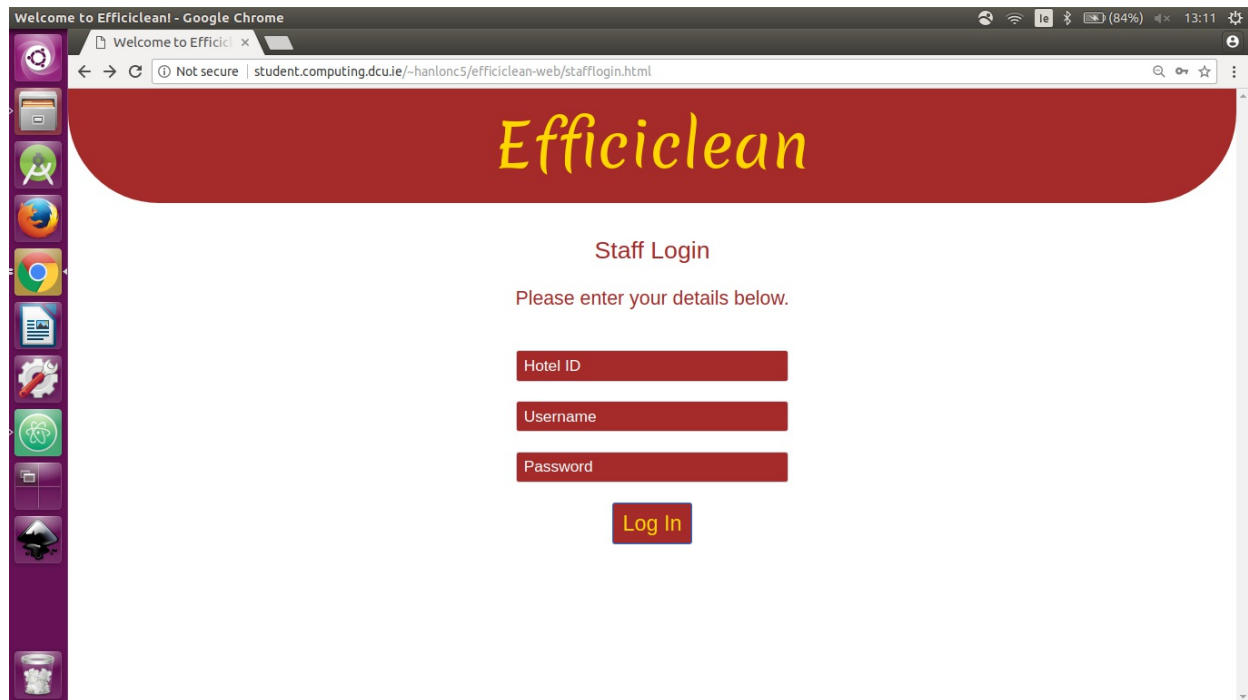
Room Number

Forename: staff1

Surname

Log In

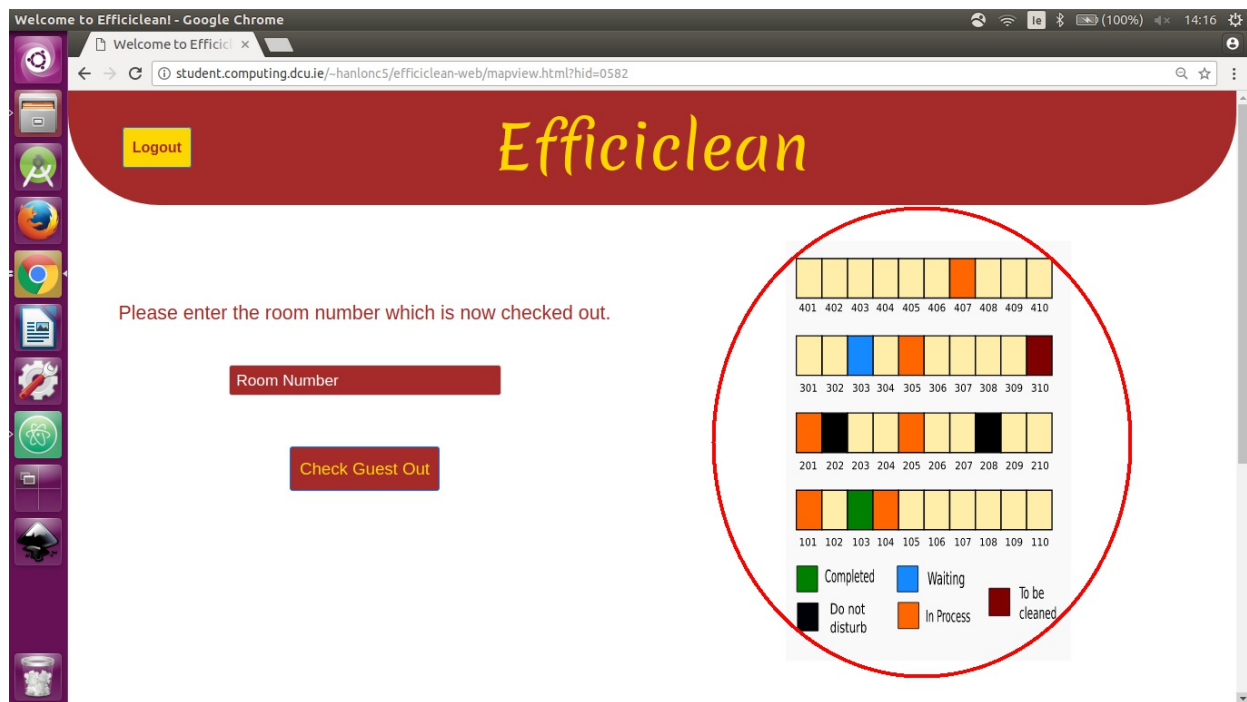
- Click the Login button
- You will be presented with the following page



- Enter your Hotel
- Enter your unique username and password
- Click the Login button

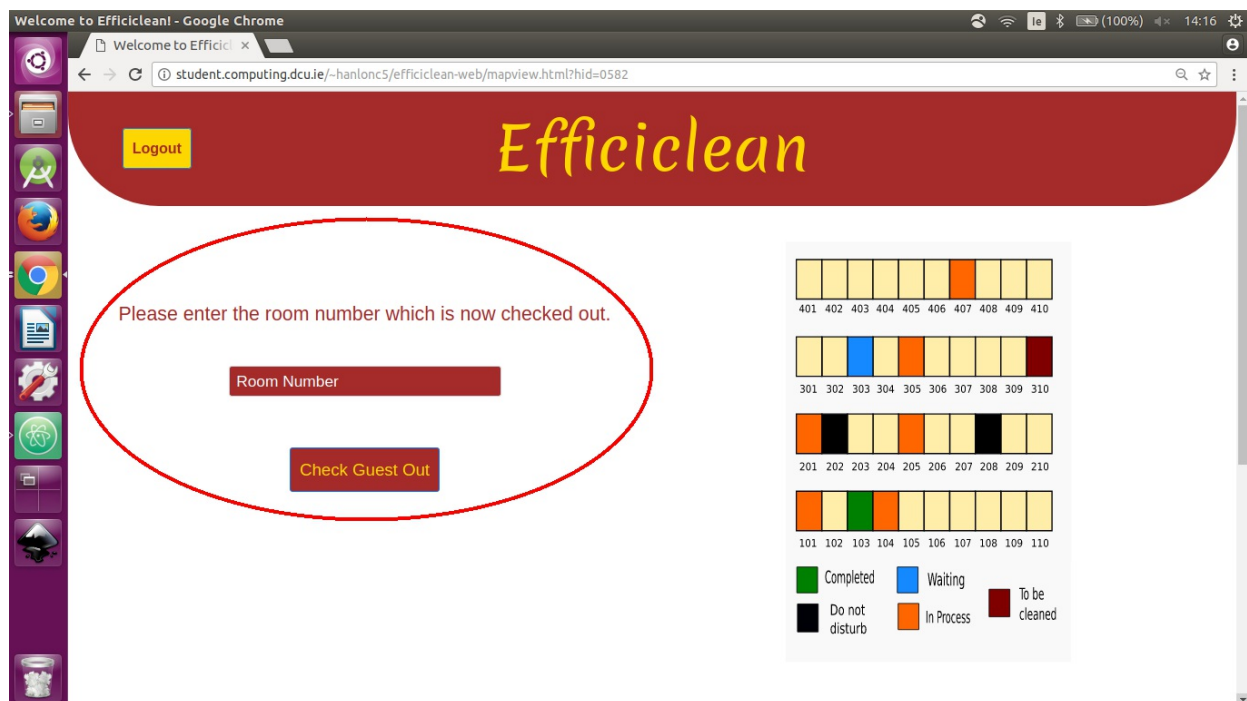
4.2 Map view

- On the right hand side of the page you will see the Map view (circled)
- This view presents you with the status of each room in the hotel.
- There is a legend at the bottom of the map for reference
 - Completed, rooms that have been cleaned, are marked green
 - Waiting, rooms that are awaiting approval by a supervisor, are marked blue
 - Do not disturb, rooms of guest that do not wish for their rooms to be cleaned, are marked black
 - In Progress, rooms which are currently being cleaned, are marked orange
 - To be cleaned, rooms which are waiting to be cleaned, are marked dark red
- If a room is marked green, guests can be checked into these rooms.



4.3 Check Out Guest

- If a guest has not checked out of their room on the Efficlean application you can do this on the left hand side of the page. (circled)
- Type in the room number in the field provided
- Click "Check Guest Out"
- This guest has now been successfully checked out



4.4 Sign out

- Click the "Log Out" button (circled)

